

OPERATING PROCEDURES OF THE WESTMOUNT CHARTER SCHOOL COUNCIL

1. DEFINITIONS

- a. "School" means Westmount Charter School, including all campuses;
- b. "Council" means the School Council for the School;
- c. "Parent" means parent, guardian or primary caregiver of any Student of the School;
- d. "Regulation" means the School Councils Regulation as provided through Alberta Provincial Legislation;
- e. "Staff" means all persons employed by Westmount Charter School, including teachers;
- f. "Community Member" means any person not defined as Parents or Staff who has, in the opinion of the School Council, an interest in the well-being of the Students and the School;
- g. "School Community" means any persons defined as Parents, Staff, or Community Members;
- h. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations;
- i. "Student" means any student of the School.

2. AUTHORITY

The Westmount Charter School Council derives its authority to participate in the education of our Students through Alberta Provincial Legislation, hereinafter referred to as "Legislation."

3. PHILOSOPHY

Westmount School Council is a partner in supporting Students achieving full personal potential from the inside-out.

4. OBJECTIVES

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

- a. Represent the Parents by providing advice to, and consulting with, the Principals, or their designates, and the Charter Board on matters relating to the School such as, but not limited to:
 - i. the School philosophy;
 - ii. Mission, vision, and policies;
 - iii. Improvement plans; iv. Programs and directions, and;
 - v. Budget allocations to meet Student needs;
- b. Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of the School Community;
- c. Support special events that will support and enhance Student learning, encourage participation, and promote the well-being of the School Community;
- d. Develop a communication plan to share information with Parents and the School

- Community, and facilitate communications with all educational stakeholders;
 - e. Adhere to School Council's Code of Ethics;
 - f. Consult with other charter school councils and provincial organizations as needed;
 - g. Support an approach to education in which decisions are made collaboratively;
 - h. Advise Charter Board, Alberta Education or other provincial organizations on educational issues as needed;
5. GOVERNANCE, MEMBERSHIP and DECISION MAKING
- Westmount Charter School Council uses a Town Hall Operating Style a.
- The membership of the School Council shall consist of:
- i. All Parents, as defined in 1.c;
 - ii. The Principals of the School;
 - iii. One or more teachers of the School;
 - iv. One or more Students, elected or appointed by the Student body;
 - v. Others, including Charter Board liaison and Community Members
- b. The "Voting Members" of the School Council shall be Parents, as defined in (1)(c).
- c. The ratio of Parents to non-Parents may vary at times, but the number of Parent Members must always exceed the number of Staff, Students, and/or Community Members.
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. If a decision could not be made by consensus, it is made by vote. The motion must be moved, seconded and passed by the majority of School Council Voting Members present at the meeting at which the vote was taken.
7. QUORUM
- Quorum will be attained when at least 50% of the Council Executive, and the Principals or their designates are present, and the majority of Voting Members present at any meeting are Parents.
8. EXECUTIVE and TERMS of OFFICE
- The positions of the Executive shall consist of: Chair, Vice-Chair, Secretary, Treasurer, Fundraising Director, Communications Director, Parent Engagement Director, Social Events Director and two (2) Directors-At-Large.
- a. All Executive positions must be filled by Parents as defined in (1)(c) above;
 - b. Every Parent is eligible to be elected to an Executive position on the School Council;
 - c. The term of office is two years, except for the Directors-At-Large, whose term of office is one year;

- d. A person cannot be elected into the same position for more than two consecutive terms regardless of the length of each term;
- e. The Executive of the School Council will be elected by Voting Members 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 or appointed by the Executive;
- f. The Council will strive to have half of the two-year positions elected each year to promote continuity. On approval of the Voting Members at an Annual General Meeting, term limits of one year may be applied to a subset of the roles for election in order to achieve this goal;
- g. The Council will strive to have representation from each of the campuses;
- h. If a vote is required, votes for Executive will be performed by secret ballot, administered by a Principal or his/her designate, or by another non-voting member as voted upon by the Voting Members in attendance;
- i. Any Executive Member may resign his/her position by providing written notice to the Chair and Principals;
- j. Any Executive Member may be removed from the Executive at any time with cause in consultation with the Principals and followed by a majority vote of the Executive to serve the best interest of the School Council;
- k. The Executive will carry out the day-to-day operation of the School Council.

9. DUTIES OF THE EXECUTIVE MEMBERS

a. All Roles

It is expected that each member of the School Council Executive will:

- i. Attend, and be prepared for, School Council and Executive meetings;
- ii. Have a clear understanding of the Council's objectives and role;
- iii. Encourage, where possible, feedback and participation from the School Community;
- iv. Work in a collaborative fashion with School Council.

b. Chair

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

- i. Chair all meetings of the School Council;
- ii. Coordinate with the Principals to establish meeting agendas;
- iii. Communicate with the Principals on a regular basis;
- iv. Decide all matters relating to rules of order at the meetings;
- v. Ensure that the School Council Operating Procedures are current and followed;
- vi. Be the official spokesperson of the School Council;
- vii. Ensure that there is regular communication with the whole School Community;
- viii. Review any communication to the School Community prior to distribution and include the Principals in same;

- ix. Stay informed about Charter Board policy that impacts School Council;
 - x. Have signing authority, if required, on any financial accounts together with the Vice-Chair and/or the Treasurer; xi. Comply with the School Councils Regulation by providing the Charter Board with an annual report that summarizes the School Council's activities for the previous School year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30th;
 - xii. Have general responsibility for all activities of the School Council.
- c. Vice-Chair
- Unless otherwise delegated, the Vice-Chair of the School Council will:
- i. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
 - ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
 - iii. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
 - iv. Promote teamwork and assist the Chair in the smooth running of the meetings;
 - v. Keep informed of relevant School and Charter Board policies;
 - vi. Prepare to assume the position of Chair in the future;
 - vii. Have signing authority, if required, on any financial accounts together with the Chair and/or the Treasurer;
 - viii. Assist the Chair and undertake tasks assigned by the Chair.
- d. Secretary
- Unless otherwise delegated, the Secretary of the School Council will:
- i. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
 - ii. Keep minutes 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;
 - iii. Maintain dated lists of School Council meeting attendees, in compliance with all applicable legislation relating to privacy and communications;
 - iv. With the Communications and Chair, ensure that necessary documents are distributed to the community in an effective manner and as needed;
 - v. In the absence of the Secretary, the School Council shall choose a recording Secretary for the meeting.
- e. Treasurer
- Unless otherwise delegated, the Treasurer of the School Council will:
- i. Keep accurate records of all financial transactions;
 - ii. Ensure that records are available upon request of the Charter Board or School Community;
 - iii. Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School

Council may order; iv. Have signing authority on any financial accounts together with the Chair and/or

Vice-Chair;

v. Prepare a budget for each School year in consultation with School Council and Administration and present it to School Council for approval; vi. 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; vii. Supervise the affairs and preside at any meetings of the financial committee; viii. Each year, coordinate a detailed financial review of School Council's financials by at least two (non-Executive) members of the School Community;

ix. Be responsible for approval of any Council expense.

f. Communications Director

Unless otherwise delegated, the Communications Director of the School Council will:

- i. Coordinate with all Executive Members to relay pertinent information to the School Council in general;
- ii. Coordinate with the School on all communications relating to School Council activities;
- iii. Maintain a list of all subscribers to School Council communications who have explicitly opted in.

g. Fundraising Director

Unless otherwise delegated, the Fundraising Director of the School Council will:

- i. Coordinate fundraising activities for School Council;
- ii. Serve as liaison between School Council and other groups that fundraise within the School Community.

h. Social Events Director

Unless otherwise delegated, the Social Events Director of the School Council will:

- i. Coordinate the social activities run by the School Council that foster community;
- ii. Advise and provide expertise for any other events that are run by the School Council, where necessary.

i. Parent Engagement Director

Unless otherwise delegated, the Parent Engagement Director of the School Council will:

- i. Organize sessions to provide Parents with information/education especially with respect to gifted or any topics deemed important by the Council;
- ii. Arrange opportunities for Parents to interact with School Administration;
- iii. Work with the School Council and Administration to provide a positive experience for all Parents;
- iv. Welcome new Parents into the School Community.

j. Directors-at-Large

These Members will:

- i. Share their professional knowledge, expertise and life experience;
- ii. Share information from School Council meetings with the community;
- iii. In the event that all the children of all other members of the School Council

Executive are at the same campus, efforts shall be made to elect a Member at Large from the other campus; iv. These members may serve as a liaison between the School Council and their organization or area of responsibility.

10. VACANCIES

With the exception of the School Council position filled by the Principal, the School Council may appoint School Council Members and/or School Community Members to fill vacancies until the election at the next Annual General Meeting.

11. MEETINGS

a. Annual General Meetings

- i. An Annual General Meeting of the School Council will take place once each School year during the month of May.
- ii. The Annual General Meeting of the School Council will be announced to the School Community at least 21 days in advance of the meeting.
- iii. All Parents as defined in (1)(c) are eligible for election.
- iv. All Parents as defined in (1)(c) above are eligible to vote at the Annual General Meeting, subject to (5)(b)
- v. The business of the Annual General Meeting shall include:
 1. The election of School Council Executive Members;
 2. Any proposed amendments to the Operating Procedures;
 3. Presentation of the financial statements;
 4. Presentation of School Council activity;
 5. Any other approved agenda items.

b. Special General Meetings

- i. The School Council Executive may at any time give notice of a Special General Meeting of the School Council. Notice will be given at least 14 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with;
- ii. At any Special General Meeting, all Voting Members defined in (5)(b) have the right to vote.

c. Regular Meetings

- i. A minimum of five (5) regular School Council meetings will be held per School year or as called by the Executive. The meetings will take place at the School, unless otherwise advertised. A meeting schedule will be published annually and may be modified as needed.

12. MEETING AGENDAS

- a. The Chair will work in partnership with the Principals 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 Principals as to the appropriateness of the item requested.

13. COMMITTEES

- a. The School Council may appoint committees 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.

14. POLICIES

- a. Subject to any provincially or Charter Board-mandated policies and/or regulations, the School Council may make and implement policies that it considers necessary to carry out its functions.
 - i. Any policies of the 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.

15. SCHOOL COUNCIL FUNDRAISING

- a. Subject to any provincially or Charter Board-mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (e.g., not casinos, bingos, raffles).
 - i. Should the School Council choose to fundraise, funds are deposited in a bank account operated by the School Council;
 - ii. In coordination with (9)(e)(viii), two School Community Members will conduct an annual review;
 - iii. Funds shall be used as approved by School Council and the Principals.

16. SOCIETY (SOCIETIES)

- a. The School Council will communicate regularly with all School-related Societies to be aware of their activities and to solicit support for School Council activities.

17. CODE OF ETHICS

- a. All School Council Members shall agree upon the code of ethics yearly;
- b. Executive members must sign the Code of Conduct Policy.

18. CONFLICT RESOLUTION

The School Council shall abide by the following conflict resolution procedures, ensuring adherence to the Code of Ethics and Code of Conduct Policies:

- a. When a concern arises, the members are requested to first attempt to resolve the situation individually;
- b. If a satisfactory resolution to the concern is not achieved, the members are asked to meet with all available members of Executive to review the issue causing conflict and explore solutions to the challenge;
- c. If at any time, 10 Parents and both Principals, or five (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 Principals requesting a Special General Meeting, and the following will apply:

- i. The Chair will call a Special General Meeting of the School Council;
- ii. The Secretary will provide a minimum of 14 days' written notice to all Parents and School Council Members of the date, time, place and purpose of the Special General Meeting;
- iii. At the Special General Meeting, all Parents and School Council Members present will have an opportunity to hear and discuss the issues causing conflict;
- iv. On motion, a vote shall be taken respecting a proposed resolution to the conflict;
- v. If the majority of Voting Members present vote in favour of the resolution proposed, the School Council will immediately act upon it.

19. PRIVACY

- a. The School Council shall, to the best of its ability, adhere to applicable privacy legislation and shall not use or share personal information for purposes other than those of School Council business.

20. DISSOLUTION

- a. 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 Principals may establish an advisory committee to perform some or all of the duties of the School Council until the next school year. The Principals 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.

21. REVIEWS and AMENDMENTS

- a. Subject to any provincially or Charter Board-mandated policies and/or regulations, the School Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.
 - i. The Operating Procedures of the School Council may be amended by a majority vote of the Voting Members present at any scheduled Special Meeting called for the purpose of amending the Operating Procedures or Annual General meeting of the School Council;
 - ii. Any amendments proposed to change the Operating Procedures must be provided to School Council at least five (5) days in advance of the meeting.

(In effect as of 2017-05-03)