

# Michael Strembitsky School Council

## Operating Procedures

### 1. Definitions

#### 1.1. In this Constitution:

- 1.1.1. "School" means Michael Strembitsky School;
- 1.1.2. "School Council" means the School Council for the School;
- 1.1.3. "Student" means a student attending Michael Strembitsky School;
- 1.1.4. "Parent" means a parent or Legal Guardian of a student attending the School;
- 1.1.5. "Officer" means President, Vice President, Secretary and Treasurer as more particularly defined in section 2.4.1 herein;
- 1.1.6. "Members" means all parents of a student at Michael Strembitsky;
- 1.1.7. "Regulation" means the *School Councils Regulation* under the *School Act*;
- 1.1.8. "Community" means persons (other than Parents and members of the School Staff) who have, in the opinion of the members of the School Council, an interest in the Students and the School;
- 1.1.9. "Constitution" means Operating Procedures.

### 2. Mission

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

### 3. Goals

The goals of the School council, in keeping with the *School Act* and the *School Councils Regulation*, are to:

- 3.1. provide advice (i.e. input) to the staff and principal on issues of importance, such as the School philosophy, mission and vision, School discipline policies, School improvement plans, programs, directions and budget allocations to meet student needs;
- 3.2. stimulate continuous improvement in meaningful involvement by all members of the School community;
- 3.3. facilitate collaboration among concerned participants of the School community;
- 3.4. support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level;
- 3.5. facilitate the development of a common vision for our School;
- 3.6. facilitate a formal performance evaluation of our School council and communicate the results of this evaluation to the School board and the School community;
- 3.7. keep the School board informed—in cooperation with the principal—of the needs of the School;
- 3.8. support the School in its efforts to focus teachers' time and School resources on the essential tasks of teaching and learning; and

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3.9. Facilitate communication with educational stakeholders and the community.

### 4. Code of Ethics

All School Council Members shall:

- 4.1. abide by the legislation that governs them;
- 4.2. be guided by the mission statement of the School and School council;
- 4.3. endeavor to be familiar with School policies and operating practices and act;
- 4.4. practice the highest standards of honesty, accuracy, integrity and truth in accordance with them;
- 4.5. recognize and respect the personal integrity of each member of the School community;
- 4.6. declare any conflict of interest;
- 4.7. encourage a positive atmosphere in which individual contributions are encouraged and valued;
- 4.8. apply democratic principles;
- 4.9. consider the best interests of all students;
- 4.10. respect the confidential nature of some School business and respect limitations this may place on the operation of the School Council;
- 4.11. not disclose confidential information;
- 4.12. limit discussions at School council meetings to matters of concern to the School community as a whole;
- 4.13. use the appropriate communication channels when questions or concerns arise;
- 4.14. promote high standards of ethical practice within the School community;
- 4.15. accept accountability for decisions; and
- 4.16. not accept payment for School council activities.

### 5. Membership

All members are eligible for election and are eligible to vote at all Meetings of the School Council.

#### 5.1. Members of School Council Executive

The School Council will have at least 5 Executive Members, consisting of:

- 5.1.1. The Principal of the School;
- 5.1.2. 3 Parent Representatives, at least three of whom will fill the Officer positions of President, Vice-President, Secretary or Secretary-Treasurer, or Treasurer if required, elected by the Members at the Annual General Meeting of the School Council;
- 5.1.3. At least 1 Teacher Representative elected or appointed by the teachers employed at the School, which position(s) may be filled on a rotating basis. Should the position be filled on a rotating basis, then the Teacher Representative(s) shall be introduced at each regular meeting of the Members by the Principal of the School; and

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5.1.4. 1 Community Representative where possible, appointed by the School Council.

### 5.2. Term of Membership

- 5.2.1. The Principal will be a member of the School Council Executive for so long as the Principal remains Principal of the School.
- 5.2.2. Parents or Guardians of students enrolled in the School are considered to be Parent Members of the School Council from the time of their child's or children's enrolment in the School until the time they no longer have any child enrolled in the School. Parent Representatives, elected at the Annual General Meeting, will be members of the School Council Executive from the time of their appointment until the end of the next Annual General Meeting.
- 5.2.3. Community Representatives will be members of the School Council Executive from the time of their appointment until the end of the next Annual General Meeting, or until their successor is appointed by the School Council Executive, whichever comes first.
- 5.2.4. Teachers and other Staff Members employed at the School are considered to be members of the School Council from the beginning of their teaching term at the School until the end of their teaching term at the School. Teacher Representatives will be members of the School Council Executive from the end of the Annual General Meeting which follows their election until the end of the next Annual General Meeting, or until the end of their teaching term at the School, whichever comes first.
- 5.2.5. All Members are hereby obligated to abide by the Operating Procedures of the School Council.

### 5.3. Election of Executive and Officers

- 5.3.1. At each Annual General Meeting of the School Council, the number of Parent Representatives required by these operating procedures will be elected.
- 5.3.2. Nominations for election may be made by any Parent Member in attendance at the meeting, including those who are members of the School Council Executive. Only Parent Members present at the meeting may vote for those nominated.
- 5.3.3. Voting will take place by show of hands, or written ballot if requested. Written ballots will be counted by the Principal and Teacher present, and destroyed immediately following the Annual General Meeting.
- 5.3.4. New members elected will become members of the School Council Executive immediately after the close of the Election.

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- 5.3.5. Officers will be elected at the Annual General Meeting of the School Council. At the dissolution of the previous School Council, the Principal may chair the meeting until a new President is elected, and the Teacher Representative may be recording secretary until a new Secretary is elected.
- 5.3.6. Members of the School Council may nominate themselves or any other member for any Executive or Officer positions. Every Parent Member is eligible for any Executive or Officer Position, excluding those of the Principal, Teacher Representative and the Student Representative.
- 5.3.7. Each School Council member has one vote for the election of each Executive Member and Officer.
- 5.3.8. The School Council Member receiving the greatest number of votes for each Executive or Officer position will be declared elected.
- 5.3.9. The election for President will be conducted first, then for Secretary or Secretary-Treasurer, and then for any other positions approved by a majority of the members of the School Council present.
- 5.3.10. Any School Council Member may propose additional Executive or Officer Positions at any meeting of the School Council. If the position is approved by a majority of the members of the School Council present, an election to fill that position will be held immediately, in accordance with the procedures for election of the President and Secretary or Secretary-Treasurer.
- 5.3.11. An Executive or Officer position created under section 5.3.10 is dissolved at the specified time during the next Annual General Meeting.

### 5.4. Positions

5.4.1. The Officers of the School Council will be:

- 5.4.1.1. The President;
- 5.4.1.2. The Vice-President;
- 5.4.1.3. The Secretary, or Secretary-Treasurer if required;
- 5.4.1.4. The Treasurer if required; and
- 5.4.1.5. Such other officers as the School Council may elect in accordance with section 5.3.10.

### 5.5. Duties

5.5.1. The President will:

- 5.5.1.1. Chair all meetings of the School Council;

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- 5.5.1.2. Decide all matters relating to rules of order of the meetings;
- 5.5.1.3. Serve as the Alberta School Councils' Representative; and
- 5.5.1.4. Prepare an annual report in conformance with the Regulation.

5.5.2. The Vice-President, in the absence or disability of the President, will:

- 5.5.2.1. Chair all meetings of the School Council;
- 5.5.2.2. Decide all matters relating to rules of order of the meetings
- 5.5.2.3. Designated Personal Information Protection Act (PIPA)/Privacy officer of School council and manages personal information in compliance with PIPA;
- 5.5.2.4. Assumes responsibility, in consultation with School council; and
- 5.5.2.5. Prepare an annual report in conformance with the Regulation

5.5.3. The Secretary will:

- 5.5.3.1. Keep accurate minutes and records of School council meetings, documents and files all correspondence and communications.
- 5.5.3.2. Keep an accurate list of names and addresses of School council members in compliance with the Personal Information Protection Act (PIPA).
- 5.5.3.3. Ensures all materials relating to the School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the School
- 5.5.3.4. Give notice of the Annual General Meeting and any special meetings.

5.5.4. The Treasurer will:

- 5.5.4.1. Maintain the books and records prescribed by the School Council relating to the financial matters of the School Council;
- 5.5.4.2. Maintain the bank account(s) of the School Council; and
- 5.5.4.3. Prepare an annual a financial statement.

5.5.5. The other Executive Members of the School Council will have duties as prescribed by the School Council Executive.

### 5.6. Election of Teacher Representatives /

- 5.6.1. The Principal will ensure that at least one Teacher Representative is elected or appointed by teachers employed in the School, as soon after the start of the School year as possible, which position(s) may also be filled on a rotating basis. The Principal shall report the details of the Teacher Representative(s) to be appointed, or whether the position will be filled on a rotating basis, to the School Council at the Annual General Meeting.

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### 5.7. Appointment of a Community Representative

5.7.1. If a Community Representative is to be appointed to the School Council, the following procedure will be utilized:

- 5.7.1.1. The President will solicit names of potential appointees from Parents, Teachers and School Council;
- 5.7.1.2. The potential appointees will be discussed at a regular meeting of the School Council;
- 5.7.1.3. The School Council will create a priority list of potential appointees; and
- 5.7.1.4. The President (or designate) will approach potential appointees in order of their priority until one accepts appointment
- 5.7.1.5. Should more than one individual be interested in the position of Community Representative, then each School Council member shall be entitled to one vote for the election of such Community Representative. In the event of a tie, the President will be entitled to a second or casting vote.

### 5.8. Appointment of Committee Representatives

- 5.8.1. The Executive Members may nominate a Committee Representative to a Committee position. These Committees shall be formed as needed.
- 5.8.2. Based on the needs of the Council, any Committee positions may be deleted, updated, revised or new positions may be included, from time to time, by Resolution of the Members, passed at any Regular Meeting by a majority vote of the Members, present in person and **not by proxy**.
- 5.8.3. The following procedure will be utilized to appoint a Committee Representative:
  - 5.8.3.1. The President will solicit names of potential appointees from Parents, Teachers and School Council.
  - 5.8.3.2. The President (or designate) will approach potential appointees in order of their priority until one accepts appointment.
  - 5.8.3.3. Should more than one individual be interested in the position of Committee Representative, then each School Council member shall be entitled to one vote for the election of such Committee Representative. In the event of a tie, the President will be entitled to a second or casting vote.

### 5.9. Vacancies

- 5.9.1. If a vacancy occurs in any elected position, nominations and an election for a replacement may be made at any meeting without notice.

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5.9.2. If a vacancy occurs in any appointed position, a replacement will be appointed in accordance with section 5.7.1.

### 5.10. Expulsion of Member

5.10.1. Any member, who has not adhered to the Code of Ethics of the School Council and, upon three quarters vote of all members of the School Council in attendance, may be expelled from membership.

## 6. Meetings

### 6.1. Annual General Meeting

6.1.1. The School Council will hold an Annual General Meeting within 20 days following the first instructional day of each School year. The business of which may include:

- 6.1.1.1. election of School council members and/or executive members;
- 6.1.1.2. proposed by-laws/operating procedures amendments;
- 6.1.1.3. motion to accept a financial statement of the previous year;
- 6.1.1.4. plans and budgets for the upcoming year; and
- 6.1.1.5. discussion of any major issues in which parents should have input, such as:
  - 6.1.1.5.1. changes to the vision or mission statement of the School
  - 6.1.1.5.2. major changes in the School program or focus.

6.1.2. Notice of the Annual General Meeting will be given to School Council members and the School Community not less than 21 days before the date of the meeting. The notice will be given in the manner determined by the School Council. The notice will describe the matters to be dealt with at the Annual General Meeting, which will include the election of School Council Officers and the appointment of Executive Members of the School Council.

### 6.2. Regular Meetings

6.2.1. At the Annual General Meeting, the School Council will determine, with input from those attending the meetings, the number of regular meetings, and time, date and place of those meetings for the School year. The Officers will distribute this information to all Parents.

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### 6.3. Special Meetings

- 6.3.1. The School Council may at any time give notice of a special meeting of the School Council. The notice will be given in the manner determined by the School Council, but must 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.
- 6.3.2. Special meetings of the School Council may be called by the Executive after receipt of the written request of the parents.

### 6.4. Procedures at Meetings

Decisions at School council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting. If a decision is made by a vote, the motion must be moved and passed by the majority of School council members.

- 6.4.1. Absence of President, Vice-President, Secretary or Secretary –Treasurer
  - 6.4.1.1. In the absence of the President and the Vice-President, the School Council will choose, by majority vote of the members present, an acting President for the meeting; and
  - 6.4.1.2. In the absence of the Secretary or Secretary-Treasurer, the School Council will choose, by majority vote of the members present, a recording secretary for the meeting.

#### 6.4.2. Quorum

- 6.4.2.1. The quorum for any meeting will be a majority of the members of the School Council Executive, consisting of a minimum of 4 Parent/Community Representatives (2 of whom are Executive Members) and either the Principal or the Teacher Representative(s).

#### 6.4.3. Absence of Quorum

- 6.4.3.1. In the absence of a quorum, no motions may be considered or approved; and
- 6.4.3.2. If a majority of School Council Members present wish the meeting to proceed in the absence of a quorum, the School Council will continue the meeting for purposes of discussion of issues, but section 3.4.3.1 will continue to apply.

#### 6.4.4. Motions



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6.4.4.1. Any member of the School Council may make a motion at any meeting.

### 6.4.5. Voting on Motions

6.4.5.1. Each member of the School Council will have one vote on every motion;

6.4.5.2. A member of the School Council may abstain from voting on any motion;

6.4.5.3. A motion is approved if a majority of the School Council members present at the meeting vote in favour of it; and

6.4.5.4. No proxy votes will be allowed.

### 6.5. Agenda

The President will work in partnership with the Principal to establish the agendas for all meetings. Agenda item requests must be made through the President, who will, if necessary, consult with the Executive Committee and Principal as to the appropriateness of the item requested.

## 7. Resolution of Conflicts

### 7.1. Process

7.1.1. If at any time, 7 Parent Members, or any 3 members of the School Council Executive, 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 petition signed by them to all School Council Executive members, and the following will apply:

7.1.1.1. The President will call a special meeting of the School Council;

7.1.1.2. The Secretary or Secretary-Treasurer will provide 5 days written notice to all School Council members of the date, time, place and purpose of the special meeting;

7.1.1.3. At the special meeting, School Council Members in attendance will have an opportunity to hear and discuss the issues in conflict;

7.1.1.4. On motion, seconded, by any School Council Member in attendance at the special meeting, a vote will be held respecting the dissolution of the School Council; and

7.1.1.5. If a 75% majority of School Council Members in attendance vote in favour of the dissolution of the School Council, the School Council will be immediately dissolved.

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### 7.2. Dissolution

7.2.1 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.

### 8. Constitution

#### 8.1. Changes to the Constitution

8.1.1 This Constitution may be rescinded, altered or added to by a Notice of Motion, detailing proposed changes, included in the Notice of the Special Meeting of the School Council called for that purpose in which the discussions and decisions will occur. The same shall be widely and publicly advertised to allow for the maximum input and participation of as many School Council Members as possible. The proposed Resolution will not come into force unless it is approved by a majority of the School Council Members.

**The preceding Operating Procedures of Michael Strembitsky School Council were hereby approved by at least 75% of School Council Members present at the Annual General Meeting held on November 13, 2012 and amended by at least 75% of School Council Members present at the Regular Meeting of School Council Members held on November 12, 2013.**



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President, Gale Johnson