



R.T. Alderman School Council Operating Procedures

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means R.T. Alderman School;
- B. "Council" means the School Council for the School;
- C. "Parents" means parent, guardian or primary caregiver of any child attending an educational program at the School;
- D. "Regulation" means the School Councils Regulation as provided through Alberta Provincial Legislation;
- E. "Legislation" means the School Act and/or Education Act as provided through Alberta Provincial Legislation.
- F. "School Community" means the parents (as defined in 1C above), students, school staff/administration, trustees and community members who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the School.
- G. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations.
- H. "School Board" means the Calgary Board of Education

2. AUTHORITY

The R.T. Alderman 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

The School Council will undertake discussions and activities that will enhance student learning and foster the well-being and effectiveness of our School community.

4. OBJECTIVES

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

- A. Represent the parent perspective by providing advice to and consulting with the Principal and the 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 needs;
- B. Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of the School community;
- C. Support special events that will support and enhance student learning, encourage participation and promote the well-being of the School community;
- D. Facilitate a performance evaluation of our School Council and communicate the results of this evaluation to the School Board and the School community;
- E. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders;
- F. Adhere to School Council's Code of Ethics;
- G. Consult with other School Councils and provincial organizations;
- H. Support an approach to education in which decisions are made collaboratively;



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- D. The Executive of the School Council will be elected by parents attending the Annual General Meeting or in the event of vacancies after the Annual General Meeting, elected by the voting Members present at a subsequent School Council meeting.
- E. Any Executive member may resign his/her position by providing written notice to the Chair and Principal.
- F. Any Executive member may be removed from the Executive at any time with cause by a majority vote of the Executive whenever, in its judgment, the best interest of the School Council will be served.
- G. The Executive will carry out the day-to-day operation of the School Council.

9. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

It is expected that the School Council Chair will be a parent of a student enrolled in the School. Unless otherwise delegated, the Chair 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. Decide all matters relating to rules of order at the meetings;
- e. Ensure that School Council Operating Procedures are current and followed;
- f. Be the official spokesperson of the School Council;
- g. Ensure that there is regular communication with the whole School community;
- h. Review any communication to the School community prior to distribution and include the Principal in same;
- i. Stay informed about School Board policy that impacts School Council;
- j. Have signing authority, if required, on any financial accounts together with the Vice-Chair and/or the Treasurer;
- k. Comply with the School Councils Regulation by providing 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, if any, handled by the School Council, no later than September 30th;
- l. Have general responsibility for all activities of the School Council;

B. Vice-Chair

Unless otherwise delegated, the Vice-Chair of the School Council will:

- a. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- b. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- c. Assist the Chair and undertake tasks assigned by the Chair;
- d. Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School;
- e. Promote teamwork and assist the Chair in the smooth running of the meetings;
- f. Keep informed of relevant School and School Board policies;
- g. Prepare to assume the position of Chair in the future where possible;
- h. Have signing authority, if required, on any financial accounts together with the Chair and/or the Treasurer.



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10. VACANCIES

With the exception of the School Council positions filled by the Principal and teacher representative, any vacancy of the School Council will be advertised to the parent community. Elections for a vacant position will be held at subsequent meetings of the School Council until the vacancy is filled.

11. MEETINGS

A. Annual General Meetings

Where the School Council has not been operational the year prior, an Establishment Meeting will be held in accordance with legislation, otherwise an Annual General Meeting of the School Council will take place once each School year.

- 1) The Annual General Meeting of the School Council will take place on or before October 31st of each year. The meeting will be advertised throughout the School and the community no less than 2 weeks 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 Executive Members
 - b. any proposed amendments to the Operating Procedures;
 - c. presentation of the financial statement of the previous year (if applicable);
- 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 of the School or School Board, School policy or other major changes in the School program or focus;
 - c. any evaluation of the School Council.

B. Special General Meetings

The School Council Executive may at any time give notice of a Special General Meeting of the School Council. Notice will be given at least 5 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with. At any Special General Meeting, all parents in attendance shall have the right to vote.

C. Regular Meetings

A minimum of 7 Regular School Council meetings will be held per School year or as called by the Executive. It will be decided when these meetings will take place at the Annual General Meeting. The meetings will take place at the School, unless otherwise advertised.

12. 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, if necessary, consult with the Executive and Principal as to the appropriateness of the item requested.



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- G. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- H. Apply democratic principles;
- I. Consider the best interests of all students;
- 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.

18. CONFLICT RESOLUTION

The School Council shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.

- A. If at any time, 10 parents, or 5 parents and 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 signed written letter to all Executive Members and the Principal requesting a Special General Meeting, and the following will apply:
 - a. The Chair will call a Special General Meeting of the School Council.
 - b. The Secretary will provide a minimum of 5 days' written notice to all parents and School Council Members of the date, time, place and purpose of the Special General Meeting.
 - c. At the Special General Meeting, all parents and School Council Members present will have an opportunity to hear and discuss the issues causing conflict.
 - d. On motion, a vote shall be taken respecting a proposed resolution to the conflict.
 - e. If the majority of voting Members present vote in favour of the resolution proposed, the School Council will immediately act upon it.

19. PRIVACY

The 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 School Council business.

20. DISSOLUTION

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

21. REVIEWS and AMENDMENTS

Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.