

Beacon Hill Elementary School Council Operating Procedures Bylaw

DEFINITIONS

- School: Beacon Hill Elementary School
- Council: The School Council for the School
- Parent(s): Parent, guardian, or primary caregiver of any child attending and/or enrolled in an educational program at the School.
- Regulation: School Council Regulation as provided through Alberta Provincial Legislation
- School Council: Beacon Hill Elementary School Council. This same council is referenced in historical documents as Beacon Hill Elementary School Parent Advisory Council.

AUTHORITY

The Beacon Hill Elementary School Council derives its authority to participate in education of our students through Alberta Provincial Legislation, hereinafter referred to as 'legislation'.

MISSION

The Beacon Hill Elementary School Council represents the families of our School. We connect families and the school, fostering communication, engagement and advocating for our children's success in academics and creativity.

GOALS

1. The goal for the School Council is to build a community of parents who want to collaborate on ideas for our school and work together to reach the vision that the School Council represents.
2. The goals of the School Council, in keeping with the *School Act* and the *School Councils Regulation*, are to:
 - a. provide advice to the school principal and employees on issues of importance, such as the school philosophy, mission and vision, school improvement plans, programs and budget allocations to meet student needs,
 - b. stimulate continuous improvement through meaningful involvement by all members of the school community,
 - c. facilitate collaboration among concerned participants of the school community,
 - d. support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.

GOVERNANCE

The membership of the School Council may consist of:

- a. the parents of students enrolled in Beacon Hill Elementary School
- b. the principal of Beacon Hill Elementary School
- c. employees of Beacon Hill Elementary School
- d. Chinooks Edge School Division Trustee for Sylvan Lake

The executive committee, in conjunction with the principal, will prepare the agenda for the general meetings and circulate minutes of the same.

The executive committee will carry out the day-to-day operation of the School Council.

MEMBERSHIP

The positions of the executive committee shall consist of:

- a. chairperson
- b. vice chairperson
- c. secretary
- d. treasurer

All executive positions must be filled by parents of students enrolled at Beacon Hill Elementary School.

The terms of office are from the annual general meeting one year to the next annual general meeting the following year.

The School Council executive is elected by parents of Beacon Hill Elementary students at the Annual General meeting or the first School Council meeting by School Council members.

VOTING ELIGIBILITY

The voting members of the School Council shall consist of all parents present at the meeting

The non-voting members of the School Council shall consist of the Principal, employees of the school, Trustee or guests.

DECISION MAKING

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.

If a decision is made by a vote, the motion must be moved, and passed by the majority of voting members present.

The School Council executives can conduct time sensitive votes outside of regular meetings, but the result must be unanimous for the vote to pass. This can be done electronically by e-mail.

QUORUM

Quorum will be attained when the majority of voting members present at a meeting are parents or guardians of students enrolled in Beacon Hill Elementary School.

DUTIES OF THE EXECUTIVE COUNCIL

The Chair

The Chair plans meetings and prepares agendas in conjunction with the principal, facilitates School Council meetings, acts as spokesperson for the School Council (unless otherwise delegated) and supports the School Council. Prepares annual paperwork regarding financials, School Council accomplishments and sends them to Chinooks Edge School Board and Alberta School Council. They also keep the School Council binder, located in the school office, up-to-date.

The Vice-Chair

The Vice-chair assists the chair with duties, as assigned, and in the absence of the Chair, assumes the duties of the chair.

The Secretary

The Secretary keeps accurate minutes and records of School Council meetings, documents and files all correspondence and communications. The Secretary ensures all material relating to the School Council including all meeting minutes and any relevant documents are available to the public on the school website through the schools' Administrative Support personnel.

The Treasurer

The Treasurer monitors the budget in conjunction with the school's Administrative Support personnel. Tracks income and expenses with regards to fundraising and retains receipts and records for all transactions. The Treasurer takes on the leadership role of the budget planning discussion at the AGM.

With the exception of the School Council position filled by the principal, the School Council may appoint School Council members to fill vacancies until the election at the next Annual General meeting.

Members who take on an executive role will assist in the transfer of knowledge required the following year (or mid year in the case of resignation) to the new member taking on the role. This will ensure consistency and no loss of historical knowledge when a change in members takes place.

MEETINGS

- a. The first meeting of the School Council is held within 40 days of the start of the school year.
- b. The School Council will meet a minimum of six times during the school year.
- c. Regular meetings will be determined by the School Council members attending the first meeting and/or the executive of the School Council.
- d. Regular meetings conducted either at the school or through electronic communications services, with a 10 day notice to change the time or date.
- e. Special meetings of the School Council may be called by the executive or at the written request of 10 parents of students enrolled at Beacon Hill Elementary School.

ANNUAL GENERAL MEETING (AGM)

11. a. The Annual General Meeting of the School Council will be held near the start of the school year at an appropriate time determined by the School Council.
- b. The meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within 20 school days of the AGM date
- c. Election of School Council executive positions will take place at the AGM
- f. The business of the AGM shall include:
 - ☞ election of School Council executive members.
 - ☞ proposed bylaws/operating procedures amendments.
 - ☞ motion to accept a financial statement of the previous year.
 - ☞ plans and budget 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 Council.
 - ☞ major changes in the school program or focus.
 - ☞ formal evaluation of the School Council.

ANNUAL REPORT

In accordance with the *School Councils Regulation*, the School Council, through the Chair, prepares and provides the School Board with an Annual Report submitted by October 15th that includes:

- ☞ a summary of the School Council's activities of the year
- ☞ a financial statement
- ☞ a copy of the minutes of each meeting

b. The School Council will make the Annual Report available to all members of the school community.

AMENDMENTS TO THE BYLAWS/OPERATING PROCEDURES

- a. The operating procedures remain in force from year to year, unless amended at the AGM or an announcement is made to have a planned meeting to amend them.
- b. The bylaws of the School Council may be amended by a majority vote of the School Council at an AGM or planned meeting.