

Charles Spencer High School Parent Council Operating Procedures

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Charles Spencer High School;
- B. "Council" means School Council for Charles Spencer High School;
- C. "Parent" means parent, guardian or primary caregiver of any child attending an educational program at the Charles Spencer High 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 Charles Spencer High 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 our school council is to actively support the School in providing education excellence and citizenship.

4. VISION

Our Council will facilitate communication so we may work together, as partners, to create an effective, safe, caring and learning environment enabling our students to achieve their potential.

5. OBJECTIVES

Facilitate communication with educational stakeholders and the general community. The Council may, at it's discretion:

- A. Advise the principal and the GPPSD Board respecting any matter relating to the board;
- B. Perform any duty or function delegated to it by the board in accordance with the delegation;
- C. Consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister;
- D. Consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent, and
- E. Do anything it is authorized under the regulations to do.

6. GOVERNANCE, MEMBERSHIP and DECISION MAKING

The Council uses a **Representative** Operating Style and/or model of Governance.

- A. The membership of the Council shall consist of:
 - 1. Three parents as defined in 1 C above, elected by parents at the Annual General Meeting. The parents elected will be considered to represent all the School Community, Chair, Vice-chair and Secretary.
 - 2. The principal of the Charles Spencer High School.

3. One teacher from the Charles Spencer High School, appointed or elected by the teachers;
 4. One or more student representative appointed by the principal; and
 5. Members at large consisting of four (4) parents, elected by parents at the Annual General Meeting.
- B. The voting members of the Council shall consist of a parent, guardian or primary caregiver of any child attending an educational program at the Charles Spencer High School.
 - C. The non-voting members of the Council shall consist of:
 1. The Principal;
 2. The Teacher Representative;
 3. The Student Representative;
 4. District of GPPSD board member;
 5. 1 community member as invited by the Council.
 - 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.

7. DECISION MAKING

Decisions at 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 Council voting members.

8. QUORUM

- A. Quorum will be attained when the majority of voting members present at any Council meeting are parents as defined in 1C above, and the principal or designate is present.
- B. If a decision is made by a vote, the motion must be moved and passed by the majority of Council voting members.

9. 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 Council;
- C. The terms of office are from the Annual General Meeting to the following Annual General Meeting. Any elected member may serve **only 2** consecutive terms in the same position.
- D. The Executive Committee of the 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 Council meeting after the Annual General Meeting, as per paragraph 11: VACANCIES.
- E. The Executive Committee will carry out the day-to-day operation of the Charles Spencer High School Council.

10. DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

A. Chairperson

It is expected that the Charles Spencer High School Chairperson will be a parent of a student attending the school. A non-parent will only be elected to the Chairperson position if no Parents put their name forward. Unless otherwise delegated, the Chairperson of the Charles Spencer High School will:

- 1.** Chair all meetings of the Charles Spencer High School Council;
- 2.** Coordinate with the principal to establish meeting agendas;
- 3.** Communicate with the principal on a regular basis;
- 4.** Call regular Council meetings;
- 5.** Decide all matters relating to Rules of Order at the meetings;
- 6.** Follow existing Council operating procedures;
- 7.** Ensure that minutes are recorded and maintained;
- 8.** Have general supervision of all activities of the Council;
- 9.** Be the official spokesperson of the Council;
- 10.** Ensure there is regular communication with the school community, beyond those who attend meetings;
- 11.** Stay informed about school policy that impacts Council; and
- 12.** Submit an annual report to GPPSD in conformance with the Regulations.

B. Vice Chairperson

Unless otherwise delegated, the Vice Chairperson of the Charles Spencer High 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 Council;
- 3.** Work with and support the Chairperson in agenda preparation;
- 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 the Chairperson when the position becomes available; and
- 7.** Aid the Chairperson and undertake tasks assigned by the Chairperson.

C. Secretary

Unless otherwise delegated, the Secretary of the Charles Spencer High School Council will:

- 1.** Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the Council meeting;
- 2.** Keep minutes, correspondence, records and other Council documents;
- 3.** Maintain a dated record of all the members of the Council who have knowingly provided their contact information, in compliance with PIPA;
- 4.** Distribute notices of meetings and other Council events as required;

5. Ensure all materials relating to the 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. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the Council; and
 7. In the absence of the secretary, the Council shall choose a recording secretary for the meeting.
- D. Members at Large or Community Members**
 These individuals will be key members of the Council who:
1. Share their professional knowledge, expertise and life experience with other Council members;
 2. Encourage feedback and participation from community groups and individuals;
 3. Communicate information of interest to the Council and the school community;
 4. Share information from Council meetings with the community;
 5. Have a clear understanding of the Council's goals and purpose;
 6. Respect confidentiality;
 7. Attend Council meetings;
 8. Identify possible topics for agendas; and
 9. Serve as a liaison between the Council and their organization or area of responsibility / expertise.

11. VACANCIES

With the exception of the Council positions filled by the Principal and the Teacher representative, the Council may appoint School Council members and/or Community members to fill vacancies until the election at the next Annual General Meeting.

12. MEETINGS

A. Regular meetings

A minimum of 8 regular Council meetings will be held per school year or as called 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 Charles Spencer High School, unless otherwise advertised.

B. Special Meetings

The Council Executive may at any time give notice of a Special Meeting of the Council. Notice will be given at least 7 days before the meeting and 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

1. The Annual General Meeting of the Council will be held in the month of September or at an appropriate time during the school year as determined by the Council. The meeting will be advertised throughout the school and the community no less than 21

days 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 Charles Spencer High School Council (representative)
 - b. Any proposed operating procedure amendments
5. And may also include:
 - a. Plans 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;

13. COMMITTEES

The Charles Spencer High School Council may appoint committees that consist of Council members and / or Community members. Committees meet outside of Council meetings to complete their assigned tasks and present a report of their activities at Council meetings

14. POLICIES

Subject to any provincially or board mandated policies and/or regulations, the Council may make and implement policies in the school that the Council considers necessary to carry out its functions.

- i. The Charles Spencer High School Council may develop policy for the duration of their term
- ii. Topics on which the Council may wish to develop guiding policies include, but are not limited to: Communication (Internal and External), Record Keeping, Privacy, Location of meetings, Official Correspondence Address, New Member Orientation, and Social Media

15. FUNDRAISING ACTIVITIES OF CHARLES SPENCER HIGH SCHOOL

The Charles Spencer High School Council recognizes and appreciates the efforts of other groups of parents striving to support and enhance the educational opportunities in the Charles Spencer High School.

16. CODE OF ETHICS

All School Council Members Shall:

- A. Abide by the legislation that governs them
- B. Be guided by the mission statement of the Council
- C. Provide accessibility of the school's policies and operating practices and act in accordance to them
- D. Practice the highest standards of honesty, accuracy, integrity, truth and respect
- E. Apply democratic principals
- F. Limit discussions at Council meetings to matters of concern to the Charles Spencer High School Community as a whole, using the appropriate communication channels when questions or concerns arise

G. Accept responsibility for decisions

17. CONFLICT RESOLUTION

The Charles Spencer High School Council shall abide by the Conflict Resolution Procedures outlined in the Administrative Procedure 110 for the Grande Prairie Public School District.

18. PRIVACY

The Charles Spencer High 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 Charles Spencer High School Council business.

19. DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council. If the Council is dissolved, the Principal may choose to establish an advisory committee to perform some or all of its duties of the 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 Charles Spencer High School Council within forty (40) school days after the start of the next school year.

20. REVIEWS and AMENDMENTS

Subject to any provincially or board mandated policies and/or regulations, the 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 Charles Spencer High School Executive Committee or a committee established expressly for that purpose.
- B.** Notice of proposed changes to the Operating Procedures will be provided to the Charles Spencer High School Community no less than 5 days before the meeting.
- C.** The Operating Procedures of the Charles Spencer High School Council may be amended by a majority vote of the voting members present at any scheduled meeting of the Charles Spencer High School Council.

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

X

Date

X

Chairperson's Name

X

Chairperson's Signature

X

Secretary's Name

X

Secretary's Signature

X

Principal's Name

X

Principal's Signature