

St. Lorenzo Ruiz School
School Council
Operating Procedures

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means St. Lorenzo Ruiz School;
- B. "Council" means the School Council for the School;
- C. "Parents" means parent, guardian or primary caregiver of any child attending and/or enrolled in an educational program at the School;
- D. "Regulation" means the School Councils Regulation as provided through Alberta Provincial Legislation;
- E. "School community" means persons other than parents (as defined in IC 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 the School;
- F. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations.

2. AUTHORITY

The St. Lorenzo Ruiz 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

The mission of the School Council is to enhance the school community in partnership with the church and home and to support and enhance the Catholic faith through the whole child.

4. GOALS

The objectives of the School Council, in keeping with the legislation, are to:

- A. Create and encourage opportunities for School Council to enhance the Catholic identity of the School;
- B. Provide opportunities to enhance and promote children's learning;
- C. Communicate effectively with our educational partners (trustees/Board, Alberta School Council Association);
- D. Maintain two-way communications between School Council and Staff of St Lorenzo Ruiz.

**St. Lorenzo Ruiz School
School Council
Operating Procedures**

- E. Stimulate and encourage active involvement among family, School, and community; and
- F. Provide a leadership role in the education of parents on a variety of issues.
- G. Represent the parent perspective by providing advice to and consulting with the principal and the school board on matters relating to the school.

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

Town Hall Model

St. Lorenzo Ruiz School Council uses a Town Hall Model of Governance. The membership of the School Council shall consist of:

- 1) All parents, as defined in IC above
 - 2) The Principal of the School
 - 3) One or more teachers of the School, elected or appointed by the teachers
 - 4) Others as decided by the School Council
- A. The voting members of the School Council shall consist of the parents.
 - B. The non-voting members of the School Council shall consist of the Principal, representative teacher(s), guests and Trustees.
 - C. 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 at the time of decision-making and voting.

6. DECISION MAKING

Decisions at School Council meetings will be made by consensus as much as possible.

- A. A decision made by consensus must be stated clearly and recorded as such **in** the minutes of the meeting.
- B. All decisions involving the spending of money must be decided by a vote.

St. Lorenzo Ruiz School
School Council
Operating Procedures

- C. If a decision is made by a vote, the motion must be moved 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 meeting are parents of students enrolled in the School, and the Principal or designate is present and the teacher representative.
8. 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. EXECUTIVE and TERMS of OFFICE

The positions of the Executive shall consist of: Chair, Vice-Chair, Secretary and Treasurer.

- A. All Executive positions must be filled by parents as defined in IC above.
- 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 Annual General Meeting to the close of the following Annual General Meeting.
- D. The Executive of the School Council will be elected by parents attending the Annual General Meeting or in the event of vacancies after the Annual General Meeting, elected by the voting Members present at a subsequent School Council meeting.
- E. Any Executive Member may resign his/her position by providing written notice to the Chair and Principal, or in the case of the Chair, by providing written notice to the Vice-Chair and Principal.
- F. 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.
- G. The Executive will carry out the day-to-day operation of the School Council.

St. Lorenzo Ruiz School
School Council
Operating Procedures

- H. Members who take on an executive role will assist in the transfer of knowledge required the following year (or mid year in the case of resignation) to the new member taking on the role. This will ensure consistency and no loss of historical knowledge when a change in members takes place.
- I. Terms of executive members
- To adopt a two year term of office for Chair, Secretary, Treasurer, and Faith Rep.
 - To adopt a one year term of office for Vice-Chair, 2X Special events Rep, Communication Rep, Faith Rep, Fundraising rep.

9. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

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

- 1) Chair all meetings of the School Council;
- 2) Coordinate with the Principal to establish meeting agendas;
- 3) Communicate with the Principal on a regular basis;
- 4) Ensure that the School Council Operating Procedures are current and followed;
- 5) Be the official spokesperson of the School Council;
- 6) Review any SC communication to the School community prior to distribution and include the Principal in same;
- 7) Be one of the signing authorities on financial accounts;
- 8) Comply with the School Councils Regulation by providing the School Board with an annual report that summarizes the School Council's activities for the previous School year, including a financial statement no later than June 30th;
- 9) Have general responsibility for all activities of the School Council.

B. Vice-Chair

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

- 1) In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- 2) In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;

St. Lorenzo Ruiz School
School Council
Operating Procedures

- 3) Promote teamwork and assist the Chair in the smooth running of the meetings;
- 4) Assist the Chair and undertake tasks assigned by the Chair

C. Secretary

Unless otherwise delegated, the Secretary of the School Council will:

- 1) Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- 2) 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;
- 3) Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events;
- 4) Maintain a contact list of current School Council committee members.

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

D. Treasurer

The Treasurer of the School Council will:

- 1) Keep accurate records of all financial transactions;
- 2) Ensure that records are available upon request of the School Board or School community;
- 3) Have signing authority on any financial accounts together with the Chair;
- 4) Present a full, detailed account of receipts and disbursements to the School Council as required by the School Council, and prepare the financial statements for the annual report;
- 5) Supervise the affairs and preside at any budget meetings.

E. Faith Representative

The Faith Representative of the School Council will:

- 1) Liaison with Faith Coach regarding faith events in school.
- 2) Liaison with Sacred Heart Parish to see how council and church can work together.

**St. Lorenzo Ruiz School
School Council
Operating Procedures**

- 3) Support or recognize students that receive sacraments.

F. Past Chair (Optional)

The Past Chair of the School Council will:

- 1) Serve in an advisory capacity to the new School Council;

G. Members/Community Members/Others as decided by the School Council These Members may:

- 1) Share their professional knowledge, expertise and life experience;
- 2) Encourage feedback and participation from community groups and individuals;
- 3) Share information from School Council meetings with the community;
- 4) Suggest possible topics for agendas;
- 5) Serve as a liaison between the School Council and their organization.

10. VACANCIES

With the exception of the School Council positions filled by the Principal and teacher representative, any vacancy of the School Council will be advertised to the parent community. Elections for a vacant position will be held at subsequent meetings of the School Council until the vacancy is filled.

11. MEETINGS

A. Annual General Meetings

Where the School Council has not been operational the year prior, an Establishment Meeting will be held in accordance with legislation, otherwise an Annual General Meeting of the School Council will take place one each School year.

- 1) The Annual General Meeting of the School Council shall be held not later than 30 days after the first instructional day of the School year and will be advertised throughout the School community at least 7 days in advance of

**St. Lorenzo Ruiz School
School Council
Operating Procedures**

the meeting.

- 2) All parents as defined in IC above are eligible for election.
- 3) All parents as defined in IC above are eligible to vote at the Annual General Meeting.

St. Lorenzo Ruiz School
School Council
Operating Procedures

- 4) The business of the Annual General Meeting shall include:
- a. the election of School Council Executive Members;
 - b. any proposed amendments to the Operating Procedures;
 - c. presentation of the financial statement of the previous year.
- 5) And may also include:
- a. plans for the upcoming year;
 - b. discussion of any major issue in which all parents should have input such as changes to the Vision or Mission of the School or School Board, School policy, or other major changes in the School program or focus.

B. Special General Meetings

- 1) Upon receipt of a written request of at least 10 parents, with a description of the purpose for a Special General Meeting, the Chair must ensure a Special Meeting will be called within 14 days.
- 2) A notice stating the time, date and place of the meeting, the names of the parents calling the Special General Meeting, and a description of the matters to be dealt with will be provided to the School community at least 5 days before the Special General Meeting.
- 3) At any Special General Meeting all parents in attendance at the Special General Meeting shall have the right to vote.

C. Regular Meetings

The Council shall meet face to face (if possible) on a monthly basis a minimum of 6 times per year. Typically, meetings are not held in December or June unless the agenda determines there is a need. If face to face meetings are not possible or do not generate the desired attendance, virtual meetings are permitted.

The documented or published name of attendees at School Council Meetings will be the preferred name of the attendees as stated on the Attendance Sheet or as expressly indicated by the person/attendee.

St. Lorenzo Ruiz School
School Council
Operating Procedures

Any School Council Member may be suspended or expelled for the duration of the School year from attendance at any Regular School Council meetings, if, upon a majority vote of voting Members present at Special General Meeting called for

St. Lorenzo Ruiz School
School Council
Operating Procedures

that purpose, it is determined to be in the best interests of the School Council to do so.

12. MEETING AGENDAS

The Chair will work in partnership with the Principal to establish 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.

13. COMMITTEES

Committees will be determined by the School Council and will make decisions or recommendations according to the mandate that the School Council gives them as deemed necessary from school year to school year.

The School Council may appoint committees (standing or ad hoc) that consist of School Council Members and/or School community members. Committees will meet outside of School Council meetings to complete their assigned tasks as per the direction of the School Council and report on their activities at School Council meetings.

14. 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.

15. 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.

St. Lorenzo Ruiz School
School Council
Operating Procedures

- A. When the School Council chooses to fundraise, funds will be placed in the SC bank account or given directly to the school as determined by School Council.
- B. School Council funds given to the School will be subject to the School Board's policy on School Council fundraising and/or School-generated funds.

16. CODE OF ETHICS

All School Council Members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statement of the School and School Council;
- C. Practice the highest standards of honesty, accuracy, integrity and truth;
- D. Recognize and respect the personal integrity of each member of the School community;
- E. Declare any conflict of interest;
- F. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- G. Apply democratic principles;
- H. Consider the best interests of all students;
- I. Respect the confidential nature of some School business and respect limitations this may place on the operation of the School Council;
- J. Not disclose confidential information;
- K. Limit discussions at School Council meetings to matters of concern to the School community as a whole;
- L. Promote high standards of ethical practice within the School community;
- M. Accept accountability for decisions;
- N. Not accept payment for School Council activities.

17. CONFLICT RESOLUTION

The School Council shall abide by the Conflict Resolution Procedures outlined in the School Board's Administrative Procedure No. 130. 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:
- 1) The Chair will call a Special General Meeting of the School Council.
 - 2) The Secretary will provide a minimum of 5 days' written notice to all parents and School Council Members of the date, time, place and purpose of the Special General Meeting.
 - 3) At the Special General Meeting, all parents and School Council Members present will have an opportunity to hear and discuss the issues causing conflict.
 - 4) On motion, a vote shall be taken respecting a proposed resolution to the conflict.
 - 5) If a majority of voting Members present vote in favor of the resolution proposed, the School Council will immediately act upon it.

18. 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 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.

St. Lorenzo Ruiz School
School Council
Operating Procedures

19. **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 minimally every five years, but more frequently as required, for their relevance and effectiveness 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 Regular, Special or Annual General meeting of the School Council.

These Operating Procedures have been accepted by a majority of the Members entitled to vote at a Regular, Special or Annual General meeting of the School Council.

Date: _____

Chair's Name

Chair's Signature

Secretary's Name

Secretary's Signature

Principal's Name

Principal's Signature