

## **Bert Church High School Council Operating Procedures**

### **NAME:**

The name of the school council shall be the *Bert Church High School Council of Airdrie, Alberta*.

### **MISSION:**

The mission of our school council will be to assist the administration and staff of Bert Church High School in the facilitation of a learning environment, one that provides success in both scholastic achievements as well as in the development of responsible community members.

### **VISION:**

- High scholastic achievement
- Community involvement (a school that reaches out to the surrounding community)
- Cohesive decision-making (good working relationship with the management of the school as well as Rocky View Schools).

### **GOALS**

The goals of the school council, in keeping with the School Act, Section 22 and the School Councils Regulation, are to:

1. provide advice (i.e., input) to the staff and principal on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and directions and budget allocations to meet student needs
2. stimulate continuous improvement in meaningful involvement by all members of the school community
3. facilitate collaboration among concerned participants of the school community
4. support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level
5. facilitate the development of a common vision for our school
6. facilitate a formal performance evaluation of our school council and communicate the results of this evaluation to the school board and the school community
7. keep the school board informed—in cooperation with the principal—of the needs of the school
8. support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning
9. facilitate communication with educational stakeholders and the community.

## **FUNCTIONS**

The functions of the School Councils, in keeping with Rocky View Schools council policy are to:

1. support school activities;
2. advise the principal and the Board with respect to matters related to the school;
3. provide liaison between the school and the community;
4. consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the minister;
5. consult with the principal so that the principal may ensure that the financial management of the school is in accordance with the requirements of the Superintendent and the Board;
6. perform any function or duty required under the legislation or the regulations of the government; and
7. perform any function or duty delegated by the Board.

## **MEMBERSHIP**

The membership of the School Council, in keeping with Rocky View Schools council policy will include:

1. The principal of the school;
2. At least one person who is a teacher at the school, elected or appointed by the teachers at the school;
3. If the school includes a senior high school program, at least one person who is a student enrolled in the high school, elected or appointed by the students enrolled in the high school;
4. Subject to section 22(2) of the Act, parents of students enrolled in the school.

## **GOVERNANCE**

The Bert Church High School Council will be utilizing the Assembly Governance Model which, simply put, allows all members of the school community to express views for consideration by the School Council. It is then the council's responsibility to act on those views.

## **OFFICERS:**

The positions of the executive committee shall consist of:

- a) One Chair or Two Co-Chairs
- b) Past Chair (ex officio)
- c) Vice-Chair
- d) Secretary
- e) Treasurer
- f) Members-at-Large (2)

Every parent member of the council is eligible to be elected as an officer of the council. The officers will be elected for a one-year term at the Annual General Meeting in September. The terms of office shall run from Annual meeting to Annual Meeting.

## **RESPONSIBILITIES OF OFFICERS**

**Chair (or Co-Chairs)** – will be responsible for planning the agenda for meetings, facilitating the meetings, acting as a spokesperson for the council and for generally supervising the council. The chair shall serve as the school representation to the Alberta School Councils Association and attend area meetings as required. The chair will also attend any school division meetings as required, any public meetings pertaining to the functions of school council as required and prepare the annual report to the school board.

**Past Chair (ex officio)** – will assist the new Chair Person in the assumption of his/her responsibilities as well as assist in the transition. **This position will have a maximum term of one year.**

**Vice Chair** – will be responsible for assisting the chair and in the absence of the chair (or co-chairs) assume the duties of chair.

**Secretary** – will be responsible for keeping accurate minutes and records of the meetings and for taking care of all correspondence and communication. The Secretary will also be responsible for ensuring the school council section of the website is up to date.

**Treasurer** – will be responsible for keeping the financial records of the council

**Members at Large** – will actively participate in school council discussions and decision making and provide support for school council activities.

## **VACANCIES:**

With the exception of the council position filled by the principal, when there is a vacancy to be filled, the school council will communicate the vacancy to the parents by all means possible. At the next council meeting a nomination and vote will take place to elect the new member.

## **COMMITTEES:**

The council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities as required.

There is also a not-for-profit society at Bert Church High School that is known as the “Bert Church High School Society”. This organization will be the main source of revenue generation for the school council, yet it will function independently of school council.

## **MEETINGS**

### **Regular Meetings**

Regular meetings will be held once per month on a date to be determined at the first regular meeting of the year. Meetings will be held at the Bert Church High School.

### **Special Meetings**

Special meetings can be called by the chair or co-chairs or the principal and will be communicated to parents via all means available. Special meetings may also be called at the written request of 10 parents of the school community.

### **Quorum**

Quorum will be attained when the majority of members present at a meeting are parents of students at Bert Church High School.

## **VOTING PROCEDURES**

Decisions at council meetings will be made by consensus as much as possible. The decisions made by consensus must be clearly stated and recorded as such in the minutes of the meeting.

If a vote is taken, the motion must be moved and seconded and must pass by a 2/3 majority.

## **ANNUAL GENERAL MEETING**

The annual general meeting will be held annually in the month of September.

The meeting will be advertised throughout the school and to parents by all means possible at least 20 days in advance of the meeting.

Election for the representatives of the parent community will take place at the annual general meeting. All parents of students attending the school are eligible for election.

All parents of students attending the school are eligible to vote at the annual general meeting.

The business of the annual general meeting shall include:

- The election of representatives

- Financial review of the previous year
- Plans and budget for the upcoming year
- Discussion of any major issue in which all parents should have input
- Any formal evaluation of school council

## **ANNUAL REPORT**

In accordance with Divisional Policy and School Councils Regulation, the school council, through the chair must provide the school board with an annual report, which includes

- Summary of council activities for the year.
- Actual results achieved vs. original stated goals and objectives and where significant differences occur an explanation of variances.
- Financial Statement.
- Copies of the minutes of each meeting.

The school council will provide this report to the school board as well as all concerned members of the school community.

The school council will issue its annual report during the first week of the school year.

## **CONFLICT RESOLUTION PROCEDURES**

In accordance with s.17 (7.1) ***School Act, 1995***, the school council will abide by the conflict resolution procedures outlined by the local school board.