

**SPRINGBANK MIDDLE SCHOOL
SCHOOL COUNCIL
OPERATING PROCEDURES**

(Approved May 11, 2011)

Name

The name of the school council shall be Springbank Middle School Council

Mission

By providing a “Win-win” atmosphere, we strive to be a cohesive group of parents, educators and community members who come together with respect and integrity to enhance and enrich our students’ experience at Springbank Middle School.

Vision

To support Springbank Middle School in providing a positive, respectful and safe environment in which our students can achieve their personal goals while implementing the “7 Habits of Highly Effective Teens” and “The Leader in Me” into their school and personal lives.

Changes/Amendments

Changes or amendments to the operating procedures must be passed by a majority of parents or legal guardians of students enrolled in the school who vote at a special meeting of the School Council called for that purpose.

Objectives

To support school activities in the following capacities: advisory, consultative and participatory.

Membership

As written in the School Council Regulation 113/2007

8 (1) A school council must include the following members:

- (a) The principal of the school;
- (b) At least one person who is a teacher at the school, elected or appointed by the teachers at the school;
- (c) If the school includes a senior high school program, at least one person who is a student enrolled in the high school, elected or appointed by the students enrolled in the high school;
- (d) Subject to section 22(2) of the School Act, parents of students enrolled in the school

The School Council may include members of the community.

Parents of students enrolled in the school must be majority of members of the council.

Governance

Springbank Middle School follows a combination of Town Hall and Representative governance models.

- All parents of a child attending Springbank Middle School can attend a School Council meeting and have (1) vote each
- All appointed members of Council have (1) vote each
- All elected members (Executive Council) except the Chairperson have (1) vote
- Parents who are also teaching staff at Springbank Middle School are exempt from voting

Quorum

Definition: A gathering of members of an organization large enough to transact business.

Quorum is established when the majority of School Council members attending are parents or legal guardians of a child attending Springbank Middle School.

Decision Making

- Decisions are made by consensus whenever possible.
- School Council members may request a vote if consensus cannot be reached.
- Any School Council member may abstain from discussion and decision-making.
- If voting on a previously tabled motion or on a Special Meeting topic, School Council members may vote in person, by written proxy or electronically by email if received by 9:00am on the date of the meeting. Proxy or electronic votes will only be accepted if all pertinent information on the topic has been distributed to council members and interested parties 2 days prior to the vote.
- Meetings can follow Robert's Rules of Order or The Simple Rules of Order as outlined in the Alberta School Council Resource Manual.
- If there is a tie in votes on a proposal or motion, the Chair will have the deciding vote.

Policies

School Council policies should be renewed annually by the Executive Committee and the Principal.

Please see attached Policies for further review.

Meetings

- School Council meetings will be held monthly as required.
- Executive meetings will be held as required either in person or electronically.
- The Annual General Meeting (AGM) will be held in May.
- Special meetings require reasonable notice.
- For any school year, the first meeting of the school council must be held within 20 school days after the start of the school year.....School Council Regulation 113/2007

Agenda

- Any parent or school staff may ask to place items on the agenda and the School Council executive will determine which items are appropriate for the agenda.
- The agenda will be distributed by email to council members (2) days before the scheduled meeting.
- The agenda will be posted on the school website (2) days before the scheduled meeting.

Communication

Springbank Middle School Council will:

- Complete an Annual Report and submit to the board no later than July 15.
- Ensure that meeting minutes are available for 7 years.
- Ensure all parents of students enrolled in the school and the board have access to School Council business.

Chairperson

- Is the spokesperson for the School Council unless otherwise delegated.
- Will sign all letters the School Council is sending to external organizations.
- Will be the contact with the principal for School Council business.
- Will be the School Council representative with ASCA unless otherwise delegated.

Council Positions

- Council positions will be held by parents or legal guardians of students enrolled in Springbank Middle School.
- The descriptions, roles, and responsibilities of all council positions are listed in the attached Policies.

Vacancies

School Council can appoint or name any parent or legal guardian with a child enrolled in the school to School Council or the executive to fill any vacancies.

Committees

- School Council can create committees as needed.
- Committees can report to School Council or a designate.
- See Policies for list of current committees.

Personal Information and Privacy Act (PIPA)

- School Council is subject to the Personal Information and Privacy Act and will act in accordance of this legislation.
- Personal information may only be used for school and School Council business.
- School Council members and people attending School Council meetings understand the School Council meeting minutes are public information and are posted on the school website.

Fundraising

- An annual review of financial statements is required.
- This review will be done by 2 members of the school community who do not have signing authority for the council bank account(s).
- A letter of approval by the reviewers will be submitted at the AGM.
- Funds raised by the School Council go towards items used in the school to enrich and enhance the education of the students.
- Money raised should be used in that school year.

Code of Ethics

All members shall:

- Consider the best interests of all students
- Abide by the legislation that governs them
- Be guided by the mission statement of the school and School Council
- Endeavour to be familiar with the school policies and operating practices and act in accordance with them
- Practice the highest standards of honesty, accuracy and integrity
- Declare any conflict of interest
- Encourage a positive atmosphere in which individual contributions are encouraged and valued
- Respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council
- Not disclose confidential information
- Use the appropriate communication channels when questions or concerns arise
- Accept accountability for decisions
- Accept no payment for School Council activities
- Not specify the names of people or their opinions participating in discussions at School Council meetings when sharing School Council information to the school community.