

CHS SCHOOL COUNCIL OPERATING PROCEDURES

Approved __ 11/20/17 __ 1.0/7

DEFINITIONS

In these Operating Procedures:

"School" means Chestermere High School;

"Council" means School Council for the school;

"Parents" means parents or guardians of any child enrolled in an educational program at the school;

"Regulation" means the School Councils Regulation as provided through Alberta Provincial Legislation, specifically Section 22 of the School Act.

"School Community" means persons other than parents or guardians who have in the opinion of the majority of the members of the School Council, an interest in the well-being of the students and the school.

"Operating Procedures" means the governing documents serving the same purpose as Bylaws referenced in the Regulations.

AUTHORITY

The Chestermere High 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.

MISSION STATEMENT

The mission of Chestermere High School Council is to ...

Foster student achievement and learning; by promoting healthy lifestyles and choices, enhancing global and civic citizenship characteristics while supporting our school community and its members.

OBJECTIVES

The objectives of as School Council, in keeping with the legislation, are to:

Represent the parent perspective by providing advice to and consulting with the Principal and School Board on matters relating to the school such as: the school philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student's needs.

Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of the School community.

Support special events that will support and enhance student learning, encourage participation and promote the well-being of the School community.

Facilitate a performance evaluation of our School Council and communicate the results of this evaluation to the school board and the school community. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders.

PRIVACY

Chestermere High School Council will adhere to School Council's Code of Ethics. Chestermere High School Council will not share personal information for purposes other than those of school council business.

GOVERNANCE, MEMBERSHIP and DECISION MAKING

Chestermere High School Council uses a Town Hall Operating Style

1. The School Council is composed of the following members:
 - A) The parents and guardians of children enrolled in Chestermere High School
 - B) The principal and or vice principals of Chestermere High School
2. The principal, vice principals and any Rockyvlew school employee are considered a non-voting member.
3. 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.

DECISION MAKING

Decisions at School Council meetings will be made by consensus as much as possible. A decision made by consensus must be clearly stated and recorded as such in the minutes of the meeting.

If a decision is made by a vote, the motion must be *moved*, seconded and passed by the majority of School Council voting members present at the meeting at which the *vote* was taken.

QUORUM

Quorum will be attained when the majority of voting members are present at any School Council meeting. There must be a minimum of three parents or guardians present of children enrolled at Chestermere High School.

In the absence of a quorum:

If the parents and School Council members present agree to proceed in the absence of a quorum, the School Council may continue for the purposes of discussion of issues. No motions shall be considered or approved and no decisions by consensus shall be reached.

EXECUTIVE and TERMS OF OFFICE Town Hall Model

1. An Executive Committee will be formed at the Annual General Meetings 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 or guardians enrolled at Chestermere High School.
- B) Every parent or guardian of a student enrolled at Chestermere High School is eligible to be elected to an executive position on School Council.
- C) An elected member may serve up to 3 consecutive terms in the same position.

The Executive Committee of School Council will be elected by the parents and guardians of the children enrolled at Chestermere High School.

3. An Executive member may withdraw at any time during his or 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 or guardian of a child attending the school. The Chairperson of the school will:

- Call and chair all meetings of the School Council
- Coordinate with the principal and executives 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
- Have signing authority on any financial accounts together with the other executive members

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 are accurately recorded and reflect the directions agreed to at the School Council meeting
- Keep minutes, correspondence, records and other School Council documents
- Post School Council minutes from each meeting on the School website
- Maintain a dated record of all attending members of the School Council and their contact information

TREASURER

The Treasurer of the School Council will:

- Receive and record financial statements from the business manager at Chestermere High School
- Ensure that records are available upon request of the school board or public
- Have records of updated financials for review for School Council meetings

MEETINGS

1. Regular Meetings

Our meeting date and times will be decided at the AGM and posted to the school website and calendar. The meetings will be scheduled at the Chestermere High School where room is available.

2. Special Meetings

Upon written request for a special Meeting of at least 10 parents of Chestermere High School, the Chair must ensure a Special Meeting will be called within 14 days/excluding school holidays. The request must state the purpose for the meeting called and all parents invited to be given notice of special meeting.

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

3. Annual General Meetings

- A) The AGM will follow the regular May meeting
- B) Agenda for AGM will include
 - The presentation of the Annual Report and Financial Statements
 - 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/or principal as to the appropriateness of the item requested.

MEETING MINUTES

- The draft minutes will be made available on the Chestermere High School website
- The School Council minutes will be available for review no less than 48 hours prior to the next School Council meeting.

QUORUM

A quorum for the transaction of business will be attained when the Majority of voting members present at any meeting are parents or guardians of children enrolled at Chestermere High School. There must be a minimum of 3 parents or guardians present. The principal or designate must also be present. The Chair or Vice Chair must also be present.

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. This pertains to special events within the school.

POLICIES

The School Council may make and implement policies that it considers necessary to carry out its functions.

- 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.

SCHOOL COUNCIL FUNDRAISING

Chestermere High School will fundraise where possible, and encourage fundraising for the school and school community. Any funds raised will be held in care of and accounted for by the business manager of Chestermere High School. All funds will be subject to the school board's policy on School Council fundraising and reported to the school council upon request.

FUNDRAISING SOCIETY RELATIONSHIP

Chestermere High School Council will communicate regularly with the fundraising (Friends of CHS) Society to support their activities and to solicit support for School Council activities.

The business manager shall be authorized to issue monies out of general funds for specific projects subject to the following:

- Up to \$50.00 ----- approval by one executive member
- \$50.00 to \$200.00 ----- approval of majority of executive members
- Over \$200.00 ----- approval of simple majority of members at meeting

CODE OF ETHICS

Chestermere High School Council members will:

- Abide by legislation that governs them
- Be guided by the mission statement of the school and School Council
- Endeavor to be familiar with school policies and operating practices and act in accordance to them

- Practice the highest standards of honesty, accuracy, integrity, and truth
- Recognize and respect the personal integrity of each member of the school community
- Declare any conflict of interest
- Encourage a positive atmosphere in which individual contributions are encouraged and valued
- Apply democratic principles
- Consider the best interests of all students, the school and the community
- 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
- Limit discussions at School Council meetings to matters of concern to the school community as a whole
- Use the appropriate communication channels when questions or concerns arise
- Promote high standards of ethical practice within the school community
- Accept accountability for decisions
- Not accept payment for School Council activities

CONFLICT RESOLUTION PROCEDURES

The School Council will apply every effort to resolve internal conflicts using steps outlined in the Operating Procedures.

DISSOLUTION

As per the Alberta Provincial Legislation, specifically Section 22 of the School Act, only the Minister of Education has the authority to dissolve a School Council. If the Minister in their opinion recognizes that the School Council is not carrying out its responsibilities in accordance with this Act and regulations the Minister has the authority to make such actions.

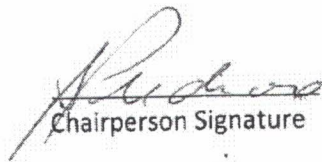
REVIEW AND AMENDMENTS

The Operating Procedures must be reviewed by the School Council on an annual basis. The Operating Procedures will be reviewed for their relevance and effectiveness annually by the School Council.

Any changes may be made to these Operating Procedures, by a majority vote of parents and guardians present, at any regular or special meeting of the Chestermere High School Council, providing notice of intended changes and documented on the meeting agenda.

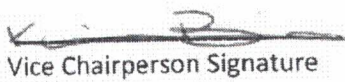
Notice of changes to the Operating Procedures will be provided to the school, the community and indicated on the website.

These Operating Procedures have been accepted and approved by a majority of the members entitled to vote at a General meeting of the Chestermere High School Council.


Chairperson Signature

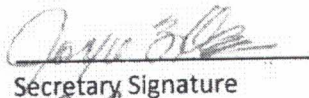
Sybil Pridmore
Print Name

May 7/19
Date


Vice Chairperson Signature

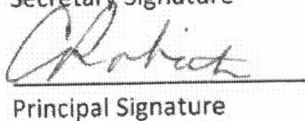
Kim Bigelow
Print Name

May 7/2019
Date


Secretary Signature

Joyce Baker
Print Name

May 7, 2019
Date


Principal Signature

CHRIS ROBERTSON
Print Name

May 7/19
Date