

School Council Operating Procedures

NAME

1. The name of the school council shall be Académie SAINT-ANDRÉ Academy Council herein referred to as the ***School Council***

MISSION

2. To foster the well-being and effectiveness of our school community and to enhance student learning.

GOALS

3. The goals of the school council, in keeping with the School Act and the School Councils Regulation, are to:

- a. provide advice, that is, input or feedback to the staff and principal 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.
- b. stimulate continuous improvement in meaningful involvement by all members of the school community
- c. facilitate collaboration among concerned participants of the school community
- d. support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level
- e. facilitate the development of a common vision for our school
- f. facilitate a formal report of our school council and communicate the results of this evaluation to the school board and the school community
- g. keep the school board informed—in cooperation with the principal - of the needs of the school
- h. support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning
- i. facilitate communication with educational stakeholders and the community.

GOVERNANCE and MEMBERSHIP - Town Hall Model

4. The membership of the school council shall consist of:

2019-20

ASAA School Council Operating Procedures

- a. the parents of students enrolled in SAINT-ANDRÉ
 - b. the principal
 - c. teachers and support staff
 - d. school council membership will also encourage representation from St. Vital Parish and the broader community
5. The positions of the executive committee shall consist of:
- a. A chairperson, vice chairperson, secretary, volunteer coordinator, member(s) at large
 - b. All executive positions must be filled by parents of enrolled students
 - c. Every member of the school council and/or parent of an enrolled student or children in the Early Childhood Services Program are eligible to be elected to an executive position on school council, however where possible the executive of a School Council must be comprised of a majority of Catholic parents.
 - d. The terms of office are the annual general meeting to the following annual general meeting.
 - e. The executive of school council can be elected by parents of enrolled students who attend the annual general meeting or at the first school council meeting by school council members.

Town Hall Governance

- 5 (b) a. The executive committee will prepare the agenda for the general meetings and circulate minutes of the same.
- b. The executive committee will carry out the day-to-day operation of the school council.

DECISION-MAKING

- 6. (a) Decisions at school council meetings will be made by consensus as much as possible.

The 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 seconded and passed by the majority of school council members.

QUORUM

- 7. Quorum will be attained when the majority of existing executive members are present ***and*** a majority of voting members present at a meeting are parents of enrolled students at SAINT-ANDRÉ

DUTIES OF THE EXECUTIVE

8. (a) THE CHAIR

The chair plans meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Alberta Home and Schools Councils' representative. The chair ensures the school board receives an annual report from school council.

8. (b) THE VICE-CHAIR

The vice-chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of school council and manages personal information in compliance with PIPA. The vice-chair assumes responsibility, in consultation with school council, for communicating with the fundraising society.

8. (c) THE SECRETARY

The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications and keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all materials relating to the School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location at the school.

8. (d) THE VOLUNTEER COORDINATOR

Complying with school board procedures, the volunteer coordinator identifies and communicates the volunteer needs and roles required by the SAINT-ANDRÉ Academy school community. The volunteer coordinator actively identifies, recruits and trains volunteer and is the main contact person.

8. (e) THE MEMBER(S) AT LARGE

A member at large may be assigned to lead or serve on committees or undertake special projects. The member at large will be the liaison for school council to the Friends of SAINT-ANDRÉ Society.

VACANCIES

9. (a) With the exception of the school council position filled by the principal, 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.

2019-20

ASAA School Council Operating Procedures

COMMITTEES

10. 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.

MEETINGS

11. (a) The first meeting of the school council is held within 20 school days after the annual general meeting.

(b) The school council will meet a minimum of seven times during the school year.

(c) Regular meeting dates will be determined by school council members attending the first meeting and/or by the executive of the school council.

(d) Meetings will take place at the school unless indicated with a 20 school day notice to change location.

(e) Special meetings of the school council may be called by the executive or at the written request of a majority of parents of students enrolled at SAINT-ANDRÉ Academy

ANNUAL GENERAL MEETING (AGM)

12. (a) The annual general meeting of the school council will be held within 20 school days after the start of the school year or at an appropriate time during the school year determined by the school council.

(b) The meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within 20 school days of the AGM date.

(c) Election of executive positions will take place at the AGM.

(d) All parents of students SAINT-ANDRÉ are eligible for election

(e) All parents of students attending the SAINT-ANDRÉ are eligible to vote at the AGM.

(f) The business of the AGM shall include:

- election of executive members
- proposed Operating Procedures amendments
- motion to accept a financial statement of the previous year
- plans and budget for the upcoming year

2019-20

ASAA School Council Operating Procedures

- discussion of any major issues in which parents should have input, such as:
 - changes to the vision or mission statement of the school council
 - major changes in the school program or focus
 - formal evaluation of the school council.

ANNUAL REPORT

13. (a) In accordance with School Councils Regulation, the school council, through the chair, prepares and provides the school board with an annual report submitted by July 31st that includes:

- a summary of school council's activities of the previous year
- a financial statement
- a copy of the minutes of each meeting.

(b) The school council will make the annual report available to all members of the school community.

AMENDMENTS TO THE OPERATING PROCEDURES

14. (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.

CODE OF ETHICS

15. All school council members shall:

- abide by the legislation that governs them
- be guided by the mission statement of the school
- endeavour to be familiar with school policies and act in accordance with them
- practice the highest standards of honesty, accuracy and integrity
- recognize and respect the personal integrity of each member
- declare any conflict of interest

2019-20

ASAA School Council Operating Procedures

- encourage a positive atmosphere in which individual opinions are encouraged and valued
- apply democratic principles
- consider the best interests of all students
- not disclose confidential information
- limit discussions at school council meetings that matter to the school community as a whole
- use the appropriate communication channels
- promote high standards of ethical practice
- accept accountability for decisions
- not accept payment for school council activities.

PRIVACY

16. (a) School council shall adhere to the Personal Information Protection Act (PIPA).

(b) School council shall not share personal information for purposes other than those of school council business.

POLICIES

17. (a) School council may develop policy for the duration of their term.

(b) The policies of 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.

SCHOOL COUNCIL FUNDRAISING

18. (a) School council may fundraise but may not engage in casino activities.

(b) Fundraising is to be for predetermined purposes decided upon in consultation with the principal and consistent with applicable Board policy. Funds must be expended as agreed by both parties.

(c) Any funds raised by the Council must be deposited in either an account of the Division or a legitimate account owned by the School Council. Such funds are subject to audit by the Superintendent or designate on an annual basis.