

Father Lacombe Catholic School Council Operating Procedures

School Council Mission

Father Lacombe School Council will undertake discussions and activities that will enhance student learning and foster well-being and effectiveness of our whole school community centered in the joy of Christ's love.

School Council Goals

1. Represent the parent perspective by providing advice to and consulting with the Principal and STAR Catholic on matters relating to our school
2. Create annual goals that align with the 4-year division goals and the school's goals that advances student growth.
3. Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of our school community.
4. Support special events that will support and enhance student learning, encourage participation and promote well-being, centered around Christ's love, for our school community that add to the culture of our school.
5. Develop a communication plan to share information with parents and the community in an easily accessible and timely manner.
6. Consult with other School Councils and provincial organizations
7. Encourage a positive atmosphere where individual contributions and continuous improvements are encouraged and valued.

Governance

Father Lacombe School Council has chosen to use a **TOWN HALL** Operating Style where School Council members and executives carry out the wishes of the larger group, which gets to vote.

- A. The membership of our School Council shall consist of:
 - i. All Parents (parent, guardian, or primary caregiver of any child enrolled at Our School)
 - ii. The Principal of Our School
 - iii. One or more teachers from Our School
 - iv. One or more students (optional attendance)
 - v. STAR Catholic Board Trustee
 - vi. Other (if pre-determined by Our School Council)
- B. The voting Members of Our School Council shall consist of: All Parents in attendance
- C. The non-voting members of Our School Council shall consist of: The Principal, The Trustee, any non-parents (ie. community members)
- D. The parent/other ratio may vary at times, but the number of Parents must always exceed the number of administration, staff, students and others.

Decision Making

- A. Decisions at Our School Council meetings will be made by consensus as much as possible.
 - i. A decision made by consensus must be stated clearly and recorded as such in the Minutes.
 - ii. If a decision is made by a vote, the motion must be moved, seconded and passed by majority of Our School Council voting members present.
 - iii. There will be no voting by proxy.

Quorum

Quorum will be attained when the majority of the voting members present are parents, and the principal (or designate) is present.

- i. If the Parents agree to proceed in the absence of quorum, Our School Council may continue for the purposes of discussion issues
- ii. No motions shall be considered or approved
- iii. No decisions by consensus shall be reached

Executive and Terms of Office

The positions of the Executive shall consist of:

Chair

Vice-Chair

Secretary

Treasurer

Fundraising Director

Communications Officer

- A. All executive positions must be filled by Parents
- B. Every parent is eligible to be elected to an Executive position on the School Council
- C. The terms of office are from the close of the AGM to the close of the following AGM. Any elected member may serve 5 consecutive terms in the same position
- D. The Executive will be elected by Parents attending the AGM, or in the event of vacancies, after the AGM, elected by the voting members present.
- E. Any Executive may resign, by providing written notice to the Chair and Principal.
- F. Any Executive may be removed from the Executive at any time with cause by a majority vote of the executive whenever, in its judgment, the best interest of the School Council will be served
- G. Unless authorized at any meeting and after notice for the same shall have been given, no Member of the School Council shall receive any remuneration for services.

Duties of the Executive Members

Chair

- a. Chair all meetings of Our School Council
- b. Coordinate with the principal to co-create meeting agendas
- c. Communicate with the principal on a regular basis

- d. Ensure all attendees receive fair opportunity to share opinions and thoughts
- e. Ensure the School Council Operating Procedures are current and followed
- f. Be the official spokesperson of the School Council
- g. Ensure there is regular communication with the whole school community.
- h. Be an ex-officio member of all committees
- i. Review any communication to the School Community prior to distribution and include the principal in the same
- j. Stay informed about School Board policy as it impacts School Council
- k. Have signing authority, if required, on any financial accounts together with the Vice-Chair and/or Treasurer
- l. Comply with the School Councils Regulation by providing the School Board with an annual report that summarizes the School Councils activities for the previous School year, including a financial statement, no later than September 30th.
- m. Have general responsibility for all activities of the School Council.

B. Vice-Chair

- a. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities (while remaining in the Vice-Chair position).
- b. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council.
- c. Work with and support the Chair in the agenda preparation
- d. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council.
- e. Assume responsibility, in consultation with the School Council, for communication with the Fundraising Lead
- f. Promote teamwork and assist the Chair in the smooth running of the meetings
- g. Keep informed of relevant School and School Board policies.
- h. Prepare to assume the position of the Chair in the future
- i. Have signing authority, if required, on any financial accounts together with the Chair and/or the Treasurer
- j. Assist the Chair and undertake tasks assigned by the Chair

Secretary

- a. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting
- b. Keep minutes, correspondence, records and other School Council documents, and ensure that all relevant documents are available to the public in an accessible location in the School, for a period of 7 years
- c. Distribute, as determined, agendas, minutes, notices of meetings and notices of other events.

Treasurer

- a. Keep accurate records of all financial transactions, using the template provided
- b. Ensure records are available upon request of the School Board, public or School Community
- c. Be responsible for the deposits of all monies paid to the School Council
- d. Have signing authority on any financial accounts together with the Chair and/or Vice Chair
- e. Present a full, detailed account of the receipts and disbursements to the School Council as required by School Council, and prepare the financial statements for the annual report

Communications Officer

- A. Collaborate with the Executive and School Admin to promote and advertise School Council activities
- B. Develop a communication plan to share information with parents and the community in an easily accessible and timely manner.
- C. Use Social Media responsibly

Fundraising Director

- A. Maintain high ethical standards that align with the school's and School Boards mission and vision.
- B. Create goals, in collaboration with the Fundraising Committee members, that reflect the creative and collaborative efforts of parents, students and the school community for the support of school initiatives, enhanced student learning and enriching school programs.
- C. Gather information and present ideas/projects to the executive and members of School Council
- D. Organize and coordinate fundraising projects.

Meetings

School Council meetings may be held in person or using a virtual or online platform suitable for conducting School Council business. The executive, in collaboration with the principal, will determine the format of the meetings.

A. Annual General Meetings

The AGM of the School Council will be held in the month of September 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 and includes:

- i. The election of the Executive Members
- ii. Any proposed amendments to the Operating Procedures
- iii. Presentation of the financial statement of the previous year

B. Special General Meetings

The School Council Executive may at any time give notice of a Special General Meeting of the School Council. Notice will be given at least 5 days before the meeting. The notice

will state the date, time and place of the meeting and describe the matters to be dealt with.

C. Regular Meetings

A minimum of 6 Regular School Council meetings will be held per school year or as called by the Executive. It will be decided when these meetings will take place at the AGM. The meetings will take place at the School unless otherwise advertised.

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 majority vote of voting Members present at a Special General Meeting called for that purpose, it is determined to be in the best interests of the School Council to do so.

Meeting Agendas

The Chair and Vice-Chair will work in partnership with the Principal to co-create the agendas for all meetings. Agenda item requests must be made, minimum one day in advance, of a meeting and be made through the Chair, who will consult with the Vice-Chair and Principal as to the appropriateness of the item requested.

Committees

The School Council may appoint committees that consist of School Council Members, that meet outside of School Council meetings to complete their assigned tasks as per the direction of the School Council and present a report of their activities at School Council Meetings.

Policies

Subject to any provincially or School Board - mandated policies and/or regulations, the School Council may make and implement policies that it considers necessary to carry out its functions.

School Council Fundraising

Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain. (ie. not casinos, bingos, raffles).

- A. The School Council will, where possible, encourage the Fundraising Association to do the fundraising for the School Council and the School Community.
- B. Should the School Council choose to fundraise, funds may be given to the School to track and record or given to the Fundraising Association
- C. Should a Fundraising Association not be formed, a Fundraising Committee may be formed within the School Council.

Fundraising and Other Groups of Parents

The School Council recognizes and appreciates the efforts of other groups of parents striving to support and enhance the educational opportunities in the School

- A. The School Council will communicate regularly with the Fundraising Association, through the Fundraising Director, and/or other groups of parents to support their activities and to solicit support for School Council activities.
- B. The School Council may develop policies to promote a productive, open and transparent relationship with the Fundraising Committee and Other Groups of Parents.

Code of Ethics

All School Council Members shall:

- A. Abide by the legislation that governs them
- B. Be guided by the mission statements of the School and the School Council
- C. Endeavour to be familiar with the School's 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 personal integrity of each member of School community
- F. Declare any conflict of interest
- G. Encourage a positive atmosphere in which individual contributions are encouraged and values
- H. Apply democratic principles
- I. Consider the best interests of all students
- J. Respect the confidential nature of some School business and respect limitation this may place on the operation of the School Council
- K. Not disclose confidential information
- L. Limit discussions at School Council meetings to matters of concern to the School community as a whole
- M. Use the appropriate communication channels when questions or concerns arise
- N. Promote high standards of ethical practice within the School community
- O. Accept accountability for decisions
- P. Not accept payment for School Council activities

Dispute Resolution

- A. The School Council shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and regulations to address disputes between the principal and the School Council with respect to policies proposed or adopted for a school:
[102706 \(starcatholic.ab.ca\)](http://102706.starcatholic.ab.ca)
- B. The School Council shall apply every effort to resolve internal disputes using the steps outlined in these Operating Procedures. If at any time, 10 parents, or 5 parents and 50% of the Executive Members of the School Council believe a dispute causing significant impairment of School Council operations is occurring, they may deliver a signed written letter to all Executive Members and the Principal requesting a Special General Meeting where all members present will have an opportunity to hear and discuss the issues causing the dispute, and where a vote shall be taken respecting a proposed resolution.

Privacy

The School Council shall adhere to the Personal Information Protection Act and shall not use or share personal information for purposes other than those of School Council Business.

Dissolution

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 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 school days after the start of the next school year.

Reviews and Amendments

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.

- A. 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.
- B. 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.
- C. Notice of proposed amendments to the Operating Procedures will be provided to the School community no less than five days before a meeting.

These Operating Procedure have been accepted by a majority of the voting members at a School Council Meeting

November 21,2023

DATE

Claudine Bruning

Chair's Name

Claudine Bruning

Chair's Signature

Kelsey Rockwell

Secretary's Name

Kelsey Rockwell

Secretary's Signature

Maria Wagner
Principal's Name

Maria Wagner
Principal's Signature