

## **Pembina North Community School Council Operating Procedures**

### **1. NAME**

The name of the school council shall be the Pembina North Community School Council (PNCSC) of Dapp, Alberta.

### **2. DEFINITIONS**

In these Operating Procedures:

- A. "School" means Pembina North Community School (PNCS);
- B. "Council" means the School Council for the School;
- C. "Parents" means parent, guardian or primary caregiver of any child attending an educational program at the School;
- D. "Regulation" means the School Council Regulations under the School Act;
- E. "School Community" means persons other than parents (as defined in 1C above) who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the School.

### **3. AUTHORITY**

The Pembina North Community School derives its authority to participate in the education of our students through Alberta Provincial Legislation and the School Councils Regulation which supports it.

### **4. MISSION STATEMENT/PHILOSOPHY**

#### **United We Achieve Excellence**

#### **At this school, we believe**

*-That students, school staff, parents and community must have high expectations for learning and behavior.*

*-That community, family, and traditions are essential to our Safe and Caring Learning Environment.*

*-That clear and purposeful communication between students, school staff, parents and community is fundamental and essential to school success.*

*-That rich opportunities in academic programming, fine arts, sports and clubs develop the well-rounded character of our children.*

- *That technology is an essential tool that can elevate educational experiences for EACH student in preparation for their future.*
- *That special events provide positive, memorable experiences for students which build a shared history in the community.*
- *That pride and ownership in our school creates our identity, which will be sustained by parental support and community involvement.*

#### 5. GOALS/PURPOSE/OBJECTIVE

The objectives of the school council are to work together with the school to support and enhance student learning. The goals of the School Council, in keeping with the School Act and School Councils Regulation, are to:

- A. Represent the parent perspective by providing advice to and consulting with the principal and the 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 needs;
- B. Develop special events which will foster participation and well-being of the school community;
- C. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders;
- D. Consult with other school councils and provincial organizations;
- E. Advise school boards, Alberta Education or other provincial organizations on broader educational issues;
- F. Encourage a positive atmosphere where individual contributions are encouraged and valued;
- G. Encouraging and promoting parental involvement and support.
- H. Facilitate collaboration among concerned participants of the School Community;
- I. Support an approach to education in which decisions are made collaboratively and, wherever possible, at the School and classroom level;

- J. Facilitate the achievement of a common vision for the School;
- K. Facilitate a performance evaluation of our School Council when it deems necessary;
- L. Support the School in its efforts to focus teachers' time and the School resources on the essential tasks of teaching and learning;
- M. Facilitate communication with educational stakeholders and the general community;
- N. 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 June 1st.
- O. Adhere to School Council's Code of Ethics
- P. Advise the Principal and Pembina Hills School Division on any matter relating to the school.

## 6. GOVERNANCE, MEMBERSHIP and DECISION MAKING

Pembina North Community School Council uses a Town Hall Operating Style

A. All parents and guardians of students attending Pembina North Community School (PNCS) are members of the school council. The members will elect a 6 person executive council to carry out duties and responsibilities of the school council. Members of the executive must support the mission and vision of the PNCS and shall consist of:

- 1) Six parents or guardians of students enrolled in the School representing various grade levels, elected by parents and guardians at the annual general meeting. Members of the school council executive will serve a three-year term, with two to three members retiring each year. The retiring officers are eligible for re-election for one term only.
- 2) The principal of Pembina North Community School ;
- 3) Teachers and staff of the School that have children attending PNCS;
- 4) Others as decided by the School Council (optional).

B. The voting members of the School Council shall consist of all parents in attendance.

C. The non-voting members of the School Council shall consist of the principal & teachers who have no children who are students at PNCS.

D. The parent/other ratio may vary at times, but the number of parent members must always exceed the number of administration, staff, students and/or community representatives.

E. Parents may attend via electronic means (video-conference, Skype, Facetime, speaker-phone, etc.)

## 7. 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 School Council voting members.

## 8. QUORUM

A. A 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.

B. 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, but point 1) above will continue to apply

## 9. EXECUTIVE COMMITTEE and TERMS of OFFICE

The positions of the Executive Committee shall consist of: A Chairperson, Vice Chairperson, Secretary and 3 classroom Reps (K-3); Grade (4-6); Grade (7-9).

- A. All Executive Committee positions must be filled by parents as defined in 1C above;
- 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. The elected member will serve three consecutive years in the same position.
- D. The Executive Committee of the School Council will be elected by parents attending the Annual General Meeting or will be elected at the earliest possible School Council meeting after the Annual General Meeting;

## 10. 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 to Pembina Hills School Division in conformance with the Regulations. (Due in May)
- 13) Attend at least 70% of all school council meetings.
- 14) Serves as Alberta School Councils' Association Representative

#### **B. Vice Chairperson**

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

- 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) Identify possible topics for agendas;
- 4) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- 5) Assume responsibility, in consultation with the School Council, for communicating with the fundraising association 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;
- 10) Attend at least 70% of all school council meetings.

#### 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) Identify possible topics for agendas;
- 4) Maintain an accurate list of names and email addresses of council members
- 5) Distribute notices of meetings and other School Council events with the help of the School Secretary
- 6) Ensure all materials relating to the School Council including resources (Alberta School Council Resource Manual), all meeting minutes and any relevant documents will be made available upon request to the board or public. This binder will be stored in the School Secretary's office.
- 7) Copies of minutes must be retained for a minimum of seven years and will be available on the school webpage
- 8) Attend at least 70% of all School Council meetings.

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

#### D. Classroom Representatives (K-3) :(Gr 4-6): (Gr 7-9)

- 1) Act as a communicator to parents within those classes;
- 2) Offer to find volunteers for activities hosted by School Council;
- 3) Identify possible topic for agendas;
- 4) Send out reminders or invites to parents in their assigned classrooms to attend regular School Council meetings;
- 5) Attend at least 50% of the School Council meetings.

#### 11. Vacancies

- a) Any vacancies of the School Council will be advertised to the parent community through email sent by the school secretary.
- b) Elections for vacant positions will be held at the next regular meeting of School Council. If this fails to fill the vacancy then that position will be filled at the earliest possible School Council meeting.
- c) The School Council may appoint qualified persons to fill vacancies. These appointments will serve until the vacancies are filled by the appropriate constituents or until new officers are elected.

## 12. Meetings

### A. Regular Meetings

- 1). A minimum of five (5) regular School Council meetings will be held per school year or as called by the Executive Committee, every second month. The meetings will take place at the School, unless otherwise advertised.
- 2). The first meeting being held within the first 40 calendar days of school starting.

### B. Special Meetings

- 1) The School Council Executive Committee may at any time give notice of a Special Meeting of the School Council. Written notice will be given at least 5 days before the meeting and sent out to the parent community through email. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with.
- 2) At any Special Meeting all parents in attendance at the Special Meeting shall have the right to vote.

### C. Annual General Meetings

- 1) The Annual General Meeting of the School Council will be held in the month of September. The meeting will be advertised throughout the school and the community no less than 2 weeks beforehand and will state the business to take place at the Annual General Meeting.
- 2) All parents as defined in 1C above are eligible for election.
- 3) All parents as defined in 1C 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. any proposed bylaw amendments;
- 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 Belief Statements; school policy; or other major changes in the school program or focus;
- c. any formal evaluation of the School Council.

### 13. 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.

### 14. ANNUAL REPORT

a) In accordance with Education Act, the School Council, through the chair, prepares and provides Pembina Hills School Division with an annual report by May 1 that includes:

- A summary of the school council's activities for the previous year
- A summary of the engagement opportunities that school council hosted
- An overview of activities or initiatives planned for next year
- A list of the members that held positions as officers in the past year
- Meeting Dates
- Date of AGM

There is a template available to follow for the annual report available through the ASCA website.

b) The school council will make the report available on the school website.

### 15. COMMITTEES

A School Council may appoint committees that includes at least one executive council member on as an needed basis. Committees report on their activities at school council meetings.

### 16. FUNDRAISING ASSOCIATION 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 Fundraising Association will submit a financial report for each School Council meeting.

B. The School Council Vice Chairperson 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.



C. The School Council shall not raise funds or solicit donations in any manner. The PNCS Fundraising Association is responsible for all fundraising and donations. The Fundraising Association must handle and report all money it receives in accordance with their by-laws.

#### 17. 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, confidentiality 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 school business and respect limitations this may place on the operation of the School Council;
- K. Limit discussions at School Council meetings to matters of concern to the school community as a whole;
- L. Use the appropriate communication channels when questions or concerns arise. (Pembina Hills School Division Administrative Procedure (AP20-30 School Dispute Resolution)
- M. Promote high standards of ethical practice within the school community;
- N. Accept accountability for decisions;
- O. Not accept payment for School Council activities

#### 18. CONFLICT RESOLUTION PROCEDURES

The School Council will follow Pembina Hills School Division Administrative Procedure (AP 20-15 School Councils) conflict resolution clause (#6)

Most disputes can be resolved through open discussion and a clear understanding of roles and responsibilities. The first step in any dispute is for the participants to identify the specific areas of concern and then attempt to resolve them.

The communication and conflict resolution channel shall be:

- (1) School Council
- (2) Principal
- (3) Superintendent
- (4) Board

Pursuant to their role, School Councils do not deliberate on specific personnel or student issues. This is a discussion that should happen with the classroom Teacher. The School Council shall abide by the Conflict Resolution Procedures outlined in the school board's policies and regulations. At the Special Meeting, all parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict.

#### 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 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. AMENDMENTS TO THE OPERATING PROCEDURES

- A. The operating procedures remain in force from year to year, unless amended at a meeting. It is encouraged that the operating procedures are reviewed at each Annual General Meeting in September.
- B. The Operating Procedures of the School Council may be amended by a majority vote of the voting members present at any scheduled Regular, Special or Annual General meeting of the School Council.

These Operating Procedures have been accepted by a majority of the members entitled to vote at a Regular, Special or Annual General meeting of the School Council.

Date \_\_\_\_\_

Chairperson's Name \_\_\_\_\_

Chairperson's Signature \_\_\_\_\_

Secretary's Name \_\_\_\_\_

Secretary's Signature \_\_\_\_\_

Principal's Name \_\_\_\_\_

Principal's Signature \_\_\_\_\_