

Operating Procedure for Eugene Coste School Council

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Eugene Coste School;
- 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 Councils Regulation 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.

2. AUTHORITY

The Eugene Coste 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

Eugene Coste School Philosophy

To ensure our students develop functional fluency in Spanish while developing skills and attitudes that allow them to:

- Take academic risks
- Persevere in the face of challenge
- Cultivate a high tolerance for ambiguity

The Mission/Philosophy of the Eugene Coste School Council is:

- The School Council will undertake discussions and activities which will enhance student learning and foster the well-being and effectiveness of our School Community.
- We believe learning is enhanced by parental and community involvement and commitment.

Focus and Role

- *The central focus of the school council must be the desire to create a strong learning environment for all students enrolled in the school, recognizing that the foundation of what we have today has been built upon the characters of community, hospitality, justice, tradition, sacramentality, humanness, rationality, and spirituality. 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, endeavors and goals.*
- *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,*

Operating Procedure for Eugene Coste School Council

communications, community relations, programming, the school plan for continuous growth and the three year strategic education plan.

Excerpt from a School Council Handbook

- *A school council is a collective association of parents, teachers, principals, staff, students (where appropriate), and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council provides a means to facilitate cooperation among all the concerned participants in the local school.*
- *School Councils, through commitment and creativity, can generate a strong community spirit which, in turn, makes a school more than just a building - it creates a learning environment where students feel the commitment of their fellow students, their principal, their teachers, and their parents. This shared commitment makes the common goal a reality...better education.*
- *The actions of the School Council must reflect the priorities and attitudes of the school parents and the community at large. Council members are participants in the decision-making process along with teachers, the principal, and the school board. However, a School Council cannot make decisions about what happens in the school.*

4. GOALS/PURPOSE

The goals of our School Council, in keeping with the *School Act* and the *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. Support an approach to education in which decisions are made collaboratively and, wherever possible, at the School and classroom level;
- C. Facilitate the achievement of a common vision for the School;
- D. Support the School in its efforts to focus teachers' time and the School resources on the essential tasks of teaching and learning;
- E. Develop special events which will foster participation and well-being of the school community;
- F. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders;
- G. Consult with other school councils and provincial organizations;
- H. Advise school boards, Alberta Education or other provincial organizations on broader educational issues;
- I. Encourage a positive atmosphere where individual contributions are encouraged and valued;

Operating Procedure for Eugene Coste School Council

- J. Stimulate continuous improvement in meaningful involvement by all members of the School Community;
- K. Facilitate collaboration among concerned participants of the School Community;
- L. Facilitate communication with educational stakeholders and the general community;
- M. 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 Executives, no later than September 30th.
- N. Adhere to School Council's Code of Ethics

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

Eugene Coste 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) One or more students, if required (high school), elected or appointed by the students;
 - 5) School community as defined in 1E
- B. The voting members of the School Council shall consist of the parents as defined in 1C, in attendance at the school council meetings
- C. The non-voting members of the School Council shall consist of: The school community, teachers and principal
- 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. There must be 5 parents in attendance to carry a vote.

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 School Council voting members.

7. 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:
 - 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

Operating Procedure for Eugene Coste School Council

meeting for purposes of discussion of issues, but point 1) above will continue to apply.

8. EXECUTIVE COMMITTEE and TERMS of OFFICE

The positions of the Executive Committee shall consist of: A Chairperson(s), Vice Chairperson, Secretary and Treasurer (if required).

- A. All Executive Committee positions must be filled by parents as defined in 1C above;
- B. Only parents who have had a student in the school the full previous academic year are eligible to be elected as chair and/or vice chair for the Executive Committee position on the School Council;
- C. The terms of office are from the Annual General Meeting to the following Annual General Meeting held each September. Any elected member may serve two consecutive terms in the same position.
- D. The Executive Committee of the School Council will be elected by parents, as defined in 1C above, 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 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(s)

It is expected that the School Council Chairperson(s) will be a parent of a student attending the school as defined in 8A & B above. Unless otherwise delegated, the Chairperson(s) 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) Have signing authority on any financial accounts together with the vice-chair and/or the treasurer;

Operating Procedure for Eugene Coste School Council

B. Vice Chairperson

It is expected that the School Council Vice Chairperson will be a parent of a student attending the school as defined in 8A & B above 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(s), supervise the affairs and preside at any meetings of the School Council;
- 3) Work with and support the Chairperson(s) in agenda preparation;
- 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 society or other parent groups within the School;
- 6) Promote teamwork and assist the Chairperson(s) 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(s) in the future;
- 9) Have signing authority on any financial accounts together with the Chairperson(s) and/or the treasurer;
- 10) Aid the Chairperson(s) and undertake tasks assigned by the Chairperson(s).

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) Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- 4) Distribute notices of meetings and other School Council events as required;
- 5) Ensure all materials relating to the School Council including resources (Alberta School Council Resource Manual), 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.

Operating Procedure for Eugene Coste School Council

D. Treasurer (if required – see Fundraising clause)

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

- 1) Keep accurate records of all financial transactions;
- 2) Ensure that records are available upon request of the school board or public;
- 3) Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order;
- 4) Have signing authority on any financial accounts together with the Chairperson(s) and/or Vice Chairperson;
- 5) Present a full, detailed account of receipts and disbursements to the School Council whenever requested by the School Council and prepare the financial statements for the annual report;
- 6) Supervise the affairs and preside at any meetings of the financial committee.

E. Past Chairperson (Optional)

The Past Chairperson of the School Council may:

- 1) Serve in an advisory capacity to the new School Council;
- 2) Act in the absence of both the Chairperson and Vice-Chair.

F. Members at Large / ECS Parent Representative / Classroom, Grade or Division Representatives/Community Members/Fundraising Association Liaison

These individuals will be key members of School Council who:

- 1) Share their professional knowledge, expertise and life experience with other School Council members;
- 2) Encourage feedback and participation from community groups and individuals;
- 3) Communicate information of interest to the 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 goals and purpose;
- 6) Respect confidentiality;
- 7) Attend School Council meetings;
- 8) Identify possible topics for agendas;
- 9) Serve as a liaison between the School Council and their organization or area of responsibility/expertise.

Operating Procedure for Eugene Coste School Council

10. VACANCIES

Any vacancies of the School Council will be advertised to the parent community. Elections for vacant positions will be held at the next regular meeting of School Council. With the exception of the School Council position filled by the principal, the school council may vote to fill vacancies until the election at the next Annual General Meeting.

11. MEETINGS

A. Regular Meetings

The Council shall meet face to face on a monthly basis except for the months of June, July, August and December.

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. 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

Where the School Council hasn't been operational the year prior, an Establishment Meeting will be held in accordance with Section 3 of the School Councils Regulation, 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 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 in attendance as defined in 1C and 8B above are eligible for election.
- 3) All parents in attendance 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 Executive Members
 - b. any proposed bylaw amendments;
 - c. financial statement of the previous year if applicable.
- 5) And may also include:
 - a. plans and budget for the upcoming year;

Operating Procedure for Eugene Coste School Council

- b. 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;
- c. any formal evaluation of the School Council.

12. MEETING AGENDAS

The Chairperson(s) will work in partnership with the principal to establish the agendas for all meetings. Agenda item requests must be made through the Chairperson(s), who will, if necessary, consult with the Executive Committee 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.

The School Council may appoint committees that consist of School Council members and/or School Community members. Committees will meet outside of School Council meetings to complete their assigned tasks and report on their activities at School Council meetings.

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

15. SCHOOL COUNCIL FUNDRAISING

Subject to any provincially or board mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (i.e.: not casinos, bingos, raffles, etc).

Operating Procedure for Eugene Coste School Council

- A. The School Council will encourage the fundraising society to do the fundraising for the school and the school community.

16. 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 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.

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 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;
- 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 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

Operating Procedure for Eugene Coste School Council

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 five (5) 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.

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

Operating Procedure for Eugene Coste 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 June 30/15

Chairperson's Name

Sherri Nickle

Chairperson's Signature

Sherri Nickle

Vice Chairperson's Name

Caroline Bukarewicz

Vice-Chairperson Signature

[Signature]

Principal's Name

Liana Appelt

Principal's Signature

[Signature]