

Dr. Roberta Bondar School Council Operating Procedures

(Adopted : June 13, 2023)

NAME

The name of the School Council shall be Dr. Roberta Bondar School Council.

OBJECTIVES

The goals of the school council, in keeping with the School Act and the School Councils Regulation, are to:

- a. Provide advice (i.e., input) to the School Principal and Staff on issues of importance, such as the school philosophy, mission and vision, school discipline policies, 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 and to meet the educational needs and goals of all students at Dr. Roberta Bondar School (DRBS)
- c. Facilitate collaboration among all 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
- e. Facilitate open communication with all educational stakeholders and the community
- f. Support a safe and respectful learning environment

PURPOSE

1. The School Council may, at its discretion:
 - a. Advise the Principal and School Board respecting any matter relating to the school
 - b. Perform any duty or function delegated to it by the School Board in accordance with its delegation
 - c. Consult with the Principal so that the Principal may ensure the Students in the School have the opportunity to meet the standards of education set by the Minister
 - d. Consult with the Principal so that the Principal may ensure the fiscal management of the school is in accordance with the requirements of the School Board and the Superintendent
 - e. Subject to Regulation, make and implement policies in the School that the School Council considers necessary to carry out its functions

- f. Coordinate committee activities in the School
- g. Make policies and/or participate in processes for conflict resolution amongst School Council Members, between the School Council and the wider community and the School Council and the School Staff

MEMBERSHIP

- 2. The membership of the School Council shall consist of:
 - a. the parents or legal guardians of students enrolled in Dr. Roberta Bondar School
 - b. the principal of Dr. Roberta Bondar School
 - c. a teacher representative elected or appointed by the teachers of Dr. Roberta Bondar School

GOVERNANCE

- 3. Town Hall Model with Consent Agenda
 - a. Items for Agenda consideration must be submitted to the School Council at least 9 days prior to a calendared School Council meeting to be included. Only items that fall within the purview of the School Council will be added to the Agenda.
 - b. The Agenda will be distributed to all Members 7 days prior to the calendared School Council Meeting, where a vote will occur to accept the Agenda.
 - c. In an effort to expedite decisions and to ensure all voices are heard and considered, decisions shall be made by voting on motions. A motion will be made and seconded. The group will be given time for discussion on the motion. The motion will be stated and each Member attending will have one vote. A simple majority vote will prevail, except in cases of by-law revision where a 75% majority is required. The ruling chair will hold the deciding vote if required in case of a tie.
 - d. Quorum will be attained when the majority of voting Members present at a meeting are parents or legal guardians of students enrolled in Dr. Roberta Bondar School and at minimum contains the Principal or Vice-Principal, Chair or Vice-chair, and 2 other voting members.
 - e. It is the responsibility of the School Council to manage School Council Activities by following the Town Hall model with Consent Agenda until a different model is deemed necessary to meet the needs of the School Council and has been approved by the members at a School Council General Meeting.

EXECUTIVE COMMITTEE

- 4. The Executive Committee 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.
 - a. The positions of the Executive Committee shall consist of:
 - i. Chairperson (The Chair), Vice-chairperson (Vice-Chair), Secretary, Treasurer (if required), and Key Communicator (if required)

- b. All Executive Committee positions must be filled by parents or legal guardians of students enrolled at Dr. Roberta Bondar School
- c. Every parent or legal guardian of a student enrolled at Dr. Roberta Bondar School is eligible to be elected to an Executive Committee position on the School Council.
- d. Election of the Executive Committee will take place at the Annual General Meeting (AGM) and the terms of office are from the AGM one year to the next Annual General Meeting the following year.
- e. Executive positions may be shared equally by up to 2 members if the members are in agreement and have been elected/appointed as such.
- f. Any person wishing to withdraw from the Executive Committee may do so by providing written notice to the Chair, if the Chair is the withdrawing member, by written notice to the Principal.
- g. Any member of the Executive Committee may be removed from office for any cause which the School Council may deem reasonable, providing that the member has been notified 21 days in advance upon a majority vote at a general meeting where Quorum is met.
- h. In case of a vacant position on the Executive Committee, members may elect at a General Meeting an interim member to fill the position until the election at the next Annual General Meeting.

DUTIES OF THE EXECUTIVE

5.

- a. The Chair (or Co-Chairs)
 - i. The chair plans meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Board of Trustees' Council of School Councils representative. The chair ensures the school board receives an annual report from the School Council.
- b. The Vice-Chair
 - i. 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. The vice-chair assumes responsibility in consultation with the school council, for communicating with the fundraising society.
- c. The Secretary
 - i. The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications. The secretary keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all material relating to the Dr. Roberta Bondar School Council including resources (School Council Resource

Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in Dr. Roberta Bondar School.

- d. The Treasurer (if required)
 - i. The treasurer keeps financial transactions of the school council, reports to the school council and complies with the school council and the Calgary Board of Education policies.
- e. The Key Communicator (if required)
 - i. The key communicator works to build and enhance a connection between parents/school communities and Calgary Board of Education. The key communicator will attend Community of School Councils (COSC) meetings. Key communicators liaise with school councils, enable more informed citizen input and share information, ideas and concerns as part of a system-wide network of involved parents.

COMMITTEES

- 6. A school council may appoint committees that consist of school council members and/or school community members. Committees report on their activities at school council meetings and meet outside of school council meetings to complete their assigned tasks.
 - a. The School Council executive may delegate to its committees appointed by the School Council any of the School Council's powers. This delegation must be documented in Meeting Minutes as to type and duration of delegation.
 - b. Member participation on a committee is voluntary, and members may serve on more than one committee. The Executive Committee Chair and Vice-Chair are by default members of all committees.
 - c. Committees may include, but are not limited too;
 - i. Hug & Go
 - ii. Work Bee
 - iii. Volunteer coordinator(s)

MEETINGS

- 7.
 - a. The first meeting of the school council is held within 28 days of the first day of school.
 - b. The school council will meet a minimum of seven 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. Meetings will take place at the school unless indicated with a 20 school day notice to change the location. A virtual meeting or hybrid option may be provided at the discretion of the chair.
 - e. Special meetings of the school council may be called by the executive, Principal, or at the written request of 10 parents/legal guardians of students enrolled at Dr.

Roberta Bondar School and must be held within 21 days of receipt of the request.

- f. Consultative meetings of the executive and the Principal or Assistant Principal may be called by the Principal or the Executive at any time deemed necessary with minimum 24hrs notice given by the requesting party. Consultative meetings shall take place at the school, or virtually at the discretion of attending parties.

ANNUAL GENERAL MEETING (AGM)

8.

- a. The Annual General Meeting (AGM) of the School Council will be held in May or at an appropriate time during the school year determined by the School Council.
- b. The AGM will be advertised throughout the school and the community for 20 school days prior to the AGM date.
- c. Election of school council members and/or executive positions will take place at the AGM
- d. All Members are eligible for election.
- e. All Members are eligible to vote at the AGM.
- f. The business of the AGM shall include: election of the Executive Committee, proposed by-laws/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 Members should have input, such as: changes to the vision or mission statement of the school, major changes in the school program or focus, formal evaluation of the school council

CARE OF OUTDOOR LEARNING SPACE

- 9. The Dr. Roberta Bondar School Council will be responsible for the care and maintenance of any vegetation associated with the Outdoor Learning Space during the summer break each year. Funding for this will be allotted in the annual budget.

NOTICES

10.

- a. It is expected that at least 14 days prior notice will be given for all meetings and proceedings and that such notice will be given by any of the following practices applicable to the school:
 - i. Notices sent home to parents/legal guardians
 - ii. E-mail
 - iii. Posting in Principals weekly message
 - iv. Posting on School Council social media accounts

- b. School Council will make reasonable efforts to ensure that each participant of the school community has an opportunity to express their views for consideration and to attend meetings
- c. Neither the failure to provide a notice to any particular participant of the school community or to a member nor any defect in any notice nor the failure of any particular person to actually receive such notice, shall affect the sufficiency of the notice given to other member nor the business transacted at such meeting

ANNUAL REPORT

- 11.
 - a. 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 June 15 annually that includes:
 - i. 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 OPERATING PROCEDURES

- 12. The Operating Procedures remain in force from year to year, unless:
 - a. amended at the AGM by simple majority vote, proposed amendments must be circulated with notice of AGM.
 - b. The bylaws of the school council may be amended by a 75% majority vote of the school council at a general meeting; circulation of proposed amendments must occur 14 days prior to meeting.
 - c. By a 75% majority vote at a School Council meeting called during the school year to propose amendments the Principal deems necessary, this meeting requires 14 days notice with circulation of proposed amendments

CODE OF ETHICS

- 13. All School Council members shall:
 - a. Abide by the legislation that governs them
 - b. Endeavour to be familiar with school policies and operating practices and act in accordance with them
 - c. Practice the highest standards of honesty, accuracy, integrity and truth
 - d. Recognize and respect the personal integrity of each member of the school community
 - e. Declare any conflict of interest
 - f. Encourage a positive atmosphere in which individual contributions are encouraged and valued

- g. Apply democratic principles
- h. Consider the best interests of all students
- i. Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
- j. Not disclose confidential information
- k. Limit discussions at school council meetings to matters of concern to the school community as a whole
- l. Use the appropriate communication channels when questions or concerns arise
- m. Promote high standards of ethical practice within the school community
- n. Accept accountability for decisions
- o. Not accept payment for school council activities

Conflict Resolution

14. Conflict Resolution Procedures; In accordance with Administrative Regulation No.5001 the School Council will abide by the conflict resolution procedures outlined by the Calgary Board of Education
- a. If a dispute between the principal and the school council, or any of its members about school council operations cannot be resolved, either party may refer the matter to the Area Director who may meet with the parties either independently or together, as the Area Director determines, for the purpose of attempting to resolve the dispute in a timely manner.
 - b. If the parties are not satisfied with the resolution of the Area Director, either party may ask the Chief Superintendent or designate for a review of the matter.
 - c. If an internal School Council dispute arises, the following approaches may be considered by the school council at its own cost:
 - i. assistance by a facilitator in dispute resolution techniques; or
 - ii. assistance by an outside trained facilitator; or
 - iii. any other dispute resolution method that the school council may agree upon.

PRIVACY

- 15.
- a. School council shall adhere to the Personal Information Protection Act (PIPA).
 - b. School council shall not share personal information for purposes other than those of school council business.

POLICIES

- 16.
- a. School council may develop policy for the duration of their term.
 - b. The policies of the School Council will be reviewed at the beginning of every new school council term to decide if each policy will be implemented for the new school council and its term.

SCHOOL COUNCIL FUNDRAISING

17.

- a. School Council, will, where possible, encourage the School Association to do the fundraising for the school and the school community.
- b. School council will communicate regularly with the School Development Association to support their activities and to solicit support for school council activities.
- c. School council can develop policy to promote productive, open and transparent relations with the School Development Association.
- d. School Council can fundraise and funds can be kept in a School Council bank account or given to the school.
- e. School Council's funds given to the school will be subject to the Calgary Board of Education's policy on School Council fundraising.

DISSOLUTION OF COUNCIL

18. As per Alberta Provincial Legislation, only the Minister of Education can 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) days after the start of the next school year.

These Operating Procedures are certified to be in force effective the 13 day of June, 2023

DR. Roberta Bondar School

Chair: [Signature]

Principal: [Signature]
Evelyne Lamontagne

Vice-Chair: [Signature]

Secretary: [Signature]

Treasurer: [Signature]