

JENNIE EMERY ELEMENTARY

SCHOOL COUNCIL

OPERATING

PROCEDURES

SEPTEMBER 20, 2011

1. NAME

The name of the school council will be Jennie Emery Elementary School Council

2. MISSION

The mission of the Jennie Emery Elementary School Council is to be a partnership of students, parents, staff and community striving to educate, motivate and challenge all students to attain their potential in a changing world.

3. VISION

Meeting the needs of tomorrow through a quality education today.

4. GOALS

- a) To collaboratively ensure that all students in Jennie Emery Elementary School have access to the Alberta curriculum through quality instruction, and that high expectations for achievement at all levels are established, communicated and maintained.
- b) To provide a means for parents and community members to give meaningful input into school policies and procedures.
- c) To collaboratively ensure that the education system is open and accountable.

5. MEMBERSHIP

The membership of the council shall consist of the following:

- (a) Six (6) parents or guardians of students enrolled in Jennie Emery Elementary School, elected by parents at a meeting called for this purpose. One parent shall represent the Kindergarten Program.
- (b) The principal of the school
- (c) Two (2) teachers from the school, elected by the teaching staff
- (d) One (1) member of the support staff, elected by the support staff

6. OFFICERS

- (a) The officers of the council shall consist of a chair, vice chair, a secretary and a treasurer.

7. DUTIES OF THE OFFICERS

(a) THE CHAIR

The chair shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as a spokesperson for the council, and generally supervising the council. The Chair will be required to act as signing authority for the general banking account of the council. The Chair will present the annual report to the school board.

(b) THE VICE-CHAIR

The vice chair shall assist the chair with duties as assigned and, in the absence of the chair, assume the duties of the chair. The Vice-Chair will be required to act as signing authority for the general banking account of the council.

(c) THE SECRETARY

The secretary shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the council members. The secretary shall give notice of meetings and proceedings.

(d) THE TREASURER

The treasurer shall be responsible for all financial transactions of the council, shall be a member of the Special Events Committee, shall present an account of the funds to the members of the council and shall prepare the accounts for auditing.

8. TERM OF OFFICE

- (a) The term of office for each member of the school council shall be three years, with members being elected each year at the annual general meeting.
- (b) In the event a council position becomes vacant, the school council may appoint qualified persons to fill the vacancies until the positions can be filled by appropriate voting procedures.
- (c) Notification of any vacancy shall be given 14 days prior to a meeting.

9. COMMITTEES

- (a) The school council shall appoint a Special Events Committee at the Annual General Meeting. The Special Events Committee will be a Standing Committee of the Council. The Special Events Committee will have delegated powers with regards to the spending of council funds as deemed necessary by the Committee members. All purchases in excess of \$1000.00 (lump sum) must obtain authority at a regular meeting of the council or at a special meeting called for this purpose. The Special Events Committee shall be required to provide a report to the council at all regular meetings.

- (b) The school council may appoint standing ad hoc committees consisting of at least one council member and others from the school community with either delegated powers or advisory responsibilities.
- (c) All Committee members shall be deemed to be members of Council regardless whether or not they attend any of the regular Council meetings. Guidelines for committee responsibilities will be determined by the council in cooperation with committee members.
- (d) All committees must provide a written report to the school council as deemed necessary.

10.MEETINGS

(a) ANNUAL MEETING

- (i) The annual meeting shall be held no later than 30 days after the first instructional day of the school year.
- (ii) The annual meeting will be advertised throughout the school and the community at least 21 days in advance
- (iii) Elections for the representatives of the parent community will take place at the annual meeting. All parents of students attending the school are eligible for election and are eligible to vote.
- (v) The business of the annual meeting shall also include any proposed bylaw amendments, financial statement of the previous year, annual reports, and discussion of any major issue in which all parents should have input.

(b) MEETINGS OF THE SCHOOL COUNCIL

- (i) The first meeting of the school council will be held no later than 14 days after the Annual meeting. The school council shall meet at least three times during the school year. The quorum for the meetings of the school council shall be set at six members of the school council.**
- (ii) Any parent, staff member, board member or community members who wish to present an issue to the council on which they are requesting action to be taken should submit a written request to the chair at least eight (8) days prior to the meeting. The request should clearly state the issue(s) and reason(s) for the concern. The presentation will then be put on the agenda.**

(c) GENERAL MEETINGS

- (i) General meetings will include both the school council members and members of the school community. These meetings shall be held at least two times during the school year.**
- (ii) Notice of these meetings will be given throughout the school newsletter and/or other notices.**

(d) SPECIAL MEETINGS

- (i) Special meetings may be called by the council or at the written request of 10 members of the school community.**

11.RECORDS OF THE MEETINGS

- (a) Records containing the minutes of all meetings, resolutions and correspondence of the school council and of any committee of the school council shall be maintained and be available to any member of the school community who requests them.

12.VOTING PROCEDURES

- (a) Decisions at council meetings will be made by consensus as much as possible. The decisions made by consensus must be stated clearly and recorded as such in the minutes of the meeting. If a vote is taken, the motion must be moved and seconded and passed by a majority.
- (b) Decisions at the annual, general and special meetings will be made by a motion that must be moved and seconded and passed by a majority.
- (c) Elections will be held by secret ballot.
- (d) Proxy voting will not be permitted. Advance voting will not be permitted for elections, but may be used for major issues.

13.ANNUAL REPORT

- (a) The school council, through the chair, must prepare and provide the school board with an annual report which includes a summary of the council's activities for the year, a financial statement and copies of the minutes of each meeting.
- (b) The school council shall make the report available to all concerned members of the school community

14.AMENDMENTS TO THE OPERATING PROCEDURES

- (a) The operating procedures remain in force from year to year unless amended by a two-thirds majority of those present at the annual meeting or at a special meeting called for this purpose.
- (b) Notice of proposed operating procedures amendments must be circulated with the notice meeting at least 21 days in advance of the meeting.

15.CONFLICT RESOLUTION PROCEDURES

- (a) The school council will abide by the conflict resolution procedures outlined by the local school board

16.DEFINITIONS

In all bylaws of the school council, unless the context otherwise specifies or requires:

- (a) *Parents* means parents, guardians or legal custodians of a student or students registered at Jennie Emery Elementary School, or a child or children registered in the Early Childhood Services Program at the school.
- (b) *School Community* means students enrolled in Jennie Emery School and their Parents, children enrolled in the E.C.S. program at the school and their parents, the school staff and other persons who have an interest in the school.
- (c) *School Council* means the principal and those persons who have been elected or appointed to fill the positions

17. CODE OF ETHICS

All school council members shall:

- Abide by the legislation that governs them
- Be guided by the mission statement of the school and school council
- Endeavour to be familiar with school policies and operating practices and act in accordance with them
- Practice the highest standards of honesty, accuracy, integrity and truth
- Recognize and respect the personal integrity of each member of the school community
- Declare any conflict interest
- Encourage a positive atmosphere in which individual contributions are encouraged and valued
- Apply democratic principles
- Consider the best interests of all students
- Respect the confidential nature of some school business and respect limitations this may place on the operations of the school council
- Not disclose confidential information
- Limit discussions at school council meetings to matters of concern to school community as a whole
- Use the appropriate communication channels when questions or concerns arise
- Promote high standards of ethical practice within the school community
- Accept accountability for decisions
- Not accept payment for school council activities