

**St. Joseph School Council
Minutes, September 28/15**

FFT:

I am a Christian

When I say that "I am a Christian," I am not shouting that "I am clean living." I'm whispering "I was lost, but now I'm found and forgiven."

When I say "I am a Christian," I don't speak of this with pride. I'm confessing that I stumble and need Christ to be my guide.

When I say "I am a Christian," I'm not trying to be strong. I'm professing that I'm weak and need His strength to carry

on.

When I say "I am a Christian," I'm not bragging of success. I'm admitting I have failed and need God to clean my mess.

When I say "I am a Christian," I'm not claiming to be perfect. My flaws are far too visible, but God believes I am worth it.

When I say "I am a Christian," I still feel the sting of pain. I have my share of heartaches, so I call upon His name.

When I say "I am a Christian," I'm not holier than thou. I'm just a simple sinner who received God's good grace, somehow!

Attendance

Name	Present	Regrets	Name	Present	Regrets
Chair - Corinne Sampson	X		Parent Liaison – Susan Olsen	X	
Vice Chair – Laura Bachmeier	X		Community Liaison – Diane Vienneau	X	
Secretary – Sharon Gurr	X		Members at Large – Jennifer Heith-Lodge Tanya Gayowski Cheryl Allen	X X	X
Principal – Val Leahy	X		Trustee – Frances Cote	X	
FOSJ Liaison - Sheryl-Ann Giacchetta	X		Grade 7 parent rep – Rochelle Wiebe	X	
Parish Liaison - Shelley Lohues	X				

Agenda Item	Discussion	Action
1. Opening Prayer	The meeting was called to order at 6:35 pm and opening prayer was led by Corinne	
2. Welcome & Introductions	Roundtable	

Agenda Item	Discussion	Action
3. Review Agenda	Amended to add #10 items Dropbox and Treblemakers Motion to approve amended agenda moved by Sharon, seconded	Carried
4. Approval of Minutes –	Motion to approve the June 15, 2015 minutes moved by Sharon, seconded Motion to approve the Sept. 15, 2015 AGM minutes moved by Sharon, seconded	Carried Carried
5. Trustee Report	Presented by Frances and discussion held. Highlights: New school in N. Lethbridge named: Blessed Mother Theresa, but could be subject to change yet, plan is to be opened in the fall of 2016. Holy Spirit has a thought exchange website to gather information and entertain concerns from parents, etc. 1 trustee has resigned and not being replaced	
6. Chairperson Report	Nothing to report at this meeting	
7. Principal Report	Val presented and discussion held. Report is attached.	
8. Liaison Reports 8.1 Friends – Sheryl-Ann 8.2 Parent - Susan 8.3 Parish - Shelley 8.4 Community - Diane	8.1 AGM and meeting is tomorrow, Sept. 29 at 6:30 pm in library 8.2 Nothing to report except some concerns with the 2 new nutrition breaks 8.3 Parish highlights: Octoberfest is Oct. 17 dinner/dance, auction, raffle draws, still need volunteers Confirmation class will be going ahead this year for Gr. 6-9 students, may be joining St. Catherine’s, registration forms available Children’s Liturgy is occurring Ministry Sunday has commenced Garage and covered walkway will be built for Father Newton Mission is upcoming Dec. 6-8 Mass in Slow Motion is this Friday at 6 pm – potluck dinner Book study on the Lamb’s Supper will be Oct/Nov	

Agenda Item	Discussion	Action
	<p>8.4 Alysha Smith with the Town of Coaldale is looking for grade 8/9 students to be on the Youth Action Community Committee. Is willing to do a presentation to these students.</p>	<p>Val to talk with Alysha to set this up</p>
<p>9. Old Business 9.1 Operating Procedures 9.2 Minutes presentation 9.3 Newsletter contributions 9.4 Website</p>	<p>9.1 Corinne explained the results of the workshop held last week. See attached for her discussion points. Discussion and review of the proposed Operating Procedures for School Council that will replace the existing By-Laws. See attached. MOTION: That the current SJSC Bylaws be rescinded and replaced with the new Operating Procedures and named St. Joseph School School Council Operating Procedures. Moved by Sharon, seconded by Sheryl-Ann</p> <p>9.2 Minutes presentation on website: decided by consensus that we shall post the draft minutes when available verses waiting to post minutes once approved as too long of a wait period for parents to get the information.</p> <p>9.3 Newsletter contributions by Chair are satisfactory. Try to highlight some information from council as felt appropriate.</p> <p>9.4 Website presentation – difficult to find school council information. Discussed if could send an email with a link to our information to all parents. Also to include more information on the monthly calendars that are already posted until June as parents tend to look ahead.</p>	<p>Carried</p> <p>Corinne to do this as ongoing</p> <p>Val to investigate email with a link and to provide more information on the calendars.</p>
<p>10. New Business 10.1 School Council Topics</p>	<p>10.1 List provided by Corinne to consider, suggested we all think of some ideas to bring back to next meeting. Val did suggest that we include the Continuous Improvement Plan as a topic and to email her with any ideas.</p>	

Agenda Item	Discussion	Action
<p>10.2 Parent Info Night 10.3 Horizon of Hope 10.4 Dropbox 10.5 Treblemakers</p>	<p>10.2 Discussion held and decided to hold a Parent Info Night about healthy eating habits for our 2 Nutritional Breaks. Will invite Norah Fines with AHS who is involved with Health and Wellness programs. To take place in October on an evening that Norah is available. Val and Corinne will advise when/what help is needed with this.</p> <p>10.3 Horizon of Hope – The Beatitudes and Works of Mercy will guide us to become Beacons of Hope for others. Everyone to consider how we can incorporate these within school council for our school and discuss at our next meeting.</p> <p>10.4 Dropbox – can SJS create this for access of pictures from various school events. Discussed issue with privacy and concerns surrounding this.</p> <p>10.5 Treblemakers- band fundraising group would like to make themselves better known to parents. Have asked if they could assist at the Parent/Teacher interviews by directing people/holding an information table. Were told yes.</p>	<p>Val to set this up with Norah and Corinne to assist with organizing</p> <p>Val to investigate further and report to our next meeting if creating dropbox is feasible</p>
<p>11. Mail</p>	<p>none</p>	
<p>12. Next Meeting</p>	<p>November 30 at 6:30 pm in the Library. Cheryl will be the hostess</p>	
<p>13. Closing Prayer</p>	<p>Led by Corinne</p>	
<p>14. Meeting Adjournment</p>	<p>Motion to adjourn the meeting moved by Sharon, seconded and carried. Meeting adjourned at 8:35 pm</p>	<p>Respectfully Submitted <i>Sharon Gurr</i> Sharon Gurr Secretary, SJSC</p>

ELL CHARTER

Grade	Sept 30, 2014 Actual	May 30, 2015 Projections	Sept 28, 2015 Actual
ELP		30	41
ECS	24	31	29
Gr 1	31	26	30
Gr 2	26	30	33
Gr 3	25	26	27
Gr 4	15	25	25
Gr 5	22	18	19
Gr 6	30	25	26
Gr 7	30	33	30
Gr 8	28	28	28
Gr 9	21	29	28
Total	252	271	275

Principal Report

Staffing

Homeroom

ELP – Mrs. Bartosek
 ECS – Mrs. Picton
 Gr 1 – Mrs. MacArthur
 Gr 2S – Mrs. Schmidt
 (.5)
 Gr 2R – Mrs. Robison
 Gr 3 – Mrs. Brodie
 Gr 4 – Mrs. Baron
 Gr 5 – Mrs. Reti
 Gr 6 – Mrs. Nagata
 Gr 7 – Mr. Gal
 Gr 8 – Mr. Coupland
 Gr 9 – Mrs. Gajdostik

Other

Mrs. Leahy - Principal
 Mr. Christensen - AP
 Mr. Saler – Phys Ed
 Ms. Christie – Music

Ms. Currie PSIII

Support Staff		
Ms. Bugg	Mrs. Michielson	Mrs. P. Mastel
Mrs. Derenzo	Mrs. Pavka	Mr. Mastel
Mrs. Gross	Mrs. Vanden Berg	Mrs. Ramias-Fix
Mrs. Demers	Mrs. Toher	Mrs. D Mastel
Mrs. D Tonin	Ms. Van Mill	
Mrs. S Tonin	Mrs. Erdos	
Ms. Killoran	Mrs. Caputo	

Updates

Parish Ties

- Meeting between People of Praise, Holy Spirit Superintendent and SJS principal took place
 - o \$150.00 for weekend usage and Monday Meetings – no cost
- Meeting between St. Ambrose Parish, Holy Spirit Superintendent regarding use of the school.

Projects

- Gathering Space Upgrade
 - o Wood and whiteboards installed in the four openings (\$800.00)
- Summer Painting
 - o Entrance Way and Office
- New Lockers
 - o 20 lockers in the Junior High Wing
- Band Program
 - o New ukuleles and storage rack
- New Teacher Chairs

2015-2016 Changes

- Timetable
 - o Flex time / PBL / Options
 - o 9 period day Mon – Thur / 6 periods on Fri
 - o Homework Help (4 pds per week)
- Balanced Day / 2 Nutritional Breaks
 - o Why the Change
 - o Ontario Information: The rationale behind the Balanced School Day is that it will improve academic achievement by increasing time-on task in the classroom setting. The Balanced School Day schedule divides the school day into three equal blocks of instructional time. Two longer nutrition and activity breaks are provided in the morning and afternoon instead of the traditional mid morning/mid afternoon recess and noon hour lunch. This schedule creates equally

balanced teaching/learning blocks in the school day. The two nutritional/activity breaks allow time for eating and activity in both the morning and afternoon. Nutrition breaks provide time for eating and time for activity.

- The benefits of the Balanced School Day are three-fold: academic, nutrition and physical activity.
 - **Academic**
 - More instruction time with less interruption allows teaching and learning to occur at an optimum level.
 - Longer lessons to continue without interruption (literacy blocks, science classes, and art classes).
 - Time to program reading, writing, and oral activities in a more integrated way; allows teachers to be flexible with programming.
 - **Nutrition**
 - Research indicates that children need frequent food breaks during the day.
 - Schedule provides two opportunities for students to consume nutritious food rather than eating on the run at recess.
 - Students who are nutritionally satisfied can concentrate better and more effectively.
 - **Physical Activity**
 - Allows students two opportunities of uninterrupted play.
 - Quality exercise time energizes students, helps them to concentrate on school work and promotes a healthy lifestyle.
 - Introduction of physical education initiative, which includes daily activities for middle years' students during first activity period.
 - Opportunities for middle years' students to mentor younger students in activities.
- Will do a survey with parents, students and teachers prior to Christmas to get feedback
 - Pizza Lunch Program – changes (second break)
 - Cupcake Sale – first break / second if enough items
- Large Grade 1 Class
 - 30 students
 - Discussed options with grade 1 and 2 parents as well as staff.
 - One class with a full time EA in it
 - Currently have 5 out of 9 periods covered, working on this
- AM / PM ECS Class

- 20 Fridays to equal 475 Hours
- Increase of .5 staff to accommodate 2 classes

Calendar

- What has happened:
 - Sept 3 – Opening Mass
 - Sept 8 – 10 Gr 9 Waterton Camp
 - Sept 9 - Gr 6 – 8 Back to School Bash
 - Sept 10 – Welcome Back BBQ and Blessing For all Families
 - Sept 15 – School Picture Day (Retakes Oct 21)
 - Sept 17 – Pizza Lunch
 - Sept 18 – 19 – Cat’s Classic Volleyball Tourney at SJS and KA
 - Sept 18 – 19 – JV Volleyball Teams @ Birds of Prey Tourney (Letbridge)
 - Sept 22 – Student Religious Retreat
 - Sept 23 – Orientation to Gr 9 Meeting
 - Sept 23 – Cupcake Sale
 - Sept 24 – School Council / Friends of SJS Workshop
 - Sept 25 – Memorial Asthma Walk
 - Sept 25 – 26 – JV Volleyball Teams @ Little Storm Tourney (Taber)
 - Sept 25 – 26 – SV Volleyball Teams @ Birds of Prey Tourney (Lethbridge)
 - Sept 27 – Youth Mass
 - Sept 28 – School Council Meeting
- What is happening
 - Sept 29 – Friends of SJS Meeting
 - Sept 29 – Gr 8 Between Friends Starts
 - Oct 5 – Post Secondary Fair @ CCH West for Gr 9 to 12 / 5:30 start
 - Oct 7 – Cross Country Zones
 - Oct 7 – Candidates Forum @ SJS 7:00 PM
 - Oct 8 – Hot Lunch (3G Eatery)
 - Oct 9 – Thanksgiving Liturgy (Led by Gr 5)
 - Oct 12 – No School – Thanksgiving
 - Oct 13 – SJS PD Day
 - Oct 15 – Author Visit
 - Oct 13 – 15 Band Retreat @ SABC

- Oct 16 – Academic Awards
- Oct 17 – Youth Mass
- Oct 17 – St. Ambrose Oktoberfest
- Oct 18 – Junior Achievement Workshops @ SJS
- Oct 23 – 24 – SV Volleyball Teams @ Big Storm Tourney (Taber)
- Oct 26 – No School Holy Spirit Divisional PD Day
- Oct 28 – Cupcake Sale
- Oct 29 – Safety City @ SJS
- Oct 29 – Cardboard Boat Race
- Oct 30 – Halloween Assembly and Elem Parties
- Nov 4 – Take Your Kids To Work Day (Gr 9)
- Nov 6 – 7 – Volleyball Zones @ Gershaw
- Nov 10 – Remembrance Day Liturgy (Led by Gr 9)
- Nov 11 – No School Remembrance Day
- Nov 12 – 13 – No School / PD Days
- Nov 18 – Cupcake Sale (Gr 7)
- Nov 20 – Report Cards / Home Logic Updated
- Nov 22 – St. Ambrose Fall Supper
- Nov 23 – 26 – Book Fair
- Nov 24 – 25 – Parent Teacher Interviews
- Nov 27 – Blessing of Advent Wreaths – (Led by Gr 3)
- Nov 28 – Youth Mass
- Nov 30 – No School / SJS PD Day
- Nov 30 – School Council Meeting

Happenings

- Gr 3 Peru / Tango Connection
 - Coffee Fundraiser
- Food Drive (Social Justice Project) FCC will pick up Oct 8 @ 3:00 PM and take it to the Coaldale Food Bank
- Thought Exchange
 - Our school community took part in an online learning process in April/May 2015. Over the summer, we reviewed your thoughts and priorities and now want to share the results with you.
Visit <http://holyspirit.thoughtexchange.info/> to learn about the top priorities in our school and the top priorities of the division.

From the 969 stakeholders who contributed, we learned about our strengths and the areas that we can improve. This information will help us review and adjust our priorities to ensure that we maintain high quality Catholic education for all of our students.

- McCain's Kids Table
 - o Breakfast / Lunch Program for Coaldale
 - o Start in the next month

Professional Development

- Oct 13
 - IPP's and PAX and Faith Formation
 - Church Mission Presentation
- Oct 26
 - Divisional PD Day
 - o Open Spaces
- Nov 12 / 13
 - First Aid / Grade Level Meetings

Student Learner Assessment 3 (SLA 3)

- Grade 3 Students are writing – It is a pilot again this year.
- Holy Spirit participating in the pilot

What are SLAs? (Alberta Learning)

SLAs are digitally based provincial assessment tools that provide a beginning of the year “check in”. This enables parents and teachers to learn about and identify student strengths and areas of growth at the start of the school year. SLAs support student learning while effectively assessing literacy and numeracy based on Alberta's current programs of study.

What are the purposes of SLAs?

The three purposes of the SLAs are to:

- improve student learning (primary purpose)
- enhance instruction for students
- ensure the education system meets the needs of students and achieves the outcomes of the *Ministerial Order on Student Learning*.

Provincial assessment programs, including SLAs, are meant to complement, not replace, day-to-day teacher observations and classroom assessment. They are sources of information that must be interpreted, used, and communicated within the context of regular and continuous assessment by classroom teachers.

Why the change to SLAs?

Knowing early in the school year, rather than at the end, what students know and are able to do and areas for growth will serve as a useful reference and enable collaboration between parents and teachers to help students learn and grow during the year. Also, the SLAs are flexible and can be completed over a number of days rather than on a specific day and time. This gives teachers greater flexibility and students the opportunity to take the assessment “when ready”.

The SLAs are digitally based and allow students to show their learning in ways that are not possible with paper-based tests like the Provincial Achievement Tests (PATs). As such, the SLAs are a more inclusive assessment tool.

What is the structure of the SLA3?

This literacy and numeracy assessment consists of digital interactive questions (marked by Alberta Education) and performance tasks (marked locally):

- digital interactive literacy questions
- literacy performance task
- digital interactive numeracy questions
- numeracy performance task.

Why are we Piloting the SLA3?

The purpose of the SLA3 Pilot is to improve, in a deliberate and thoughtful manner, the SLA3 tool as well as the related administration processes and supports for everyone involved. The SLA3 is set to enter its second Pilot year in fall 2015. The goal of the Pilot is to ensure the SLA3 is a valuable assessment tool for teachers, parents, and students before transitioning from PATs to SLAs in Grade 6 and Grade 9.

Who will participate in the Pilot SLAs?

- Similar to last fall, participation in the Grade 3 SLA Pilot is optional at the school authority level. As a reminder, the Grade 3 PATs were concluded in June 2014.

Review of ASCA workshop conclusions by Chairperson SJSC

The genesis of holding a workshop in partnership with ASCA to review our By Laws, was Sharon's attendance at the provincial AGM and Conference of ASCA last spring. I'm not sure if Sharon's observations at that conference are appreciated fully by all of us, but it has brought us to this improved point. We are grateful for your efforts to attend and share the information, Sharon.

Let me begin my comments by visiting the end of the workshop. It might be better to have someone other than myself give you a recap of the workshop for 2 reasons. It might lend more clarity, and it might expand the sense of ownership and belonging. However, I have decided to make the remarks myself.

Becky Kallel from the Edmonton ASCA office facilitated the workshop. We created the new procedures from a template she provided. Val, Sheryl-Ann, Sharon and I, participated in this portion. Becky had inserted most of our By Laws into the template before she came. This made inserting our preferences into the template much quicker. It gave us a chance to discuss the options with Becky, who is very knowledgeable. As a result, I feel very confident that this is definitely the way to go. The Operating Procedures will give us enough room to operate with form and flexibility.

My feeling is that the spirit of the By Laws has been retained with respect to mission and vision, membership, voting, meetings, policies, and code of ethics. An clear example of how the old way fit into the new way, is consideration of the Meeting Protocol we had worked on. Read OP 14 to get an appreciation for this.

The biggest differences between the two documents concern Objectives, OP 4. The actual wording of our objectives is changed. The new words are more closely related to the purpose of School Councils as identified by the Holy Spirit School Division in its Administrative Handbook. The focus is on parents and the intent to have a positive impact on education at St. Joseph, mainly through communication and cooperation.

A further difference is there is NO overlap between FOSJ and SJSC, other than sharing of information. I cannot stress how important and significant this change is to BOTH parties. It might be easy to divide the general population into two groups – those with an affinity for objectivity (FOSJ), and those with a tolerance for subjectivity (SJSC). In many cases, the group you fall into, defines which group you are likely most to join. The objective person likes a goal with a clear target. For example, the need for new fridges this year, requires a certain amount of money that will be raised by particular events. Success is measured by how close you get to the target amount of money. On the other hand, a goal for Council might be to increase how likely each child will

choose to read, rather than watch TV. So a committee is formed to hold events to promote reading. Success is measured less objectively and more subjectively in this example.

Take a look at the Draft copy of the Operating Procedure (OP). This is the fruit of the workshop. Be sure to read the Objectives carefully.

THE EIGHT BEATITUDES OF JESUS

*"Blessed are the poor in spirit,
for theirs is the kingdom of heaven.*

*Blessed are they who mourn,
for they shall be comforted.*

*Blessed are the meek,
for they shall inherit the earth.*

*Blessed are they who hunger and thirst for righteousness,
for they shall be satisfied.*

*Blessed are the merciful,
for they shall obtain mercy.*

*Blessed are the pure of heart,
for they shall see God.*

*Blessed are the peacemakers,
for they shall be called children of God.*

*Blessed are they who are persecuted for the sake of righteousness,
for theirs is the kingdom of heaven."*

Gospel of St. Matthew 5:3-10

The Corporal Works of Mercy

- 1 Feed the Hungry
- 2 Give drink to the thirsty
- 3 Clothe the naked
- 4 Shelter the homeless
- 5 Comfort the imprisoned
- 6 Visit the sick
- 7 Bury the dead

The Spiritual Works of Mercy

- 1 Admonish sinners
- 2 Instruct the uninformed
- 3 Counsel the doubtful
- 4 Comfort the sorrowful
- 5 Be patient with those in error
- 6 Forgive offenses
- 7 Pray for the living and the dead

St. Joseph's School School Council Operating Procedures

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:

- 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.

- 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.

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.

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

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.

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's 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.

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.

These Operating Procedures have been accepted by a simple majority at an Annual General meeting, or Special Meeting of the School Council.

Date _____

Chairperson's Name

Chairperson's Signature

Secretary's Name

Secretary's Signature

Principal's Name

Principal's Signature