

West Meadow Elementary School Council

Operational Procedures

Updated 2012-2013

1. Mission:

The West Meadow Elementary school council strives to make every child's potential a reality by engaging and empowering families, communities and staff to advocate for all children in the school by providing a forum where discussions and decisions are student centered and reflect the context of the community.

2. Objectives:

The objectives of the school council, in accordance to the School Act and the School Councils Regulation, are to:

- a) provide advice to the staff and principal respecting issues of importance relating to the school, such as school mission and vision, education planning, programs and directions, budget allocations and discipline policies,
- b) encourage and facilitate parent involvement in the school,
- c) communicate openly with all members of the school community,
- d) keep the school board informed of the needs of the school,
- e) make decisions based on the needs of all members of the school community,
- f) be a strong advocate for the school in the community,
- g) support the school in its efforts to focus teachers' time and school resources on student learning

3. Membership:

- a) The membership of the school council shall consist of the following:
 - i. Parents of students enrolled in West Meadow Elementary
 - ii. The principal of the school
 - iii. Two teachers from the school, selected by school staff
 - iv. A community member selected by the council
 - v. A representative from the student council

Officers:

The officers of the council shall consist of a chair, a vice-chair, and a secretary.

1. Every parent member of the council is eligible to be elected as an officer of the council.
2. Officers will be elected for a one-year term at the annual meeting.

Duties of Officers:**Chairperson:**

1. With the principal, plan school council meeting agendas,
2. Facilitate school council meetings,
3. Act as a spokesperson for the school council,
4. Serves as Alberta Home and Schools Councils' representative and attends regional meetings,
5. Develops and presents the annual report to the School Board, in consultation with the principal

Vice-Chair:

1. Shall assist the chairperson with duties assigned,
2. In the absence of the chairperson, assumes the duties of the chairperson.

Secretary:

1. Keep accurate minutes and records of the meetings,
2. Provide a copy of meeting minutes to the school to be published to the school community.

Vacancies:

With the exception of the principal's position, the school council may appoint members to fill any officer vacancies created until the next annual meeting.

Fundraising Society

1. All financial matters and fundraising will be the responsibility of the Fundraising Society.
2. School Council will make application to the Fundraising Society for any activities or events requiring financial assistance
3. A Fundraising Society representative will report at each school council meeting

Committees:

School council may appoint committees that consist of school council members and/or other school community members. Committees generally report on their activities at school council meetings.

Annual Meeting:

- a) The annual meeting of the school council will be held not later than 30 days after the first instructional day of the school year.
- b) The meeting will be advertised throughout the school community at least 14 days in advance.
- c) The business of the annual meeting shall include:
 - i. Presentation of the annual report
 - ii. Election of officers
 - iii. Set dates and times for council meetings
 - iv. Proposed amendments to the Operational Procedures
 - v. Discussion of direction for the school council in the upcoming year

Annual Report:

In accordance with *School Councils Regulation*, the school council chairperson prepares and provides the school board with an annual report that includes:

- a) Summary of school council's activities for the year,
- b) Financial statement
- c) Copies of the minutes of each meeting

The school council will make the report available to any members of the school community.

Meetings:

The school council shall meet at least seven times during the school year.

Special meetings of the school council may be called by any of the elected officers or at the written request of 10 parents of the school community.

The quorum for meetings of the school council shall be a minimum of five representatives.

Minutes from the meetings will be made available to all members of the school community.

Voting Procedures:

Decisions at 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.

If a vote is taken, the motion must be moved and seconded and passed by 51 percent majority.

Amendments:

The operational procedures remain in force from year to year unless amended at the annual meeting. Operational procedures are reviewed annually at the May School Council meeting. Notice of proposed amendments will be published in the minutes.

The operational procedures may be amended by a two-thirds majority at the annual meeting.

Conflict Resolution:

In accordance with the School Act, the school council will abide by the conflict resolution procedures outlined by the Livingstone Range School Division #68.

Removal of School Council Members:

Officers, with the exception of the principal, may be removed from the school council should they:

- a) Miss three consecutive meetings without notice,
- b) Violate any of the objectives of the school council.

Removal must be supported by a two-thirds majority vote of the school council and reported promptly to the Livingstone Range School Division.