

Canyon Meadows School Council Operating Procedures

NAME

1. The name of the school council shall be Canyon Meadows School Council.

MISSION

2. To foster the well-being and effectiveness of our school community and to enhance student learning.

GOALS

3. The goals of the school council, in keeping with the *School Act* and the *School Councils Regulation*, are to:
 - a. Provide advice (i.e. input) to the school principal and employees on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and budget allocations to meet student needs.
 - b. Stimulate continuous improvement through meaningful involvement by all members of the school community.
 - c. Facilitate collaboration among concerned participants of the school community
 - d. Support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.

MEMBERSHIP (Town Hall Model)

4. The membership of the school council shall consist of:
 - a. Parents/Legal Guardians of students enrolled in Canyon Meadows School.
 - b. The principal of Canyon Meadows School.
 - c. At least one teacher from Canyon Meadows School, appointed or elected by the teachers at Canyon Meadows School and/or Assistant Principal to act on behalf of a teacher representative.

GOVERNANCE (Town Hall Model)

5. The positions of the executive committee shall consist of:
 - a. A chairperson, vice chairperson, secretary and treasurer.

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- b. All executive positions will be filled by Parents/Legal Guardians of students enrolled at Canyon Meadows School.
- c. Each filled executive position, also fills the same position in the Board of Directors of the Canyon Meadows Parent Society
- d. Every member of the school council and/or parent/legal guardian of a student enrolled at Canyon Meadows School are eligible to be elected to an executive position on the school council.
- e. The terms of the office are from the annual general meeting one year to the next annual general meeting the following year.
- f. The executive of the school council can be elected by Parents/Legal Guardians of students enrolled at Canyon Meadows School attending the annual general meeting or at the September school council meeting by school council members. Where a position becomes vacant prior to the end of the normal term of office, the position shall be filled by an election held at the next school council meeting.
- g. Positions can be shared by up to 2 parents/legal guardians. Each position is entitled to one executive vote.

DECISION MAKING

- 6.
 - a. Decisions at school council meetings will be made by consensus as much as possible. The 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 seconded and passed by the majority of school council members.

QUORUM

- 7.
 - a. Quorum will be attained when the majority of voting members present at a meeting are Parents/Legal Guardians of students enrolled in Canyon Meadows School.
 - b. When an executive or committee member with an agenda item is regrettably absent, the information must be passed to the Chair or another executive committee member prior to the meeting to be shared accordingly.
 - c. As long as Quorum is met, resolutions will rightfully pass.

DUTIES OF THE EXECUTIVE

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8.

- a. The Chair - The School Council Chair is the chief elected officer of the School Council Executive and has the following duties:
- Preside, when present, at all meetings of the School Council
 - Have general supervision of all activities at the School Council
 - Be the official spokesperson of the School Council
 - Consult on a regular basis with the Principal
 - Have responsibility for all the correspondence and official records of the School Council
 - Maintain a dated record of all the Members of the School Council and their addresses
 - Set the agenda for all meetings of the School Council, in consultation with the Principal
 - Cause notices of School Council and proceedings to be given in accordance with these Bylaws
 - Prepare an annual report for the Board of Trustees
 - Act as a signing authority on all School Council bank accounts.

*(Expected hours per month: 8 – 12)

- b. The Vice Chairperson – The Vice Chairperson shall assist The Chair with the following duties:
- Aid the Chair and undertake tasks assigned by the Chair
 - In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council
 - In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities.
 - Serve as Chair for the following year.
 - Act as the designated Personal Information Protection Act (PIPA) officer of the school council.

*(Expected hours per month: 4 – 6)

- c. The Secretary – unless otherwise determined by School Council, the Secretary shall have the following duties:
- Keep accurate minutes of all School Council meetings and proceedings to be kept
 - Distribute minutes of all School Council Meetings to School Council executive members and to the school secretary to be kept in record books.

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- Keep an accurate list of names and contact information of school council executive members in compliance with the Personal Information Protection Act (PIPA).

*(Expected hours per month: 6 – 10)

d. The Treasurer – unless otherwise determined by School Council, the Treasurer shall have the following duties:

- Maintain bank chequing account(s) for the control of all School Council funds
- Act as signing authority on the School Council bank account(s)
- Represent, monitor and control all financial transactions of the School Council
- Ensure all debts of the School Council are paid on a timely basis
- Receive and deposit all money collected by the School Council
- Prepare and present an accounting of the School Council's finances at its monthly Council meetings
- Present an annual Treasurer's report at the year-end School Council meetings
- Prepare a yearly financial statement.

*(Expected hours per month: 6 – 10)

VACANCIES

9. With the exception of the school council position filled by the Principal and teacher representative, the school council may appoint by election school council members and/or community members to fill vacancies until the election at the next annual general meeting.

COMMITTEES

10. A school council may appoint committees that consist of school council members and/or school community members. Committees report on their activities at school council meetings and meet outside of school council meetings to complete their assigned tasks. The school council coordinator positions and appointed committees are as follows:

- Volunteer Coordinator – duties consist of:
 - Organize and work with school administration and staff to coordinate volunteers throughout the year. September has the highest time commitment as the volunteer form needs to be organized with school administration, distributed to Parents/Legal Guardians and responses then organized into gmail account

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- Coordinates with Communications Committee to administer key communications about volunteer requests for school activities throughout the school
- *(Expected hours per month: 2 – 8)
- COSC Representative – duties consist of:
 - Become better informed about public education in Calgary by participating in information/discussion sessions held throughout the year
 - Attend Key Communicator meetings (2-6 per year)
 - Share information with the school council, Parents/Legal Guardians, principal and community members
 - Assist members of the school community and others in acquiring information
 - Refer Parents/Legal Guardians to the most appropriate contact(s) within the system for resolving individual needs
 - Provide individual feedback and input, as required, on system issues and activities

What is COSC? The Council of School Councils (COSC) is composed of school council chairs or designates from all CBE schools, members of the Board of Trustees and representatives from CBE administration. The purpose of COSC is to allow for effective interaction between the CBE and its school councils. Through COSC, the CBE can focus on effective, two-way dialogue with our school councils about school and student learning issues.

- Learning Meadows Committee – duties consist of:
 - Coordinate Spring and Fall cleanup of the Learning Meadows located at the front of the school
 - If mulch or other materials are needed, coordinate with school administration and submit for school council recommendations
 - Organize and coordinate fundraising events throughout the year with the fundraising committee.
- *(Expected hours per month: 2 – 8)
- **The committee will select a coordinator/lead to oversee the operations of the committee activities as well as monthly reports at meetings
- Communications Lead – duties consist of:
 - Coordinate with council members to administer key communications about events within the school
 - Act as liaison between school council and school staff. All council communications flow from the various council members through

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the Communications Lead to the school secretary and school administration

- The key is to ensure accuracy and consistency of information from Council to the school community
- Report to the Chair and/or the Principal, any concerns relating to school events, website listings, or calendar
- Maintain Facebook and Twitter accounts
- Must be able to change any document type into .jpg format for upload to Facebook (ex. Council agenda, meeting minutes, fundraising handouts)
- Actively seeks and posts information which might be of interest to school community

*(Expected hours per month: 1 – 2)

MEETINGS

11.

- a. The school council will meet a minimum of seven (7) times during the school year.
- b. Regular meetings will be determined by the school council members attending the first meeting and/or executive of the school council.
- c. Meetings will take place at the school unless indicated with a twenty (20) school day notice to change the location.
- d. Special meetings of the school council may be called by the executive or at the written request of ten (10) Parents/Legal Guardians of students enrolled at Canyon Meadows School.

ANNUAL GENERAL MEETING (AGM)

12.

- a. The annual general meeting of the school council will be held within twenty (20) days after the start of the school year or at an appropriate time during the school year determined by the school council executive.
- b. The annual general meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within twenty (20) school days of the AGM date.
- c. Election of school council members and/or executive positions will take place at the AGM.
- d. All Parents/Legal Guardians of students attending Canyon Meadows School are eligible for election.

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- e. All Parents/Legal Guardians of students attending Canyon Meadows School are eligible to vote at the AGM.
- f. The business of the AGM shall include:
 - election of school council members and/or executive members
 - proposed bylaws/operating procedures amendments
 - motion to accept a financial statement of the previous year
 - plans and budget for the upcoming year
 - discussion of any major issues in which Parents/Legal Guardians should have input, such as:
 - changes to the vision or mission statement of the school
 - major changes in the school program or focus
 - formal evaluation of the school council

ANNUAL REPORT

- 13.
 - a. In accordance with the Alberta School Councils Regulations 14(1), the school council, through the chair, prepares and provides the school board with an annual report submitted by June 30 of each year that includes:
 - a summary of the school council's activities of the year
 - a financial statement
 - a copy of the minutes of each meeting
 - b. The school council will make the annual report available to all members of the school community.

AMENDMENTS TO THE BYLAWS/OPERATING PROCEDURES

- 14.
 - a. The bylaws remain in force from year to year, unless amended at the AGM.
 - b. The bylaws of the school council may be amended by a majority vote of the school council at an AGM.
 - c. Notice of proposed bylaw amendments must be circulated with the notice of the AGM

CODE OF ETHICS

- 15. All School Council members shall:
 - a. Abide by the legislation that governs them
 - b. Endeavour to be familiar with school policies and operating practices and act in accordance with them
 - c. Practice the highest standards of honesty, accuracy, integrity and trust

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- d. Recognize and respect the personal integrity of each member of the school community
- e. Declare any conflict of interest
- f. Encourage a positive atmosphere in which individual contributions are encouraged and valued
- g. Apply democratic principles
- h. Consider the best interests of all students
- i. Respect the confidential nature of some school business and respect limitations this may place on the operation of school council
- j. Not disclose confidential information
- 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
- m. Promote high standards of ethical practice within the school community
- n. Accept accountability for decisions
- o. Not accept payment for school council activities

PRIVACY

- 16.
 - a. School council shall adhere to the Personal Information Protection Act (PIPA).
 - b. School council shall not share personal information for purposes other than those of school council

POLICIES

- 17.
 - a. School councils 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.

CANYON MEADOWS SCHOOL SOCIETY

- 18.
 - a. School council will communicate regularly with Canyon Meadows School Society to support their activities and to solicit support for School Council activities.

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CONFLICT RESOLUTION

19.

- a. If an internal school council conflict arises and if the school council has not established an internal dispute resolution mechanism, the following approaches may be considered by the School Council at its own cost:
 - Assistance by a facilitator in dispute resolution techniques or
 - Assistance by an outside trained facilitator or
 - Any other dispute resolution method that the School Council may agree upon.
- b. If a dispute between the Principal and the School Council, or any of its members about school council operations cannot be resolved, either party may refer the matter to the Area Director who may meet with the parties either independently or together, as the Area Director determines, for the purpose of attempting to resolve the dispute in a timely manner. If the parties are not satisfied with the resolution of the Area Director, either party may ask the Chief Superintendent or designate for a review of the matter.