

# Captain Nichola Goddard School Council Operating Procedures

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## Purpose

The purpose of Captain Nichola Goddard School Council, in keeping with the School Act and the School Council's Regulation, is as follows:

1. To provide advice and consultation to the principal and staff on issues of educational importance such as:
  - school philosophy, mission & vision,
  - policies,
  - the school development plan,
  - provincial achievement test results,
  - school budget.
2. To develop special events which will foster participation and well-being of the school community.
3. To create opportunities for meaningful conversations about student learning and the school community and environment.

## Membership

The following may be members of the School Council:

1. Any person who is the parent, guardian or legal custodian of a student registered at Captain Nichola Goddard School.
2. Any member of the staff of Captain Nichola Goddard School.
3. It is recommended that a member of the Captain Nichola Goddard School Parent Association formally represent the Association during School Council meetings.
4. It is suggested that the School Council seek a member of the Panorama Hills community at large to participate on School Council to provide a broader community perspective.

## Quorum

Quorum for regular School Council meetings will be met if a minimum of 1 Executive Member, the Principal (or designate) and 1 General Member are present. In addition, parent/guardian attendance must be greater than staff attendance.

### Executive

1. The following positions of the Executive Committee will be elected from the general membership:
  - Chairperson
  - Vice Chairperson
  - Secretary
  - Treasurer
2. The term of office is from the Annual General Meeting to the following Annual General Meeting.
3. Any member of the Executive who misses three (3) consecutive meetings may be replaced at the discretion of the Executive.
4. 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.

### Roles & Responsibilities of all Executive School Council Members

Comment [E1]: Executive?

1. All elected members of School Council are expected to:
  - attend all regularly scheduled meetings of the School Council,
  - read minutes of the previous meeting prior to attending a meeting,
  - come prepared to discuss the central topic of the meeting as identified in the agenda,
  - act in the best interests of the school and the students.
2. Each elected member will have one vote.

### Vacancies

With the exception of the School Council position filled by the Principal, the School Council may appoint School Council Executive Members and/or General Members to fill vacancies until the election at the next Annual General Meeting.

### Executive Officers/Executive Duties

#### *Chairperson*

1. Chair all meetings of the School Council,
2. plan the agenda for meetings in consultation with the principal and post a minimum of 48 hours prior to the meeting,
3. communicate with the principal on a regular basis,
4. designate the Vice Chairperson or some other member of School Council to assume the Chair responsibilities in case of absence,
5. ensure all decisions of the School Council are carried out,
6. have general supervision of all activities of the School Council,
7. ensure there is regular communication with the school community, beyond those who attend meetings,
8. prepare an annual report in conformance with the Regulations,
9. have signing authority on any financial accounts together with the Vice Chairperson and/or the Treasurer.

#### *Vice Chairperson*

1. Collaborate with the Chairperson in carrying out the Chairperson duties,
2. assume all responsibilities of the Chairperson in his/her absence,
3. have signing authority on any financial accounts together with the Chairperson and/or the Treasurer.

#### *Secretary*

1. Act as a recorder at each School Council meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting,
2. arrange for the timely distribution of the minutes of the School Council meetings,
3. file minutes, records and other School Council documents in an accessible binder kept on school property,
4. maintain a dated record of all the members of the executive School Council and their addresses,
5. ensure notice of meetings and other School Council events is distributed.

#### *Treasurer*

1. Keep an accurate accounting of all finances of the School Council,
2. prepare an updated report at each School Council meeting including current status, as well as any outstanding or expected expenditures and incomes,
3. ensure all debts of School Council activities are paid on time,
4. receive and deposit all monies collected by the School Council,

5. have signing authority on any financial accounts together with the Chairperson and/or the Vice Chairperson,
6. prepare an annual financial report for the year end August 31. Report to be completed by September 30.

### *General Members*

All parents or guardians that do not hold an executive or representative position are considered General Members and are invited to attend all School Council meetings. The role of a General Member is to participate in discussions during School Council meetings by listening to others and sharing opinions as desired. General Members are able to participate in decision making by joining discussions and by voting when the opportunity arises.

### *Volunteer Coordinator*

The position of Volunteer Coordinator may be filled if a need is identified by the School Council. This is a support position and is not considered a member of the School Council Executive. In general, the role will be:

1. To coordinate development of a data base of parents/guardians willing to support activities within the school.
2. To communicate with the staff to determine when volunteers may be desired to support school activities.

### *Key Communicator*

The position of Key Communicator may be filled if a need is identified by the School Council. This is a support position and is not considered a member of the School Council Executive. In general, the role will be:

1. To attend Area and System Key Communicator meetings and workshops and to share this information with the School Council
2. To stay informed about school board policy that impacts School Council and share this information with the School Council.

### Code of Ethics

A Code of Ethics is intended to help the members of School Council act as a collaborative group. It is an outline that demonstrates a commitment to acting with integrity. All School Council members will:

1. Abide by the legislation that governs them,

2. endeavour to be familiar with school 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 contributions and integrity of each member of the school community,
5. not disclose confidential information,
6. accept accountability for decisions.

### Meetings

1. The School Council will meet at least four times per year. It is through these meetings that the Principal will provide the opportunity for School Council to be informed about, discuss and advise on:
  - The Annual School Development Plan and Annual Results Report
  - Provincial Achievement Test Results
  - School Budget
2. Additional meetings may be called as issues, ideas or requests for information are identified.
3. Regular meetings will be held at the school. Dates for all School Council meetings will be determined at the first School Council meeting of the year and will be provided through the school newsletter and website.
4. The School Council may at any time give notice of a Special Meeting of the 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.

### Meeting Agendas

The Chairperson will work in partnership with the Principal to establish a committee that will seek input from School Council and will set the agendas for all meetings. Agenda item requests must be made no later than 5 days before scheduled meeting through the Chairperson, who will, if necessary, consult with the Executive and Principal as to the appropriateness of the item requested.

### Decision Making

1. Decisions at School Council meetings will be made by consensus as much as possible. A decision that is made by consensus must be stated clearly during the meeting and in the minutes.

2. If it is determined a decision must be made by vote, a motion must be moved and seconded and then passed by a majority of members. Results of voting must be stated clearly in the minutes.
3. Decisions or advice regarding financial support of the Parent Association must be made by vote.

### Committees

1. From time to time the School Council may form a committee to undertake a specific task. These committees will exist only for the period of time that the assigned task is being undertaken and will be dissolved upon the completion of the task. Committees may consist of elected School Council members and/or general school community members.
2. Committees meet outside of School Council meetings to complete their assigned tasks. Committees will provide a summary report of their activities during School Council meetings.

### Parent Association Relationship

1. The Captain Nichola Goddard School Parent Association is **NOT** a committee of the School Council but is a separate legal entity. The purpose of the Association is to raise money to enhance school activities and provide equipment that would not otherwise be covered by the school budget.
2. The School Council will communicate regularly with the Association to discuss financial priorities and advise the Association about appropriate fundraising activities.
3. It is critical to have a formalized, open and transparent relationship with the Association.
4. The School Council will seek a small amount of money from the Association in order to support its own operations.

### Annual General Meeting (AGM)

1. The Annual General Meeting will be held during each school year in April. The purpose of this meeting is to:
  - elect School Council Executive Members,
  - consider, for approval, the financial statements of the School Council for the previous year,
  - review the purpose of the School Council,  
(*And may also include*)
  - topics of concern, plans and budget for the upcoming year.

2. Notice of the Annual General Meeting will be given to parents/guardians and the school community not less than 14 days before the date of the meeting. The notice will be given in the manner determined by the School Council.
3. The selection process for Executive Members of the School Council will be as follows:
  - a. The School Council will communicate with parents/guardians that nominations for executive positions will be accepted and that elections will be held at the April meeting.
  - b. The Chairperson will accept further nominations at the April meeting.
  - c. If requested, a secret ballot vote will be conducted for each position.
  - d. Any member in attendance may vote.
  - e. Positions will be elected by a simple majority vote.
  - f. In the event of a tie for any position, a run-off ballot will be held immediately.
  - g. It is recommended that a meeting be held following the AGM with members of the previous executive and the new executive to support a smooth transition.
  - h. Executive members may be elected, if necessary, at any regular School Council meeting.
4. If a School Council cannot be formed, the Principal may establish an advisory committee for that year. Another establishment meeting must be called within 40 days of beginning of the next school year (and in subsequent years if a School Council cannot be formed).
5. The Annual General Meeting is open to any person who is the parent, guardian or legal custodian of a student registered at Captain Nichola Goddard School.

### Annual Report

1. In accordance with the *School Councils Regulation*, the School Council, through the chair, prepares and provides the School Board with an annual report that includes:
  - a. Summary of the activities of the School Council for the previous year,
  - b. financial statement relating to money handled by the School Council in the previous year, if any, and
  - c. copy of the minutes for each meeting of the School Council held in the previous year.
2. The School Council will make the annual report available to all members of the school community.
3. The annual report will be filed by September 30 as required by the Calgary Board of Education.
4. A copy of the report will be filed in an accessible binder on school property.

### Changes to the Operating Procedures

1. Notice of proposed changes must be made available to members of the School Council a minimum of two (2) weeks prior to the date of the meeting when a change is being presented.
2. The Operating Procedures may be changed by a simple majority vote of those present at the meeting.

### Conflict Resolution Procedures

The School Council will apply every effort to resolve internal conflicts and abide by the Conflict Resolution Procedures outlined in Administrative Regulation 5001 of Calgary Board of Education.

### Policies

Captain Nichola Goddard School Council may make and implement policies in the school that the School Council considers necessary to carry out its functions. Topics on which School Council may wish to develop guiding policies include, but are not limited to:

- Communication: Internal and External
- Record Keeping
- Fundraising
- Privacy
- New Member Orientation/Transition Period
- Social Media

### Privacy

School Council will adhere to the Personal Information Protection Act (PIPA) and will not share personal information for purposes other than those directly related to School Council business.

### Effective Date

These operating procedures are effective the \_\_\_th day of (month) of (year).

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Lamis Youssef  
Chairperson, Captain Nichola School Council

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Joy Chadwick Principal, Captain Nichola Goddard School