



## Walter and Gladys Hill School Council

### Operation Procedures

Updated 2020/2021

The Operation Procedures are intended to govern the operations of the **Walter and Gladys Hill School Council**. Should there be any variance between what is written in these Operation Procedures and what is dictated by **Section 55** of the Education Act of the Province of Alberta; or the accompanying Regulations the latter shall supersede the operation guidelines

#### **Name:**

The name of the School Council shall be **Walter and Gladys Hill School Council**.

#### **Mission:**

As members of School Council we will work to collaborate, respectfully, in advising the School Principal of WGHS (Walter and Gladys Hill Public School), as well as FMPSD (Fort McMurray School Division).

We will encourage Children's learning by providing support to the Students and Staff at WGHS; by sharing ideas and establishing purposeful goals.

We will assist on planning and procedures that will benefit the School Body.

School Council will assist in the development of learning with enjoyment and integrity, because we are here for the Students of WGHS.

#### **Vision:**

Working together as one to develop future leaders of Walter and Gladys Hill School

**Roles:**

The WGHS School Council may, at its discretion in accordance with Section 55 of the Education Act,

- (a) Advise the Principal on issues of importance, such as the School philosophy, mission and vision, School discipline policies, School improvement plans, programs and directions and budget allocations to meet Student needs.
- (b) Stimulate continuous improvement in meaningful involvement by all members of the School community.
- (c) Facilitate collaboration among concerned participants of the School community.
- (d) Support an approach to schooling in which decisions are made collaboratively and wherever possible, at the School and Classroom level.
- (e) Facilitate the development of a common vision for our School.
- (f) Facilitate a formal performance evaluation of our School Council and communicate the results of this evaluation to the School Board and the School community.
- (g) Keep the School Board informed -in cooperation with the Principal-of the needs of the School.
- (h) Support the School in its efforts to focus Teachers' time and School resources on the essential tasks of teaching and learning.
- (i) Facilitate communication with educational stakeholders and the community.
- (j) Facilitate communication between the wants and needs between the Administration and the WAGFOR (Walter and Gladys Friends of Ravens) for financial needs.

**Governance and Membership**-*Representative Model****The membership of the school council shall consist of:***

- (a) Parents/Guardians of Students' enrolled in Walter and Gladys Hill School (ECS/Div 1/ Div 2).
- (b) The Parents/Guardians elected represent all of the School community.
- (c) The Principal of Walter and Gladys Hill School (as an Associate Member).

- (d) One or more Teachers from Walter and Gladys Hill School, appointed or elected by Walter and Gladys Hill School Teachers.
- (e) Any member wishing to withdraw from membership may do so upon a notice in writing, or verbally to the Board through the Secretary.
- (f) Any member upon a majority vote of all members of the School Council in good standing may be expelled from membership for any cause, which the Council may deem reasonable.

***The Positions of the Executive Committee Shall Consist of:***

- (a) A Chair person, Vice chairperson, Secretary and Parent Council Advisor.
- (b) All executive positions must be filled by Parents/Guardian of Students enrolled at Walter and Gladys Hill School.
- (c) School Council Board Members, 3 Directors at Large, and/or Parent/Guardian of a Student enrolled at Walter and Gladys Hill School are a member of WGHS Council.
- (d) The terms of office are the Annual General Meeting (AGM) to the following Annual General Meeting. Position of Chair (even year), Vice Chair(odd year), Secretary(even year) and Parent Council Advisor(odd year) are for a 2 year term (opposing of one another). The terms of service are re-visited at the Bi-Annual Election process.
- (e) The Executive of School Council can be elected by Parents/Guardians of Students enrolled at Walter and Gladys Hill School attending the AGM.

**Decision-Making**

***Given the current situation with Covid-19 and moving forward, School Council meetings may be held using an online platform; if circumstances do not allow for in person meetings.***

- (a) Decisions at School Council meetings will be made by majority rule. The decision made by the majority rule must be stated clearly and recorded as such in the minutes of the meeting.
- (b) If a decision is made by a vote, the motion must be moved and seconded and passed by the majority of School Council members.
- (c) Online School Council meetings must adhere to attendance requirements and procedures.

**Quorum**

Quorum will be attained when 4 of 7 Board Members are present.

## **Duties of Executive**

### (a) *THE CHAIR:*

The chair plans meetings and prepares agendas, facilitates School Council meetings, acts as spokesperson for the School Council (unless otherwise delegated) and supports the School Council. The Chair will communicate with WAGHFORS. The Chair serves as the *Alberta Home and School Councils'* representative. The Chair ensures the School Board receives an annual report from School Council (refer to School Council Operation Procedures)

### (b) *THE VICE CHAIR:*

The Vice-Chair assists the Chair with duties, as assigned, and in the absence of the Chair, assumes the duties of the Chair. The Vice-Chair is the designated *Personal Information Protection Act (PIPA)*/Privacy Officer of School Council and manages personal information in compliance with **PIPA**. The Vice-Chair assumes responsibility, in consultation with School Council, in communication with Fundraising Society.

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### (c) *THE SECRETARY:*

The Secretary keeps accurate minutes and records of School Council meetings, files all correspondence and communications and keeps an accurate list of names and addresses of School Council members in compliance with the *Personal Information Protection Act (PIPA)*. The Secretary ensures all materials relating to the Walter and Gladys Hill School Council; including resources (*School Council Resource Manual*), all meeting minutes and any relevant documents are available to the public in an accessible location in Walter and Gladys Hill School. The Secretary will send out email correspondence using the BCC to ensure PIPA is followed.

### (d) *THE TREASURER: (if required)*

The Treasurer keeps financial transactions of the School Council, reports to the School Council and complies with School Council and School Board policies.

### (e) *PARENT COUNCIL ADVISOR*

The Parent Council Advisor holds a position on the executive as a swing vote if a vote is required on an issue.

### (f) *DIRECTOR AT LARGE:*

There will be **three** Director at Large positions on School Council. The Directors at Large are there to support the direction of the Executive Board. Any Director or Officer, may be removed from office at any time with just cause by a majority vote of board members. Whenever, in the judgement, the best interest of the School Council will be served.

## **VACANCIES**

With the exception of the School Council position filled by the Principal, and the Teacher Representative the School Council may appoint School Council members and/or School community members to fill vacancies until the election at the next AGM.

Nomination and election procedures will be determined by the School Council Executive.

## **COMMITTEES**

A 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.

## **MEETINGS**

- (a) The first meeting of the School Council is held within 20 school days after the start of the School year. Used as a welcome back and information sharing meeting.
  - (b) The School Council will meet a minimum of **seven** times during the year.
  - (c) Regular meeting dates will be determined by the Executive of the School Council members attending the first regular meeting, and shared on the school website for reference.
  - (d) Meetings will take place at the school unless indicated with 5 days notice to change location, with the exception due to extenuating circumstance, such as a pandemic; which could cause the School Council meeting to take place virtually.
  - (e) Special meetings of the School Council may be called by the Executive or at the written request of **10** Parents/Guardians of Students enrolled at Walter and Gladys Hill School.
- Alberta School Council Resource Manual 59, Alberta Home and School Councils' Association  
© 2006, revised 2007*
- (f) Bi-annual open meetings, including the AGM.
  - (g) If at any time, the members, or greater than **fifty** of the Board 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 written special meeting of the School Council, providing due notice as stated, and members in attendance will have an opportunity to hear and discuss the issue causing conflict. On motion, seconded by the School Council members in attendance at the special meeting, a vote shall be held respecting a proposed resolution to the conflict. If a majority of members present vote

in favour of the resolution proposed, the School Council will immediately act upon the resolution as directed by the Executive.

### **ANNUAL GENERAL MEETING (whether in person or virtual)**

The Annual General Meeting shall take place once per school year

- (a) The AGM of the School Council shall be held before October 31st of each new School year, or at an appropriate time during the school year, as determined by the School Council
- (b) Notice of the AGM meeting will be posted throughout the School or on the Schools' communication platforms within **10** days of the meeting.
- (c) Election of School Council members and/or Executive positions will take place at the AGM, as per terms of office section above.
- (d) All Parents/Guardians of Students attending Walter and Gladys Hill School are eligible for election.
- (e) All Parents/Guardians of Students attending Walter and Gladys Hill school are eligible to vote at the AGM meeting.
- (f) The business of the AGM meeting may include:
  - election of School Council Executive members
  - proposed Operation Procedures amendments
  - motion to accept a financial statement of the previous year plans and budget for the upcoming year
  - discussion of any major issues in which Parents/Guardians should have input, such as: changes to the vision or Mission Statement of the School, major changes in the School program focus, formal evaluation of the School Council

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

### **ANNUAL REPORT**

- (a) In accordance with School Council Regulation, the School Council, through the Chair, prepares and provides the School Board with an annual report submitted by September 30th that includes:

- a summary of School Council's activities of the previous year
- 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.

### **AMENDMENTS TO THE OPERATION Procedures**

- (a) Operation Procedures stay in force from year to year, unless amendments are required with just cause and adequate notification (**20** days) that changes will be made.
- (b) The School Council Operation Procedures may be amended by a majority vote of the School Council at the AGM.
- (c) Notice of proposed amendments must be circulated at any time they are up for change.

*Alberta School Council Resource Manual 60*

*Alberta Home and School Councils' Association © 2006, revised 2007*

### **CODE OF ETHICS**

All School Council members shall:

- abide by the legislation that governs them
- be guided by the Mission Statement of the School and School Council
- endeavour to be familiar with School policies and operation practices and Act in accordance with them
- practice the highest standard of honesty, accuracy, integrity and truth
- recognize and respect the personal integrity of each member of the School community
- declare any conflict of interest
- foster a positive atmosphere in which individuals' contributions are encouraged and valued
- apply and adhere democratic principles
- consider the best interests of all the Students in our decisions and deliberations
- respect the confidential nature of some School business and respect limitations this may place on the operations of the School Council
- never disclose confidential information
- limit discussion at School Council meetings to the matters of concern to the School community as a whole
- use the appropriate communication channels when questions or concerns arise
- promote high standards of ethical practice within the School community
- accept accountability for School Council decisions
- not accept payment for School Council activities

## **PRIVACY**

- (a) School Council shall adhere to the Personal Information Protection Act (PIPA).
- (b) School Council shall not share personal information for purpose other than those of School Council business.
- (c) The School Council shall not collect, use, share or store personal information for purpose other than those of School Council business, and shall destroy it appropriately once it is no longer needed

## **POLICIES**

- (a) School Council may develop policy that compiles with the Operation Procedures for the duration of the term.
- (b) The policies of 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.

## **FUNDRAISING SOCIETY**

- (a) School Council will communicate regularly with the Fundraising Society to support their activities and to solicit support for School Council activities. School Council is the voice of the majority therefore activities that affect a large number of Students will be decided by School Council and request funds through WAGHFORS.
- (b) School Council should develop policy to promote a productive open and transparent relationship with the Fundraising Society.

## **SCHOOL COUNCIL FUNDRAISING**

School Council will, where possible, encourage WAGHFORS to do the fundraising for the School and the School community.