

Bentley School Council Operating Procedures 2015

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Bentley School;
- B. "Council" means the School Council for the Bentley School;
- C. "Parents" means parent, guardian or primary caregiver of any child attending an educational program at the School;
- D. "Regulation" means the School Councils Regulation under the School Act;
- E. "School Community" mean persons other than parents (as defined in 1C above) who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the School.

2. AUTHORITY

The Bentley School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, specifically *Section 22* of the *School Act*, and the School Councils Regulation which supports it.

3. MISSION STATEMENT

Through positive partnerships, it is our responsibility to provide insight for the continual development of the Bentley Schools excellent learning environments.

The Bentley School Council will undertake discussions and activities which will enhance student learning and foster the well-being and effectiveness of our School Community.

4. GOALS/PURPOSE

The goals of the Bentley School Council, in keeping with the *School Act* and the *School Councils Regulation*, are to:

- A. Represent the parent perspective by providing advice to and consulting with the principal and the board on matters relating to the School such as: the School philosophy, mission, vision, programs, and directions to meet students needs;
- B. Develop special events which will foster participation and well-being of the school community;
- C. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders;
- D. Consult with other school councils and provincial organizations;
- E. To encourage greater parent participation in the education of their children;
- F. To promote parent understanding of the education system and the teaching/learning process;
- G. Stimulate continuous improvement in meaningful involvement by all members of the School Community;
- H. Facilitate collaboration and enhance communication between home and school;
- I. Support the Bentley School in its efforts to focus teachers' time and the Bentley School resources on the essential tasks of teaching and learning;
- J. 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 relating to money, if any, handled by the Bentley School Council, no later than September 30th.
- K. Adhere to School Council's Code of Ethics

Bentley School Council Operating Procedures 2015

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

The Bentley School Council uses a Representative Model of Governance;

- A. The membership of the Bentley School Council shall consist of:
 - 1) Bentley School Parents
 - 2) Principal
 - 3) One or more teachers
 - 4) One or more students if required (high school)
 - 5) Bentley School Council Executive
 - 6) Representative from The Bentley School Chest Society (BSCS)
- B. The voting members of the School Council shall consist of: All members as listed above in 5.A
- C. The non-voting members of the School Council shall consist of: Town Representative;
Council meeting are open to all parents of the school. From time to time invitations will be extended to teachers, students, community organizations, and Town Representatives

6. DECISION MAKING

Decisions at Bentley 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 is made by a vote, the motion must be moved and passed by the majority of Bentley School Council voting members.

7. QUORUM

- A. Quorum will be attained when there are five (5) of the voting members present at any Bentley School Council meeting.
- B. In the absence of a quorum:
 - 1) No motions may be considered or approved.
 - 2) If a majority of parents and Bentley School Council Members at the meeting agree to proceed in the absence of a quorum, the Bentley School Council will continue the meeting for purposes of discussion of issues, but point 1) above will continue to apply.

8. EXECUTIVE COMMITTEE and TERMS OF OFFICE

The positions of the Executive Committee shall consist of:

Executive

- Chairperson
- Vice Chairperson
- Secretary
- Directors (2)

Remainder of the Committee

- Principal
- Teachers
- Students Representatives
- Representative from BSCS

Bentley School Council Operating Procedures 2015

- A. All Executive positions on the Committee must be filled by parents enrolled in Bentley School;
- B. Any parent of a student enrolled in Bentley School is eligible to be elected to an Executive Committee position on the Bentley School Council;
- C. The terms of office for the Executive Committee are for 1 year, from the Annual General Meeting to the following Annual General Meeting. Any elected member may serve two consecutive terms in the same position.
- D. The Executive Committee of the Bentley School Council will be elected by parents attending the Annual General Meeting or, in the event of vacancies after the Annual General Meeting, appointed at the first School Council meeting after the Annual General Meeting;
- E. The Executive Committee, through the Chairperson and in consultation with the principal, will provide the agenda for all meetings and circulate minutes of the same;
- F. The Executive Committee will carry out the day-to-day operation of the Bentley School Council.

9. DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

A. Chairperson

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

- 1) Chair all meetings of the School Council;
- 2) And in consultation with the principal, will provide the agenda for all meetings;
- 3) Communicate with the principal on a regular basis;
- 4) Call regular Bentley School Council meetings;
- 5) Decide all matters relating to rules of order at the meetings;
- 6) Follow existing School Council operating procedures;
- 7) Ensure that minutes are recorded and maintained;
- 8) Have general supervision of all activities of the Bentley School Council;
- 9) Be the official spokesperson of the Bentley School Council;
- 10) Ensure there is regular communication with the school community, beyond those who attend meetings;
- 11) Stay informed about school board policy that impacts Bentley School Council;
- 12) Submit an annual report in conformance with the Regulations.
- 13) Both High School and Elementary must be represented between the Chair and Vice Chair positions.

B. Vice Chairperson

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

- 1) In the event of an absence, resignation, incapacity or Leave of Absence of the Chairperson, fulfill the Chairperson's responsibilities; and/or supervise the affairs and preside at any meetings of the School Council;
- 2) Aid the Chairperson and undertake tasks assigned by the Chairperson.
- 3) Work with and support the Chairperson in agenda preparation;
- 4) Promote teamwork and assist the Chairperson in the smooth running of the meetings;
- 5) Keep informed of relevant school and school board policies;
- 6) Prepare to assume the position of Chairperson in the future;
- 7) Both High School and Elementary must be represented between the Chair and Vice Chair positions.

Bentley School Council Operating Procedures 2015

C. Secretary

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

- 1) Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the Bentley School Council meeting;
- 2) Keep minutes, correspondence, records and other Bentley School Council documents;
- 3) Maintain a dated record of all the members of the Bentley School Council who have knowingly provided their contact information, in compliance with PIPA;
- 4) Distribute notices of meetings and/or special meetings and other Bentley School Council events as required;
- 5) Have a working knowledge of the Operating Procedures of the Bentley School Council

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

D. Director

These individuals will be key members of Bentley School Council who:

- 1) Share their professional knowledge, expertise and life experience with other Bentley School Council members;
- 2) Keep informed of relevant school and school board policies;
- 3) Encourage feedback and participation from community groups and individuals;
- 4) Communicate information of interest to the Bentley School Council.
- 5) Share information from Bentley School Council meetings with parents.
- 6) Have a clear understanding of the School Council's goals and purpose;
- 7) Respect confidentiality;
- 8) Attend all Bentley School Council meetings;
- 9) Identify possible topics for agendas;

E. Town Representative / Student Representative / Teacher Representative

These individuals will be key members of Bentley School Council who:

- 1) Share their professional knowledge, expertise and life experience with other Bentley School Council members;
- 2) Encourage feedback and participation from community groups and individuals;
- 3) Communicate information of interest to the Bentley School Council and the school community;
- 4) Share information from Bentley School Council meetings with the community;
- 5) Have a clear understanding of the School Council's goals and purpose;
- 6) Respect confidentiality;
- 7) Attend Bentley School Council meetings;
- 8) Identify possible topics for agendas;
- 9) Serve as a liaison between the Bentley School Council and their organization or area of responsibility/expertise.

E. BSCS or Assigned Designate

- 1) Attend all Bentley School Council Meetings
- 2) Offer opportunity and information regarding fund-raising events
- 3) Provide pertinent information as to funds that have been acquired and utilized by BSCS
- 4) Act as a communication channel between Bentley School Council and BSCS

Bentley School Council Operating Procedures 2015

10. VACANCIES

With the exception of the Bentley School Council positions filled by the principal and teacher rep, the School Council may appoint Bentley School Council members and/or School Community members to fill vacancies until the election at the next Annual General Meeting.

11. MEETINGS

A. Regular Meetings

- A minimum of 3 regular School Council meetings will be held per school year or as called by the Executive Committee.
- Meeting will be decided at the Annual General Meeting when these meetings will take place. The meetings will take place at the Bentley School, unless otherwise advertised.

B. Special Meetings

- The Bentley School Council Executive Committee may at any time give notice of a Special Meeting of the Bentley School Council.
- Notice will be given at least 7 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with.
- At any Special Meeting all parents in attendance shall have the right to vote.

C. Annual General Meetings

- 1) The Annual General Meeting of the School Council will be held at the end of September. The meeting will be advertised throughout the school and the community no less than 2 weeks beforehand and will state the business to take place at the Annual General Meeting.
- 2) All parents as defined in 1C above are eligible for election.
- 3) All parents as defined in 1C above are eligible to vote at the Annual General Meeting.

13. MEETING AGENDAS

The Chairperson will work in partnership with the principal to establish the agendas for all meetings. Agenda item requests must be made through the Chairperson, who will, if necessary, consult with the Executive Committee and principal as to the appropriateness of the item requested.

14. COMMITTEES

The Bentley School Council may appoint committees that consist of Bentley School Council members and/or School Community members. Committees meet outside of Bentley School Council meetings to complete their assigned tasks and present a report of their activities at School Council meetings.

17. FUNDRAISING SOCIETY and OTHER GROUPS OF PARENTS

The Bentley School Council recognizes and appreciates the efforts of other groups of parents striving to support and enhance the educational opportunities in the Bentley School.

Bentley School Council Operating Procedures 2015

- A. The Bentley School Council will communicate regularly with the fundraising society and/or other groups of parents to support their activities and to solicit support for Bentley School Council activities.
- B. The Bentley School Council may develop policies to promote a productive, open and transparent relationship with the fundraising society and/or other groups of parents.

18. CODE OF ETHICS

All School Council members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statements of the Bentley School and Bentley School Council;
- C. Endeavour to be familiar with the Bentley School's policies and operating practices and act in accordance with them;
- D. Practice the highest standards of honesty, accuracy, integrity and truth;
- E. Recognize and respect the personal integrity of each member of the School Community;
- F. Declare any conflict of interest;
- G. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- H. Apply democratic principles;
- I. Consider the best interests of all students;
- J. Respect the confidential nature of some school business and respect limitations this may place on the operation of the Bentley School Council;
- K. Not disclose confidential information;
- L. Limit discussions at Bentley School Council meetings to matters of concern to the School Community as a whole;
- M. Use the appropriate communication channels when questions or concerns arise;
- N. Promote high standards of ethical practice within the School Community;
- O. Accept accountability for decisions;
- P. Not accept payment for Bentley School Council activities.

19. CONFLICT RESOLUTION

The Bentley School Council shall abide by the Conflict Resolution Procedures outlined in the school board's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.

- A. If at any time, five (5) parents, or fifty percent (50%) of the Executive Committee members of the School Council, are of the opinion that the Bentley School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written request signed by them to all Bentley School Council members, and the following will apply:
 - 1) The Chairperson will call a Special Meeting of the Bentley School Council.
 - 2) The Secretary will provide a minimum of seven (7) days' written notice to all parents and Bentley School Council members of the date, time, place and purpose of the Special Meeting.
 - 3) At the Special Meeting, all parents and Bentley School Council members present will have an opportunity to hear and discuss the issues causing conflict.
 - 4) On motion, seconded by any parent or Bentley School Council member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
 - 5) If the combined majority of parents and Bentley School Council members present vote in favour of the resolution proposed, the Bentley School Council will immediately act upon the resolution.

Bentley School Council
Operating Procedures
2015

20. PRIVACY

- The School Council shall adhere to the Personal Information Protection Act (PIPA),
- Bentley School Council shall not use or share personal information for purposes other than those of Bentley School Council business.
- Communication to Bentley School Council members will flow through the Principal directly
- At no time shall the Bentley School Council access Personal Information collected by the Bentley School

21. 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 choose to 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.

These Operating Procedures have been accepted by a majority of the members entitled to vote at a meeting of the School Council.

Date _____

Chairperson's Name

Chairperson's Signature

Secretary's Name

Secretary's Signature

Principal's Name

Principal's Signature