

**Galbraith
School Council
Operating Procedures**
Approved _____

NAME

The name of the school council is Galbraith School Council.

AUTHORITY

Galbraith School Council derives its authority to participate in the education of our students through Section 22 of the *School Act* and the School Councils Regulation, which supports it.

PURPOSE

The purpose of Galbraith School Council is to promote the well-being and effectiveness of our school community and to enhance student learning through providing opportunities for parental engagement. We will be an advisory council to both principal and school board.

PRIVACY

Galbraith School Council is subject to the Personal Information Protection Act (PIPA), and, as such, will not share personal information collected for purposes other than those of School Council business.

MEMBERSHIP, GOVERNANCE and DECISION MAKING

Town Hall Model

Galbraith School Council uses a Town Hall Operating Style meaning every parent/guardian/caregiver (referred to as parents from hereon) of every student and child in the school are members of the School Council.

1. The School Council is composed of the following members:
 - a. The parents of children attending Galbraith School
 - b. The principal or designate of Galbraith School
 - c. A minimum of one teacher and a maximum of three teachers who are teachers at Galbraith School, elected or appointed by the teachers at the school;

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- d. Community Representative (when available)
- 2. All members of the School Council may take part in decision making.
- 3. The parent/other ratio may vary at times, but the number of parents must always exceed the number of other representatives.

DECISION MAKING

We will attempt to come to consensus on key issues facing the School Council.
Voting may take place if consensus cannot be reached.

EXECUTIVE/OFFICERS and TERMS of OFFICE

Town Hall Model

- 1. An Executive Committee will be formed at the Annual General Meeting for the purpose of carrying out the day-to-day operation of the School Council.
- 2. The positions of the Executive Committee shall consist of:
 - Chairperson
 - Vice chairperson
 - Secretary
 - a) All Executive positions must be filled by parents of children attending Galbraith School.
 - b) Every parent of a student enrolled at Galbraith School or of children in Kindergarten and the Early Education Program is eligible to be elected to an executive position on School Council. When we say "student" in this document, we include our Kindergarten and the Early Education Program children.
 - c) The terms of office are for 2 year(s) and are from an Annual General Meeting to an Annual General Meeting.
- 3. The Executive Committee of School Council will be elected by parents of students enrolled at Galbraith School attending the Annual General Meeting.

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4. The Executive Committee will provide the agenda for the general meetings and circulate minutes of the same.

VACANCIES

If a vacancy exists on the Executive elections to fill that position for the remainder of the term will be held at the next regular meeting.

EXECUTIVE OFFICERS/EXECUTIVE DUTIES

Chairperson

It is expected that the School Council Chairperson will be a parent of a student attending the school.

The Chairperson of the School Council will:

- Be the official spokesperson of the School Council
- Chair all meetings of the School Council
- Coordinate with the principal to establish meeting agendas
- Communicate with the principal on a regular basis
- Follow existing School Council operating procedures
- Ensure that minutes are recorded and maintained
- Ensure there is regular communication with the school community, beyond those who attend meetings
- Prepare an annual report in conformance with the Regulations

Vice Chairperson

The Vice-Chairperson of the School Council will:

- Assume the duties of the Chair in their absence
- Prepare to assume the position of Chairperson in the future
- PIPA Officer

Secretary

The Secretary of the School Council will:

Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting

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- Distribute draft minutes to the Executive and principal within 7 days of the meeting. Keep minutes, correspondence, records and other School Council documents in School Council filing cabinet and the current school year minutes to be kept in the library in a binder.
- Ensure notice of meetings and other School Council events is distributed. Give notice of any special meetings.
- In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.

MEETINGS

1. Regular Meetings

There will be a minimum of 5 meetings, normally occurring on the second Tuesday evening of the month held at the school.

2. Special Meetings

Any 7 parents may request a special meeting of the Chair. The purpose of the special meeting must be disclosed. If the purpose of the special meeting is for dispute resolution we will have a third party chair the meeting.

3. Annual General Meetings

The Annual General Meeting will be held each year in June.

- Elections will be held and positions open will be advertised
- Parents of students at the school are eligible to run or vote on positions
- Present annual report (then submit to School Board as per Regulation).

MEETING AGENDAS

- Chair in conjunction with the Principal or designate will develop the agendas
- Any member can request an item for the agenda 10 days prior to meeting date. Agendas will be distributed to members 7 days prior to meeting with previous meeting minutes attached

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QUORUM

A quorum for the transaction of business will be attained when the majority of members present at any meeting are parents of children enrolled in Galbraith Elementary School.

The principal or designate must be present.

The chair or vice-chair must be present.

COMMITTEES

The School Council may appoint committees that consist of School Council members and/or community members. Committees will meet outside of School Council meetings to complete their assigned tasks and report on their activities at School Council meetings.

POLICIES

Galbraith School Council may make and implement policies in the school that the School Council considers necessary to carry out its functions.

SCHOOL COUNCIL FUNDRAISING

Galbraith School Council will encourage the fundraising society to do the fundraising for the school and the school community.

FUNDRAISING SOCIETY RELATIONSHIP

Galbraith School Council will communicate regularly with the fundraising society to support their activities and to solicit support for School Council activities.

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CODE OF ETHICS

As a member of Galbraith School Council, I will:

- Devote time, thought and study to the role and responsibilities of a school council member so I can provide effective service to my council
- Be familiar with the school council polices and operating procedures
- Work with my fellow school council members in a spirit of harmony cooperation and respect for differences of opinions
- Promote positive and collaborative relationships on school council, between school council and the greater school community and the fundraising society
- Encourage parent participation in school council
- Work with my fellow school council members to support the goals of the school's education and improvement plans
- Assist the school council to excel in all of the efforts and undertakings
- Act as an advocate for excellence in education at the school and community levels
- Declare any conflict of interest
- Never disclose any confidential information I may have access to through other involvements at the school
- Use the appropriate communication channels to address concerns

CONFLICT RESOLUTION PROCEDURES

The School Council will apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures if necessary, and shall abide by the Conflict Resolution Procedures outlined in Procedure 1002.4 of the Policy Handbook of Lethbridge School District #51.

Procedure 1002.4 of the Policy Handbook of Lethbridge School District #51

2.0 In the event of a dispute between the principal and the school council which

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cannot be resolved internally, either party shall have the right to refer the matter to the Superintendent.

2.1 The appeal shall be in writing in a form prescribed by the Superintendent with a copy provided to the other party.

2.2 Upon receipt of an appeal the Superintendent (or designate) shall meet with the parties, independently or together as the Superintendent so chooses, for the purpose of attempting to resolve the conflict through negotiation/arbitration.


2.3 Should the process identified in 2.2 above not resolve the dispute, the Superintendent shall convene a three-member committee consisting of one Trustee, one principal and one school council chair. The committee shall hold a hearing at which both parties shall be provided with an opportunity to present their positions. The Superintendent may be called as a witness. The decision of the committee shall be final.


REVIEW and AMENDMENTS

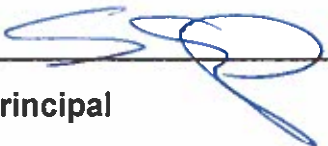
School Council will present its Operating Procedures at the beginning of every school year. Notice of amendment will be made at the meeting prior to the amendment coming forward.

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Approved by Galbraith School Council at a Regular, Special or Annual General Meeting

 _____	<u>Tamara Prosk</u> _____	<u>Nov. 29/17</u> _____
Chairperson	Print	Date

 _____	<u>Lyvia Hughes</u> _____	<u>Nov 23 /17</u> _____
Secretary	Print	Date

 _____	<u>S. Scheldrup</u> _____	<u>Nov 20/17</u> _____
Principal	Print	Date