

Woodbridge Farms School Council (WBFSC) Operating Procedures

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Woodbridge Farms 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 wellbeing 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 STATEMENT/PHILOSOPHY

The mission of the WBFSC is to foster communication and cooperation within the school, between staff, parents, guardians, students, the school board and the community at large. The School Council will undertake discussions and activities which will enhance student learning and foster the well-being and effectiveness of our School Community.

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 special events which will foster participation and well-being of the school community;
- C. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders;
- D. Consult with other school councils and provincial organizations;
- E. Advise school boards, Alberta Education or other provincial organizations on broader educational issues;
- F. Encourage a positive atmosphere where individual contributions are encouraged and valued;
- G. Stimulate continuous improvement in meaningful involvement by all members of the School Community;
- H. Facilitate collaboration among concerned participants of the School Community; I. Support an approach to education in which decisions are made collaboratively and, wherever possible, at the School and classroom level;
- J. Facilitate the development of a common vision for the School;



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- K. Facilitate a formal performance evaluation of our School Council and communicate the results of this evaluation to the school board and the School Community;
- L. Support the School in its efforts to focus teachers' time and the School resources on the essential tasks of teaching and learning;
- M. Facilitate communication with educational stakeholders and the general community. N. 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.
- O. 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) Teachers and staff of the School;

 - 4) Others as decided by the School Council (optional);
- B. The voting members of the School Council shall consist of: any parent or guardian of a child attending WBF and is present at the school council meeting;
- C. The non-voting members of the School Council shall consist of: school trustee, principal or designate, teacher representative;
- 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.

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



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8. EXECUTIVE COMMITTEE and TERMS OF OFFICE

The positions of the Executive Committee shall consist of: A Chairperson, Vice Chairperson (or CoChairperson), 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. The term of office for each elected executive position is one year; the maximum number of consecutive years in one position is five (5).
- 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; post proposed agendas in a prominent place.
- 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 vicechair and/or the treasurer;
- 13) Submit an annual report in conformance with the Regulations.
- 14) Attend Committee of School Council (COSC) meetings or have representation by a designate.

B. Vice Chairperson

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;



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- 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) Have signing authority, if required, on any financial accounts together with the Chairperson and/or the treasurer;
- 9) 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 in the WBF School newsletter.
- 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;
- 6) Be responsible for the keeping of records of minutes for the past seven (7) years.

These records will be kept in the school in a location known by the Principal. 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.

E. Past Chairperson (Optional)

The Past Chairperson of the School Council will:

- 1) Serve in an advisory capacity to the new School Council;



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- 2) Act in the absence of both the Chairperson and Vice-Chairperson.

F. Members at Large /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.

10. VACANCIES

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 three (3) 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 one each school year.

- 1) The Annual General Meeting of the School Council will be prior to October 15th 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



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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

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, if necessary, consult with the Executive Committee and 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, School Council Evaluation, and Social Media.

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).



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- 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.

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.
- 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. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.



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- A. If at any time, ten (10) parents, or fifty percent (50%) of the Executive Committee 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 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.

20. 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.

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.



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

Date _____

Chairperson's Name Chairperson's Signature

Secretary's Name Secretary's Signature

Principal's Name Principal's Signature

