

# SPRINGBANK MIDDLE SCHOOL POLICIES

(Approved May 11, 2011)

A school council is a vehicle to support meaningful parental involvement in decisions that affect the school and its operations. School Council provides the venue for parents to reflect the wishes of broader community for the education of its students and to actively participate in giving advice and support to the principal in the operations of the school. The actual decision-making authority of the School Council is limited to:

- a) Setting policies to govern School Council activities at the school level, as described in the School Act,
- b) Planning support activities that align with School Council's purpose and
- c) Choosing which advice to provide the principal and board on areas that specifically fall to them.

The School Council should review its mission, vision and goals annually to ensure it reflects the views of the current membership.

It is important to be mindful that, as with all partners in education, there are limits to the work that can be done by a School Council. Roles that are not to be taken on by a School Council include:

- School governance
- Employment issues
- School management
- Listening to complaints

It is not the primary role of School Councils to:

- Fundraise
- Lobby

Taken from Alberta School Council Resource Manual

## **Policies**

- Policies will be reviewed on an annual basis by the Executive Council
- Any changes to the policies will be put forth to council to proof before posting on the Council at a regularly scheduled meeting and listed on the meeting agenda (2) days prior to the meeting
- The secretary will forward meeting minutes to website
- School Council members are asked to read meeting minutes prior to attending meetings
- School Council members will make every effort to attend all School Council meetings
- School Council members will actively promote the Council within the school community
- The Council Chair will post meeting dates, times, and locations on the school website
- The Council Chair will send out by email, the agenda (2) days prior to the meeting to Council members and our school trustee
- Council members will assist the volunteer coordinator(s) whenever possible
- The School Council believes the final decision on nutritional choices for each student rests with the students and their families
- The School Council supports the ongoing efforts of the School and the cafeteria staff to offer an array of nutritional choices at a reasonable price point
- The School Council sees the cafeteria as a benefit to our students and will promote it as such

## **Roles and Responsibilities of Elected School Council Members (Executive Committee)**

### **School Council Chair agrees to**

- Set Council date and times with principal for upcoming school year
- Preparing agendas for School Council meetings and posting them on the website 2 days prior
- Chairing and maintaining meeting decorum
- Ensure mail is attended to in a timely manner
- Prepare a monthly submission for the school newsletter
- Act as a joint signing authority on the School Council's bank account(s)

- Submit an annual report to the board by July 15
- Keep minutes, correspondence, records and other School Council documents (ie. Operating procedures, and policies) filed in an orderly fashion and publicly accessible.
- Follow existing School Council operating procedures
- Promote team work between the School Council, principal and staff
- Regular and ongoing communication with the Principal
- Be the official spokesperson for the School Council
- Assist the office in sorting forms during the first 2 weeks of school as needed
- Attend the School Open House, Welcome Coffee, and New Parent Orientations
- Assist with volunteering duties as needed
- Review Operating Procedures and Policies with Council and update as needed
- Assist Parent Workshop Committee as needed
- Ensure the annual calendar of council meetings is posted to the school website

**School Council Vice Chair agrees to**

- Preside at all School Council meetings during the absence of the Chair
- Assume all duties and responsibilities of the Chair if he or she is unable to do so
- Keep informed of current School Council business
- Have the intent to advance to Council Chair
- In the Secretary's absence take, distribute and post minutes
- Assist Parent Workshop Committee as needed and Chair committee if no one else comes forward
- Assist Chair in updating Operating Procedures and Policies as needed
- Attend ASCA Conference if schedule permits
- Attend Open House, Welcome Coffee and New Parent Orientations
- Assist with volunteer duties as needed
- Assist the office in sorting forms during the first 2 weeks of school

**School Council Secretary agrees to**

- Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting
- Assist the office with the sorting of forms during the first 2 weeks of school
- Attend Open House, Welcome Coffee and New Parent Orientations as schedule permits
- Create and distribute Student Directory
- Ensure copies of the minutes of each meeting are maintained in school files and posted monthly on the school website
- Act as joint signing authority on cheques if needed
- Carry out all written and electronic communication as directed by the Executive

**Treasurer agrees to**

- Keep accurate records of, and monitor all transactions
- Report to the School Council on the receipt and expenditure of funds
- Ensure that records are available, upon request of the school board
- Ensure all cash and cheques are deposited without delay
- Ensure appropriate bank accounts have been set up for all School Council funds
- Act as joint signing authority with other authorized members on the Council bank account(s)
- Submit a Treasurer's report at monthly Council meetings
- Remit refunds to Council members for debts incurred for approved Council activities in a timely manner. Receipts must be obtained before remittance is allowed
- Submit an Annual Financial Statement at the Annual General Meeting and ensure that it has been reviewed by 2 members of the school community that do not have signing authority on any Council bank accounts as stated in the Operating Procedures
- Assist office in sorting forms during the first 2 weeks of school
- Attend Open House, Welcome Coffee, and New Parent Orientations as schedule permits

**Volunteer Coordinator(s) agrees to**

- Ensure that all events, activities, teacher needs, office help and the like are looked after
- Organize school class/task/event volunteer lists
- Upon receiving spreadsheets from the School Secretary, the Volunteer Coordinator will forward corresponding volunteer information to:
  - Grade Representatives
  - Spreagle Store Coordinator
  - Band Parent Coordinator
  - Yearbook Coordinator
  - Cafeteria Coordinator
  - Fundraising Coordinator
  - Grade 8 Farewell Coordinator
  - Sporting Volunteers to Physical Education Head of Department
- Work Closely with all representatives in assisting with communications and volunteers
- Ensure Grade Reps use the spreadsheets to arrange for volunteers to supervise forum meetings for the entire year.
- Attend School Council meetings and submit monthly report
- Arrange schedule for help for the Band Director
- Coordinate Council events and volunteers for these events as needed
- Attend Open House, Welcome Coffee, and New Parent Orientations

**Past Chair agrees to**

- Have previously served as Chair on the council
- Act as an advisor to the current Executive Committee

## **Roles and Responsibilities of Appointed Council Members**

### **Community Representative Agrees to**

- Be appointed by the Executive Committee in consultation with the principal
- Regularly attend Council meetings
- Help the school and School Council build partnerships with the larger community
- Act as a resource to promote cooperative ventures between community and school to enhance student learning

### **Grade Representatives agree to**

- Be appointed by Executive at the Annual General Meeting if possible
- Organize volunteers for grade level interests
- Interact with appropriate grade team leader
- Designate room parent representatives by the end of September and circulate information to all parents
- Support room parent representatives in their assigned grade
- Arrange for volunteers to supervise forum meetings for their assigned grade for the entire school year

### **Spreagle Store Coordinator(s) agree to**

- Be appointed by the Executive at the Annual General Meeting if possible
- Operate and maintain the Spreagle Store in consultation with the Principal and the School Council
- Order supplies and manage inventory for the store
- Be responsible for Spreagle Store financial transactions in conjunction with the treasurer
- Ensure the Spreagle Store volunteer positions are filled
- Provide reports to the Treasurer on inventory and/or financial accounting as requested by the Executive and submit a financial report at the Annual General Meeting

### **Fundraising Coordinator agrees to**

- Be appointed by the School Council at the Annual General Meeting if possible
- Work with the principal to develop the annual fundraising needs
- Help create and implement new fundraising ideas as needed
- Organize volunteers with support from the volunteer coordinator(s) for fundraising events
- Report to Council on fundraising expenses and monies raised

### **Cafeteria Coordinator shall**

- Be recruited by the Volunteer Coordinator (with input from Cafeteria Staff) and named at the Annual General Meeting if possible
- Work with Cafeteria staff to set volunteer duties and schedule
- Coordinate volunteer requirements with support from the Volunteer Coordinator(s)

### **The French Immersion Coordinator Shall**

- Try to attend all School Council Meetings Representing the French Language Learning programs and staff at the school
- Report to the School Council any and all activities of the program. (Contact the French Staff Representative a week before the meeting to get his or her update)
- Become a CPF (Canadian Parents for French) member - Springbank Chapter. You are the main liaison between the staff, parents and CPF
- Attend as the Middle School Rep - All CPF(Canadian Parents for French) - Springbank Chapter meetings
- Help to coordinate and fundraise for any/or all French cultural events at the school or off campus
- Communicate with the staff French Immersion representative Write a newsletter blurb for CPF each month to inform parents of French learning resources and fundraising activities
- Update and maintain the CPF information found under the French Learning Tab on the school's website <http://springmd.rockyview.ab.ca/parents/cpf>
- Advocate for all French language students, immersion and option, and their parents.



### **Band Parent Coordinator shall**

- Try to attend all School Council meetings representing the music program and staff in the school.
- Advocate for all Music Students and their parents.
- Report to the School Council any and all activities of the program. (Contact the Music Teacher a week before the meeting to get her update.)
- Assist in setting up the parent volunteers for the music program.
- Assist with any specific fundraisers for the music program.

### **On School Council, the Principal**

- Promotes cooperation between the school and the community it serves
- Seeks input from parents and community on major decisions that affect the school
- Establishes, facilitates, communicates and encourages opportunities for parent and community involvement in school matters
- Encourages and supports the continuous improvement of School Council
- Interprets and shares results of Provincial Achievement Tests
- Shares information about the school community
- Provides information on the programs in the school and the needs of the students
- Refers School Council to the appropriate resource for information on laws, regulations and policies that affect School Council
- Provides an opportunity for the School Council to provide input into the School's Education Plan

### **Parents Shall**

- Operate with a philosophy that enhances the team approach to the education and community development, viewing the school and the family as a working team
- Share their professional knowledge, expertise and life experience with other School Council members
- Encourage feedback and participation from community groups and individuals
- Respect confidentiality
- Create an inviting School Council environment

### **The Teacher shall**

- Promote a collaborative, collegial model of decision making at the school and School Council
- Provide support for the decisions of the School Council
- Share professional knowledge with other School Council members
- Encourage parents and community members to become involved in school activities
- Represents the teachers' perspective

### **Springbank Middle School Committees**

- All committees will work with School Council and the principal and/or school staff to manage activities, volunteers and costs
- All committees will retain copies of pertinent information for Council to be able to pass on to successors
- Committee chairs should attend and report at School Council meetings when possible

### **Springbank Middle School Committees (2011/2012)**

#### **Yearbook Committee**

Chair            Moire Dunn

Co Chair

#### **Grade 8 Farewell**

Chair            Dolores Rekunyk

Treasurer      Brenda Trybuch

#### **Parent Workshop**

Chair            Deb Shields

Co Chair        Candis Strong

Catering        Dolores Rekunyk

Logos Contact   Pam Davidson