



Stavely Elementary School Council Operational Procedures

Created 2014-2015 Revised 2018-2019

where every child shines

1. Mission:

The Stavely Elementary school council strives to make every child's potential a reality by engaging and empowering families, communities and staff to advocate for all children in the school by providing a forum where discussions and decisions are student centered and reflect the context of the community.

2. Objectives:

The objectives of the school council, in accordance to the School Act and the School Councils Regulation, are to:

- a) provide advice to the staff and principal respecting issues of importance relating to the school, such as school mission and vision, education planning, programs and directions, budget allocations and discipline policies,
- b) encourage and facilitate parent involvement in the school,
- c) communicate openly with all members of the school community,
- d) keep the school board informed of the needs of the school,
- e) make decisions based on the needs of all members of the school community,
- f) be a strong advocate for the school in the community,
- g) support the school in its efforts to focus teachers' time and school resources on student learning

3. Membership:

- a) The membership of the school council shall consist of the following:
 - i. Parents of students enrolled in Stavely Elementary
 - ii. The principal of the school
 - iii. Any one teacher from the school, selected by school staff
 - iv. A community member selected by the council
 - v. A representative from the student council (optional for Elementary)

Officers:

The officers of the council shall consist of a chair, a vice-chair and secretary.

1. Every parent member of the council is eligible to be elected as an officer of the council.
2. Every parent of an enrolled student is allowed to vote.
3. In the event of a tie a lottery will occur.
4. Officers will be elected for a one-year term at the annual general meeting.

Duties of Officers:

Chairperson:

1. With the principal, plan school council meeting agendas, and publish to the school community one week prior to each meeting.
2. Facilitate school council meetings,
3. Act as a spokesperson for the school council,
4. Serves as Alberta Home and Schools Councils' representative and attends regional meetings.

Vice-Chair:

1. Shall assist the chairperson with duties assigned,
2. In the absence of the chairperson, assumes the duties of the chairperson,
3. Serves as Alberta Home and Schools Councils' representative and attends regional meetings.

Secretary:

1. Keep accurate minutes and records of the meetings,
2. Provide a copy of the minutes within two weeks of the meeting to the school to be published to the school community.

Vacancies:

With the exception of the principal's position, the school council may appoint members to fill any officer vacancies created until the next annual meeting.

Fundraising:

1. All financial matters will be the responsibility of the Stavely Parent Advisory Association
2. One member of school council will attend the Stavely Parent Advisory Association meeting to make application for any activities or events requiring financial assistance

Committees:

School council may appoint committees that consist of school council members and/or other school community members. Committees generally report on their activities at school council meetings.

Annual General Meeting:

- a) The annual general meeting of the school council will be held not later than 30 days after the first instructional day of the school year.
- b) The meeting will be advertised throughout the school community at least 14 days in advance.
- c) The business of the annual general meeting shall include:
 - i. Election of officers
 - ii. Set dates and times for council meetings
 - iii. Proposed amendments to the Operational Procedures
 - iv. Discussion of direction for the school council in the upcoming year

Meetings:

The school council shall meet at least six times during the school year, including the AGM.

Special meetings of the school council may be called by any of the elected officers or at the written request of 10 parents of the school community.

The quorum for meetings of the school council shall be a minimum of three parent representatives.

Minutes from the meetings will be made available to all members of the school community within two weeks of the meeting.

Voting Procedures:

Decisions at 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.

All parents of children in Stavelly Elementary School will have one vote.

If a vote is taken, the motion must be moved and seconded and passed by 51 percent majority. The motion will be stated clearly and recorded as such in the minutes of the meeting.

Amendments:

The operational procedures remain in force from year to year unless amended at the annual general meeting. Operational procedures are reviewed annually at the May School Council meeting. Notice of proposed amendments will be published in the minutes.

The operational procedures will be amended by a two-thirds majority at the annual general meeting.

Code of Ethics:

All school council members shall:

- abide by the 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 with 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
- 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:

In accordance with the School Act, the school council will abide by the conflict resolution procedures outlined by the Livingstone Range School Division #68 Administrative Procedure 110.

Removal of School Council Members:

Officers, with the exception of the principal, may be removed from the school council should they:

- a) Miss three consecutive meetings without notice,
- b) Violate any of the objectives of the school council.

Removal must be supported by a two-thirds majority vote of the school council and reported promptly to the Livingstone Range School Division.