

## SCHOOL COUNCIL BYLAWS

Our Lady of the Evergreens School Council represents the school's entire parent community and speaks on behalf of all stakeholder groups.

### 1.0 GOALS AND OBJECTIVES

The School Council acts in an **advisory** role to the Principal. Function of the School Council:

- 1.1 To strengthen and promote communication between the school, community and the Parish in matters of general interest;
- 1.2 To provide liaison between parents and school administration;
- 1.3 To provide support for the programs at the school;
- 1.4 To provide input and suggestions for improvement of school activities;
- 1.5 To provide expertise and assistance for special events;
- 1.6 To promote parental involvement, support and engagement
- 1.7 To support student learning;
- 1.8 To assist with the maintenance and improvement of school climate and culture;
- 1.9 To provide the avenue to raise necessary funds for school related materials or needs.

### 2.0 MEMBERSHIP OF SCHOOL COUNCIL

- 2.1 Each parent/legal guardian with a child registered at the school is a member of the School Council and is entitled to a vote on School Council matters;
- 2.2 Due to potential conflict of interest, district employees do not fulfill the role of School Council Chair or assume any School Council Executive position (*section B: School Council Processes and Procedures, revised June 5, 2014*);
- 2.3 Parents who are also Teaching Staff are advised to seriously reflect on where they may face conflict of interest situations when attending School Council meetings (*section B: School Council Processes and Procedures, revised June 5, 2014*);

### 3.0 EXECUTIVE POSITIONS, ROLES AND RESPONSIBILITIES

The School Council Executive and the Principal will provide a unified voice on all school council matters.

Executive members shall consist of: the Principal, Chair, Vice Chair, Secretary, Treasurer, Teacher Representative, Parish Liaison, Special Lunch Coordinator, and Volunteer Coordinator.

#### 3.1 CHAIR

For continuity, the chairperson will preferably be someone who has previously been on the council.

- 3.1.1 Attends the Orientation for New School Council Chairs when taking the role;
- 3.1.2 Solicits items for the agenda from stakeholders;
- 3.1.3 Sets the meeting dates and finalizes agenda items in consultation with and approval of the Principal;
- 3.1.4 Calls and chairs meetings;
- 3.1.5 Follows the existing school council bylaws and operating procedures;
- 3.1.6 Participates in the revision of the School Council Bylaws as required;
- 3.1.7 Acts as a liaison to the School Board;
- 3.1.8 Attends the School Council Chair and Trustee General Meeting;
- 3.1.9 Attends Parent & Trustee Forums, when possible, and reports to School Council;
- 3.1.10 Represents School Council at external functions, if possible;
- 3.1.11 Is familiar with School Council Handbook;
- 3.1.12 Ensures all positions of School Council are filled if possible
- 3.1.13 Issues and signs cheques together with the Principal / Treasurer
- 3.1.14 Promotes parent involvement and support for school activities;
- 3.1.15 Solicits input from all council members;
- 3.1.16 Ensures there is continuous communication with the school community beyond those who attend meetings via reports in the monthly school newsletters and on the school website
- 3.1.17 Signs the school Fees Form each spring;
- 3.1.18 Mentors the Vice-Chair in preparation for assuming role of chair;
- 3.1.19 Prepares and provides a Year-End Report to the Board of Trustees by September 30<sup>th</sup> of each year, sent to Central Office.

### **3.2 VICE-CHAIR**

- 3.2.1 Chairs meetings in the absence of the Chair;
- 3.2.2 Promotes teamwork, and assists the Chair in the smooth running of meetings;
- 3.2.3 Records minutes in the absence of the secretary;
- 3.2.4 Is familiar with School Council Handbook;
- 3.2.5 Represents, if possible, School Council at external functions; and
- 3.2.6 Assumes the duties of the Chair upon resignation of the Chair prior to his/her term expiry.

### **3.3 SECRETARY**

- 3.3.1 Records minutes at all School Council meetings;
- 3.3.2 Distributes minutes to the Chair and Principal for review and posting to the school community prior to the next meeting;
- 3.3.3 Documents and files all correspondence;
- 3.3.4 Ensures all materials relating to School Council including School Council Handbook and all meeting minutes are available to the public in an accessible location in the school; and

### **3.4 TREASURER**

- 3.4.1 The Treasures must be familiar with Section I: Finance in the School Council Handbook.
- 3.4.2 Is responsible for keeping all financial transactions of the council;
- 3.4.3 Ensures accurate accounting procedures are followed;
- 3.4.4 Prepares and makes deposits;
- 3.4.5 Is responsible for preparing monthly bank reconciliations;
- 3.4.6 Prepare reconciliation on a timely basis;
- 3.4.7 Prepares monthly financial reports to present at council meetings;
- 3.4.8 Prepares Year-End Financial Report in June.

### **3.5 PRINCIPAL**

The Principal is the official contact between the School Council and the school.

- 3.5.1 Sets meeting dates and agenda items in collaboration with the Chairperson;
- 3.5.2 Supports and advises the council from an administrative perspective;
- 3.5.3 Provides School Council with opportunities for input on educational issues
- 3.5.4 Develops annual School Three-Year Plans in consultation with School Council and Staff to complete School Education Results Reports (AERR) and make these available to the school community through posting on the school website;
- 3.5.5 Has final responsibility for all school activities;
- 3.5.6 Is familiar with School Council Handbook;
- 3.5.7 Participates in the revision of the School Council Bylaws as required;
- 3.5.8 Has ultimate responsibility for all School Council budget decisions;
- 3.5.9 Receives and reviews monthly financial reports; and
- 3.5.10 Ensures all School Council activities and business are in accordance with the philosophy and guidelines set out by the Calgary Catholic School District.

### **3.6 TEACHER REPRESENTATIVE**

- 3.6.1 Reports on current teaching and learning activities at School Council meetings.

### **3.7 PARISH LIAISON**

- 3.7.1 Serves as a liaison to St. Patrick's Parish ensuring strong communication between the Parish and the School;
- 3.7.2 Provides Parish information for school website
- 3.7.3 Reports to School Council at monthly meetings.

### **3.9 SPECIAL LUNCH COORDINATOR(S)**

- 3.8.1 Schedules special lunches for the school year in collaboration with the Principal;
- 3.8.2 Acts as liaison between food suppliers and the school;
- 3.8.3 Organizes special lunches or treats on a regular basis
- 3.8.4 Counts money and orders if required
- 3.8.5 Purchases snacks and juice boxes, when necessary, for the students;

- 3.8.6 Distributes lunches to students;
- 3.8.7 Reports to School Council at monthly meetings.

### **3.9 VOLUNTEER COORDINATOR**

- 3.9.1 Consults with Principal on development of Volunteer Registration Form for distribution to parents at the Volunteer Orientation session in September;
- 3.9.2 Attends the Volunteer Orientation session if possible
- 3.9.3 Develops a spreadsheet with a list of volunteers;
- 3.9.4 Recruits volunteers to assist committees;
- 3.9.5 Reports to School Council at monthly meetings.

## **4.0 COMMITTEES**

Committees may be formed by the Council when necessary.

Committees may be formed to work on tasks such as (but not limited to):

- Educational Society
- School Dance
- Christmas Bake Sale/Raffle
- Movie Night
- Cultural Evening
- School Barbeque
- Teacher/Staff Appreciation Luncheon

Committees will report to School Council and the Principal.

## **5.0 ELECTIONS**

- 5.1 Notice of election date, time and place, positions available, and a brief summary of responsibilities associated with these positions will be published in the May school newsletter.
- 5.2 Parents who wish to put their names forward for a position, must contact the Chairperson or Principal by June 1<sup>st</sup>;
- 5.3 No candidate for office shall be proposed unless he/she has consented;
- 5.4 All parents of students registered at the school are eligible to be elected as a member of the executive with the exception of the Chairperson;
- 5.4 In the event that more than one person is duly nominated and standing for election to serve in the same position on the executive of School Council, an election will be held. Each candidate shall have the opportunity to address the parents attending the General Meeting for the purpose of soliciting votes, including the following information:
  - 5.4.1 Candidate's name, qualifications for the position;
  - 5.4.2 Past involvement with the School Council and School activities;
  - 5.4.3 Voting will be done by secret ballot
- 5.5 All parents of students registered at the school are eligible to vote at elections;

- 5.6 The Chairperson is elected for a two-year term;
- 5.7 For continuity, the Chair shall be someone who has been on the council previously. If no candidate from council is available, then this position will be open to other candidates;
- 5.8 Vice Chair, Secretary, Treasurer, Parish Liaison, Special Lunch Coordinator, Volunteer Coordinator positions are elected for a one-year term;
- 5.9 All positions, with the exception of Chairperson shall be available each year for the purpose of providing opportunities to all parents to participate; and
- 5.10 Parents will ideally assume only one executive position to ensure the broadest degree of involvement for all parents.

## **6.0 VOTING AT SCHOOL COUNCIL MEETINGS**

- 6.1 All parents of students attending the school are eligible to vote at the school council meetings;
- 6.2 The Chair ensures all voices have equal representation and provides opportunities for a vote to occur;
- 6.3 The Principal does not vote, as the Principal holds the right to veto and makes final decision on all matters. Other members of the Administrative Team and the Teacher representatives, as well, do not vote; and
- 6.4 Votes shall be taken by a show of hands in most cases

## **7.0 QUORUM**

- 7.1 A quorum for a general meeting shall be five (5) people including the Executive;
- 7.2 A majority of the Executive shall constitute a quorum for the regular School Council meetings.

## **8.0 MEETINGS**

- 8.1 School Council meetings will occur at the school regularly from September to June with the dates to be determined by the September meeting
- 8.2 The first meeting shall be held within 20 school days of the start of the school year;
- 8.3 Yearly goals for School Council will be established at a regular meeting before the end of October;
- 8.4 Motion to accept a financial report and summary of previous year's activities shall be presented at the October meeting
- 8.5 Length of Meetings shall be approximately one hour;
- 8.6 Meetings will be chaired by the Chairperson of the School Council. In the absence of the Chair, the Vice Chair shall chair the meeting. The Principal shall chair the meeting if neither the Chair or Vice-Chair is present;
- 8.7 The Chairperson will solicit items for the agenda prior to the School Council meeting;
- 8.8 Agendas will be finalized by the Chairperson and the Principal;

- 8.9 The Chairperson will distribute the agenda to Council Executive prior to the monthly meeting;
- 8.10 The Principal will ensure the agenda is posted on the school website;
- 8.11 Student presentations may be included at monthly meetings
- 8.12 Meetings will address only items included on the agenda;

## **9.0 ATTENDANCE**

- 9.1 All members of the School Council are encouraged to attend the meetings regularly;
- 9.2 Members of the Executive who may be absent at a meeting shall notify and send their report, if available, to the Chair; and
- 9.3 All parents are invited to attend all the meetings.

## **10.0 ANNUAL GENERAL MEETING (AGM)**

The Annual General Meeting of the school council will be held as part of the regular June School Council Meeting.

- 10.1 The meeting will be advertised throughout the school (newsletter, school sign, etc.);
- 10.2 Motion to accept a financial report shall be presented.

## **11.0 DISSOLUTION OF SCHOOL COUNCIL**

School Council may be dissolved in any of the following circumstances:

- 11.1 Fraudulent, criminal or unethical behavior;
- 11.2 Internal dissention affecting school morale;
- 11.3 Adversarial relationships with Principal
- 11.4 Refusal to follow the District Mission Statement, district policies, the Education Act or Alberta Education School Council Regulation 113/2007; and
- 11.5 Disruption of the educational climate.

## **12.0 FUNDRAISING**

- 12.1 Fundraising is not the primary focus of school council. However, at times fundraising may be necessary to achieve school goals;
- 12.2 School Council and School Administration must follow the District Protocol for fundraising;
- 12.3 School Council shall examine the school's financial needs identified by the principal and staff and determine if fundraising is necessary;
- 12.4 Decisions regarding fundraising must take into consideration the following:
  - 12.4.1 The Principal is responsible for the approval of all fund-raising activities undertaken by members of the school community;
  - 12.4.2 Fundraising activities must be approved by the Principal

- 12.5 The financial objectives of fundraising should be clearly documented and shared with the school community to ensure transparency of fundraising and avoid confusion as to the use of the funds and connection in supporting the School's Three Year Plan; and
- 12.6 School Council shall be sensitive to the times and frequency of fundraisers.

### **13.0 SCHOOL COUNCIL HANDBOOK**

**School Act, RSA 2000, Chapter S-3** (Appendix K)

**Alberta Regulation 13/2007 / School Councils Regulation** (Appendix K)

The work of school councils is based on the School Act and the Alberta Education Regulation on School Councils:

<http://www.education.alberta.ca/departement/policy/legislation/regulations.aspx>

### **CODE OF ETHICS**

*(School Council Processes and Procedures (revised September 2014))*

#### **SCHOOL COUNCIL MEMBERS:**

Shall be guided by the District Mission Statement and principles of Shepherd Leadership (Shepherd Leadership: Wisdom for Leaders from Psalm 23, by Blaine McCormick, David Davenport.

All members shall:

- Abide by the legislation that governs them;
- Be guided by the mission statement of the school and school council;
- Endeavour to be familiar with school/district 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; and
- Accept no payment or any kind of reward for school council activities.

Our Lady of the Evergreens School Council bylaws shall continue in force from year to year unless they are amended. A committee will be formed to review bylaws and to make recommendations for revision. The Principal and Chairperson will sit on this committee.

Bylaw Revisions will be reviewed and voted on at a regular School Council Meeting.