

# **STIRLING SCHOOL COUNCIL OPERATING PROCEDURES**

MAY 2011

**AUTHORITY:** School Act and School Councils Regulation 113/2007

**PURPOSE (VISION):** to support and enhance student achievement and performance

**AMENDMENTS:** Changes to Operating Procedures must be passed by the majority of parents who vote at a special meeting of the school council called for that purpose (i.e. Annual General Meeting).

**MISSION:** to advise the principal and school board on any matter relating to the school

**OBJECTIVES/FUNCTIONS:** School council may

- decide its operations and fundraising procedures
- participate in the development of the:
  - mission, vision and philosophy of the school
  - policies of the school and school board
  - annual education plan of the school and school board
  - budget of the school and school board
- participate in the discussion of the annual education results report and subsequent strategies
- participate in the opportunities offered by Alberta School Councils' Association for representation at the provincial level

**MEMBERSHIP:** School council shall consist of the following:

- five parents of students enrolled in Stirling School to be nominated and elected by parents of students at AGM; majority of council must be parents
- the Principal of the school
- one teacher elected by school staff
- one high school student elected by the students

## **DECISION MAKING**

- Decisions are made by consensus whenever possible.
- School council members may request that items be placed on future agendas if consensus not met to provide school council with more time and information to research and consider other options.
- School council members may request a vote if consensus cannot be reached.
- Any school council member may abstain from discussion and decision-making.

**POLICIES:** School council may make policies that govern school council.

- Policies are not included with the operating procedures thus allowing policies to be created or amended without changing operating procedures.

## **MEETINGS**

- Regular meetings should be held as often as necessary to conduct council business and keep membership informed; minimum of 6 meetings per year
- Quorum must be established for meeting to take place. Quorum is established when the majority of school council members attending are parents.
- School council may have other meetings (e.g. special meetings, committee meetings). Council should define the purpose of these meetings and how the school community would be notified.
- Annual General Meeting (AGM) is to be held annually to communicate to the school community the activities of the school council.
  - elections shall be held at this meeting
  - 14 day notice given

## **AGENDA**

- Any parent or school staff may ask to place items on the agenda at least 7 days prior to meeting and the school council executive will determine which items are appropriate for the agenda.
- The agenda will be distributed before the school council meeting.
- The agenda will be made available to the school community.
- The chairperson will always notify the principal of agenda items in advance so Principal will have time to prepare.

## **COMMUNICATION:** School council

- will complete an Annual Report.
- will ensure that meeting minutes are available for 7 years.
- will ensure all parents of students enrolled in the school have access to school council business.

## **OFFICER POSITIONS:** Officers of the Council shall consist of the following:

- Chairperson, Vice-Chairperson, Secretary, Treasurer, Fundraising Committee Chairperson.
- The officer council positions will be decided amongst elected parents.
- Officers will be elected for a one year term- July 1 to July 1; elected members will meet immediately following election to decide council positions; newly elected councils may meet prior to July 1 for planning purposes only, they may not vote until their official term has begun.

## **OFFICER POSITION DESCRIPTIONS**

### Chairperson

- is the spokesperson for the school council unless it is delegated.
- will sign all letters the school council is sending to external organizations
- will be the contact with the principal for school council business
- will be the school council representative with the ASCA unless delegated
- is responsible for ensuring there are regular meetings

- is a signing authority on the bank account
- is responsible for planning the agenda for meetings, facilitating the meetings, and manages the time/discussion to ensure the meetings finish at a reasonable hour
- will serve as a member of the Stirling School Scholarship Society and the Stirling School Policy Committee
- is responsible for the preparation and presentation of an annual report to the local school board and at the AGM

#### Vice-Chairperson

- assists the Chair with duties as assigned and, in the absence of the Chair, assumes the duties of the Chair
- participates in meetings with the Principal
- may be a signing authority on the bank account
- is the designated PIPA Officer of school council

#### Secretary

- is responsible for keeping accurate minutes and records of all meetings and for their distribution to the parent community
- processes and distributes mail
- maintains calendar of events for the school council
- reminds school council members and parent community of meetings and commitments

#### Treasurer

- prepares and provides financial documentation
- is a signing authority on the bank account
- pays all receivables as per school council commitments
- receives and deposits monies to bank account
- reports to the school council the financial information
- completes all financial reports for any other stakeholders

#### Fundraising Committee Chairperson

- oversees fundraising efforts of the school council
- responsible for making reports to council on fundraising activities
- reports of the year's activities at the AGM

**VACANCIES:** School Council may appoint any parent with a child enrolled in the school to school council or the executive to fill vacancies until the vacancies can be filled at the next AGM.

**COMMITTEES:** School council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities.

**PERSONAL INFORMATION AND PRIVACY ACT (PIPA):** School council is subject to the Personal Information and Privacy Act (PIPA) and will act in accordance of this regulation.

- The school council Vice-chairperson will be the PIPA designate.
- Personal information may only be used for school and school council business.
- School council members and people attending school council meetings understand the school council meeting minutes are public information.

## **FUNDRAISING**

- Wherever possible, fundraising will be done by a Fundraising Society.
- School council may decide how the money raised will be spent.
- School council may fundraise and the funds may be given to the society and/or school for accounting purposes
- Funds raised by the school council as much as possible will be used for the purpose designated.

**CODE OF ETHICS:** All members shall

- consider the best interests of all students.
- abide by the legislation that governs them.
- be guided by the mission statement of the school and school council.
- endeavour to be familiar with the school policies and operating practices and act in accordance with them.
- practice the highest standards of honesty, accuracy and integrity.
- declare any conflict of interest.
- encourage a positive atmosphere in which individual contributions are encouraged and valued.
- respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- not disclose confidential information.
- use the appropriate communication channels when questions or concerns arise.
- accept accountability for decisions.
- accept no payment for school council activities.
- not specify names of people or their opinions participating in discussions at school council meetings when sharing school