



## Bawlf School Council Operating Procedures 2020-2021 School Year Edition

### 1. DEFINITIONS:

In these Operating Procedures:

- a. "School" means Bawlf School;
- b. "Council" means the School Council for the School;
- c. "Parents" means parent, guardian or primary caregiver of any child enrolled in an educational program at the School;
- d. "Regulation" means the School Councils Regulation as provided through Alberta Provincial Legislation;
- 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 students and the School;
- f. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations.
- g. "Fundraising Association" refers to the BEST Foundation

### 2. AUTHORITY

- a. The School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, hereinafter referred to as "legislation."

### 3. MISSION STATEMENT

Bawlf School Council is committed to *Achieving Excellence* our mission is to act as an advocacy and support system for our Children, School, School Division and Alberta Education regarding the education of our children. Through the contributions and involvement of the School Council, Bawlf School will continue to promote pride, success and wellness in every student.

### 4. DUTIES AND RESPONSIBILITIES

- a. To provide advice and consultation to the principal and staff on issues of importance such as school philosophy, mission, vision, discipline policies, programs, directions and budget allocations to meet student needs.
- b. To keep the school board informed, in cooperation with the principal, of the needs of the school.
- c. To encourage greater parent participation in the education of their children;
- d. To promote and encourage parent understanding and participation in the overall wellness of their children;
- e. To promote parent understanding of the education system and the teaching/learning process;
- f. To provide parents an organization through which they can express support for education;
- g. To enhance communication between home and school;
- h. To receive reports and suggestions from parents and community groups on school related matters;
- i. To receive reports from the Principal regarding the school program, general policies and organization of the school, including: Three-year plan, Annual Results report, PAT/Diploma/Accountability Pillar results, budget, school generated funds report;
- j. To deliver annually to the Superintendent;
  - i. a written report of the School Council's activities for the past year;
- k. To perform any additional duty or function this may be delegated to it, through the Principal, by the Superintendent.
- l. To conduct an annual review and approval of the Operating Procedures prior to the end of November, completed by the School Council Executive.



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

Bawlf School Council uses a Representative model of governance. The School Council elects or appoints individuals to specific positions. Only parents that are designated have a vote. All other attendees are welcome to participate at meetings but are not eligible to vote. In the event that there is a topic that the council feels any parent should be able to vote they can make a motion to do so.

- a) The membership of the School Council shall consist of:
  - i) 10 parents as defined in 1C above, elected by parents at the Annual General Meeting. The parents elected shall represent all of the School community (4 executive members - past chair is not elected 6 council members coordinators and non-officer parent representatives.
  - ii) The Principal and Assistant Principal
  - iii) One teacher from the school appointed or elected by the teachers
  - iv) One student if required (High School), appointed or elected by the students
  - v) Others as decided by the School Council (optional);
  - vi) The voting Members of the School Council shall consist of: the elected council members and past chair
- b) The non-voting Members of the School Council shall consist of: ex-officio members and parents who attend

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

General council meetings are open to all parents of the school. From time to time invitations will be extended to teachers, students, community organizations and community members, etc. to attend for information or to make a presentation.

## **6. DECISION MAKING**

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

## **7. QUORUM**

- A. Quorum will be attained when the majority of voting Members present at any School Council meetings are parents as defined in 6C above, and the Principal or designate is present.
  1. In the absence of a quorum:
    - a. 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.
    - b. No motions shall be considered or approved.
    - c. No decisions by consensus shall be reached.

## **8. MOTIONS**

- A. Any Parent/Member may propose a motion for the Council within the School Council's Parameters to consider at any meeting. If another Parent/Member seconds the motion, the chair shall put the motion before the Council;



## 9. EMAIL COMMUNICATIONS

- A. School councils must obtain consent to collect, use or disclose any personal information of members of the school community. The school council must follow privacy rules from the *Personal Information Protection Act (PIPA)*, use the information only for the purpose it was collected and an individual may choose to take back his or her consent by informing the school council in writing. School council will ask that the school emails out a Google Volunteer Form at the beginning of the school year to parents 'Permission for Council to Contact Parents Directly or Parent Form (online or paper)' or as required with new families coming into the school. This information is to be shared with the executive and coordinators only.
- B. All email correspondence to the school community will be done through the council email address or other council and school approved means (eg Remind App)
- C. Council may also send correspondence through the administrative assistants on behalf of council.

## 10. EXECUTIVE, SCHOOL COUNCIL MEMBERS and TERMS OF OFFICE

**The positions of the Executive of the School Council shall consist of: Chair, Vice-Chair (or Co-Chair) Secretary and Past Chair (optional).** School Council Members shall consist of: **4** Non-officer parent positions, Breakfast Program Coordinator and Hot Lunch Coordinator.

- A. All executive positions must be filled by parents as defined in 1C above. Or by special circumstance and by approval of the principal may be filled by a school community member as defined in 1E above.
- B. Every parent is eligible to be elected to an Executive position or member position on the School Council.
- C. The terms of office are the Annual General Meeting to the following Annual General Meeting. Except for the Chair, Vice Chair and secretary these are two year terms. These terms will be on a rotating basis. Realizing that there could be a potential commitment of 5 years to council, it is not expected that the Vice Chair will have to move into the Chair role
- D. Any elected Executive member may serve 2 consecutive terms in the same position
- E. The Executive of the School Council will be elected by parents attending the Annual General Meeting or in the event of vacancies after the AGM, elected by the voting members present at a subsequent School Council meeting.
- F. Any Executive member may resign his/her position by providing written notice to the Chair and Principal. If the withdrawing member is Chair, by notice in writing to the Principal.
- G. Any Executive member may be removed from the Executive at any time with cause by a majority vote of the Executive whenever, in its judgement, the best interest of the School Council will be served.
- H. The Executive will carry out the day-to-day operation of the School Council.

## 11. DUTIES OF THE EXECUTIVE MEMBERS

### A. Chairperson

*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:*

1. Be the official spokesperson of the School Council
2. Chair all meetings of the council
3. Acts as the communication officer for council
4. Coordinates with the principal to establish meeting agendas
5. Communicating with the principal on a regular basis
6. Calling regular School Council meetings
7. Review any communication to the school community prior to distribution and include the Principal in same;
8. Decide all matters relating to rules of order at the meetings
9. Ensure that School Council Operating Procedures are current and followed





10. Ensuring that minutes are recorded and maintained
11. Have general supervision of all activities of the School Council
12. Ensuring there is regular communication with the school community, beyond those who attend meetings via face-to-face, email, newsletter correspondence and Facebook page.
13. Stay informed about school board policy that impacts School Council
14. 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 no later than September 30<sup>th</sup>;
15. Ensure regular communication with BEST
16. Ensure notice of meetings and other School Council events is distributed.
17. Be an ex-officio member of all council committees
18. Give notice of any Special Meetings
19. Attend the meetings of BRSD's Council of School Councils
20. Ensure the appropriate management in compliance with PIPA, of any personal information collected on behalf of the school council.

#### **B. Vice Chairperson**

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

1. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
2. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
3. Work with and support the Chair 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 the Fundraising Association or other parent groups within the School;
6. Promote teamwork and assist the Chair in the smooth running of the meetings;
7. Keep informed of relevant School and School Board policies;
8. Prepare to assume the position of Chair in the future;
9. Assist the Chair and undertake tasks assigned by the Chair.
10. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council

#### **C. Secretary**

1. Acts as a recorder at each council meeting and ensures the minutes accurately reflect the directions agreed to at the meeting.
2. Keep minutes, correspondence, records and other School Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of 7 years; using google drive and council google email.
3. Have a working knowledge of the Operating Procedures of the School Council
4. Collect names of those present at meetings and events

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

#### **D. Past Chairperson**

1. Serve in an advisory capacity / mentor to the new Council
2. Act in the absence of both the Chair and Vice-chair
3. If no Chair is elected Past Chair can fill the role until the next AGM





4. This is not an elected position
5. Can be vacant once advisory capacity has been deemed fulfilled

**E. Non-Officer Parent Representatives / Members at Large / ECS Parent Representative / Classroom, Grade or Division Representatives/Community Members/ Others as decided by the School Council**

1. Share their professional knowledge, expertise and life experience with other School Council Members
2. Encourage feedback and participation from community groups and individuals
3. Communicate information of interest to the school council and the school community
4. Share information from school council meetings with the community
5. Have a clear understanding of the school council 's goals
6. Respect confidentiality
7. Attend School Council Meetings
8. Identify topics for agendas
9. Serve as a liaison between the school council parent community
10. Take on projects and tasks as requested/assigned by council

**F. Grab & Go Breakfast and Hot Lunch Coordinators**

1. Submit a report at each council meeting including financials
2. Submit an annual written report with year financials to the Chair for use in the Annual Report to the Superintendent.
3. Share information at school council meetings
4. Respect confidentiality
5. Attend school council meetings
  - a. Breakfast Program Coordinator:
    - a. Ordering/shopping for groceries (aim for every 2 weeks)
    - b. Work with Chair to get volunteer information accumulated from the "Parent Volunteer" form.
    - c. Plan for any special days planned (smoothies/muffins/bagels etc)
    - d. Contacting and scheduling volunteers
    - e. Applying for grants: For example: Battle River Community Foundation, President's Choice Children's Charity Nutritional Program.
    - f. Communicating with companies that have supported the program or any potential supporters
    - g. Recognizing and thanking sponsors & volunteers (newsletter, posters, thank you cards, invites to year end picnic, etc.)
    - h. Providing a written report of funds and operations at school council meetings
    - i. Communicating with financial admin assistant to receive account balances to manage funds available and budget for expenses
    - j. Use and update program budget sheet in google drive
    - k. Being flexible to fill in where needed
  - b. Hot Lunch Coordinator
    - a. Working with the Admin Team and Council Chair, set and confirm dates, pricing, and details of Hot lunches for the upcoming school year (homemade and restaurants)
    - b. Set up and organize the online ordering program
    - c. Work with Chair to get volunteer information accumulated from the "Parent Volunteer" form.



- d. Use and update program budget-tracking sheet in google drive
- e. Contacting and scheduling volunteers
- f. Set up sub-committees if required
- g. Choose and plan homemade healthy hot lunches that are healthy, balanced, inexpensive, easy to prepare and serve and both pleasing and popular to all students in the school

#### G. EX-OFFICIO MEMBER DUTIES:

##### 1. Admin Team:

as a provincially-mandated member of the School Council, the Principal

- a. Works in collaboration with the Chair to prepare School Council agendas
- b. Supports the Chair in running efficient School Council meetings, as per the School Council Rules of Order
- c. Provides contextual information, as requested by the School Council, on matters relating to the school
- d. Promotes cooperation between the school and the community it serves
- e. Seeks input from the School Council, parents and community on major decisions that affect the school
- f. Establishes, facilitates, communicates and encourages opportunities for School Council, parent and community engagement in school matters
- g. Encourages and supports the formation and continuous improvement of School Council
- h. Interprets and shares results of provincial achievement tests and diploma exams
- i. Shares information about the school community
- j. Provides information on the programs in the school and the needs of the students
- k. Refers School Council to the appropriate resource for information on laws, regulations and policies that affect School Council
- l. Enables the School Council to provide input into the school's education plan.

##### 2. Teacher / Staff Member

- a. Each School Council must have at least one Teacher Representative, as per the legislation. A Teacher Representative contributes to a successful School Council in the following ways:
- b. Promotes a collaborative, collegial model of decision making at the school and for the School Council and provides support for the decisions of the School Council
- c. Shares professional knowledge with School Council members
- d. Encourages parents and community members to become involved in school activities
- e. Shares School Council activities and information with other staff, parents and community members
- f. Follows the code of ethics and professional protocols set out by the Alberta Teachers' Association (ATA) Represents the teachers' perspective.

##### 3. Student (High School)

- a. Students are the center of our education system and have an important role to play on school councils
- b. Present the students perspective
- c. Help with school policies
- d. Talk with other students and bring their views and suggestions back to council meetings



e. Communicate information from the council meetings back to fellow students.

4. **BEST Foundation President or Assigned Designate**

- a. Offer opportunity and information regarding fundraising events;
- b. Provide pertinent information as to funds that have been acquired and utilized by the BEST Foundation;
- c. Acts as a communication channel between School Council and the BEST Foundation.

**12. VACANCIES**

- A. Except for the School Council position filled by the Principal and past Chair, the School Council Executive may appoint School Council members and/or school community members to fill vacancies until the election at the next annual general meeting or the vacancies can be left until the AGM. In the event of not having a Chair the past Chair can step into that role

**13. COMMITTEES**

- A. School Council may appoint committees that consist of School Council Members and/or School Community Members. Committees report on their activities at School Council Meetings and meet outside of School Council Meetings to complete their assigned tasks. Chairs of standing committees shall submit an annual written report to the Chair for use in the Annual Report to the Superintendent.

**14. MEETINGS**

*School council meetings may be held in person or using a virtual or online platform suitable for conducting school council business, or a combination of the two.*

**A. Regular Meetings**

1. A minimum of four (4) regular Council meetings will be held per school year or as called by the Executive.
2. Meetings will be held every other month, with the first meeting being held in September.
3. At any time any member of council can call an executive meeting only. This meeting will be held in person or by using a virtual platform should in person not be possible.
4. Meetings whether in person or virtual cannot occur without the school principal or designate.
5. If meeting is held using a virtual or online platform it must be a platform that can be used by all members (e.g. Google Meet)

**B. Annual General Meeting**

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 be held on the second Tuesday in June of the current school year, or at an appropriate time during the School year as determined by the School Council. 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 and under special circumstances with the permission of the principal school community members as defined in 1E above may be elected into executive positions.
3. All parents as defined in 1C above are eligible to vote at the Annual General Meeting





4. Business of the AGM shall include but is not limited to:
  - a. Presentation from the Admin on School Generated Funds
  - b. The election of of the executive and school council members for the upcoming school year
  - c. Review and amendments to the Operating Procedures
  - d. 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. Special Meetings**

1. At least five (5) members of the School Council Executive may at any time give notice of a Special Meeting of the Council. The notice will be given in the manner determined by the Council and must be given at least fourteen (14) days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with.
2. Upon a written request of at least ten (10) Parents of Bawlf School, with a description of the matters for a Special Meeting, the Chair must ensure a Special Meeting will be called within fourteen (14) days.

#### **D. Meeting Agendas**

1. The agenda for the first Meeting of the year will be brought forward from the School Council Chair as constructed through the collaboration of the Chair and Admin Team, which will consist of "Old Business", from the previous year, as well as "New Business" brought to the attention of the Chair and/or Principal following a request to do so in the notice of the meeting.
2. The Chair will work in partnership with the Principal to create 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.

#### **E. Voting at Council Meetings**

Typically decisions will be reached through consensus but sometimes voting is necessary

1. In-person meetings; voting for council positions will be done by ballot process
2. During virtual / online meetings, in the event of a virtual meeting members will cast their votes by 'private messaging' their vote to the Principal or designate to tally up and then announce successful candidates, or an online voting system like doodle poll. The decision of which method will be decided by the executive and principal 2 weeks prior to the meeting.

*Any School Council member may be suspended or expelled for the duration of the School year from attendance at any School Council meetings, if, upon a majority vote of voting Members present at Special General Meeting called for that purpose, it is determined to be in the best interests of the School Council to do so.*

### **15. POLICIES**

- A.** School Council may continue to develop a policy for the duration of their term.
- B.** 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.
- C.** Topics on which School Council may wish to develop guiding policies include, but are not limited to: Elections, Communication (Internal and External), Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, School Council Evaluation, and Social Media.

### **16. SCHOOL COUNCIL FUNDRAISING**

- A.** School Council will abide by Battle River School Division Administrative Procedure 107 "Fundraising"



- B. The school council may not hold its own bank account
- C. Any funds raised from the hot lunch and breakfast programs will be managed by the school, within the school generated funds.
- D. The School Council will encourage the Fundraising Association to do the fundraising for the School, the School Council and the School community.

#### **17. FUNDRAISING ASSOCIATION and OTHER GROUPS OF PARENTS**

- A. The School Council recognizes and appreciates the efforts of other groups of parents striving to support and enhance the educational opportunities in the School.
- B. Fundraising discussions will not be a part of the council agenda or Admin Report. These discussions will take place at the Fundraising Society meetings.
- C. The School Council will communicate regularly with the Fundraising Association and/or other groups of parents to support their activities and to solicit support for School Council activities.
- D. The School Council may develop policies to promote a productive, open and transparent relationship with the Fundraising Association and/or other groups of parents.
- E. School Council will follow the Request for Funding Procedure whenever asking for funds from the BEST Foundation.

#### **18. CONFLICT RESOLUTION PROCEDURES**

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 anytime 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 Meeting of the School Council
  - b. The secretary will provide a minimum five (5) days' written notice to all Parents of the date, time, place and purpose of the Special Meeting
  - c. At the Special Meeting, all parents and School Council members in attendance will have an opportunity to hear and discuss the issues in 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.
  - f. If at that time, the conflict cannot be resolved the matter will be turned over to the school division for mediation/resolution according to the school council and division regulations

#### **19. ANNUAL REPORT**

- A. In accordance with the School Councils Regulation, the school council, through the chair, will prepare and provide BRSD with an annual report submitted by the end of June for the current school year, that includes: a summary of the school council's activities of the year a financial statement a copy of the minutes of each meeting
- B. The school council will make the annual report available to all members of the school community.

#### **20. CODE OF ETHICS and CONDUCT**

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. endeavor to be familiar with school policies and operating practices and act in accordance with them
- 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. respect the speaker by listening and keeping side conversation to a minimum
- G. cell phones should not be used during meetings
- H. declare any conflict of interest
- I. encourage a positive atmosphere in which individual contributions are encouraged and valued
- J. apply democratic principles
- K. consider the best interests of all students
- L. respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
- M. not disclose confidential information
- N. limit discussions at school council meetings to matters of concern to the school community as a whole
- O. use the appropriate communication channels when questions or concerns arise
- P. promote high standards of ethical practice within the school community
- Q. accept accountability for decisions
- R. not accept payment for school council activities.

#### **21. ACTIONS AFTER DISSOLUTION**

- A. 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.

#### **22. PRIVACY**

- A. School Council shall adhere to the Personal Information Protection Act (PIPA).
- B. School Council shall not share personal information for purposes other than those of School Council business.
- C. At no time shall the School Council access Personal Information collected from the School.
- D. Before communication is sent out the admin team and Chair must review
- E. Privacy will be protected.

#### **23. SOCIAL MEDIA**

The School Council recognizes the importance of communication with the school community. We see that the means of communication can encompass various forms including social media and other technological means. In order to reach as many community members as possible the school council will use a Facebook page as a means of communication. In doing so school council will:

- A. Abide by Battle River School Divisions Administrative Procedure 138 "Social Media"
- B. Follow the Social Media Guidelines for Schools-Departments as set out by Battle River School Division
- C. Follow its social media policy when using its Facebook Page as a means of communication for the school community.

#### **24. REVIEWS and AMENDMENTS**

- A. 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.





- B. The Operating Procedures will be reviewed for their relevance and effectiveness annually by the School Council Executive or by a committee established expressly for that purpose.
- C. The Operating Procedures of the School Council may be amended by a majority vote of the voting Members present at any scheduled meeting of the School Council or through an email process.
- D. When a scheduled meeting is not possible, council members may choose to amend the operating procedures by consensus done via email.

**25. SUPPORTING DOCUMENTS**

- A. BRSD Administrative Procedure 107 “Fundraising”
- B. BRSD Administrative Procedure 138 “Social Media”
- C. BRSD Social Media Guidelines for Schools-Departments
- D. Freedom of Information and Protection of Privacy Act - Frequently Asked Questions for School Jurisdictions

**26. DOCUMENT HISTORY**

REVISION DATE	PREVIOUS REVISION DATE	SUMMARY OF CHANGES
November 14, 2018	October 1, 2018	Addition of: 22 - Social Media 24 - Supporting Documents 25 - Document History
September 1, 2019	November 14, 2018	
May 31, 2020	September 1, 2019	Small wording changes, addition of Online/Virtual meetings, addition of Voting at Council Meetings, and Terms in Office



These Operating Procedures have been accepted by a majority of the current school council executive and members of Bawlf School Council.

Approved by School Council Executive and Administrative Team

Christee Langkamp Chairperson	<u>Christee Langkamp</u> Print Name	<u>October 20, 2020</u> Date
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Trudi Deheme Secretary	<u>Trudi Deheme</u> Print Name	<u>October 20, 2020</u> Date
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Craig Dimond Principal	<u>Craig Dimond</u> Print Name	<u>October 20, 2020</u> Date
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Mark Chanasyk Assistant Principal	<u>Mark Chanasyk</u> Print Name	<u>Oct. 20, 2020</u> Date
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\*\* Revision was approved virtually via email June 2020. Signatures not required due to COVID 10 restrictions.