

# Ardrossan Elementary School Council Operating Procedures

## NAME

The name of the school council shall be Ardrossan Elementary School Council.

## MISSION

The mission of the Ardrossan Elementary School Council is to foster communication and cooperation within the school, between staff, parents, guardians, students, the school board and the community at large. It is to inform parents, guardians and students about appropriate means of accessing school decision makers and to provide support for school activities.

## VALUE STATEMENT

Ardrossan Elementary School Council supports a safe, caring and positive environment that values academic excellence of all students and empowering all students to be lifelong learners in a changing world.

## GOALS

The goals of the School Council, in keeping with the School Act and the School Councils regulation are to:

1. Provide advice and consultation to the Principal, Staff and Board on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and directions and budget allocations to meet student needs.
2. Support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level.
3. Encourage collaboration among Parents, School and School Community.
4. Support the staff in its work.
5. Promote the School and its activities in the Community.
6. Stimulate meaningful involvement of the Community in the School.
7. Foster, develop, maintain and reflect the culture of the school.
8. Create the forum and opportunity for participation in school-based decision making.
9. Facilitate the development of a common vision for our school.
10. As per Elk Island Public School's Administrative Procedure 110 ensure that the Superintendent has the most recent school council operating procedures and annual report by September 30 for the purpose of information.
11. Have representation at the EIPS Committee of School Councils meetings.

12. The Council shall manage information as per the Personal Information Protection Act (PIPA) Policy.

## **MEMBERSHIP**

The membership of School Council shall consist of the following members:

- a) Parents and guardians of students enrolled in Ardrossan Elementary School
- b) Principal of Ardrossan Elementary School or an individual designated by the Principal.
- c) At least one teacher representative
- d) School Council Executive elected by the parents or guardians
- e) School board trustee

## **VOTING**

All Members have one vote on any motion, with privileges of abstaining, with the following exceptions:

Non-voting members of school council include:

- The Trustee
- The principal or designate of Ardrossan School
- The teacher representative(s)

## **EXECUTIVE**

1. An executive will be formed at the Annual General Meeting for the purpose of carrying out the day-to-day operation of the School Council.
2. The positions of the Executive Committee shall consist of:
  - A President
  - Vice President
  - Secretary
  - Past President (If still a parent of the school)
3. All executive positions must be filled by parents of students enrolled at Ardrossan Elementary School.
4. Every member of the School Council and/or parent of a student enrolled at Ardrossan Elementary School, or of children in the Early Childhood Services Program, is eligible to be elected to an executive position on school council.
5. The terms of office are from the Annual General Meeting to the following Annual General Meeting.
6. Each member is to serve a one-year term: or until the end of the next annual general

meeting.

7. Any vacancies of the School Council Executive will be advertised to the parent community. Elections for vacant positions will be held at the next regular meeting of School Council. Officers shall serve their position until:

Their elected successors take office

They no longer meet the qualifications of Membership

They resign by written submission to Council

They have been absent for three consecutive Meetings

## **Duties of the Executive Members**

### **President**

- Preside when present at and participate in all Council meetings.
- Plan the Agenda for Council meetings in consultation with the Principal
- Give due min 10 days notice of Council meetings and post proposed agendas in a prominent place.
- Provide general supervision of all activities of Council.
- Be the official spokesperson of Council.
- Inform all other members of the Council of the roles and responsibilities associated with their respective positions.
- Provide the Superintendent an annual report by September 30th in accordance with EIPS Administrative Procedure 110, including a summary of the Council's activities for the year. These reports shall be made available to the school community.
- Ensure that all decisions of Council are carried into effect.
- Attend Committee of School Council meetings or be represented by a designate.
- Ensure communication with the AEPSA regarding important School Council and financial information.

### **Vice-President**

- Aid the President and undertake tasks assigned by the President.
- In the event of the absence, resignation, incapacity or leave of absence of the President, fulfill the President's responsibilities.
- The vice-President is the designated Personal Information Protection Act (PIPA)/Privacy officer of the School Council and manages personal information in compliance with PIPA.

### **Secretary**

- Record accurate minutes of all Council meetings, including the results of all motions, votes, and other decisions.

- Have charge of all correspondence and official records of the School Council.
- Make draft meeting minutes accessible to the membership within two weeks of each meeting. Present the draft minutes at the subsequent School Council meeting and update/correct as approved at the meeting.
- Retain at School and make accessible all approved minutes.
- Keep an accurate list of names and addresses of School Council members in compliance with the Personal Information Protection Act (PIPA).

### **Past President**

- Serve in an advisory capacity to the new School Council
- Act in the absence of both the chair and vice-chair

## **MEETINGS**

All members are welcome to attend School Council Meetings (see 'Members' section). From time to time invitations will be extended to teachers, students, administrators, community organizations and community members, etc. to attend a council meeting for information or to make a presentation.

### **Regular Meetings**

1. The first regularly scheduled meeting of the Council shall be held no later than 60 calendar days after the first instructional day of the school year. If the AGM is in September, the first regular meeting will be within 30 days following the AGM.
2. A minimum of 3 regularly scheduled meetings of the Council shall be held during the school year.
3. Meetings of the Council shall be held at the school whenever possible.
4. The dates and times of all regularly scheduled meetings shall be set by the Council, with a minimum seven days' notice and shall be posted for a minimum of seven days by electronic communication and on the school website.
5. All motions must be passed by a majority vote of all voting members present at the school council meeting
6. Regular meeting dates will be determined by School Council members attending the first meeting and/or by the executive of the School Council.
7. Quorum will be attained when the majority of members present at any meeting are parents of students enrolled in Ardrossan Elementary School

### **Annual General Meeting**

1. The Annual General Meeting shall be held each year by no later than September 30th.

The meeting will be advertised by electronic communication and on the website within 20 school days of the AGM date.

2. Election of School Council members and/or executive positions will take place at the AGM. All parents of students attending Ardrossan Elementary School during the elected term of office are eligible for election.
3. All parents of students attending Ardrossan Elementary School are eligible to vote at the AGM.
4. The business of the AGM shall include:
  - Presentation of the Annual Report
  - Election of School Council members and/or executive members
  - Proposed by-laws/operating procedures amendments
  - Plans for the upcoming year
  - Discussion of any major issues in which parents should have input, such as:
    - Major changes in the school program or focus
    - Executive annual reports as needed

## **COMMITTEES**

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.

## **ANNUAL REPORT**

In accordance with EIPS Administrative Procedure 110, School Council, through the President, prepares and provides their local superintendent with an annual report submitted by September 30th of each school year.

The School Council annual report will include a summary of School Council's activities of the previous year.

The School Council will make the annual report available to all members of the school community.

## **REVIEW AND AMENDMENTS TO THE OPERATING PROCEDURES**

The Ardrossan Elementary School Council chooses to use Operating Procedures as their governing documents. The operating Procedures of the School Council may be amended by a majority vote of the parents present at any scheduled meeting of the School Council. The Operating Procedures will be reviewed for their relevance and effectiveness annually, by the School Council executive or a committee established expressly for that purpose.

## **ARDROSSAN ELEMENTARY PARENTS' SUPPORT ASSOCIATION (AEPSA)**

The School Council will communicate regularly with the AEPSA to support their activities and to solicit support for Council activities. The Council can develop policy to promote a productive, open and transparent relationship with the AEPSA. All fundraising activities shall be conducted through the AEPSA.

### **CONFLICT RESOLUTION PROCEDURES**

The School Council will apply every effort to resolve internal conflicts at the school level. In the event that this is not possible the parties shall abide by the Conflict Resolution Procedures outlined in Administration Procedure 110 of Elk Island Public Schools District.

If at any time (10) ten percent or more Parents or (50) fifty percent 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 written request signed by them to all School Council Executive members, and the following will apply:

1. The President will call a special meeting.
2. The Secretary will provide a minimum of five (5) days written notice to all members of the date, time, place and purpose of the special meeting. Notice must be by electronic communication and/or on the school website.
3. At the Special Meeting, parents in attendance will have an opportunity to hear and discuss the issues causing conflict.
4. On motion, seconded by any School Council member in attendance at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
5. If a majority of School Council member's present vote in favor of the resolution proposed, the Executive will immediately act upon the resolution, as directed by the assembly.

### **DISSOLUTION**

As per Alberta Provincial Legislation only the Minister of Education has the authority to dissolve a School Council. If Ardrossan Elementary School Council is dissolved, the Principal may establish an advisory committee to perform the duties of the School Council until the next AGM and the Principal will perform the duties as outlined in Alberta Provincial Legislation with respect to the re-establishment of the Ardrossan Elementary School Council within 40 school days after the start of the next school year.

These Operating Procedures have been accepted by a majority of the members entitled to vote

at a meeting of the School Council.

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Date

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Chairperson's Name

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Chairperson's Signature

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Secretary's Name

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Secretary's Signature

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Principal's Name

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Principal's Signature

