

**Greystone Centennial Middle School Council**  
**Operating Procedures**

**1. Definitions:**

In these Operating Procedures:

- A. "School" means Greystone Centennial Middle School
- B. "Council" means School Council for the school
- C. "Parents" means parent, guardian or primary caregiver of any child enrolled in an educational program at the school
- D. "Regulation" means School Councils Regulation as provided through Alberta Provincial Legislation
- E. "School Community" means persons other than parents (as defined in 1.C. above) who have, in the opinion of the majority of the Members of the School Council, an interest in the well being of the students and the school.

**2. Authority:**

The School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, hereinafter referred to as "legislation."

**3. Mission Statement/Philosophy**

The School Council will undertake discussions and activities that will enhance student learning and foster well-being and effectiveness for our School Community.

**4. Objectives:**

The objectives of the School Council, in keeping with the legislation, are to:

- A. Represent the parent perspective by providing advice to and consulting with the Principal and the School Board on matters relating to the School such as: the School philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student need
- B. Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of the School Community
- C. Support special events that will support and enhance student learning, encourage participation and promote the well-being of the School Community.
- D. Facilitate a performance evaluation of our School Council and communicate the results of this evaluation to the School Board and School Community
- E. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders
- F. Adhere to School Council's Code of Ethics
- G. Consult with other School Councils and provincial organizations
- H. Support an approach to education in which decisions are made collaboratively

- I. Advise School Boards, Alberta Education or other provincial organizations on broader education issue

## **5. Governance, Membership and Decision Making**

The School Council uses a Town Hall Operating Style and/or Model of Governance

- A. The membership of the School Council shall consist of:
  1. All parents, as defined in 1.C. above
  2. The principal of the School
  3. One or more teachers and staff of the School, elected or appointed by the teachers
  4. Others as decided by School Council
- B. The voting Members of the School Council shall consist of all parents as defined in 1.C. as above
- C. The non-voting Members of the School Council shall consist of all other members as defined in 5.A. above
- D. The parent/other ratio may vary at times, but the number of parent Members must always exceed the number of administration, staff or students and/or community members

## **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, seconded and passed by the majority of School Council voting Members present at the meeting at which the vote was taken

## **7. Quorum**

- A. Quorum will be attained when the majority of voting Members present at any School Council meeting are parents as defined in 1.C. above and the principal or designate is present
- B. In the absence of a quorum:
  1. If the parents and School Council Members present agree to proceed in the absence of a quorum, the School Council may continue for the purposes of discussion of issues
  2. No motions shall be considered or approved
  3. No decisions by consensus shall be reached

## **8. Executive and Terms of Office**

The positions of the Executive shall consist of: Chair, Vice-Chair (or Co-Chair) and Secretary

- A. All Executive positions must be filled by parents as defined in 1.C. above
- B. Every parent is eligible to be elected to an Executive position on the School Council
- C. The terms of office are from the close of the Annual General Meeting to the close of the following Annual General Meeting
- D. The Executive of the School Council will be elected by parents attending the Annual General Meeting or in the event of vacancies after the Annual General Meeting, elected by voting Members present at a subsequent School Council meeting
- E. Any Executive member may resign his/her/their position by providing written notice to the Chair and Principal
- F. Any Executive member may be removed from the Executive at any time with cause by a majority vote of the Executive whenever, in its judgement, the best interest of the School Council will be served
- G. The Executive will carry out day-to-day operation of the School Council

## **9. Duties of the Executive Members**

### **A. Chair**

It is expected that the School Council Chair will be a parent of a student enrolled in the School. Unless otherwise delegated, the Chair of the School Council will:

- 4. Chair all meetings of the School Council
- 5. Coordinate with the Principal to establish meeting agendas
- 6. Communicate with the Principal on a regular basis
- 7. Decide all matters relating to rules of order at meetings
- 8. Ensure that School Council Operating Procedures are current and followed
- 9. Be the official spokesperson of the School Council
- 10. Ensure that there is regular communication with the whole School Community
- 11. Review and communication at the School Community prior to distribution and include the Principal in the same
- 12. Stay informed about School Board policy as it impacts the School
- 13. Have signing authority, if required, on any financial accounts together with the Vice Chair and/or Treasurer
- 14. 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 no later than September 20 of each year
- 15. Have general responsibility of all activities of the School Council

16. Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events

## **B. Vice Chair**

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

1. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities
2. In the absence of the Chair, supervise the affairs and preside at any meeting of the School Council
3. Work with and support the Chair in agenda presentation
4. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of School Council
5. Assume responsibility, in consultation with School Council, for communication with the Fundraising Association or other parent groups within the school
6. Promote teamwork and assist the Chair in the smooth running of the meetings
7. Keep informed of relevant School and School Board policies
8. Prepare to assume to position of Chair in the future
9. Have signing authority, if required, on any financial accounts together with the Chair and/or Treasurer
10. Assist the Chair and undertake assigned tasks by the Chair

## **C. Secretary**

Unless otherwise delegated, the Secretary of School Council will:

1. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at that meeting
2. Keep Minutes, correspondence, records and other School Council documents and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of (7) years
3. Maintain a dated record of all the Members of the School Council who have knowingly provided their contact information, in compliance with PIPA

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

## **D. Past Chair**

The Past Chair will remain on the Council Executive for a period of one year to support and assist the new Council Chair in their new role

**E. Members at Large/ECS Parent Representative/Classroom, Grade or Division Representatives/Community Members/Fundraising Association Liaison/Other as decided by School Council**

These members will:

1. Share knowledge, expertise and life experience
2. Encourage Feedback and participation from community groups and individuals
3. Communicate information of interest to School Council and the School Community
4. Share information from School Council meetings with the community
5. Have a clear understanding of the School Council's objectives
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 responsibilities

**10. Vacancies**

With the exception of the School Council positions filled by the Principal and teacher representative, any vacancy of the School Council will be advertised to the parent community. Elections for a vacant position will be held at subsequent meetings of the School Council until the vacancy is filled.

**11. Meetings**

**A. Annual General Meetings**

Where the School Council has not been operational the year prior, an Establishment Meeting will be held in accordance with legislation, otherwise an Annual General Meeting of the School Council will take place once each school year

1. The Annual General Meeting of the School Council will be held in the month of May or at an appropriate time during the school year determined by the School Council. The meeting will be advertised throughout the School and School Community no less than two (2) weeks beforehand and will state the business to take place at the Annual General Meeting
2. All parents as defined in 1.C. above are eligible for election
3. All parents as defined in 1.C. above are eligible to vote at the Annual General Meeting
4. The business of the Annual General Meeting shall include:
  - a. The election of School Council Executive Members
  - b. And proposed amendments to the Operating Procedures

5. And may also include:
  - a. Plans for the upcoming year
  - b. Discussion of any major issue in which all parents should have input such as changes to the Vision or Mission of the School or School Board, School policy or other major changes in the School program focus
  - c. Any Evaluation of the School Council

## **B. Special General Meetings**

The School Council Executive may at any time give notice of a Special General Meeting of the School Council. Notice will be given at least five (5) days before the meeting. The notice will state the time, date and place of the meeting and describe the matters to be discussed. At any Special General Meeting, all parents as defined in 1.C. in attendance shall have the right to vote.

## **C. Regular Meetings**

A minimum of seven (7) Regular School Council Meetings will be held within the school year or as called by the Executive. It will be decided when these meetings will take place at the school, unless otherwise advertised.

Any School Council member may be suspended or expelled for the duration of the School year from attendance at any Regular School Meetings, if upon majority vote of voting Members present at a Special General Meeting called for that purpose, it is determined to be in the best interests of the School Council to do so.

## **12. Meeting Agendas**

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

## **13. Committees**

The School Council may appoint committees that consist of School Council members and/or School Community members. Committees meet outside of School Council meetings to complete their assigned tasks as per the direction of the School Council and present a report of their activities at School Council meetings.

## **14. Policies**

**Subject to and provincially or School Board mandated policies and/or regulations,** the School Council may make and implement policies that it considers necessary to carry out its functions.

- A. 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 term.

- B. Topics on which School Council may wish to develop guiding policies include, but are not limited to: Elections, Communication (internal and external), Record Keeping, Fundraising, Privacy, Location of Meetings, Official Correspondence, New Member Orientation, School Council Evaluation, and Social Media.

### **15. School Council Fundraising**

**Subject to any provincially or School Board mandated policies and/or regulations,** the School Council may raise funds that do not require incorporation to obtain (e.g. not Casinos, Bingos, Raffles).

- A. The School Council will, where possible, encourage Fundraising Association to do the fundraising for the School School Council and the School Community.
- B. Should the School Council choose to fundraise, funds may be given to the School to track and record, given to the Fundraising Association or deposited in a bank account operated by School Council.
- C. School Council funds given to the School will be subject to the School Board's policy on School Council Fundraising and or School generated funds.
- D. In the absence of mutually agreed terms, School Council funds given to the Fundraising Association will be subject to the policies of the Fundraising Association.

### **16. Fundraising Association and Other Groups of Parents**

The School Council recognizes and appreciated 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 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 Association and/or other groups of parents.
- C. Fundraising Associations and Other Parents Groups will be held to the School Council Code of Ethics and Conduct as outlined in 17.A-P.

### **17. Code of Ethics and Conduct**

**All School Council Members shall:**

- A. Abide by the legislation that governs them
- B. Be guided by the mission statements of the School and School Council
- C. Endeavour to be familiar with the School's policies and operating practices and act in accordance with them
- D. Practice the highest standards of honesty, accuracy, intergrity 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 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 any personal information
- L. Limit discussions at School Council meetings to matters of concern to the School Community as a whole
- 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

## **18. Conflict Resolution**

The School Council shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.

- A. If at any time, ten (10) parents, or five (5) parents and percent (50%) of the Executive 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 signed written letter to Executive members and the Principal requesting a Special General Meeting of the School Council.
  1. The Chair will call a Special General Meeting of the School Council
  2. The Secretary will provide a minimum of five (5) days written notice to all parents and School Council members of the date, time and purposed of the Special General Meeting.
  3. At the Special General Meeting, all parents and School Council Members present will have an opportunity to hear and discuss issues causing conflict.
  4. On motion, a vote shall be taken respecting a proposed resolution to the conflict.
  5. If the majority Members present vote in favour of the resolution proposed, School Council will immediately act upon it.

## **19. 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.



## **20. 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 choose to 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.

## **21. Reviews and Amendments**

Subject to any provincially or School 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 will be reviewed for their relevance and effectiveness annually by the School Council Executive or by Committee established expressly for that purpose.
- B. 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.
- C. Notice of proposed amendments to the Operating Procedures will be provided to the School Community no less than 5 days before a meeting.

These Operating Procedures have been accepted by the majority of the Members entitled vote at a General Meeting of the School Council.

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Date

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Chair's Name

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Chair's Signature

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Vice/Co-Chair's Name

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Vice/Co-Chair's Signature

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Secretary's Name

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Secretary's Signature

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Principal's Name

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Principal's Signature

