



Sacred Heart School Council

Operating Procedures

June 6th, 2018

Approved by Sacred Heart School Council:

M. Tomkinson
Chairperson

Melissa Tomkinson
Print Name

June 6, 2018
Date

[Signature]
Secretary

John Tomkinson
Print Name

June 6, 2018
Date

Verna Sand
Principal

Verna Sand
Print Name

June 6, 2018
Date

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1. AUTHORITY

The Sacred Heart 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.

2. MISSION STATEMENT

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

3. DUTIES AND RESPONSIBILITIES

- a. To provide advice and consultation to the principal and staff on issues of educational importance such as school philosophy, mission, vision, policies, programming, communications, community relations, the school plan for continuous growth, the Three-year strategic education plan, and budget allocations to meet student needs.
- b. To create a stronger learning environment for the students.
- c. To keep the STAR School Board informed, in cooperation with the principal, of the needs of the school and its students.
- d. Develop special events which will foster participation and well-being of the school community.
- e. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders.
- f. Consult with other school councils and provincial organizations.
- g. Advise the STAR School Board, Alberta Education and/or other provincial organizations on broader educational issues.
- h. Encourage a positive atmosphere where individual contributions are encouraged and valued.
- i. In accordance with the School Councils Regulation and the STAR School Board Administrative Procedure #110, the School Council, through the Chair, shall provide 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 as at June 30th, if any, handled by the School Council no later than July 31st.
- j. Adhere to School Council's Code of Conduct.

4. PRIVACY

- a. Sacred Heart School Council shall adhere to the Personal Information Protection Act (PIPA).
- b. Sacred Heart School Council shall not share personal information for purposes other than those of School Council business.

5. MEMBERSHIP, GOVERNANCE and DECISION MAKING

Sacred Heart School Council uses a Town Hall Model of governance.

- a. The School Council is generally composed of the following members:
 - i. The parents of students enrolled in Sacred Heart School, including Early Childhood Services.
 - ii. The principal of Sacred Heart School.
 - iii. Teacher(s) of Sacred Heart School.
 - iv. Parish Representative of Sacred Heart Church.
 - v. Community Member(s).
- b. The voting members of the School Council shall consist of:
 - i. Parents.
 - ii. Parish Representative.
 - iii. Community Member(s).
- c. The non-voting members of the School Council shall consist of:
 - i. Principal.
 - ii. Teacher(s).

6. EXECUTIVE ROLES and TERMS of OFFICE

1. EXECUTIVE:

- a. The positions of the Executive Committee shall consist of:
 - i. Chairperson
 - ii. Vice chairperson
 - iii. Secretary
 - iv. Treasurer
 - v. Fundraising Coordinator
 - vi. Past Chairperson
- b. All Executive positions must be filled by parents of students enrolled at Sacred Heart School.
- c. Where possible the executive should be comprised of a majority of Catholic parents.
- d. Every voting member of the School Councils eligible to be elected to an Executive position on School Council.

2. TERMS:

- a. The term of office is from July 1st following election to the following July 1st.
- b. Any elected member may not serve more than 3 consecutive terms in the same position.
- c. The Executive of School Council is normally elected at the Annual General Meeting or at the next School Council meeting by School Council members, until filled.
- d. An Executive member may withdraw at any time during their term of office by notice in writing to the Chair and the Principal, or if the withdrawing member is the Chair, by notice in writing to the Vice Chair and the Principal.

3. VACANCIES

- a. Any vacancies of the School Council will be advertised to the parent community. Elections for vacant positions will be held at each regular meeting of School Council, until filled.

7. EXECUTIVE DUTIES

1. Chairperson

The Chairperson of the School Council will:

- a. Chair all meetings of the School Council.
- b. Coordinate with the principal to establish meeting agendas.
- c. Communicate with the principal on a regular basis.
- d. Call regular School Council meetings.
- e. Decide all matters relating to rules of order at the meetings.
- f. Ensure compliance with current School Council operating procedures.
- g. Ensure that minutes are recorded and maintained.
- h. Have general supervision of all activities of the School Council.
- i. Be the official spokesperson of the School Council.
- j. Ensure there is regular communication with the school community, beyond those who attend meetings.
- k. Stay informed about STAR School Board policies that impacts School Council.
- l. Prepare an annual report in conformance with the Regulations.

2. Vice Chairperson

The Vice-Chairperson of the School Council will:

- a. Aid the Chair and undertake tasks assigned by the Chair
- b. Work with and support the Chair in agenda preparation
- c. Promote teamwork and assist the Chair in the smooth running of the meetings
- d. Keep informed of relevant school and school board policies
- e. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities
- f. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council

3. Secretary

The Secretary of the School Council will:

- a. Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting.
- b. Keep minutes, correspondence, records and other School Council documents including School Council Operating Procedures.
- c. Ensure notice of meetings and other School Council events is distributed.
- d. Give notice of any special meetings.
- e. Post agendas in compliance with the communications plan for any Council meeting at least 7 days in advance.
- f. In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.
- g. Have signing authority on any financial accounts together with the Chair and/or the treasurer.
- h. The secretary is responsible for maintaining a hard copy of monthly minutes that will be kept on site at the school, and to ensure the posting of the minutes to the school website within 10 days. The hardcopy record will be presented at the AGM meeting yearly to maintain accurate records.
- i. Be responsible for keeping and maintaining a hard copy of Operating Procedures on site at the school.

4. Treasurer

The Treasurer of the School Council will:

- a. Keep accurate records of all financial transactions
- b. Ensure that records are available upon request of the school council, school board, or public requests approved by council.
- c. Be responsible for the deposits of all monies paid to the School Council in whatever financial account the School Council utilizes.
- d. Be responsible for monitoring the movement and allocation of funds. Present a full detailed account of receipts, disbursements, and account balances to

- the School Council at regular meetings, and whenever requested by the School Council, and prepare the financial statements for the annual report.
- e. Send a copy of the bank statement to the Chairperson at least quarterly.
 - f. Have signing authority on any financial accounts together with the Chairperson and/or Secretary.

5. Past Chairperson

The Past Chairperson of the School Council will:

- a. Serve in an advisory capacity to the School Council.
- b. Act in the absence of both the Chair and Vice-Chair.

6. Fundraising Coordinator

The Fundraising Coordinator of the School Council will:

- a. Gather information and present ideas/projects to the executive and parents at any regular school council meeting.
- b. Organize fundraising projects.
- c. Assist Chair, Vice Chair, Secretary and Treasurer with all fundraising activities.

8. MEETINGS

a. REGULAR MEETINGS

At the Annual General Meeting, the School Council will review the number of regular meetings, the time, date, and place of those meetings for the school year and determine how the schedule will be communicated to the broader Parent Community.

b. SPECIAL MEETINGS

The School Council may at any time give notice of a Special Meeting of the School Council. Notice will be given at least 7 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with.

c. ANNUAL GENERAL MEETINGS

Where a School Council hasn't been operational the year prior, the Annual General Meeting will be held in accordance to Section 3 of the School Councils Regulation. Notwithstanding the above,

- i. The AGM of the School Council shall be held on the first Wednesday of June.
- ii. The AGM will be advertised throughout the School and the community at large at least fourteen (14) days in advance of the meeting.
- iii. Election of School Council Executive from the parent community will take place at the AGM. All parents of the students enrolled in Sacred Heart School including Early Childhood Services are eligible for election.
- iv. All parents of students enrolled at Sacred Heart School are eligible to vote at the AGM.
- v. The business of the AGM shall include:
 1. the election of School Council Executive Members.
 2. financial statement of the previous year.
 3. presentation of the previous years records.
 4. establish annual schedule for regular meetings.
 5. And may also include:
 6. plans and budget for the upcoming year
 7. operating Procedure amendments

9. AGENDAS

- a. The Executive Committee through the Chair establishes all meeting agendas in partnership with the principal.
- b. Agenda item requests must be made through the Chair, who will, if necessary, consult with the Executive and principal as to the appropriateness of the item requested.
- c. Agenda requests will be given to the Chair a minimum of fourteen (14) days in advance before the next meeting.

10. QUORUM

- a. A quorum for the transaction of business at any meeting of the School Council is 50% of the elected Executive members in addition to one staff member. When, at a regularly scheduled School Council meeting the number of parents is outnumbered by administration, the meeting shall be adjourned until the next scheduled meeting date.

11. COMMITTEES

- a. Committees will be determined by the School Council and will make decisions or recommendations according to the mandate the School Council gives them as deemed necessary from school year to school year.
- b. Committee members shall consist of volunteers from the school community.
- c. Standing committees will operate on an ongoing basis with specified lengths of terms for members.
- d. Ad hoc committees will be formed as necessary and will work within a specified time period.
- e. Chairs of standing committees shall submit a written report of their work as specified by the School Council.

12. POLICIES

- a. Sacred Heart School Council may make and implement policies in the school that the School Council considers necessary to carry out its functions.
- b. The school council may develop policy for the duration of their term.
- c. 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.
- d. Topics on which School Council may wish to develop guiding policies include, but are not limited to:
 - i. Communication: Internal and External
 - ii. Record Keeping
 - iii. Fundraising
 - iv. Privacy
 - v. Location of Meetings
 - vi. Official Correspondence Address
 - vii. New Member Orientation
 - viii. School Council Evaluation
 - ix. Social Media

13. SCHOOL COUNCIL FUNDRAISING

- a. If Sacred Heart School Council does fundraise, any funds raised will be kept in a School Council bank account.
- b. Sacred Heart School Council's funds given to the school will be subject to the School Board's policy on School Council fundraising.

14. CODE OF ETHICS

All Sacred Heart School Council members shall:

- a. Abide by the legislation that governs them.
- b. Be guided by the mission statement of the school and School Council.
- c. Be familiar with the school, school council policies, operating procedures 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 and adhere to democratic principles.
- i. Consider the best interests of all students in our decisions and deliberations.
- 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.
- q. Respect recent decisions made at a School Council meeting.

15. CONFLICT RESOLUTION PROCEDURES

- a. The School Council will apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures if necessary and shall abide by the Conflict Resolution Procedures outlined in Administrative Procedure #111 of St. Thomas Aquinas Roman Catholic Schools. If at any time, ten (10) Parents, or fifty per cent (50%) of the Executive 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;
 - i. The Chair will call a Special Meeting of the School Council.
 - ii. The Secretary will provide a minimum of five (5) days' written notice to all parents of the date, time, place and purpose of the Special Meeting.
 - iii. At the Special Meeting, parents in attendance will have an opportunity to hear and discuss the issues causing conflict.

- iv. On motion, seconded by any School Council Executive member or parent in attendance at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
- v. If a majority of parents and School Council Executive members present vote in favour of the resolution proposed, the School Council will immediately act upon the resolution, as directed by the assembly.

16. DISSOLUTION

- a. As per Alberta Provincial Legislation, specifically Section 22 of the School Act, only the Minister of Education has the authority to dissolve a School Council. If Sacred Heart School Council is dissolved, the Principal may establish an advisory committee to perform the duties of the School Council until the next AGM and the Principal will perform the duties as outlined in Alberta Provincial Legislation with respect to the re-establishment of the Sacred Heart School Council within 40 school days after the start of the next school year.

17. REVIEW and AMENDMENTS

- a. School Council must review and approve its Operating Procedures at any School Council Annual General Meeting.
- b. The School Council, by a majority vote of parents present at any Regular or Special or Annual General Meeting of the School Council, may, subject to Alberta Provincial Legislation, make any changes to these Operating Procedures deemed necessary in order to carry out its functions. Notice which provides the details of the intended changes will be provided to the school community no less than 7 school days prior to the meeting.