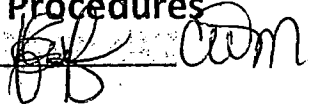


**St. Martin de Porres School  
School Council**

**Operating Procedures**

Approved



**1. DEFINITIONS**

In these Operating Procedures:

- A. "School" means St. Martin de Porres 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 under the School Act;
- E. "School Community" means persons other than parents (as defined in 1C above) who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the School.

**2. AUTHORITY**

The St. Martin de Porres 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**

**St. Martin de Porres School Mission Statement**

At St. Martin de Porres School, we believe that we must see children as God's creation, ensure that their sacred gifts are developed and encourage them to recognize their own needs and strengths, as well as the needs and strengths of others.

**The Mission of the St. Martin de Porres School Council is:**

Our School Council mission is to utilize our potential as responsible partners in the education process, by providing input for school based decisions.

# St. Martin de Porres School

## School Council

### Operating Procedures

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#### 4. GOALS/PURPOSE

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

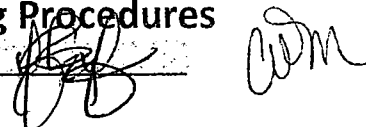
- A. Represent the parent perspective by providing advice to and consulting with the principal and the board on matters relating to the School such as: the School philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs;
- B. Develop special events which will foster participation and well-being of the school community;
- C. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders;
- D. Consult with other school councils and provincial organizations;
- E. Advise school boards, Alberta Education or other provincial organizations on broader educational issues;
- F. Encourage a positive atmosphere where individual contributions are encouraged and valued;
- G. Stimulate continuous improvement in meaningful engagement by all members of the School Community;
- H. Facilitate collaboration among concerned participants of the School Community;
- I. Support an approach to education in which decisions are made collaboratively and, wherever possible, at the School and classroom level;
- J. Facilitate the achievement of a common vision for the School;
- K. Access annual feedback from stakeholders to provide input into future goals;
- L. Facilitate communication with educational stakeholders and the general community;
- M. 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.
- N. Adhere to School Council Code of Ethics

# St. Martin de Porres School

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#### 5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

*\*\*Note: One of the two following options (Representative Model or Town Hall Model) should be chosen – delete the other one.*

#### 6. GOVERNANCE, MEMBERSHIP and DECISION MAKING

St. Martin de Porres School Council uses a Town Hall Operating Style

A. The membership of the School Council shall consist of:

- 1) All parents of students enrolled in the School
- 2) The principal or designate of the School
- 3) Two teachers that rotate monthly

B. The voting members of the School Council shall consist of:

Parents to a maximum of one vote per family

C. The non-voting members of the School Council shall consist of:

The principal or designate of the school as well as the two teachers identified to attend monthly meetings

D. The parent/other ratio may vary at times, but the number of parent members must always exceed the number of administration and staff

*Parents must exceed admin/staff*

#### 7. DECISION MAKING

Decisions at School Council meetings will be made by consensus as much as possible.

~~X~~A. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.

~~X~~B. If a decision is made by a vote, the motion must be moved and passed by the majority of School Council voting members.

#### 8. QUORUM

*→ 5 parents + Principal*

A. Quorum will be attained when there are five parents of students enrolled in the School, and the principal or designate is present.

A. In the absence of a quorum:

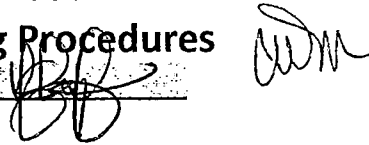
- 1) No motions may be considered or approved.

## St. Martin de Porres School

### School Council

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- 2) If the principal and the majority of school council members at the meeting agree to proceed in the absence of a quorum, an informal discussion may take place but point 1) above will continue to apply.

#### 9. EXECUTIVE COMMITTEE and TERMS of OFFICE

The positions of the Executive Committee shall consist of: A Chairperson, Co-Chairperson, Secretary and Treasurer.

- A. All Executive Committee positions must be filled by parents as defined in 1C above;
- B. Every parent is eligible to be elected to an Executive Committee position on the School Council;
- C. The terms of office are from the Annual General Meeting to the following Annual General Meeting. Any elected member may serve three (3) consecutive terms in the same position; or further, unless there is no interest in the position.
- D. The Executive Committee of the School Council will be elected by parents attending the Annual General Meeting or will be appointed at the first School Council meeting after the Annual General Meeting;
- E. The Executive Committee, through the Chairperson and in consultation with the principal, will provide the agenda for all meetings and circulate minutes of the same;
- F. The Executive Committee will carry out the day-to-day operation of the School Council.

#### 10. DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

##### A. Chairperson

It is expected that the School Council Chairperson will be a parent of a student attending the school. Unless otherwise delegated, the Chairperson of the School Council will:

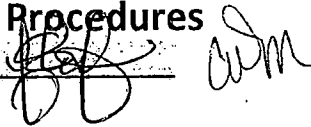
- 1) Chair all meetings of the School Council;
- 2) Coordinate with the principal to establish meeting agendas;
- 3) Communicate with the principal on a regular basis;

## St. Martin de Porres School

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- 4) Call regular School Council meetings;
- 5) Decide all matters relating to rules of order at the meetings;
- 6) Follow existing School Council operating procedures;
- 7) Ensure that minutes are recorded and maintained;
- 8) Have general supervision of all activities of the School Council;
- 9) Be the official spokesperson of the School Council;
- 10) Ensure there is regular communication with the school community, beyond those who attend meetings;
- 11) Stay informed about school board policy that impacts School Council;
- 12) Have signing authority on any financial accounts together with the treasurer and school secretary;
- 13) Review policies for School Council at the beginning of their three year term;
- 14) Submit an annual report in conformance with the Regulations.

#### B. Co-Chairperson

Unless otherwise delegated, the Co-Chairperson of the School Council will:

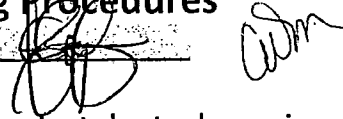
- 1) In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities;
- 2) In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council;
- 3) Work with and support the Chairperson in agenda preparation;
- 4) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- 5) Assume responsibility, in consultation with the School Council, for communicating with committees within the School;
- 6) Promote teamwork and assist the Chairperson in the smooth running of the meetings;
- 7) Keep informed of relevant school and school board policies;
- 8) Prepare to assume the position of Chairperson in the future;

# St. Martin de Porres School

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- 9) Aid the Chairperson and undertake tasks assigned by the Chairperson.

#### C. Secretary

Unless otherwise delegated, the Secretary of the School Council will:

- 1) Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting;
- 2) Keep minutes, correspondence, records and other School Council documents;
- 3) Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- 4) In collaboration with the Chair and Co-Chair, distribute notices of meetings and other School Council events as required ;
- 5) With the approval from the Chairperson and/or Co-Chairperson, will provide information to the school secretary specific to the School Council's for monthly newsletters;
- 6) Ensure all materials relating to the School Council including resources (Alberta School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the School;

In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.

#### D. Treasurer

Unless otherwise delegated, the Treasurer of the School Council will:

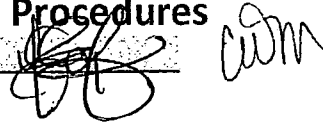
- 1) Keep accurate records of all financial transactions;
- 2) Ensure that records are available upon request of the school board or public;
- 3) Have signing authority on any financial accounts together with the Chairperson and financial secretary of the school;

# St. Martin de Porres School

## School Council

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- 4) Present a full, detailed account of receipts and disbursements to the School Council whenever requested by the School Council and prepare the financial statements for the annual report;
- 5) Supervise the affairs and preside at any meetings of the financial committee.

## 11. VACANCIES

With the exception of the position filled by the principal, the School Council will advertise to the parent community elections for open positions. Parents of students in the school will be elected at the next annual general meeting. If any position is not filled at the annual general meeting, the School Council executive will meet to determine an appropriate candidate for the interim.

## 12. MEETINGS

### A. Regular Meetings

*Minimum of 5 Meetings*

A minimum of five (5) regular School Council meetings will be held per school year or as called by the Executive Committee. 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. Other School Council meetings can be called throughout the year, with advanced notice to the executive and administration as well as teacher representatives, and emergent agenda items created on a formalized agenda.

### B. Special Meetings

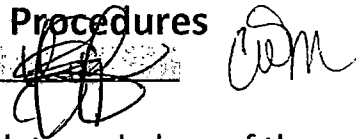
- 1) Upon receipt of a written request of at least five(5) parents (not counting the Chairperson) with a description of the purpose for a Special Meeting, the Chair must ensure a Special Meeting will be called within fourteen (14) days.

## St. Martin de Porres School

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- 2) A notice stating the time, date and place of the meeting, the names of the parents calling the Special Meeting, and a description of the matters to be dealt with will be provided to the School Community at least 5 days before the Special Meeting.
- 3) At any Special Meeting all parents in attendance at the Special Meeting shall have the right to vote.

#### C. Annual General Meetings

Where the School Council hasn't been operational the year prior, an Establishment Meeting will be held in accordance with Section 3 of the School Councils Regulation, otherwise an Annual General Meeting of the School Council will take place one each school year.

- 1) The Annual General Meeting of the School Council shall be held not later than thirty (30) days after the first instructional day of the school year and will be advertised throughout the School and the community at large at least twenty one (21) days in advance of the 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 School Council and/or Executive Members (Town Hall);
  - b. financial statement of the previous year.
- 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; school policy; or other major changes in the school program or focus;
  - c. any formal evaluation of the School Council.

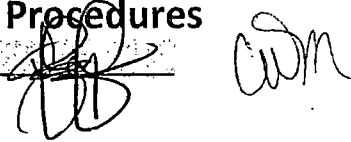


## St. Martin de Porres School

### School Council

#### Operating Procedures

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#### 13. MEETING AGENDAS

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

#### 14. 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.

Communication to the School Council must be made by an appointed member of the committee at the scheduled meeting prior to an event or activity scheduled. Before the final School Council meeting of that school year, each committee is required to submit all receipts to the treasurer and final report for the event and/or activity to the Co-chairperson.

#### 15. POLICIES

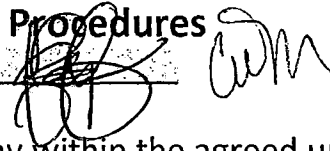
**Subject to any provincially or board mandated policies and/or regulations, the School Council may make and implement policies in the school that the School Council considers necessary to carry out its functions.**

- A. The school council may develop policy for the duration of their term.
- B. The policies of the School Council will be reviewed by the Chairperson at the beginning of their first term to decide if each policy will be implemented for the new School Council and its term.
- C. Topics on which School Council may wish to develop guiding policies include, but are not limited to: Communication (Internal and External), Record Keeping, Fundraising, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, School Council Evaluation, and Social Media.

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- D. Each Committee member must stay within the agreed upon budget as discussed in Budget meeting. If a committee goes over on their approved budget amount, the committee will not be reimbursed until brought forward to School Council members at next scheduled meeting where a decision will be made on how to proceed.
- E. Members of each committee must attend the scheduled School Council meeting before their event takes place to update Council of any issues or concerns.
- F. Members of each committee must submit their Event Folder upon completion of event to Co - Chair containing full details of event.

**16. SCHOOL COUNCIL FUNDRAISING**

**Subject to any provincially or board mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (i.e.: not casinos, bingos, or other questionable fundraising activities, etc).**

- A. The School Council will encourage the fundraising for the school and the school community.
- B. If the School Council does fundraise, any funds raised will be kept in a School Council bank account or given to the school to track on behalf of the School Council.
- C. Any School Council funds given to the school will be subject to the school board's policy on School Council fundraising and/or School Generated Funds.

**17. CODE OF ETHICS**

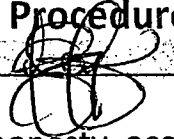
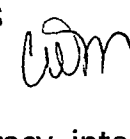
All School Council members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statement of the school and School Council;
- C. Endeavour to be familiar with school policies and operating practices and act in accordance with them;

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- D. Practice the highest standards of honesty, accuracy, integrity and truth;
- E. Recognize and respect the personal integrity of each member of the school community;
- F. Declare any conflict of interest;
- 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**

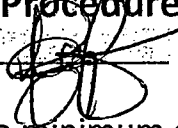
The School Council shall abide by the Conflict Resolution Procedures outlined in the school board's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.

- A. If at any time, five (5) parents, or fifty per cent (50%) of the Executive Committee 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 written request signed by them to all School Council members, and the following will apply:
  - 1) The Chairperson will call a Special Meeting of the School Council.

**St. Martin de Porres School  
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 CDM

- 2) The Secretary will provide a minimum of five (5) days' written notice to all parents and School Council members of the date, time, place and purpose of the Special Meeting.
- 3) At the Special Meeting, all parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict.
- 4) On motion, seconded by any parent or School Council member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
- 5) If the combined majority of parents and School Council members present vote in favour of the resolution proposed, the School Council will immediately act upon the resolution.

**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. [Link to the legislation](#)

**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 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.

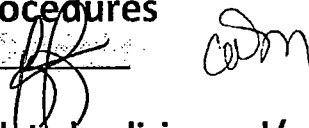
**21. REVIEWS and AMENDMENTS**

St. Martin de Porres School

School Council

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

- A. The Operating Procedures must be reviewed for their relevance and effectiveness annually, by the School Council Executive Committee or a committee established expressly for that purpose.
- B. Notice of proposed changes to the Operating Procedures will be provided to the School Community no less than 5 days before the meeting.
- C. The Operating Procedures of the School Council may be amended by a majority vote of the voting members present at any scheduled Regular, Special or Annual General meeting of the School Council.

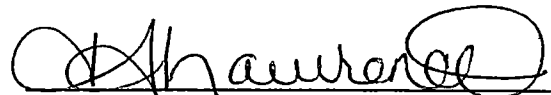
These Operating Procedures have been accepted by a majority of the members entitled to vote at a Regular, Special or Annual General meeting of the School Council.

Date June 6, 2016

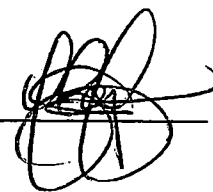
Carla McQuay  
Chairperson's Name

Carla McQuay  
Chairperson's Signature

Julia Lawrence  
Secretary's Name

  
Secretary's Signature

 Cathy Cameron  
Principal's Name

Cathy Cameron   
Principal's Signature