

Ramsay School Council Operating Procedures *APPROVED*

Approved at Annual General Meeting, Wednesday June 12, 2024

1) DEFINITIONS

A) In these Operating Procedures:

- 1) "School" means Ramsay School;
- 2) "Council" means the School Council for the School;
- 3) "Parent" means biological or adoptive parent or legally appointed guardian of any child attending an educational program at the School as based on the Education Act, and its definition of guardian/Parent under the Family Law Act.
- 4) "Regulation" means School Councils Regulation 55 under the Education Act;
- 5) "School Community" means persons other than Parents (as defined in 1.3 above) who can or do contribute to, and/or have an interest in the learning and well-being of students at Ramsay School, and those involved with Ramsay School.

2) AUTHORITY

A) The School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, specifically Section 55 of the Education Act, and the School Councils Regulations that support it.

3) OUR PURPOSE

- A) Our purpose is to support the learning and well-being of Ramsay School students.
- B) We are a vehicle for meaningful Parental involvement in decisions that affect the School and its operations. We advise the Principal and the School Board respecting matters relating to the School. We are a means for Parents and community members to work together with the School to support and enhance student learning.

4) OUR ROLES and RESPONSIBILITIES

- A) Our roles and responsibilities are in keeping with the Education Act, including the School Councils Regulation, and all CBE policies and regulations. Our primary role is advisory.
- B) Our decision-making authority is limited to:
- 1) Determining School Council Operating Procedures.
 - 2) Setting policies to govern School Council activities at the School level.
 - 3) Planning engagement activities that align with School Council's legislated purpose.
 - 4) Choosing to provide advice to the Principal and School Board.
- C) Our core activities are to:
- 1) Advise the Principal and Board on educational issues that pertain to the School.
 - 2) Establish and review School Council's goals, objectives, action plans, and procedures.
 - 3) Communicate and consult with Parents and the School Community.
 - 4) Submit an annual report to the Calgary Board of Education Trustees, as per the Education Act, by September 30 every year. (CBE appreciates receiving the report at the end of June.)
 - 5) A copy of the annual report is also provided to the Principal.
 - 6) Abide by these Operating Procedures and all School Council policies.
 - 7) Meet regularly.

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D) Our functions include:

- 1) Ensuring students have the opportunity to meet the standards of education established by Alberta Education through supportive activities.
- 2) Consulting on annual School budgets, School improvement projects, and School development plans.
- 3) Advising the Principal and the Board of Trustees on School matters.
- 4) Performing any duty or function delegated by the Board of Trustees.
- 5) Sharing ideas and information with other School Councils and provincial organizations.
- 6) Communicating information to the School Community and other School Councils.
- 7) Setting policies and procedures that relate to the operations of School Council, including budget, fundraising, meeting procedures and more.
- 8) Ensuring the Parent/guardian perspective is represented in School decision-making.
- 9) Sharing information about the School with the community.

5) **GOVERNANCE, MEMBERSHIP and DECISION MAKING**

A) The School Council uses a Representative governance model.

B) The membership of the School Council shall consist of:

- 1) All Parents, as defined in the definitions in 1.3 above;
- 2) The Principal of the School;
- 3) One or more teachers from Ramsay School, appointed or elected by the teachers at Ramsay School;
- 4) Other community representatives as approved by School Council;
- 5) The voting members of School Council shall consist of: All Parents, as defined in the definitions in 1.3 above.
- 6) The non-voting members of School Council shall consist of: the Principal of the School;
- 7) Teachers of the School;
- 8) Other community representatives as approved by the School Council.
- 9) The Parent/other ratio may vary at times, but the number of Parent members must always exceed the number of teachers, Principal, and any community representatives.

6) **DECISION MAKING**

A) Decisions at School Council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.

B) When a decision is made by vote, the motion must be moved and seconded, and then passed by the majority of School Council voting members present.

7) **QUORUM**

A) Quorum will be attained when the majority of voting members present at any School Council meeting are Parents as defined in 1.3 above, and the Principal or designate is present.

B) In the absence of a quorum:

- 1) No motions may be considered or approved.
- 2) If a majority of Parents and School Council Members at the meeting agree to proceed in the absence of a quorum, School Council will continue the meeting for purposes of discussion of issues, but point 1) above will continue to apply.

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8) EXECUTIVE COMMITTEE and TERMS OF OFFICE

- A) The minimum required positions of the Executive Committee shall consist of: A Chair, Vice Chair (or Co-Chair), and Secretary. A Treasurer may be elected if required.
- B) The Executive Committee may also include the positions of Past Chair, Key Communicator, and Members-at-Large.
- C) All Executive Committee positions must be filled by Parents as defined in 1.3 above.
- D) Every Parent is eligible to be elected to an Executive Committee position on School Council.
- E) The terms of office are from the Annual General Meeting to the following Annual General Meeting. Any elected member may serve 3 consecutive terms in the same position.
- F) The Executive Committee of 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.
- G) The Executive Committee, through the Chair and in consultation with the Principal, will provide the agenda for all meetings and circulate minutes of the same.
- H) The Executive Committee will carry out day-to-day operations of School Council.

9) DUTIES OF EXECUTIVE COMMITTEE MEMBERS

- A) The Chair
 - 1) The Chair plans meetings and prepares agendas, facilitates School Council meetings, acts as spokesperson for School Council unless otherwise delegated, and supports School Council. The Chair serves as the Board of Trustees' Community of School Councils representative unless otherwise delegated. The Chair ensures the School Board receives an annual report from School Council.
- B) The Vice-Chair (or Co-Chair)
 - 1) 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 the School Council and manages personal information in compliance with PIPA, unless otherwise delegated. The Vice-Chair assumes responsibility, in consultation with the School Council, for communicating with the Ramsay School Parent Association, our fundraising society, unless otherwise delegated.
- C) The Secretary
 - 1) The Secretary keeps accurate minutes and records of School Council meetings, and documents and files all correspondence and communications. The secretary works with Ramsay School staff to ensure all material relating to the Ramsay School Council including all meeting minutes and any relevant documents are available to the public in an accessible location at Ramsay School.

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- D) The Treasurer (if required)
 - 1) The Treasurer keeps financial transactions of the School Council, reports to the School Council, and complies with School Council and Calgary Board of Education policies.
- E) The Key Communicator
 - 1) The Key Communicator sustains connections between Parents, the School Community, the School, and the Calgary Board of Education. The key communicator enables informed engagement from Parents and the School Community, and shares information, ideas, and concerns as part of a network of involved Parents within and beyond Ramsay School. The duties of the Key Communicator may be delegated to other members of the Executive Committee by the Chair.
- F) The Past Chair
 - 1) The Past Chair of School Council serves in an advisory capacity to School Council, acts in the absence of both the Chair and Vice-Chair, and takes on projects and functions as delegated by the Chair.
- G) Member(s) at Large
 - 1) Member(s) at Large may be elected to the Executive Committee to help School Council fulfill its purpose, support its operations, and take on roles, responsibilities, functions, and/or projects as delegated by the Chair.

10) COMMITTEES

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

11) VACANCIES

- A) With the exception of the Principal and teacher representative(s), School Council may appoint School Council members and/or School Community members to fill vacancies until the election at the next Annual General Meeting.

12) MEETINGS

- A) Regular Meetings
- B) A minimum of 6 regular School Council meetings will be held per School year or as called by the Executive Committee. Meetings will take place at the School or online, in a schedule determined by the Chair in consultation with the Executive Committee and the Principal. The dates, times, and places of these meetings will be decided the end of the first month of the School year in question.
- C) Special Meetings

The Executive Committee may at any time give notice of a Special Meeting of School Council. Notice will be given at least 5 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.
- D) Annual General Meetings

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The Annual General Meeting of School Council will be held at an appropriate time during the end of the School year in question, or the beginning of the next one, as determined by School Council. 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.

- E) All Parents as defined in 1.3 above are eligible for election.
- F) All Parents as defined in 1.3 above are eligible to vote at the Annual General Meeting.
- G) The business of the Annual General Meeting shall include:
 - 1) The election of School Council Executive Committee Members;
 - 2) Financial report for the year in question;
- H) And may also include:
 - 1) Annual report on the activities of School Council during the year;
 - 2) plans and budget for the upcoming year;
 - 3) Discussion of any major issue in which all Parents should have input, such as changes to School policy or other major changes in the School program or focus;
 - 4) Any formal evaluation of School Council.

13) MEETING AGENDAS

- A) The Chair will work with the Principal to establish the agendas and distribute them in advance of every meeting. School Council members may request to put items on the agenda for discussion through the Chair.

14) POLICIES

- A) Subject to provincial legislation, and administrative regulations and policies of the Calgary Board of Education, School Council may make and implement policies it considers necessary to carry out its functions. Any new policy must be moved and seconded, and then passed by the majority of School Council voting members present, before implementation.
- B) All School Council policies will be reviewed by the Executive Committee at the beginning of every School year. Policies will stay in place until replaced or retired in accordance with the Decision-Making process outlined in 6. above.
- C) These Operating Procedures and all policies must be made available to the membership at any time (through the School website, for example).
- D) A list of current School Council policies is provided in appendix to these Operating Procedures.
- E) Topics on which School Council may wish to develop policies include: Social Media policy, Code of Conduct, Equity, Diversity, Inclusion, and Accessibility policy, Environmental Policy, Record Keeping, Fundraising, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, School Council Evaluation.

15) SCHOOL COUNCIL FUNDRAISING

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- A) Subject to provincial legislation, and administrative regulations and policies of the Calgary Board of Education, School Council may raise funds that do not require incorporation to obtain (i.e.: not casinos, bingos, raffles, etc).
- B) School Council will, where possible, encourage and support the fundraising society (Ramsay School Parent Association) to do the fundraising for the School, School Council, and the School Community.
- C) Should School Council choose to fundraise, funds may be given to the School to track and record, or may be deposited in a bank account operated by School Council.
- D) School Council funds given to the School will be subject to the School Board's policy on School Council fundraising and/or School Generated Funds.

16) FUNDRAISING SOCIETY and OTHER GROUPS OF PARENTS

- A) School Council recognizes and appreciates the efforts of the Ramsay School Parent Association and any other groups of Parents striving to support and enhance student learning at the School. School Council will communicate regularly with the Parent Association and/or other groups of Parents to support their activities, and will solicit funds for School Council activities from the moneys they raise in a process agreed to by both groups.

17) CODE OF ETHICS

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

18) PRIVACY

- A) School Council shall adhere to the Personal Information Protection Act (PIPA), and shall not use or share personal information for purposes other than those of School Council business.

19) DISSOLUTION

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- 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 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

20) REVIEWS and AMENDMENTS

- A) Subject to provincial legislation and regulations and policies of the Calgary Board of Education, School Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.
- B) The Operating Procedures will be reviewed for their relevance and effectiveness annually by the School Council Executive Committee, or a committee established expressly for that purpose.
- C) Notice of proposed changes to the Operating Procedures will be provided to the School Community no less than 5 days before the meeting.
- D) The Operating Procedures of School Council may be amended by a majority vote of the voting members present at any scheduled meeting of the School Council.

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

Date _____

Chair’s Name

Chair’s Signature

Secretary’s Name

Secretary’s Signature

Principal’s Name

Principal’s Signature

Appendix: list of current policies of Ramsay School Council as of June 12, 2024

1. Conflict Resolution.

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