

## **School Council Bylaws**

### **The RT. Honorable École Joe Clark School Council**

#### **Mission Statement: (What do we do and how?)**

Our mission is to work collaboratively as a school community to support and enhance student learning. As parents, we advocate for decisions that benefit the entire student body and ensure that perspectives from the broader parent community are considered in school planning. We assist the Joe Clark School administration team and staff by providing direction and feedback to ensure the success of all students in their academic, social, and emotional development.

#### **Vision: (Where do we want to be in the future and why?):**

To continue providing high-quality educational opportunities that empower and inspire the students of École Joe Clark School to achieve their fullest potential.

#### **Objectives:**

The Objectives of school council, in keeping with the Education Act and the School Council Regulations are:

- Establishes and reviews school council's operating procedures, goals, objectives, action plans and procedures.
- Setting policies to govern school council activities at the school level, as described in the Education Act
- Advising the administrative team and school board on educational issues that pertain to the school
- To enhance and support school learning opportunities when they align with school goals, curricular objectives and student wellness.
- Communicating and consulting with the broader school and parent community
- Promoting Joe Clark School and celebrating its educational programs in the community
- Planning engagement activities that align and support Joe Clark's Education Plan goals

#### **Membership:**

**All parents of students attending Joe Clark School are members of School Council.**

##### **A. The membership of the school council must consist of the following:**

- Any parents of children who attend Joe Clark Educational Programs from Junior Kindergarten to grade five who attends School Council Meetings;
  - Representation from each of the programs (Early learning, French Immersion, and English programs) whenever possible;
  - An administrator from Joe Clark School;
  - Teacher representatives from the school.
- B. The membership may also consist of (when appropriate):**
- a. A teacher designated room rep from each classroom
  - b. A community member from at large selected by the school or council members

The majority of the members of school council must be parents enrolled in the school.

**School Council Agreements:**

School Council will review the ÉJCS School Council Norms each year at the AGM with its members. Amendments can be made at this time. (Appendix A)

**The School Council Executive:**

The executive will consist of the following positions which will be filled annually by election at the Annual General Meeting, voted on by school council membership:

- School Council Chairperson
- School Council Vice Chair
- Secretary

Other positions may be included as needed and voted upon by school council members, which could include:

- Staff Appreciation Committee
- Social Media Coordinator

If an executive position is vacated during the school year, the position will be posted and advertised by school council for a minimum of one month, prior to a replacement being voted upon. The Vice-Chair may take on the role temporarily until such time as the position is filled.

***The responsibilities and duties of these positions are outlined in the attached schedule "School Council Roles and Responsibilities" (Appendix B)***

**Meetings:**

Council meeting dates and times will be established in October of each year and determined by majority vote. The location will be at Joe Clark School in the library unless otherwise posted.

Special meetings or subcommittee meetings will be held by the executive and include school administration on an ad hoc basis if the need arises. This will be agreed upon by the chairperson and administration.

### **Decision Making Model:**

All executive and attending members are welcome to vote on any motions made. School Administrators and teachers are not voting members. Teachers who are also parents, are required to specify in what capacity they are attending, either as parent or school representative.

Quorum will be defined as five members of the School Council. Decisions will need to achieve quorum and majority support to be passed, if quorum is not met, a topic will be tabled for future discussion and voting at a later meeting.

All decisions will be made during in person or virtual meetings in the event of an emergency decision needing approval, an ad hoc meeting can be formed with executive and administration present. All decisions must be recorded into meeting minutes.

### **Annual General Meeting:**

The annual general meeting will be held in October of each year unless otherwise communicated. It must occur no later than October each year. At the annual meeting elections for each of the executive positions will be held as well as for each of the committees.

The business of the AGM may include:

- election of school council members and/or executive members
- proposed operating procedures amendments
- discussion of major issues in which parents should have provide feedback to administration
- Year plans for school council aligning with the school's education plan

### **Annual Report to the Board:**

The Chair of the school council will provide an annual report as required under the Alberta School Councils Regulations s.14(1) each year. The report will contain a summary of activities of the school council in the previous school year and a financial statement relating to money handled by the school council in the previous school year, if any, and how the funds were allocated.

**Conflict Resolution:**

Conflict resolution will be done on a collaborative basis within the council. Following the divisional Dispute Resolution process outlined in Admin Procedure 110- School Councils.

**References:**

[Province of Alberta Education Act](#)

[Alberta School Council Regulations](#)

[Alberta School Council Resource Guide](#)

School Council Administrative Procedure 110- School Councils