

St. Joseph School
School Council
Operating Procedures
Approved September 30, 2015

1. DEFINITIONS

In these Operating Procedures:

- a. "School" means St. Joseph School;
- b. "Council" means the School Council for the School;
- c. "Parents" means parent, guardian or primary caregiver of any child enrolled in 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 well-being of the School.

2. AUTHORITY

The St. Joseph School Council (SJSC) 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 AND VISION STATEMENTS

The Mission of the St. Joseph School Council is to provide and encourage caring leadership by promoting support and confidence in the quality Catholic Education of the whole child, through the participation of the school community.

The Vision of St. Joseph School Council is to support the needs of St. Joseph's School Community and to enhance an environment where every child can and will succeed.

4. OBJECTIVES

The objectives of the council, in keeping with the *School Act* and the *School Councils Regulation*, are as follows:

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- a. Offer advice to the Principal and the Board about any matter which relates to school operations.
- b. Offer advice to the school staff about the delivery of instructional and support programs and services to children.
- c. Encourage greater parent participation in the education of their children.
- d. Promote parent understanding of the education system and the teaching process.
- e. Provide parents an organization through which they can express support for education.
- f. Help foster a total Catholic community.
- g. Work together to ensure the best possible Catholic education for students in the school and the broader school community.
- h. Enhance communication between home and school.
- i. Provide input from parents in the development of the mission of the school and the attainment of that mission.
- j. Receive reports from the Principal on the school program, general policies and organization of the school.
- k. Receive reports and suggestions from parents and community groups on school related matters.
- l. Deliver annually to the Superintendent, a report on the school council's activities for the past year.
- m. Perform any duty or function that may be delegated through the Principal, by the Superintendent.
- n. Adhere to the School Council's Code of Ethics.

5. GOVERNANCE AND MEMBERSHIP

St. Joseph School Council uses a Town Hall Operating Style.

- a. The membership of the School Council shall consist of:
 - 1) All parents of students enrolled in the School
 - 2) The principal of the School
 - 3) All teachers and staff of the School
 - 4) One or more students, invited, selected or appointed
 - 5) Other community members, with vested interest in the school, as invited by the School Council
- b. The voting members of the School Council shall consist of all parents in attendance.
- c. The non-voting members of the School Council shall consist of all other attendees.

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- 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

- a. Decisions at SJSC meetings will be made by consensus of the members who have voting privileges. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b. A motion must be moved and seconded and pass by a majority.

7. QUORUM

- a. The quorum for the transaction of any business at any regular meeting of the School Council will consist of fifty percent (50%) of the members, as defined above, of the School Council (including the principal or designate) plus one attending parent who is a member of the School Council.
- 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.
 - 3) In such a case, informal notes (which do not get approved) will be taken and presented at the next meeting.

8. EXECUTIVE COMMITTEE and TERMS of OFFICE

The positions of the Executive Committee shall consist of: Chairperson, Vice Chairperson, and Secretary.

- 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.
- d. The Executive Committee will carry out the day-to-day operation of the School Council.

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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) With the principal, set meeting agendas;
- 3) Communicate with the principal on a regular basis;
- 4) Call regular School Council meetings;
- 5) Distribute notices of meetings and other School Council events as required;
- 6) Decide all matters relating to rules of order at the meetings;
- 7) Follow existing School Council operating procedures;
- 8) Ensure that minutes are being recorded and maintained;
- 9) Have general supervision of all activities of the School Council;
- 10) Be the official spokesperson of the School Council;
- 11) Ensure there is regular communication with the school community, beyond those who attend meetings;
- 12) Stay informed about school board policy that impacts School Council;
- 13) Submit an annual report in conformance with the Regulations.

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;
- 2) In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council;
- 3) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- 4) Promote teamwork and assist the Chairperson in the smooth running of the meetings;
- 5) Keep informed of relevant school and school board policies;
- 6) Prepare to assume the position of Chairperson in the future;
- 7) Aid the Chairperson and undertake tasks assigned by the Chairperson.

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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) 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.

10. SPECIAL MEMBERS

May consist of Members at Large, Parent Liaison, Parish Liaison, Community Members, Community Liaison, Fundraising Association (Friends of St. Joseph School) 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) Attend School Council meetings;
- 7) Identify possible topics for agendas, including providing reports to School Council;
- 8) Serve as a liaison between the School Council and their organization or area of responsibility/expertise

11. VACANCIES

Any vacancies of the School Council will be advertised to the parent community. Elections for vacant positions will be held at the next regular meeting of School Council. If this fails to fill the vacancy then that position remains vacant for the remainder of the year

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12. MEETINGS

a. Regular Meetings

A minimum of five (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

1) Special meetings of the School Council may be called by the executive and principal

c. Annual General Meetings

1) The Annual General Meeting of the School Council shall be held not later than thirty (30) days after the first instructional day of the school year and will be advertised throughout the School and the community at large at least twenty one (21) days in advance of the 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:

- i. the election of Executive Members;
- ii. the election and/or appointment of special members as defined in 9D above;
- iii. any proposed operating procedure amendments;

5) And may also include:

- i. 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;
- ii. any formal evaluation of the School Council.

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13. COMMITTEES

Committees will be determined by the School Council and will make recommendations as deemed necessary from school year to school year.

- a. Committee members shall consist of participants from the school community.
- b. Ad hoc committees will be formed as necessary and will work within a specified time period.
- c. Chairs of committees shall submit a written report of their work at the Annual General Meeting.

14. 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.

15. CODE OF ETHICS

- a. A member shall be guided by the mission statement of St. Joseph School and the Holy Spirit Catholic School Division.
- b. A member shall endeavour to be familiar with school policies and operating practices and act in accordance with them.
- c. A member shall practice the highest standards of honesty, accuracy, integrity and truth.
- d. A member shall recognize and respect the personal integrity of each member of the school community.
- e. A member shall encourage a positive atmosphere where individual contributions are encouraged and valued.
- f. A member shall apply democratic principles.
- g. A member shall consider the best interests of all students.
- h. A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of School Council.
- i. A member shall limit discussion at School Council meetings to matters of concern of the school community as a whole.
- j. A member shall use the appropriate communication channels when questions or concerns arise.
- k. A member shall promote high standards of ethical practice within the school community.
- l. A member shall accept accountability for decisions.
- m. A member shall declare any conflict of interest.
- n. A member shall accept no payment for School Council activities.

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16. CONFLICT RESOLUTION

School Council will act in accordance with S.17 (7.1) School Act, 1995. The School Council will apply every effort to resolve internal conflicts in a manner that respects all parties.

17. 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.

18. 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 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.

19. REVIEWS and AMENDMENTS

- a. The Operating Procedures remain in force from year to year unless amended at the annual meeting.
- b. The Operating Procedures of the School Council may be amended by a simple majority at an Annual General Meeting, or Special Meeting of the School Council.
- c. Notice of proposed Operating Procedures amendments must be circulated with the notice of the meeting at least seven (7) days in advance of the meeting.