

# École Edwards Elementary

Operating Procedures

May 2015



**LEARN...SUCCEED...LEAD**  
**APPRENONS...RÉUSSISSONS...DIRIGEONS**

*For the purpose of this document, when the word 'parent' is used, it includes all guardians of children at École Edwards Elementary.*

## **Who We Are:**

### **1. Vision:**

*Together we . . . LEARN, SUCCEED, LEAD*  
*Ensemble nous . . . APPRENONS, RÉUSSISSONS, DIRIGEONS*

### **2. Mission:**

To build a culture of respect, collaboration, and communication between parents, staff, and administration that supports and enhances student learning.

### **3. Guiding Principles:**

*Come to Edwards to find the leader in you.*  
*Leave with the tools to be a leader for life.*

- **We believe** that effective communication is critical to our ability to succeed in enhancing and supporting student learning
- **We believe** all parents are leaders to their children and have an integral role in creating and participating in the school community
- **We believe** that partnership with school administration is essential and that school council should represent and mirror the culture of our school and our community
- **We believe** that school council business and activities should be carried out with the highest level of cooperation and transparency
- **We believe** that the purpose and value of school council is the meaningful involvement of its members – the parents

### **4. Authority:**

The Alberta Government values parent's input in education and mandates through the *Education Act* (Section 55) that each school should establish a school council. These Operating Procedures have been created in accordance with the *Education Act* (Section 55), and Alberta's *School Act* (Regulation 113/2007). In all cases, those regulations supersede and have authority over the function of École Edwards School Council.

## **What We Do:**

### **1. Purpose**

At École Edwards, school council endeavors to:

- Bridge communication between parents, community members, and school staff/administration
- Advise and consult with the principal and staff on issues of educational importance
- Support school activities and events
- Facilitate fundraising to support and enhance student learning
- Adhere to our guiding principles in how we conduct ourselves as members of school council

### **2. Membership**

Our school council consists of:

- All parents and/or guardians of students enrolled at École Edwards
- At least one teacher, who may be appointed or elected by fellow teachers of École Edwards
- The principal of École Edwards and/or administration representatives

### **3. Leadership**

School council will elect from parents of the general membership a Chairperson, Vice-Chairperson, and/or Co-Chairperson, Secretary, and Treasurer to form the executive committee.

- The executive committee will be elected for a one-year term at the final school council meeting of each school year (typically the May meeting) to serve for the following school year
- Executive committee members should make every effort to attend all school council meetings
- Executive committee members may resign from their position by informing the Chairperson and/or principal. School council may appoint a replacement from the parent-body to any vacant position for the remainder of the school year

- Further guidance on executive committee duties can be found in École Edwards School Council Policies, Policy 1: Executive Committee Roles and Responsibilities
- Guidance on election of the executive committee can be found in École Edwards School Council Procedures, Procedure 1: Decision Making and Voting

#### **4. Committees**

School Council may appoint parent leaders to form committees that consist of School Council members and/or school community members.

- Committees and tasks of school council will be established, and leaders appointed based on their interests for a one-year term at the final meeting of school council (typically the May meeting) to serve for the following school year
- Committees and tasks can be created or disbanded as needed throughout the school year by a majority vote of council members at any school council meeting
- Further guidance on committee duties can be found in École Edwards School Council Policies, Policy 3: Committees of School Council

#### **5. Meetings**

- School council will meet monthly during the school year with the exceptions of December, February, and June
- The first meeting each year must occur within 20 school days after the start of the school year
- An agenda for each school council meeting will be posted on the school council website and sent to all members one week prior to each meeting
- Minutes of all school council meetings will be posted on the school council website one week following the meeting
- All members of school council are encouraged to attend all school council meetings
- Further guidance on decision making and voting procedures can be found in École Edwards School Council Procedures, Procedure 1: Decision Making and Voting

- Further guidance on monthly meeting plans and preparation of the agenda can be found in École Edwards School Council Procedures, Procedure 2: Meeting agendas and Yearly Meeting Preparation

## **6. Financial Management**

- Members of school council will not accept payment for school council activities
- All monies acquired through fundraising efforts, or other means, will be kept in the School Council bank account and will be managed by the Treasurer
- Expenditures should benefit the majority of the School Community
- Two signatures are required on school council cheques; any two of the Chairperson, Treasurer, Vice-Chairperson, Secretary, or principal
- Members of school council may make payment for purchases up to \$200. Upon submission of the original receipt to the Treasurer they will be issued a reimbursement cheque
- All purchases over \$200 must be paid directly to the vendor with a cheque drawn on the School Council bank account
- Any single purchase expenditure over \$500 must be authorized by a majority vote at any school council meeting
- Members of the school community have the right to inspect the financial books and records of the School Council at any time
- School council will encourage open and regular communication and collaboration with the Parents Action Committee for Education (PACE). Their efforts will be supported and encouraged by school council to the benefit of École Edwards learners

## **7. Dissolution**

- According to Alberta Provincial Legislation, specifically Section 55(9) of the Education Act, only the Minister of Education has the authority to dissolve School Council
- If École Edwards School Council is dissolved, the Principal may appoint an advisory committee to perform the duties of the School Council until the following school year

- School council will be re-established according to the regulations outlined in the School Act (Section 2) within 40 school days after the start of the next school year

## **8. Review and Amendments**

- The school council Executive Committee will review these Operating Procedures on an annual basis
- The school council, by a majority vote of École Edwards parents present at any school council meeting, may make any changes to these Operating Procedures deemed necessary in order to carry out its functions
- Intended changes to the Operation Procedures will be provided to all school council members prior to the meeting

## **9. Privacy**

- École Edwards School Council will adhere to the Personal Information Protection Act of Alberta (PIPA)
- École Edwards School Council will not share personal information for purposes other than those of School Council business

# **École Edwards School Council Policies**

## **1. Executive Committee Roles and Responsibilities**

### ***Chairperson***

#### Useful Skills

- Strong leadership focus, with good written and verbal communication skills
- Personable and approachable, with good problem solving skills
- Detail oriented, with a strong organizational and planning abilities
- Good computer knowledge including email and word processing

## Duties

- Establish the meeting agenda in collaboration with school council members and school administration
- Facilitate all meetings of school council
- Official spokesperson of school council
- Help regularly update the school council social media and regularly monitor and manage the school council email account
- Be well informed about Rocky View Schools policy, Alberta government policy, and Alberta School Council Association policy that impact École Edwards School Council
- Review and revise, when necessary, the School Council Plan and Operating Procedures in collaboration with all school council members
- Prepare an annual report for submission to Rocky View Schools by the end of the school year including a summary of school council activities, financial statement (provided by the Treasurer), copies of meeting agendas, and copies of meeting minutes from the year in question
- Act as a school-wide volunteer coordinator; communicating school council committee needs for volunteers to school administrators and the parent body

## ***Vice Chairperson***

### Useful Skills

- Strong leadership focus, with good written and verbal communication skills
- Enjoys working with people, with a cooperative and encouraging attitude
- Good working knowledge of computers in order to effectively help update and manage school council website pages, attachments and social media

## Duties

- Assume the responsibility of Chairperson in the event that the chairperson is unable to fulfill their duties
- Support and assist the Chairperson
- Assist the chairperson to review and revise, when necessary, the School Council Plan and Operating Procedures in collaboration with all school council members
- Communicate regularly with committee leaders to ensure open communication and information exchange between committees and the Executive Committee
- Ensure open and regular communication between school council and the school community, beyond those who attend meetings

- Help ensure that the School Council website is kept current and up-to-date with school council events, news, and information
- Help keep social media up-to-date

***Co-Chairpersons (positions to be held in the event that two committee members would prefer to share Chairperson and Vice-Chairperson duties)***

**Useful Skills**

- Strong leadership focus, with good written and verbal communication skills
- Personable and approachable, with good problem solving skills
- Detail oriented, with a strong organizational and planning abilities
- Good computer knowledge including email and word processing
- Enjoy working with people, with a cooperative and encouraging attitude
- Good working knowledge of computers in order to effectively help update and manage school council website pages, attachments and social media

**Duties**

- Establish the meeting agenda in collaboration with school council members and school administration
- Co-facilitate all meetings of school council
- Official spokespersons of school council
- Help regularly update the school council social media pages and regularly monitor and manage the school council email account
- Be well informed about Rocky View Schools policy, Alberta government policy, and Alberta School Council Association policy that impact École Edwards School Council
- Review and revise, when necessary, the School Council Plan and Operating Procedures in collaboration with all school council members
- Prepare an annual report for submission to Rocky View Schools by the end of the school year including a summary of school council activities, financial statement (provided by the Treasurer), copies of meeting agendas, and copies of meeting minutes from the year in question
- Act as school-wide volunteer coordinators; communicating school council committee needs for volunteers to school administrators and the parent body
- Communicate regularly with committee leaders to ensure open communication and information exchange between committees and the Executive Committee



- Ensure open and regular communication between school council and the school community, beyond those who attend meetings
- Help ensure that the School Council website is kept current and up-to-date with school council events, news, and information
- Help keep social media up-to-date

## ***Secretary***

### **Useful Skills**

- Excellent verbal and written communication skills
- Good computer skills including word processing and document preparation.
- Reliable, efficient, and timely in completion of tasks

### **Duties**

- Prepare notice of school council meetings and agendas for all school council meetings for distribution to school council members
- Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting
- Prepare meeting minutes for distribution to school council members
- Prepare final versions for distribution of all School Council documents in collaboration with the Executive Committee
- Prepare all school council communication pieces (posters, brochures, business cards etc.)
- Support for communication for School Council committees
- Assist the Chairperson to review and revise, when necessary, the School Council Plan and Operating Procedures in collaboration with all school council members
- Help ensure that the School Council website is kept current and up-to-date with school council events, news, and information
- Help keep social media up-to-date

## ***Treasurer***

### **Useful Skills**

- Good computer skills, in particular a working knowledge of Excel, and spreadsheet management
- Strong written and verbal communication skills

## Duties

- Keep accurate and current records of all financial transactions
- Make records available to Rockyview Schools in an annual financial report (typically submitted following the final meeting of each year), and to all members of the school community upon request
- Be responsible for all deposits and debits to and from the school council bank account
- Prepare a yearly school council budget, including fundraising goals, in collaboration with school council executive committee and school administration
- Assist the Chairperson to review and revise, when necessary, the School Council Plan and Operating Procedures in collaboration with all school council members

## 2. Committees of School Council

These procedures are intended to guide leaders of committees and individual task leaders in accomplishing their goals. It is recommended whenever possible that tasks are divided among many parent leaders in order to create a more collaborative environment and to ensure a manageable workload for each volunteer.

### ***Fundraisers***

#### Useful Skills

- Excellent organizational skills, with ability to manage and coordinate ordering and delivery of large numbers of products and services resulting from fundraising campaigns and events
- Strong leadership ability to direct volunteers in fundraising campaigns and events
- Good computer knowledge including word processing, spreadsheets, and graphics

#### Duties

- Parent leaders will be appointed to each task area and the duties of the committee apply to each parent leader in their leadership role of that task. Successful fundraising tasks currently include:
  - Christmas or fall catalogue campaign
  - Family Bug Dance

- Silent Auctions during student learning showcases
- Fun Lunch

For further guidance on appointment of parent leaders for fundraising tasks, refer to École Edwards School Council Procedures, Procedure 2: Meeting agendas and Yearly Meeting Preparation.

- Organize and carry out fundraising campaigns and/or events
- Organize, in collaboration with school council executive, volunteers for fundraising campaigns and events
- Advertise fundraising campaigns and events
- Establish yearly fundraising budget and goals in collaboration with school council executive committee and school administration for the next school year at the end of each school year (typically in June)
- Report to school council (either in person or via the school council executive committee) on fundraising activities as deemed necessary by the parent leaders

### ***Staff Appreciation Committee***

#### Useful Skills

- Good organizational skills, with attention to detail, efficiency, and creativity
- If choosing to cook meals, knowledge about food safety and preparation is required

#### Duties

- Provide school staff with a special meal at least twice in each school year
- “Random Acts of Kindness” for school staff throughout the year such as coffee, donuts, muffins, cards etc. during particularly busy times (report cards, following the Bug Dance, etc.)
- Determine the dietary needs of school staff to ensure that all members of staff can enjoy (at least in part) Staff Appreciation Dinners and Random Acts of Kindness

# **École Edwards School Council Procedures**

## **1. Decision Making and Voting**

### ***Election of Executive Committee***

- All executive committee positions for the following school year will be elected at the final school council meeting of the current year (typically the May meeting)
- Names will be accepted for election from parent members of school council 2 weeks prior to the meeting
- Each candidate may address school council prior to the election
- If more than one name is brought forward, a ballot will be prepared with all candidates' names for each position and distributed to all parent members attending the election meeting. Only parent members of school council are eligible to vote, and will confidentially cast their vote
- Ballots will be collected and results tabulated by school administration present at the meeting. In the case of a tie the principal, or principal's delegate, will hold the tie-breaking vote

### ***Decision Making and Voting Procedures***

In all cases, every effort should be made to achieve consensus when making decisions. Voting on issues should be used with discretion and only when absolutely necessary, for approving financial expenditures in excess of \$500. In the case where a vote is required at any school council meeting regarding a financial or other decision:

- All parents of École Edwards will have voting privileges
- The administration and teacher members of school council are welcome to participate in discussions surrounding the decision to be made, but cannot participate in the vote. If a teacher member is also a parent of an École Edwards student, he/she is a teacher first in the decision making process
- All votes will be decided by a simple majority vote. In the case of a tie the principal, or principal's delegate, will hold the tie-breaking vote

## 2. Meeting Agendas and Yearly Meeting Preparation

### ***Meeting Preparation***

- Whenever possible, the Executive Committee and committee leaders should meet regularly with school administration before the school council meeting (typically 2 weeks prior) to discuss the agenda and prepare for the meeting
- The Executive Committee should prepare discussion points carefully for each meeting to ensure that meetings are efficient and timely

### ***Yearly Meeting Plan (options for topics of discussion)***

#### September

- Approve school council budget including fundraising goals for the year ahead (School Council Report)
- Set the regular meeting dates for the rest of the school year (School Council Report)
- Input for School Annual Results Report (SARR) (Administration Report and Discussion)
- Input into school budget and school-wide presentations or activities (Executive Committee Meeting with School Administration)

#### October

- Review annual school budget (Administration Presentation to School Council)

#### November

- Review/Overview of SARR (Administration Presentation to School Council)
- Review/overview of Provincial Achievement Test (PAT) results (Administration Presentation to School Council)

#### January

- Input from school council for next School Education Plan (SEP) (Administration Report and Discussion)

#### March

- Further input from school council for next School Education Plan (SEP) (Administration Report and Discussion)
- Input from school council for next School Council Plan (School Council Report and Discussion)

- Input/review from school council of School Council Operating Procedures (School Council Report and Discussion)

#### April

- Approval from school council of School Council Plan (School Council Report)
- Approval from school council of School Council Operating Procedures (School Council Report)

#### May

- Presentation of School Plan (Administration Presentation to School Council)
- Election of Executive committee for following year
- Appointment of committee and task leaders for following year
- Presentation of annual financial report
- Approval of Operating Procedure and Plan amendments, when necessary
- School Council report on accomplishments and goals achieved

#### June (*Executive Committee meeting with School Administration only*)

- Planning for following September, budgetary needs, and other business
- Presentation of draft budget including fundraising goals for the following school year
- Preparation of yearly agenda for the following year

#### ***Agenda Preparation***

- One week prior to the meeting, the chair will request members of school council including the executive committee, other committee members, and school administration for suggested agenda items
- All members of school council can make agenda item requests through the Chairperson, who will consult with the Executive Committee and school administration on the appropriateness of the item requested

*Sample School Council Monthly Meeting Agenda*



**École Edwards School Council  
Meeting Agenda**

**Date  
Time**

**École Edwards Staff Room**

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***AGENDA ITEMS:***

<b>Item:</b>	<b>Assigned To:</b>	<b>Time:</b>
Opening & Welcome	<i>Name of Chair</i>	6:30 pm
Special Presentation	<i>Name of presenter</i>	6:35 pm
Coffee Break		7:00 pm
Trustee Report	<i>Name of Trustees</i>	7:10 pm
School Admin Report	<i>Name of School Administrators</i>	7:30 pm
School Council Executive Report <ul style="list-style-type: none"><li>• Topics to be covered</li></ul>	<i>Name of Chair</i>	7:50 pm
Items for next agenda		8:00 pm
Adjourn		8:10 pm

**Approved by École Edwards School Council:**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**