

CLIVE
School Council
Operating Procedures
Approved May 15, 2014

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Clive School;
- B. "Council" means the School Council for the School;
- C. "Parents" means parent or legal guardian;
- D. "Regulation" means the School Councils Regulation under the School Act;
- E. "School Community" means persons other than parents who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the School.

2. AUTHORITY

The Clive School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, specifically *Section 22* of the *School Act*, and the School Councils Regulation which supports it.

3. MISSION STATEMENT/PHILOSOPHY

Clive School Philosophy

At Clive School, we strive for excellence in academic achievement as well as student conduct and behaviour. By setting high expectations for our students and staff, and by working collaboratively with our parents we prepare our students for a range of future possibilities and teach them to be valued and contributing members of our school and the greater community. The staff of our school takes pride in our focus on teaching and learning and the development of the school community.

The Mission/Philosophy of the Clive School Council is:

The School Council's mandate is to work toward ensuring the best possible education for all students within that school. The School Council provides a structure in which parents, principal, teachers, students and community members can talk about education in their community. The School Council is the vehicle by which parents in the school community

CLIVE
School Council
Operating Procedures
Approved May 15, 2014

have a voice in regards to educational issues. Parental input is encouraged and valued. Some of the roles and responsibilities of the School Council are to: focus on the best interest of all students, maintain high ethical standards, actively seek and represent the views of the school community, inform and involve the school community.

4. GOALS/PURPOSE

The goals of the School Council, in keeping with the *School Act* and the *School Councils Regulation*, are to:

- A. *The school council may advise the principal and the board respecting any matter relating to the school. Areas that a council will typically address are school planning, budgeting, communications, community relations, programming, the school plan for continuous growth and the three year strategic education plan. The school council itself should welcome and accommodate diversity in its membership, and strive to embody the District's core values of dignity and respect, honesty, loyalty, fairness, and personal and communal growth in all its actions, endeavours and goals.*
- B. Comply with the School Councils Regulation by providing the school board with an annual report that summarizes the School Council's activities for the previous school year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30th.
- C. Adhere to the School Council's Code of Ethics

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

Clive School Council uses a Town Hall Operating Style

- A. The membership of the School Council shall consist of:
 - 1) All parents of students enrolled in the School
 - 2) The principal of the School
 - 3) All teachers and staff of the School
 - 4) WCPS School Trustee
- B. The voting members of the School Council shall consist of: All parents of the school who attend the meeting

CLIVE
School Council
Operating Procedures
Approved May 15, 2014

- C. The non-voting members of the School Council shall consist of: Principal, Teachers, Trustee
- D. The parent/other ratio may vary at times, but the number of parent members must always exceed the number of staff.

6. DECISION MAKING

Decisions at School Council meetings will be made by consensus as much as possible.

- A. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- B. If a decision is made by a vote, the motion must be moved and passed by the majority of voting members attending the meeting.

7. QUORUM

Quorum will be attained when the majority of voting members present at any meeting are parents of students enrolled in the School, and the principal or designate is present.

- A. In the absence of a quorum:
 - 1) No motions may be considered or approved.
 - 2) If a majority of parents and School Council Members at the meeting agree to proceed in the absence of a quorum, the School Council will continue the meeting for purposes of discussion of issues only.

8. EXECUTIVE COMMITTEE and TERMS of OFFICE

The positions of the Executive Committee shall consist of: A Chairperson, Vice Chairperson, Secretary and Treasurer.

- A. All Executive Committee positions must be filled by parents;
- B. Every parent is eligible to be elected to an Executive Committee position on the School Council;
- C. The terms of office are from the Annual General Meeting to the following Annual General Meeting.

CLIVE
School Council
Operating Procedures
Approved May 15, 2014

- D. The Executive Committee of the School Council will be elected by parents attending the Annual General Meeting or will be appointed at the first School Council meeting after the Annual General Meeting;
- E. The Executive Committee, through the Chairperson and in consultation with the principal, will provide the agenda for all meetings and the secretary will circulate minutes of the same;
- F. The Executive Committee will carry out the day-to-day operation of the School Council.

9. DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

A. Chairperson

It is expected that the School Council Chairperson will be a parent of a student attending the school. Unless otherwise delegated, the Chairperson of the School Council will:

- 1) Chair all meetings of the School Council;
- 2) Coordinate with the principal to establish meeting agendas;
- 3) Communicate with the principal on a regular basis;
- 4) Call regular School Council meetings;
- 5) Decide all matters relating to rules of order at the meetings;
- 6) Follow existing School Council operating procedures;
- 7) Ensure that minutes are recorded and maintained;
- 8) Have general supervision of all activities of the School Council;
- 9) Be the official spokesperson of the School Council;
- 10) Ensure there is regular communication with the school community, beyond those who attend meetings;
- 11) Stay informed about school board policy that impacts School Council;
- 12) Submit an annual report in conformance with the Regulations.

B. Vice Chairperson

Unless otherwise delegated, the Vice-Chairperson of the School Council will:

CLIVE
School Council
Operating Procedures
Approved May 15, 2014

- 1) In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities;
- 2) In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council;
- 3) Work with and support the Chairperson in agenda preparation;
- 4) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- 5) May assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;
- 6) Promote teamwork and assist the Chairperson in the smooth running of the meetings;
- 7) Keep informed of relevant school and school board policies;
- 8) Prepare to assume the position of Chairperson in the future;
- 9) Aid the Chairperson and undertake tasks assigned by the Chairperson.

C. Secretary

Unless otherwise delegated, the Secretary of the School Council will:

- 1) Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting;
- 2) Keep minutes, correspondence, records and other School Council documents;
- 3) Distribute notices of meetings and other School Council events as required;
- 4) Ensure all materials relating to the School Council including resources, all meeting minutes and any relevant documents are available to the public in an accessible location in the School;

In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.

CLIVE
School Council
Operating Procedures
Approved May 15, 2014

D. Grade or Division Representatives

These individuals will be key members of School Council who:

- 1) Encourage feedback and participation from community groups and individuals;
- 2) Communicate information of interest to the School Council and the school community;
- 3) Share information from School Council meetings with the community;
- 4) Have a clear understanding of the School Council's goals and purpose;
- 5) Respect confidentiality;
- 6) Attend School Council meetings;
- 7) Identify possible topics for agendas;
- 8) Serve as a liaison between the School Council and their organization or area of responsibility/expertise.

10. VACANCIES

With the exception of the School Council position filled by the principal, the school council may appoint School Council members and/or school community members to fill vacancies until the election at the next Annual General Meeting.

11. MEETINGS

A. Regular Meetings

A minimum of five (5) regular School Council meetings will be held per school year or as called by the Executive Committee. It will be decided when these meetings will take place at the Annual General Meeting. The meetings will take place at the School, unless otherwise advertised.

CLIVE
School Council
Operating Procedures
Approved May 15, 2014

B. Special Meetings

- 1) Upon receipt of a written request of at least ten (10) parents, with a description of the purpose for a Special Meeting, the Chair must ensure a Special Meeting will be called within fourteen (14) days.
- 2) A notice stating the time, date and place of the meeting, the names of the parents calling the Special Meeting, and a description of the matters to be dealt with will be provided to the School Community at least 5 days before the Special Meeting.
- 3) At any Special Meeting all parents in attendance at the Special Meeting shall have the right to vote.

C. Annual General Meetings

An Annual General Meeting of the School Council will take place one each school year.

- 1) The Annual General Meeting of the School Council shall be held not later than October 31st. The Annual General Meeting will be advertised throughout the School and the community at large.
 - 1) The Annual General Meeting will include:
 - a. Elections
 - b. Review the goals and objectives from the previous year;
 - c. discussion of any major issue in which all parents should have input such as: changes to the Vision or Mission; school policy; or other major changes in the school program or focus;

CLIVE
School Council
Operating Procedures
Approved May 15, 2014

12. MEETING AGENDAS

The Chairperson will work in partnership with the principal to establish the agendas for all meetings. Agenda item requests must be made through the Chairperson, who will, if necessary, consult with the Executive and principal as to the appropriateness of the item requested.

13. COMMITTEES

Committees will be determined by the School Council and will make decisions or recommendations according to the mandate the School Council gives them as deemed necessary from school year to school year.

- A. Committee members shall consist of volunteers from the school community.
- B. Standing committees will operate on an ongoing basis with specified lengths of terms for members.
- C. Ad hoc committees will be formed as necessary and will work within a specified time period.
- D. Chairs of committees shall submit a written report of their work at the next school council meeting.

14. POLICIES

Subject to any provincially or board mandated policies and/or regulations, the School Council may make and implement policies in the school that the School Council considers necessary to carry out its functions.

- A. The school council may develop policy for the duration of their term.
- B. The policies of the School Council will be reviewed at the beginning of every new School Council term to decide if each policy will be implemented for the new School Council and its term.
- C. Topics on which School Council may wish to develop guiding policies include, but are not limited to: Communication (Internal and External), Record Keeping,

CLIVE
School Council
Operating Procedures
Approved May 15, 2014

Fundraising, Privacy, Location of Meetings, Official Correspondence Address,
New Member Orientation, School Council Evaluation, and Social Media.

15. FUNDRAISING SOCIETY and OTHER GROUPS OF PARENTS

The School Council recognizes and appreciates the efforts of other groups of parents striving to support and enhance the educational opportunities in the School.

- A. The School Council will communicate regularly with the fundraising society (Clive School Council Association) and/or other groups of parents to support their activities and to solicit support for School Council activities.
- B. The School Council may develop policies to promote a productive, open and transparent relationship with the fundraising society and/or other groups of parents.

16. CODE OF ETHICS

All School Council members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statement of the school and School Council;
- C. Endeavour to be familiar with school policies and operating practices and act in accordance with them;
- D. Practice the highest standards of honesty, accuracy, integrity and truth;
- E. Recognize and respect the personal integrity of each member of the school community;
- F. Declare any conflict of interest;
- G. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- H. Apply democratic principles;
- I. Consider the best interests of all students;
- J. Respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council;
- K. Not disclose confidential information;
- L. Limit discussions at School Council meetings to matters of concern to the school community as a whole;

CLIVE
School Council
Operating Procedures
Approved May 15, 2014

- M. Use the appropriate communication channels when questions or concerns arise;
- N. Promote high standards of ethical practice within the school community;
- O. Accept accountability for decisions;
- P. Not accept payment for School Council activities.

17. CONFLICT RESOLUTION

- A. If at any time, ten (10) parents, or fifty per cent (50%) of the Executive Committee members of the School Council are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written request signed by them to all School Council members, and the following will apply:
 - 1) The Chairperson will call a Special Meeting of the School Council.
 - 2) The Secretary will provide a minimum of seven (7) days' written notice to all parents and School Council members of the date, time, place and purpose of the Special Meeting.
 - 3) At the Special Meeting, all parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict.
 - 4) On motion, seconded by any parent or School Council member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
 - 5) If the combined majority of parents and School Council members present vote in favour of the resolution proposed, the School Council will immediately act upon the resolution.
- 6) The School Council shall abide by the Conflict Resolution Procedures outlined in Wolf Creek Public Schools Administrative Procedure 110. If

CLIVE
School Council
Operating Procedures
Approved May 15, 2014

none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.

18. PRIVACY

The School Council shall adhere to the Personal Information Protection Act (PIPA) and shall not use or share personal information for purposes other than those of School Council business.

19. DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council. If the School Council is dissolved, the Principal may establish an advisory committee to perform some or all of the duties of the School Council until the next school year. The Principal will perform the duties as outlined in Alberta Provincial Legislation with respect to the re-establishment of the School Council within forty (40) school days after the start of the next school year.

20. REVIEWS and AMENDMENTS

Subject to any provincially or board mandated policies and/or regulations, the School Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.

- A. The Operating Procedures of the School Council may be amended by a majority vote of the voting members present at any scheduled meeting of the School Council.

CLIVE
School Council
Operating Procedures
Approved May 15, 2014

These Operating Procedures have been accepted by the Clive School Council.

Date June 16 / 14

Suzanne Henry
Chairperson's Name

Suzanne Henry
Chairperson's Signature

Charlotte Kristianson
Secretary's Name

Charlotte Kristianson
Secretary's Signature

Corrine Thorsteinson
Principal's Name

CMThorsteinson
Principal's Signature