

École Camrose Composite High School Parent Advisory

Council

Operating Procedures

2021 - 2022 School Year Edition



1. DEFINITIONS:

In these Operating Procedures:

- a. “School” means École Camrose Composite High School (ÉCCHS);
- b. “Council” or “School Council” means the School Parent Advisory Council for ÉCCHS;
- c. “Parents” means parent, guardian or primary caregiver of any child enrolled in an educational program at ÉCCHS;
- d. “Regulation” means the School Council’s Regulation as provided through Alberta Provincial Legislation;
- e. “School community” means persons other than parents (as defined in 1c above) who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the students and ÉCCHS;
- f. “Operating Procedures” means the governing document serving the same purpose as bylaws referenced in the regulations.

2. AUTHORITY

- a. The School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, hereinafter referred to as “legislation”.

3. MISSION STATEMENT

ÉCCHS Parent Advisory Council is committed to our mission which is to act as an advocacy and support system between our children, school, school division and Alberta Education regarding the education of our children. Through the contributions and involvement of the School Council, ÉCCHS will continue to promote pride, success and wellness in every student.

École Camrose Composite High School is dedicated to the cause of providing an atmosphere in which students can develop to their full potential. The school administrators, teachers, and staff recognize the need for students to:

- feel important, secure and respected;
- develop an ongoing love for learning;
- be taught the skill of critical evaluation;
- be prepared for life in a rapidly changing, technological society;
- develop an appreciation for aesthetics;
- acquire the characteristics of good sportsmanship and citizenship;
- prepare for lifelong leisure activities;
- be exposed to a wide variety of career information and choices;
- be counselled in the development of individualized programs tailored to their specific interests and abilities; and
- pursue excellence in all aspects of their lives

4. DUTIES AND RESPONSIBILITIES

- a. To provide advice and consultation to the Principal and staff on issues of importance such as school philosophy, mission, vision, discipline policies, programs, directions and budget allocations to meet student needs;
- b. To keep the School Board informed, in cooperation with the Principal, of the needs of ÉCCHS;
- c. To encourage greater parent participation in the education of their children
- d. To promote and encourage parent understanding and participation in the overall wellness of their children;
- e. To promote parent understanding of the education system and the teaching/learning process;
- f. To provide parents an organization through which they can express support for education;
- g. To enhance communication between home and school;
- h. To receive reports and suggestions from parents and community groups on school related matters;
- i. To receive reports from the Principal regarding ÉCCHS programs, general policies and organization of ÉCCHS, including: School Based Improvement and Assurance Plan, Annual Results Report, PAT/Diploma/Accountability Pillar results, budget, School Generated Funds Report.

- j. To annually deliver a written report of the School Council's activities for the past year to the Superintendent:
- k. To perform any additional duty of function this may be delegated to it, through the Principal, by the Superintendent;
- l. To conduct an annual review and approval of the Operating Procedures prior to the end of November, completed by the School Council Executive.

5. GOVERNANCE, MEMBERSHIP, and DECISION MAKING

ÉCCHS Council uses a representative model of governance. The School Council elects or appoints individuals to specific positions. Only parents that are designated have a vote. All other attendees are welcome to participate at meetings but are not eligible to vote. In the event that there is a topic that the council feels any parent should be able to vote on, they can make a motion to do so.

- a. The membership of the School Council shall consist of:
 - i. 10 parents as defined in 1c above, elected by parents at the Annual General Meeting. The parents elected shall represent all of the school community (3 executive members, 7 council members, coordinators and non-officer parent representatives.)
 - ii. The Principal and Assistant Principals
 - iii. One teacher from ÉCCHS appointed or elected by the teachers
 - iv. One student, appointed or elected by the students
 - v. Others as decided by the School Council (optional)
 - vi. The voting members of the School Council shall consist of: the elected council members
- b. The non-voting members of the School Council shall consist of: ex-officio members and parents who attend.

The parent/other ratio may vary at times, but the number of parent members must always exceed the number of administration, staff, students and/or community representatives.

General council meetings are open to all parents of ÉCCHS. From time to time invitations will be extended to teachers, students, community organization and community members, etc. to attend for information or to make a presentation.

6. DECISION MAKING

- a. Decisions at School Council meetings will be made by consensus as much as possible.
- b. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- c. If a decision is made by a vote, the motion must be moved, seconded and passed by the majority of School Council voting members present at the meeting at which the vote was taken.

7. QUORUM

- a. Quorum will be attained when the majority of voting members present at any school council meeting are parents as defined in 6c above, and the Principal or designate is present.
 - i. In the absence of a quorum:
 1. If the parents and School Council members present agree to proceed in the absence of a quorum, the School Council may continue for the purposes of discussion of issues.
 2. No motions shall be considered or approved.
 3. No decisions by consensus shall be reached.

8. MOTIONS

- a. Any parent/member may propose a motion for the Council within the School Council's parameters to consider at any meeting. If another parent/member seconds the motion, the chair shall put the motion before the Council.

9. EXECUTIVE, SCHOOL COUNCIL MEMBERS and TERMS OF OFFICE

The positions of the Executive of the School Council shall consist of: Chair, Vice-Chair (or Co-Chair), and Secretary.

- a. All executive positions must be filled by parents as defined in 1c above, or by special circumstance and by approval of the Principal, may be filled by a school community member as defined in 1e above.

- b. Every parent is eligible to be elected to an executive position or member position on the School Council.
- c. The term of office is from the Annual General Meeting (AGM) to the following Annual General Meeting.
- d. Any elected Executive member may serve 2 consecutive terms in the same position.
- e. The Executive of the School Council will be elected by parents attending the AGM or in the event of vacancies after the AGM, elected by the voting members present at a subsequent School Council meeting.
- f. Any Executive member may resign his/her position by providing written notice to the Chair and Principal. If the withdrawing member is Chair, by notice in writing to the Principal.
- g. Any Executive member 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.
- h. The Executive will carry out the day-to-day operations of the School Council.

10. DUTIES OF THE EXECUTIVE MEMBERS

a. Chairperson

It is expected that the School Council Chair will be a parent of a student enrolled in ÉCCHS. Unless otherwise delegated, the Chair of the School Council will:

- i. Be the official spokesperson of the School Council
- ii. Chair all meetings of the Council
- iii. Acts as the communication officer for Council
- iv. Coordinates with the Principal to establish meeting agendas
- v. Communicates with the Principal on a regular basis
- vi. Calls regular School Council meetings
- vii. Reviews any communication to the school community prior to distribution and include the Principal in same
- viii. Decides all matters relating to rules of order at the meetings
- ix. Ensure that School Council Operating Procedures are current and followed
- x. Ensures that minutes are recorded and maintained
- xi. Has general supervision of all activities of the School Council
- xii. Be available for communication with the school community

- xiii. Stays informed about School Board Policy that impacts School Council
- xiv. Complies with the School Council's Regulation by providing the School Board with an annual report that summarizes the School Council's activities for the previous school year no later than September 30th.
- xv. Ensures notice of meetings and other School Council events is distributed
- xvi. Be an ex-officio member of all council committees
- xvii. Gives notice of any special meetings
- xviii. Attends the meetings of BRSD's Council of School Councils
- xix. Ensures that the appropriate management in compliance with the Personal Information Privacy Act (PIPA) of any personal information collected on behalf of the School Council.
- xx. Puts forward an invitation to BRSD Trustee to attend meetings

b. Vice Chairperson

Unless otherwise delegated, the Vice-Chair of the School Council will:

- i. In the event of a resignation, incapacity, or leave of absence of the Chair, fulfill the Chair's responsibilities;
- ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- iii. Promote teamwork and assist the Chair in the smooth running of meetings;
- iv. Keep informed of relevant school and School Board policies;
- v. Assist the Chair and undertake tasks assigned to the Chair;
- vi. Ensure the appropriate management, in compliance with PIPA of any personal information collected on behalf of the School Council.

c. Secretary

- i. Acts as a recorder at each council meeting and ensures the minutes accurately reflect the directions agreed to at the meeting;
- ii. Keep minutes, correspondence, records and other School Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the school for a period of 7 years, using Google Drive and Council google email.

- iii. Have a working knowledge of Operating Procedures of the School Council;
- iv. Collect names of those present at meetings and events.

In the absence of the Secretary, the School Council shall choose a recording Secretary for the meeting.

d. Non-Officer Parent Representatives/Members at Large/Community Members/Others as decided by the School Council

- i. Share their professional knowledge, expertise and life experience with other School Council members;
- ii. Encourage feedback and participation from community groups and individuals;
- iii. Communicate information of interest to the School Council and the school community;
- iv. Share information from School Council meetings with the community;
- v. Have a clear understanding of the School Council's goals;
- vi. Respect confidentiality
- vii. Attend School Council meetings;
- viii. Identify topics for agendas
- ix. Serve as a liaison between the School Council and parent community;
- x. Take on projects and tasks as requested/assigned by School Council.

e. Ex-Officio Member Duties

i. Administrative Team:

As a provincially-mandated member of the School Council, the Principal

1. Works in collaboration with the Chair to prepare School Council agendas
2. Supports the Chair in running efficient School Council meetings, as per the School Council Rules of Order
3. Provides contextual information, as requested by the School Council, on matters relating to ÉCCHS;

4. Promotes cooperation between ÉCCHS and the community it serves;
5. Seeks input from the School Council, parents and community on major decisions affecting ÉCCHS
6. Establishes, facilitates, communicates, and encourages opportunities for School Council, parent, and community engagement in school matters;
7. Encourages and supports the formation and continuous improvement of School Council
8. Interprets and shares results of PAT's and Diplomas examinations;
9. Shares information about the school community
10. Provides information on the programs in ÉCCHS and the needs of the students;
11. Refers School Council to the appropriate resource for information on laws, regulations and policies that affect School Council;
12. Enables the School Council to provide input into ÉCCHS's education plan.

ii. Teacher/Staff Member

Each School Council must have at least one Teacher Representative, as per the legislation. A Teacher Representative contributes to the successful School Council in the following ways:

1. Promotes a collaborative, collegial model of decision making at ÉCCHS and for the School Council and provides support for the decisions of the School Council;
2. Shares professional knowledge with School Council members
3. Encourages parents and community members to become involved in school activities;
4. Shares School Council activities and information with other staff, parents and community members;
5. Follows the code of ethics and professional protocols set out by the Alberta Teachers Association (ATA);
6. Presents the teacher's perspective

iii. Student Council Representative

Students are the center of our education system and have an important role to play on the School Council. The Student Council Representative:

1. Gives an update on Student Council activities;
2. Presents the student's perspective;
3. Helps with school policies;
4. Talks with other students and bring their views and suggestions back to School Council meetings;
5. Communicates information from the Council meetings back to fellow students.

11. VACANCIES

Except for the School Council position filled by the Principal, the School Council Executive may appoint School Council members and/or school community members to fill vacancies until the election at the next AGM or the vacancies can be left until the AGM.

12. COMMITTEES

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. Chairs of standing committees shall submit an annual written report to the Chair for use in the Annual Report to the Superintendent.

13. MEETINGS

School Council meetings may be held in person or using a virtual or online platform suitable for conducting School Council business, or a combination of the two.

a. Regular Meetings

- i. A minimum of four (4) regular meetings will be held per school year or as called by the Executive;

- ii. At any time any member of Council can call an Executive meeting only. This meeting will be held in person or by using a virtual platform should in-person not be possible.
- iii. Meetings, whether in person or virtual cannot occur with the Principal or designate;
- iv. If a meeting is held using a virtual or online platform, it must be a platform that can be used by all members (ex: Google Meet).

b. Annual General Meeting

Where the School Council has not been operational the year prior, an Establishment Meeting will be held in accordance with legislation; otherwise, an AGM of the School Council will take place once each school year.

- i. The AGM of the School Council will be held on the second Tuesday in September, or at an appropriate time during ÉCCHS year as determined by the School Council. The meeting will be advertised throughout ÉCCHS and the community no less than 2 weeks beforehand and will state the business to take place at the AGM;
- ii. All parents as defined in 1c above are eligible for election and under special circumstances with the permission of the Principal, school community members as defined in 1e above may be elected into executive positions;
- iii. All parents as defined in 1c above are eligible to vote at the AGM;
- iv. Business of the AGM shall include but is not limited to:
 1. Presentation from Administration on School Generated Funds;
 2. The election of the Executive and School Council members for the upcoming school year;
 3. Review and amendments to the Operating Procedures;
 4. Discussion of any major issues in which all parents should have input such as changes to the Vision or Mission of ÉCCHS or School Board, school policy or other major changes in the school program or focus.

c. Special Meetings

- i. At least five (5) members of the School Council Executive may at any time give notice of a Special Meeting of the Council. The

notice will be given in the manner determined by the Council and must be at least fourteen (14) days before the meeting. The notice will state the time, date, and place of the meeting and describe the matters to be dealt with;

- ii. Upon a written request of at least ten (10) parents of ECCHS, with a description of the matters for a Special Meeting, the Chair must ensure a Special Meeting will be called with fourteen (14) days.

d. Meeting Agendas

- i. The agenda for the first meeting of the year will be brought forward from the School Council Chair as constructed through the collaboration of the Chair and Administration Team, which will consist of “Old Business”, from the previous year, as well as “New Business” brought to the attention of the Chair and/or Principal following a request to do so in the notice of the meeting;
- ii. The Chair will work in partnership with the Principal to create the agendas for all meetings. Agenda item requests must be made through the Chair, who will, if necessary, consult with the Executive and Principal as to the appropriateness of the item requested.

e. Voting at Council Meetings

Typically decisions will be reached through consensus but sometimes voting is necessary.

- i. In-person meetings: voting for Council positions will be done by ballot process
- ii. During virtual/online meetings: in the event of a virtual meeting, members will cast their vote by ‘private messaging’ their vote to the Principal or designate to tally up and then announce successful candidates, or an online voting system like doodle poll. The decision of which method will be decided by the Executive and Principal two (2) weeks prior to the meeting.

Any School Council member may be suspended or expelled for the duration of the school year from attendance at a School Council meeting, if, upon a majority vote of voting members present at a Special General Meeting called for that purpose, it is determined to be in the best interest of the School Council to do so.

14. POLICIES

- a. School Council may continue to develop a policy for the duration of their term;
- b. The policies of the 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;
- c. Topics on which School Council may wish to develop guiding policies include, but are not limited to:
 - i. Elections
 - ii. Communication (internal and external)
 - iii. Privacy
 - iv. Location of meetings
 - v. Official correspondence address
 - vi. New member orientation
 - vii. School Council Evaluation
 - viii. Social Media.

15. CONFLICT RESOLUTION PROCEDURES

The School Council shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.

- a. If at any time, 10 parents, or 5 parents and 50% of the Executive members of the School Council, are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a signed written letter to all Executive members and the Principal requesting a Special General Meeting, and the following will apply:
 - i. The Chair will call a Special Meeting of the School Council;
 - ii. The Secretary will provide a minimum of five (5) days written notice to all parents of the date, time, place and purpose of the Special Meeting;
 - iii. At the Special Meeting, all parents and School Council members in attendance will have an opportunity to hear and discuss the issues in conflict;
 - iv. If the majority of voting members present vote in favor of the resolution proposed, the School Council will immediately act upon it;

- v. If at that time, the conflict cannot be resolved, the matter will be turned over to the School Division for mediation/resolution according to the School Council and Division regulations.

16. ANNUAL REPORT

- a. In accordance with the School Council's Regulations, the School Council, through the Chair will prepare and provide BRSD with an annual report submitted by the end of September for the previous school year, that includes:
 - i. A summary of the School Council's activities of the year
 - ii. 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 upon request.

17. CODE OF ETHICS and CONDUCT

All School Council members shall:

- a. Abide by the legislation that governs them;
- b. Be guided by the Mission Statement of ÉCCHS and School Council;
- c. Endeavor to be familiar with school 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 the personal integrity of each member of the school community;
- f. Respect the speaker by listening and keeping side conversations to a minimum;
- g. Cell phones should be be used during meetings;
- h. Declare any conflict of interest;
- i. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- j. Apply democratic principles;
- k. Consider the best interests of all students;
- l. Respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council;
- m. Not disclose confidential information;
- n. Limit discussions at School Council meeting to matters of concern to the school community as a whole;
- o. Use the appropriate communication channels when questions or concerns arise;

- p. Promote high standards of ethical practice within the school community;
- q. Accept accountability for decisions;
- r. Not accept payment for School Council activities.

18. ACTIONS AFTER DISSOLUTION

- a. 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 until 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 (40) school days after the start of the next school year.

19. PRIVACY

- a. The School Council shall adhere to the Personal Information Protection Act (PIPA);
- b. The School Council shall not share personal information for purposes other than those of School Council business;
- c. At no time shall the School Council access personal information collected from ÉCCHS;
- d. Communication must be reviewed by Administration and the Chair prior to being sent out;
- e. Privacy must be protected.

20. SOCIAL MEDIA

The School Council recognizes the importance of communication with the school community. The Council see that the means of communication can encompass various forms including social media and other technological means. In order to reach as many members as possible, the School Council will use a Facebook page as a means of communication. In doing so, School Council will:

- a. Abide by Battle River School Division's Administrative Procedure 138 "Social Media"
- b. Follow the Social Media Guidelines for Schools-Departments as set out by Battle River School Division;

- c. Follow its social media policy when using its Facebook page as a means of communication for the school community.

21. REVIEWS and AMENDMENTS

- a. 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;
- b. 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;
- c. 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. When a scheduled meeting is not possible, Council members may choose to amend the Operating Procedures by consensus done via email.

22. SUPPORTING DOCUMENTS

- a. BRSD Administrative Procedure 138 “Social Media”
- b. BRSD Social Media Guidelines for Schools-Departments;
- c. Freedom of Information and Privacy Act - Frequently asked questions for school jurisdictions.

23. DOCUMENT HISTORY

Revision Date	Previous Revision Date	Summary of Changes

These Operating Procedures have been accepted by a majority of the current School Council Executive and members of Ecole Camrose Composite High School Parent Advisory Council.

Approved by School Council Executive and Administrative Team

Chairperson (Print Name): _____

Chairperson Signature: _____

Date: _____

Principal (Print Name): _____

Principal Signature: _____

Date: _____