

**Sarah Thompson School
School Council
Operating Procedures**

Approved: March 25, 2019

DEFINITION

In this document "parent" means parent, or legal guardian, attending an educational program at Sarah Thompson School

AUTHORITY

The Sarah Thompson 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 as well as RVS Admin Procedure 110.

The Mission of Sarah Thompson School Council is to nurture our student's natural curiosity and to advocate for the spirit and well-being of our children and school community.

PURPOSE

- To provide the forum for parents and community members to come together with our school to support and enhance student learning. We will provide advice to the principal and Rocky View School's Board of Trustees on matters concerning our school.
- Develop special events which will foster participation and well-being of the school community
- Encourage a positive atmosphere where individual contributions are encouraged and valued

PRIVACY

Sarah Thompson School Council will not share personal information for purposes other than those of School Council business.

MEMBERSHIP, GOVERNANCE and DECISION MAKING

Town Hall Model

Sarah Thompson School Council uses a Town Hall Operating Style

1. The School Council is composed of the following members:
 - a. The parents of children enrolled in Sarah Thompson School
 - b. The principal of Sarah Thompson School
 - c. A teacher of Sarah Thompson School
2. The Principal position is non-voting
3. The parent/other ratio may vary at times, but the number of parents should always exceed the number of other representatives.

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EXECUTIVE/OFFICERS and TERMS of OFFICE

Town Hall Model

1. An Executive Committee will be formed at the Annual General Meeting for the purpose of carrying out the day-to-day operation of the School Council.
2. The positions of the Executive Committee shall consist of:
 - Chairperson
 - Vice chairperson
 - Secretary
 - Treasurer
 - a) All Executive positions must be filled by parents of children enrolled at Sarah Thompson School.
 - b) Every parent of a student enrolled at Sarah Thompson School is eligible to be elected to an executive position on School Council.
 - c) The terms of office are from the Annual General Meeting to the following Annual General Meeting.
 - d) Any elected member may serve 3 terms in the same position.
 - e) The Executive Committee of School Council will be elected by parents of children enrolled at Sarah Thompson School attending the Annual General Meeting.
3. An Executive member may withdraw at any time during his/her 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.

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.

EXECUTIVE OFFICERS / EXECUTIVE DUTIES

Chairperson

The School Council Chairperson will be a parent of a child attending the school. The Chairperson of the School Council will:

- Call and chair all meetings of the School Council
- Coordinate with the principal to establish meeting agendas
- Communicate with the principal on a regular basis
- Follow existing School Council operating procedures
- Be the official spokesperson of the School Council
- Prepare an annual report in conformance with the Regulations

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Vice-Chairperson

The Vice-Chairperson of the School Council will:

- In the event of resignation or absence of the Chair, fulfill the Chair's responsibilities
- Promote teamwork and assist the Chair in the smooth running of the meetings
- Aid the Chair and undertake tasks assigned by the Chair

Secretary

The Secretary of the School Council will:

- Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting
- Keep and communicate meeting agendas and minutes, correspondence, records and other School Council documents
- Maintain a dated record of all attending members of the School Council and their contact information

Treasurer

The Treasurer of the School Council will:

- Communicate with School Secretary and Principal about School Council revenues and expenditures and share updates with School Council
- Prepare budget that reflects past revenues and School Council's future spending

MEETINGS

1. Regular Meetings

Our meetings will typically occur monthly either during the evening or daytime. School Council Executive will determine dates and times in consultation with the Principal and reflect feedback from School Council members.

2. Special Meetings

Upon receipt of a written request for a Special Meeting of at least ten (10) Parents of Sarah Thompson School, the Chair must ensure a Special Meeting will be called within fourteen (14) days/excluding school holidays. The request must state the purpose for the meeting being called.

If the purpose stated for the meeting is one concerning conflict, a third party may chair the meeting.

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3. Annual General Meetings

- a. Regular May meeting will be the AGM. This will allow for quicker decision making to inform the following school year.
- b. Agenda for AGM will include:
 - i. The presentation of the Annual Report and update of Financial Statements.
 - ii. The election of the Executive Committee

MEETING AGENDAS

- The Chair will work in partnership with the principal to establish the agendas for all meetings. Agenda item requests must be made through the Chair, who will consult with the Executive and principal as to the appropriateness of the item requested.

MEETING MINUTES

- The Secretary will strive to make the draft minutes available on the Sarah Thompson Website (thompson.rockyview.ab.ca) within one week.
- Meeting minutes should be sent to School Council Executive and School Administration for review prior to formal approval
- Hard copy of minutes available in a binder in the school office

QUORUM

A quorum for the transaction of business will be attained when the majority of voting members present at any meeting are parents of children enrolled at Sarah Thompson School. There must be a minimum of three parents. The principal or designate must be present. The chair or vice-chair must be present.

PETTY CASH

Funds may be spent up to \$300.00 with only Executive Council approval.

COMMITTEES

The School Council may appoint committees that consist of School Council members and/or school community members. Committees will meet outside of School Council meetings to complete their assigned tasks and report on their activities at School Council meetings.

POLICIES

Sarah Thompson School Council may make and implement policies in the school that the School Council considers necessary to carry out its functions.

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SCHOOL COUNCIL FUNDRAISING

- Sarah Thompson School Council does fundraise, and any funds raised are considered School Generated Funds and will be kept in a RVS bank account to track on behalf of the School Council.
- Sarah Thompson School Council's funds given to the school will be subject to the school board's policy on School Council fundraising

FUNDRAISING SOCIETY RELATIONSHIP

Sarah Thompson School Council will communicate regularly with the fundraising society to support their activities and to solicit support for School Council activities.

CODE OF ETHICS

Sarah Thompson School Council members will:

1. Abide by the legislation that governs them;
2. Be guided by the mission statement of the school and School Council;
3. Endeavour to be familiar with school policies and operating practices and act in accordance with them;
4. Practice the highest standards of honesty, accuracy, integrity and truth;
5. Recognize and respect the personal integrity of each member of the school community;
6. Declare any conflict of interest;
7. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
8. Apply democratic principles;
9. Consider the best interests of all students;
10. Respect the confidential nature of school business and respect limitations this may place on the operation of the School Council;
11. Not disclose confidential information;
12. Limit discussions at School Council meetings to matters of concern to the school community as a whole;
13. Use the appropriate communication channels when questions or concerns arise;
14. Promote high standards of ethical practice within the school community;
15. Accept accountability for decisions;
16. Not accept payment for School Council activities.

CONFLICT RESOLUTION PROCEDURES

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 by Rocky View Schools in Administrative Procedures 152 – Dispute Resolution, and Administrative Procedure 150 – Community Engagement.

DISSOLUTION

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.

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REVIEW and AMENDMENTS

The Operating Procedures must be reviewed by the School Council when deemed necessary. Changes may be made to these Operating Procedures, by majority vote of parents present, at any regular or Special meeting of the Sarah Thompson School Council, providing notice of intended change is tabled at the previous meeting.

Approved by Sarah Thompson School Council at a Regular, Special or AGM
Approved on March 25, 2019

Chairperson: *C Schmidt*
Secretary: *A. Battres*
Principal: *[Signature]*