

St. John Paul II School Council
Of Fort Saskatchewan, Alberta
School Council Operating Procedures

1. Definitions:

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

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:

The mission of the Council is to support staff, students and parents in a Catholic education environment and to nurture students on their journey of education and faith development.

4. Vision:

Council will facilitate dialogue and communication amongst staff, students and parents so that we may work together, as partners, to create an effective Catholic learning environment. One which facilitates middle year's education and is infused with Christ centered teaching for the whole child addressing their academic, spiritual, physical, social and emotional needs.

5. Objectives:

The objectives of the council are as follows:

- i. To work together, with the broader School community, to ensure the best possible Catholic, Christian education for students in the School.
- ii. To provide parents with an organization body through which they can express support for education and the school learning environment.
- iii. To encourage greater parent participation in the education on their children.
- iv. To promote parent understanding of the education system.
- v. To help foster a total Catholic, Christian atmosphere.
- vi. To receive information from the Principal about the School program, general policies, and organization of the School.
- vii. To collaborate with the Principal and the School Board about matters of concern which relate to the School's operations.
- viii. To collaborate with the School staff, through the Principal, about the instructional and support programs and services to students.
- ix. To receive suggestions from parents and community groups about School related matters.
- x. To perform at its discretion, any additional duty or function deemed necessary in keeping with the School Act, the Council Regulations, and the School District Policy on School Councils.

6. Membership:

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

- A. The membership of the Council shall consist of:
 - i. All parents, as defined in 1C above
 - ii. The Principal of the School
 - iii. One or more teachers and staff of the School, elected or appointed by the teachers
 - iv. A student representative invited by the school council to report on school activities
 - v. A non-parent community representative selected at large
 - vi. A representative from St. Pope John XXIII, Our Lady of the Angels and St. Andre Besette Catholic Schools of Fort Saskatchewan
- B. 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.

7. Executive Committee:

- A. The Executive Committee shall consist of:
 - i. Chair
 - ii. Vice-Chair (or Co Chair)
 - iii. Secretary
 - iv. Treasurer
- B. Every parent, as defined in 1C above, 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 the parents attending the Annual General Meeting, or in the event of vacancies after the Annual General Meeting, elected by the voting Members present at a subsequent School Council meeting and shall serve for the remainder of the term of office.
- E. Any Executive member may resign his/her 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 judgment, the best interest of the School Council will be served.
- G. 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.
- H. Elections for a vacant position will be held at subsequent meetings of the School Council until the vacancy is filled.
- I. The Executive will carry out the day-to-day operation of the School Council.

8. 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:

- i. Chair all meetings of the School Council;
- ii. Coordinate with the Principal to establish meeting agendas;
- iii. Communicate with the Principal on a regular basis;
- iv. Decide all matters relating to rules of order at the meetings;
- v. Ensure that School Council Constitution and Bylaws are current and followed;
- vi. Be the official spokesperson of the School Council;
- vii. Ensure that there is a regular communication with the whole School community;

- viii. Review any communication to the School community prior to distribution and include the Principal in same;
- ix. Stay informed about School Board policy that impacts School Council;
- x. 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 30th;
- xi. Have general responsibility for all activities of the School Council.

B. Vice-Chair

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

- i. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- iii. Work with and support the Chair in agenda preparation;
- iv. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- v. Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School;
- vi. Promote teamwork and assist the Chair in the smooth running of the meetings;
- vii. Keep informed of relevant School and School Board policies;
- viii. Prepare to assume the position of Chair in the future;
- ix. Assist the Chair and undertake tasks assigned by the Chair.

C. Secretary

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

- i. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- ii. 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;
- iii. Maintain a dated record of all the Members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- iv. Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events.

D. Treasurer

Unless otherwise delegated, the Treasurer of the School Council will;

- i. Keep accurate records of all financial transactions;
- ii. Ensure that records are available upon request of the School Board, public or School community;
- iii. Present a full, detailed account of receipts and disbursements to the School Council as required by the School Council;

9. Committees:

- A. The council may appoint committees as required.
- B. *District School Council Committee* – a representative may be appointed.
- C. *Religious Education Support Committee* – a representative may be appointed.

10. 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.

- i. The Annual General Meeting of the School Council will be held in the month of September or at an appropriate time during the School year as determined by the School Council. 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.
- ii. All parents as defined in 1C above are eligible for election.
- iii. All parents as defined in 1C above are eligible to vote at the Annual General Meeting.
- iv. The business of the Annual General Meeting shall include;
 - the election of School Council Executive Committee
 - any proposed amendments to the Operating Procedures
 - presentation of the financial statement of the previous year
- v. And may also include;
 - plans and budget for the upcoming year
 - 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 or focus
 - an 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 shall be given at least 5 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with. At any Special General Meeting, all parents in attendance shall have the right to vote.

C. Regular Meetings

A minimum of five Regular School Council meetings shall be held per School year or as called by the Executive.

- i. Meeting dates and times will be set by Council at the proceeding Council Meetings.
- ii. Meetings shall take place at the School.

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

11. Quorum:

- A. Quorum will be attained when the majority of voting Members present at any School Council meeting are parents as defined in 1c above, and the Principal or designate is present.
- B. In the absence of a quorum
 - i. 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.
 - ii. No motions shall be considered or approved.
 - iii. No decisions by consensus shall be reached.

12. Decision Making:

- A. Decisions at Council Meetings shall be made by consensus as much as possible.
- B. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- C. If a decision is made by a vote, the motion must be moved, seconded and passed by majority of School Council voting Members present at the meeting at which the vote was taken.
- D. The voting Members of the School Council shall consist of all parents as defined in 6A(i).

- E. The non-voting Members of the School Council shall consist of the Principal, teachers, staff and students of the School, non-parent Community Representatives as defined in 6A(ii)-6A(vi).

13. Meeting Agendas:

- A. The Chair will work in partnership with the Principal to establish the agendas for the 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.

14. Committees:

- A. The School Council may appoint committees that consist of School Council Members and/or School community members.
- B. 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.

15. Policies:

Subject to any 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 and its 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 Address, New Member Orientation, School Council Evaluation, and Social Media.

16. 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 (eg: no casinos, bingos, raffles).

- A. The School Council will, where possible, encourage the Fundraising Association to do the fundraising for the School, the 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 the 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.

17. 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 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.

18. Code of Ethics:

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, integrity and truth;
- E. Recognize and respect the personal integrity of each member of the School community;
- F. Declare any conflicts 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;
- 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.

19. Conflict Resolution:

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

- A. If at any time, 10 parents or 5 parents and 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 all Executive Members and the Principal requesting a Special General Meeting, and the following will apply;
 - i. The Chair will call a Special General Meeting of the School Council.
 - ii. The Secretary will provide a minimum of 5 days' written notice to all parents and School Council Members of the date, time, place and purpose of the Special General Meeting.
 - iii. At the Special General Meeting, all parents and School Council Members present will have an opportunity to hear and discuss the issues causing conflict.
 - iv. On motion, a vote shall be taken respecting a proposed resolution to the conflict.
 - v. If the majority of voting Members present vote in favour of the resolution proposed, the School Council will immediately act upon it.

20. 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.

21. 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 the 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.

22. 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 a 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 a majority of the Members entitled to vote at a General meeting of the School Council.

Date: _____

Chair's Name

Chair's Signature

Secretary's Name

Secretary's Signature

Principal's Name

Principal's Signature