

**WESTBORO SCHOOL COUNCIL**  
**OPERATING PROCEDURES**  
Approved April 18, 2018

**AUTHORITY**

The Westboro 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.

**MISSION STATEMENT**

**Westboro Elementary School Mission Statement**

To prepare our students to be positively contributing members of society when they finish school.

The Mission of Westboro School Council is to provide input and support to the administration, staff and students of Westboro Elementary School in order to achieve their educational goals, as well as, provide advice and a parent's perspective into the running of the school.

**DUTIES AND RESPONSIBILITIES**

- To provide advice and consultation to the Principal and staff on issues of educational importance such as school philosophy, mission, vision, policies, programming, communications, community relations, the school plan for continuous growth, the three year strategic education plan and budget allocations to meet student needs.
- To keep the school board informed, in cooperation with the Principal, of the needs of the school and its students.
- Develop special events which will foster participation and well-being of the school community.
- Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders.
- Consult with other school councils and provincial organizations.
- Advise school boards, Alberta Education or other provincial organizations on broader educational issues.
- Encourage a positive atmosphere where individual contributions are encouraged and valued.
- In accordance with the School Councils Regulation and Elk Island Public Schools (EIPS) Administrative Procedure 110 "School Councils", Westboro School Council, through

the Chair, shall provide 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 for Westboro Parents Group no later than September 30th.

- Adhere to the "Westboro School Council & Westboro Parents Group Communication Protocol".
- Adhere to any standing policies adopted by Westboro School Council.
- Build relationships, whenever and wherever appropriate, to help advance the Mission of Westboro School Council.
- Whenever possible, to send a representative to the EIPS Committee of School Councils meetings.

### **PRIVACY**

1. Westboro School Council shall adhere to the Personal Information Protection Act.
2. Westboro School Council shall not share personal information for purposes other than those of School Council business.

### **MEMBERSHIP, GOVERNANCE/OPERATING STYLE AND DECISION MAKING**

Westboro School Council uses a Town Hall Operating Style.

1. The School Council is generally composed of the following members:
  - a. The parents of students enrolled in Westboro Elementary School.
  - b. The Principal of Westboro Elementary School.
  - c. Teachers of Westboro Elementary School.
  - d. Other people with an interest in the School Council mission may apply in writing to Westboro School Council to be members. These applications would be approved or denied at a regular school council meeting.
2. The voting members of the Westboro School Council shall consist of: parents, one administrative and one teacher representative. Members at Large approved by the general membership (as per 1.d.) would be approved with or without voting rights.
3. The non-voting members of the Westboro School Council shall consist of: Trustee Representative and anyone else not listed in 2 above.
4. The parent/administration ratio may vary at times, but the number of parents should always exceed the number of administration and teacher representatives.

### **EXECUTIVE/OFFICERS AND TERMS OF OFFICE**

An Executive Committee will be formed at the Annual General Meeting (AGM) for the purpose of carrying out the day-to-day operation of Westboro School Council.

1. The positions of the Executive Committee shall consist of:
  - Chair
  - Vice-Chair
  - Secretary
    - a. All Executive positions must be filled by parents of students enrolled at Westboro Elementary School.
    - b. Every member of Westboro School Council and/or parent of a student enrolled at Westboro Elementary School is eligible to be elected to an Executive position on School Council.
    - c. The terms of office are from June 1 to May 31.
    - d. The Executive Committee of Westboro School Council can be elected by parents of students enrolled at Westboro Elementary School attending the Annual General Meeting or at the first School Council meeting by School Council members.
2. The Executive Committee will provide the agenda for the general meetings and circulate minutes of the same.
3. An Executive member may withdraw at any time during their term of office by notice in writing to the Chair and the Principal, or if the withdrawing member is the Chair, by notice in writing to the Vice-Chair and the Principal.

## **VACANCIES**

Any vacancies of the Westboro School Council Executive will be advertised to the parent community. Elections for vacant positions will be held at a general meeting of School Council. If this fails to fill the vacancy, then that position remains vacant for the remainder of the year. If less than half the year remains, the remaining Executive retains the right to appoint someone to fill the vacancy for the unexpired term.

## **EXECUTIVE/OFFICERS DUTIES**

### **Chair**

It is expected that the Westboro School Council Chair will be a parent of a student attending the school. The Chair of Westboro School Council will:

- Chair all meetings of the School Council.
- Coordinate with the Principal and Executive to establish meeting agendas.
- Communicate with the Principal on a regular basis.
- Call regular School Council meetings.
- Decide all matters relating to rules of order at the meetings.
- Follow existing School Council operating procedures.

- Ensure that minutes are recorded and maintained.
- Have general supervision of all activities of the School Council.
- Be the official spokesperson of the School Council.
- Ensure there is regular communication with the school community, beyond those who attend meetings.
- Stay informed about school board policy that impacts School Council.
- Prepare an annual report in conformance with the Regulations.

### **Vice-Chair**

The Vice-Chair of Westboro School Council will:

- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities.
- In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council.
- Work with and support the Chair in agenda preparation.
- Promote teamwork and assist the Chair in the smooth running of the meetings.
- Keep informed of relevant school and school board policies.
- Prepare to assume the position of Chair in the future.
- Aid the Chair and undertake tasks assigned by the Chair.

### **Secretary**

The Secretary of Westboro School Council will:

- Facilitate the creating of meeting agendas.
- Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting.
- In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.
- Keep minutes, correspondence, records and other School Council documents.
- Maintain a dated record of all the members of the School Council and their addresses.
- Ensure notice of meetings and other School Council events is distributed.
- Give notice of any special meetings.
- Monitor the email account ([westboroparents@gmail.com](mailto:westboroparents@gmail.com)) and deal with incoming emails appropriately.
- Coordinate with the Principal, or his/her delegate, to have posted agendas, minutes, and other relevant information to the school website.

## **MEETINGS**

### **1. Regular Meetings**

- a. A minimum of five (5) regular Westboro School Council meetings will be held per school year or as called by the Executive. It will be decided when these meetings will take place at a regular meeting. The meetings will take place at Westboro Elementary School.
- b. At a regular meeting, the School Council will review the number of regular meetings, and time, date and place of those meetings for the upcoming school year. The Principal shall help distribute this information to all parents.

### **2. Special Meetings**

- a. Westboro School Council may at any time give notice of a Special Meeting of the School Council. Written notice will be given at least 48 hours before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with.
- b. Upon receipt of a written request from at least five (5) regularly-attending School Council members or twenty (20) parents of Westboro Elementary School, with a description of the matters for a Special Meeting, the Chair must ensure a Special Meeting will be called within fourteen (14) days and will be given 48 hours notice.
- c. At any Special Meeting, all parents of children enrolled in Westboro Elementary School in attendance at the Special Meeting shall have the right to vote.

### **3. Annual General Meetings**

Where Westboro School Council has not been operational the year prior, the AGM will be held in accordance to Section 3 of the School Councils Regulation.

- a. The AGM of Westboro School Council will be held in May to review the current year, and plan the upcoming one, as well as, hold elections for the upcoming term.
- b. The meeting will be advertised throughout the school and the community.
- c. Election of Executive positions will take place at the AGM.
- d. All parents of students attending Westboro Elementary School are eligible for election.
- e. All parents of students attending Westboro Elementary School are eligible to vote at the AGM.
- f. The business of the AGM shall include:
  - election of Executive members,

- proposed by-laws/operating procedures amendments,
- plans for the upcoming year,
- discussion of any major issues in which parents should have input, such as: changes to the vision or mission statement of the school; major changes in the school program or focus.

## **MEETING AGENDAS**

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

## **QUORUM**

1. The quorum for the transaction of any business at any regular meeting of Westboro School Council will consist of 5 voting members including the Executive.
2. In the absence of a quorum:
  - a. No motions may be considered or approved.
  - b. If a majority of parents and School Council members at the meeting agree to proceed in the absence of a quorum, the School Council will continue the meeting for purposes of discussion of issues, but point (a.) above will continue to apply.

## **COMMITTEES**

Westboro 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 and report on their activities at School Council meetings.

## **POLICIES**

Westboro School Council may make and implement policies in the school that the School Council considers necessary to carry out its functions.

1. The School Council may develop policy for the duration of their term.
2. The policies of the School Council may be reviewed at any regular meeting.
3. Topics on which School Council may wish to develop guiding policies include, but are not limited to:
  - Communication: Internal and External
  - Record Keeping

- Privacy
- Location of Meetings
- Official Correspondence Address
- New Member Orientation
- School Council Evaluation
- Social Media

## **OTHER RELATIONSHIPS**

Westboro School Council will maintain a close working relationship with both Westboro Parents Group and EIPS Logos Society.

## **CODE OF ETHICS**

All Westboro School Council members shall:

1. Abide by the legislation that governs them.
2. Be guided by the mission statement of the school and School Council.
3. Endeavour to be familiar with school and School Council policies and operating practices and act in accordance with them.
4. Practice the highest standards of honesty, accuracy, integrity and truth.
5. Recognize and respect the personal integrity of each member of the school community.
6. Declare any conflict of interest.
7. Encourage a positive atmosphere in which individual contributions are encouraged and valued.
8. Apply and adhere to democratic principles.
9. Consider the best interests of all students in our decisions and deliberations.
10. Respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council.
11. Not disclose confidential information.
12. Limit discussions at School Council meetings to matters of concern to the school community as a whole.
13. Use the appropriate communication channels when questions or concerns arise.
14. Promote high standards of ethical practice within the school community.
15. Accept accountability for decisions.
16. Not accept payment for School Council activities.

## **CONFLICT RESOLUTION PROCEDURES**

Westboro School Council will apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures, if necessary, and shall abide by EIPS Administrative Procedure 152 "Dispute Resolution".

If at any time, ten (10) parents or fifty per cent (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 written request signed by them to all School Council members, and the following will apply:

1. The Chair will call a Special Meeting of the School Council.
2. The Secretary will provide a minimum of five (5) days written notice to all parents of the date, time, place and purpose of the Special Meeting.
3. At the Special Meeting, parents in attendance will have an opportunity to hear and discuss the issues causing conflict.
4. On motion, seconded by any School Council member or parent in attendance at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
5. If a majority of parents and School Council members present vote in favour of the resolution proposed, the School Council will immediately act upon the resolution, as directed by the assembly.

## **DISSOLUTION**


As per Alberta Provincial Legislation, specifically Section 22 of the School Act, only the Minister of Education has the authority to dissolve a School Council. If Westboro School Council is dissolved, the Principal may establish an advisory committee to perform the duties of the School Council until the next AGM and the Principal will perform the duties as outlined in Alberta Provincial Legislation with respect to the re-establishment of the Westboro School Council within 40 school days after the start of the next school year.

## **REVIEW AND AMENDMENTS**

Westboro School Council, by a majority vote of parents present at any Regular or Special or Annual General Meeting of the School Council, may, subject to Alberta Provincial Legislation, make any changes to these Operating Procedures deemed necessary in order to carry out its functions. Notice which provides the details of the intended changes will be provided to the school community no less than 5 school days prior to the meeting.



Approved by Westboro School Council at a Regular Meeting

  
Chair


  
Print Name

  
Date

  
Vice-Chair


  
Print Name

  
Date

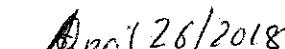
  
Secretary

  
Print Name

  
Date

  
Principal

  
Print Name

  
Date