

# CROWTHER MEMORIAL JUNIOR HIGH SCHOOL



## SCHOOL COUNCIL OPERATING PROCEDURES

### 1. DEFINITIONS

In these Operating Procedures:

- A. "School" means **Crowther Memorial Junior High School**;
- B. "Council" means the School Council for CMJHS;
- C. "Parents" means parent, guardian or primary caregiver of any child attending Crowther Memorial Junior High 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 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/ VALUES

The School Council's mission is to support the mission of the School. Discussions and activities will enhance student learning and foster the well-being and effectiveness of our School Community.

#### **Crowther Memorial Vision, Mission, Values:**

**Vision:** Making our world a better place.

**Mission:** *We are ...* United in our Diversity, Passionate about our learning, Confident in our future

**Values:** Crowther Memorial Junior High School is a family where students and learning come first. Together we create powerful learning environments that foster collaboration, creativity and innovation while being respectful, caring and kind.

### 4. GOALS/PURPOSE

The goals of the 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. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders;
- C. Consult with other school councils and provincial organizations;

## CMJHS SCHOOL COUNCIL OPERATING PROCEDURES

- D. Advise school boards, Alberta Education or other provincial organizations on broader educational issues;
- E. Encourage a positive atmosphere where individual contributions are encouraged and valued;
- F. Stimulate continuous improvement in meaningful involvement by all members of the School Community;
- G. Facilitate collaboration among concerned participants of the School Community;
- H. Support an approach to education in which decisions are made collaboratively and, wherever possible, at the School and classroom level;
- I. Facilitate the development of a common vision for the School;
- J. Facilitate a formal performance evaluation of our School Council and communicate the results of this evaluation to the school board and the School Community;
- K. Support the School in its efforts to focus teachers' time and the School resources on the essential tasks of teaching and learning;
- 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, no later than September 30th.
- N. Adhere to School Council's Code Ethics

### 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 1c above;
  - 2) The principal of the School;
  - 3) A maximum of three representatives of the teaching staff;
  - 4) School Board Trustee
- B. The voting members of the School Council shall consist of: all members of the School Council as listed above A:1-4
- C. 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.

### 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. **Six** of the general membership in good standing shall constitute a quorum at any meeting.



## CMJHS SCHOOL COUNCIL OPERATING PROCEDURES

- 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.

### 8. EXECUTIVE COMMITTEE and TERMS OF OFFICE

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

- 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 (a term is a school year). Any elected member may serve 3 consecutive terms in the same position.
- D. The Executive Committee 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, 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

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) Have signing authority, if required, on any financial accounts together with the vice-chair and/or the treasurer;
- 13) Submit an annual report in conformance with the Regulations.

#### B. Vice Chairperson

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



## CMJHS SCHOOL COUNCIL OPERATING PROCEDURES

- 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) 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) Have signing authority, if required, on any financial accounts together with the Chairperson and/or the treasurer;
- 10) 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) 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.

### 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 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.

## 10. VACANCIES



## CMJHS SCHOOL COUNCIL OPERATING PROCEDURES

With the exception of the School Council positions filled by the principal and teacher rep, 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 **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.

#### B. Special Meetings

The School Council Executive Committee may at any time give notice of a Special Meeting of the School Council. 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. At any Special Meeting all parents in attendance 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 on each school year.

- 1) The Annual General Meeting of the School Council will be held in the month of **JUNE** after the grade 7 orientation meeting 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.
- 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 (Representative) and/or Executive (Town Hall) Members
  - b. any proposed bylaw amendments;
  - c. financial statement of the previous year;
- 5) And may also include:
  - a. plans and budget 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; school policy; or other major changes in the school program or focus;
  - c. any formal evaluation of the School Council.

### 13. MEETING AGENDAS



## CMJHS SCHOOL COUNCIL OPERATING PROCEDURES

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 consult with the principal as to the appropriateness of the item requested.

### 14. 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 and present a report of their activities at School Council meetings.

### 15. 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 and School Council Evaluation,

### 16. 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).

- A. The School Council will, where possible, encourage the fundraising society 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, or may be 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. Unless otherwise stipulated for specific fundraising events, the monies raised will be divided between the School and School Council as follows: 75% of the total funds raised by an event will be given to Crowther Memorial Junior High School and be allocated at the administrations discretion. The remaining 25% of the funds raised by an event will stay with the school council for their use. Funds provided to the school for distribution by the administration need to accounted for in writing to the Parent Council

### 17. 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.



## CMJHS SCHOOL COUNCIL OPERATING PROCEDURES

- 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.

### 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 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.

### 19. CONFLICT RESOLUTION

The School Council shall abide by the Conflict Resolution Procedures outlined in the school board's policies and regulations:

Should conflict arise within the operation of the School Council, either the School Council Chair or the Principal may file a formal Review Request (Form 110-2) with the Superintendent. The written request will outline the decision or concern of the School Council or the Principal and include a copy of the minutes of the School Council meeting. Within fifteen (15) working days of receiving the Review Request, the Superintendent shall attempt to resolve the matter in a way that is acceptable to both parties. If the Superintendent is unable to achieve a mutually satisfactory solution, he/she shall recommend in writing the actions to be taken in regards to the complaint. The Superintendent's decision shall be binding on both parties and non-appealable (AP 110-sec 8)

### 20. PRIVACY



## CMJHS SCHOOL COUNCIL OPERATING PROCEDURES

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 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 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 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 meeting of the School Council. Not including the Annual General Meeting.





## CMJHS SCHOOL COUNCIL OPERATING PROCEDURES

These Operating Procedures have been accepted by a majority of the members entitled to vote at a meeting of the School Council.

Date \_\_\_\_\_

\_\_\_\_\_  
President's Name

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Vice President's Name

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
Treasurer's Name

\_\_\_\_\_  
Treasurer's Signature

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

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

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

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

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

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



# CMJHS SCHOOL COUNCIL OPERATING PROCEDURES

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

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

