

# St. Luke School Council Operating Procedures

Ratified September 12, 2016

## **NAME**

1. The name of the school council is St. Luke School Council.

## **MISSION**

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

## **GOALS**

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

- a. provide advice (i.e., input) to the staff and principal on issues of importance, such as the school's philosophy, mission and vision, school discipline policies, school improvement plans, programs and budget allocations to meet student needs
- b. stimulate continuous improvement through meaningful involvement by all members of the school community
- c. facilitate collaboration among concerned participants of the school community
- d. support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level
- e. facilitate the development of a common vision for our school
- g. keep the school board informed—in cooperation with the principal—of the needs of the school
- h. support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning
- i. facilitate communication with educational stakeholders and the community.

## **GOVERNANCE**

Representative Model

4. The membership of the school council shall consist of:

- a. all parents and/or guardians of students enrolled at St. Luke Catholic School
- b. an executive committee, elected by parents at the annual general meeting, who represent all of the school community
- c. the principal of St. Luke Catholic School
- d. any teachers or support staff employed at St. Luke Catholic School

## **MEMBERSHIP**

Representative Governance Model

5. The positions of the executive committee shall consist of:

- a. a chairperson, vice chairperson, and secretary
- b. all executive positions must be filled by parents of students enrolled at St. Luke Catholic School
- c. every member of the school council and/or parent of a student enrolled at St. Luke School are eligible to be elected to an executive position on the school council
- d. the terms of office are from the annual general meeting one year to the next annual general meeting the following year
- e. the executive of the school council can be elected by parents of students enrolled at St. Luke Catholic School attending the annual general meeting or at the first school council meeting by school council members.

## **DECISION MAKING**

6. a. 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.
- b. If a decision is made by a vote, the motion must be moved, seconded, and passed by the majority of school council members.

### **QUORUM**

7. Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in St. Luke Catholic School.

### **DUTIES OF THE EXECUTIVE**

#### 8. a. THE CHAIR

The chair plans meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council, and supports the school council. The chair may serve as the Board of Trustees' Council of School Councils representative, unless otherwise delegated. The chair ensures the school board receives an annual report from school council. The chair assumes responsibility, in consultation with school council, for communicating with the fundraising society.

#### b. THE VICE-CHAIR

The vice-chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. The vice-chair is the designated Communication officer of the school council and keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA).

#### c. THE SECRETARY

The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications. The secretary ensures all material relating to the St. Luke 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 St. Luke Catholic School.

### **VACANCIES**

9. With the exception of the school council position filled by the principal, the school council may appoint school council members and/or community members to fill vacancies until the election at the next annual general meeting.

### **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.

### **MEETINGS**

10. a. The first meeting of the school council is held within 30 school days after the annual general meeting.
- b. The school council will meet a minimum of eight times during the school year.
- c. Regular meeting dates will be determined by school council members attending the first meeting and/or by the executive of the school council.
- d. Meetings will take place at the school unless indicated with a 5 school-day notice to change the location.
- e. Special meetings of the school council may be called by the executive or at the written request of 4 parents of students enrolled at St. Luke Catholic School.

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

11. a. The annual general meeting of the school council will be held within 20 days after the start of the school year or at an appropriate time during the school year determined by the school council.
- b. The meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within 20 school days of the AGM date.
- c. Election of school council executive positions will take place at the AGM.

- d. All parents of students attending St. Luke Catholic School are eligible for election.
- e. All parents of students attending St. Luke Catholic School are eligible to vote at the AGM.
- f. The business of the AGM shall include:
  - election of executive members
  - proposed bylaws/operating procedures amendments
  - review of previous year's report to the School Board
  - plans and budget for the upcoming year
  - discussion of any major issues in which parents should have input, such as:
    - changes to the vision or mission statement of the school
    - major changes in the school program or focus
    - formal evaluation of the school council.

#### **ANNUAL REPORT**

- 12. a. In accordance with School Councils Regulation, the school council, through the chair, prepares and provides the school board with an annual report submitted by June 30th that includes:
  - a summary of school council's activities of the previous year
  - 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.

#### **AMENDMENTS TO THE BY-LAWS/OPERATING PROCEDURES**

- 13. a. The by-laws remain in force from year to year, unless amended at the AGM.
- b. The by-laws of the school council may be amended by a majority vote of the school council at an AGM.
- c. Notice of proposed by-law amendments must be circulated with the notice at the AGM.

#### **CODE OF ETHICS**

- 14. All school council 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 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.

#### **PRIVACY**

- 15. 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.

#### **POLICIES**

- 16. a. School council may develop policy for the duration of their term.

- b. The policies of 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.

#### **FUNDRAISING SOCIETY**

- 17. a. School council will communicate regularly with the fundraising society to support their activities and to solicit support for school council activities.

#### **SCHOOL COUNCIL FUNDRAISING**

- 18. a. School council, will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.
- b. School council can fundraise and funds can be given to the school for management.
- c. School council's funds given to the school will be subject to the school board's policy on school council fundraising.