

Elbow Valley Elementary School
School Council
Operating Procedures
Approved May 26th, 2025

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Elbow Valley Elementary School;
- B. "Council" means the Elbow Valley Elementary School Council;
- C. "Parents" means parent, guardian or primary caregiver of any child enrolled in an educational program at the School, including Early Childhood Services (kindergarten);
- D. "School community" includes students of the School, Parents, staff, and other community representatives as determined by Council [section 5(B)];
- E. "Members" are defined in section 5;
- F. "Regulation" means the School Councils Regulation as provided through Alberta Provincial Legislation;
- G. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations;
- H. "PIPA" means Personal Information Protection Act (<https://www.alberta.ca/personal-information-protection-act>).

2. AUTHORITY

The Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, hereinafter referred to as "*legislation*".

3. The Mission and Vision of the School:

Mission

The mission of the School, in partnership with the home and community, is to provide an environment that fosters positive self-esteem, respect, responsibility and develops skills needed to be lifelong learners.

Vision

The vision is to have a healthy, balanced School environment with every child experiencing success.



The Mission and Vision of the Council:

Our goal is to support the School in achieving its Mission and Vision. Council will undertake discussions and activities that will enhance student learning and foster the well-being and effectiveness of our School.

4. OBJECTIVES

The objectives of the Council, in keeping with the legislation are to:

- A. Represent the parent perspective by providing advice to and consulting with the Principal and the School Board on matters relating to the School such as: the School philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs;
- B. Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by the School community;
- C. Support special events that will support and enhance student learning, encourage participation and promote the well-being of the School community;
- D. Facilitate a performance evaluation of our Council and communicate the results of this evaluation to the School Board and the School community;
- E. Develop a communication plan to share information with Parents and the School community and facilitate communications with all educational stakeholders;
- F. Adhere to Council's Code of Ethics (see section 20);
- G. Consult with other school councils and provincial organizations;
- H. Support an approach to education in which decisions are made collaboratively;
- I. Advise School Boards, Alberta Education or other provincial organizations on broader educational issues.

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

Council uses a Town Hall Operating Style.

- A. The Members of the Council shall consist of:
 - i. All Parents, as defined in 1C above;
 - ii. The Principal of the School;
 - iii. One or more teachers of the School, elected or appointed by the teachers.

- B. The Council may also include community representatives who have, in the opinion of the majority of Members of the Council mentioned in 5(A), an interest in the well-being of the students and the School.
- C. The voting Members of the Council shall consist of Parents.
- D. The non-voting Members of the Council shall consist of community representatives, the Principal and the teacher.
- E. The voting/non-voting ratio may vary at times, but the number of Parents must always exceed the number of administration, staff, students and/or community representatives.

6. DECISION MAKING

Decisions at Council meetings will be made by consensus as much as possible.

- A. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- B. If consensus cannot be reached, then a decision may be made by a vote. In this case, the motion must be moved, seconded and passed by the majority of voting Members present at the meeting at which the vote was taken.
- C. There will be no voting by proxy.

7. QUORUM

- A. Quorum will be attained when the majority of Members present at any meeting are Parents and the Principal or designate is present.
- B. In the absence of a quorum:
 - i. If the Members present agree to proceed in the absence of a quorum, the Council may continue for the purposes of discussion of issues;
 - ii. No motions shall be considered or approved;
 - iii. No decisions by consensus shall be reached.

8. EXECUTIVE POSITIONS

The positions of the Executive shall consist of: Chair, Vice-Chair (or Co-Chair), Secretary and Treasurer (if required).

- A. All Executive positions must be filled by Parents.
- B. Every Parent is eligible to be elected to an Executive position.
- C. The terms of office are from the close of the Annual General Meeting to the close of the following Annual General Meeting. Any elected Member may serve up to 4 consecutive terms in the same position.

- D. The Executive of the Council will be elected by the voting Members attending the Annual General Meeting or in the event of vacancies after the Annual General Meeting, elected by the voting Members present at a subsequent Council meeting.
- E. Any Executive Member may resign their position by providing written notice to the Executive and the Principal.
- F. Any Executive Member may be removed from the Executive at any time with cause by a majority vote of the Executive whenever, in its judgment, the best interest of the Council will be served.
- G. Unless authorized at any meeting and after notice for same shall have been given, no Member of Council shall receive any remuneration for their services.
- H. The Executive will carry out the day-to-day operation of the Council.

9. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair/Co-Chair

Unless otherwise delegated, the Chair(s) of the Council will:

- i. Chair all meetings of the Council;
- ii. Coordinate with the Principal to establish meeting agendas;
- iii. Communicate with the Principal on a regular basis;
- iv. Decide all matters relating to rules of order at the meetings;
- v. Ensure that these Operating Procedures are current and followed;
- vi. Be the official spokesperson of the Council;
- vii. Ensure that there is regular communication with the whole School community;
- viii. Be an ex-officio member of all committees;
- ix. Review any communication to the School community prior to distribution and include the Principal in same;
- x. Stay informed about School Board policy that impacts Council;
- xi. Comply with the Regulation by providing the School Board with an annual report that summarizes the Council's activities for the previous School year, including a financial statement relating to money, if any, handled by the Council, no later than September 30th;
- xii. Oversee monthly Council Newsletter (optional);
- xiii. Have general responsibility for all activities of the Council.

B. Vice-Chair (optional, if no Co-Chair)

Unless otherwise delegated, the Vice-Chair of the Council will:

- i. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the Council;
- iii. Work with and support the Chair in agenda preparation;
- iv. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the Council;
- v. Assume responsibility, in consultation with the Council, for communicating with the FEEVES or other parent groups within the School;
- vi. Promote teamwork and assist the Chair in the smooth running of the meetings;
- vii. Keep informed of relevant School and School Board policies;
- viii. Assist the Chair and undertake tasks assigned by the Chair.

C. Secretary

Unless otherwise delegated, the Secretary of the Council will:

- i. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- ii. Keep minutes, correspondence, records and other Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of 7 years;
- iii. Maintain a dated record of all the Members of the Council who have knowingly provided their contact information, in compliance with PIPA;
- iv. Distribute, as determined by the Council, agendas, minutes, notices of meetings and notices of other events;
- v. In the absence of the Secretary, the Council shall choose a recording Secretary for the meeting.

D. Treasurer (if required)

Unless otherwise delegated, the Treasurer of the Council will:

- i. Ensure that records of all financial transactions are available at the School for a period of 7 years;
- ii. Ensure that records are available upon request of the School Board, public or School community;

- iii. Present a full, detailed account of receipts and disbursements to the Council as required by the Council, and prepare the financial statements for the annual report.

10. COORDINATOR POSITIONS

The Coordinator positions shall consist of: Volunteer, Yearbook and Fun Lunch.

- A. All Coordinator positions must be filled by Parents.
- B. Every Parent is eligible to be elected to a Coordinator position.
- C. The terms of office are from the close of the Annual General Meeting to the close of the following Annual General Meeting. Any elected member may serve up to 4 consecutive terms in the same position.
- D. Coordinators will be elected by voting Members attending the Annual General Meeting or in the event of vacancies after the Annual General Meeting, elected by the voting Members present at a subsequent School Council meeting;
- E. Any Coordinator may resign their position by providing written notice to the Executive and the Principal.
- F. Any Coordinator may be removed at any time with cause by a majority vote of the Executive whenever, in its judgment, the best interest of the Council will be served.
- G. Unless authorized at any meeting and after notice for same shall have been given, no Coordinator of Council shall receive any remuneration for their services.

11. DUTIES OF THE COORDINATOR POSITIONS

A. Volunteer Coordinator

Unless otherwise delegated, the Volunteer Coordinator of the Council will:

- i. Host annual September volunteer orientation to create a roster of Parent volunteers for School events and committees (e.g. Family Dance);
- ii. Recruit Parent volunteers for School events, such as through Sign-Up Genius;
- iii. Liaise with Parent classroom reps, as needed;
- iv. Report to and attend Council meetings.

B. Yearbook Coordinator

Unless otherwise delegated, the Yearbook Coordinator of the Council will:

- i. Assist with School photo days including: picture day, retakes, kindergarten graduation and class photo day;

- ii. Gather photos from School staff and Parents throughout the school year;
- iii. Ensure photos are being taken at the School often and particularly for special events;
- iv. Work with the School administration team to confirm the yearbook account, price and quantity;
- v. Coordinate and obtain the grade 4 quotes and kindergarten quotes, the grade 4 photo and the bus driver photo;
- vi. Ensure the yearbook email is monitored on a regular basis;
- vii. Download and sort all photos in the yearbook program;
- viii. Work with the School administration team to coordinate the cover art contest (if doing);
- ix. Design and create the yearbook;
- x. Oversee production of yearbook;
- xi. Report to and attend School Council Meetings.

C. Fun Lunch Coordinator (e.g. Healthy Hunger)

Unless otherwise delegated, the Fun Lunch Coordinator of the School Council will:

- i. Schedule lunch dates in collaboration with School administration and local restaurants, ensuring dates align with the School and Divisional calendars;
- ii. Set up classes on the platform (e.g. Healthy Hunger) at the beginning of the school year, allowing families to register for the program;
- iii. Ensure chosen vendors align with any School eating guidelines;
- iv. Establish menu prices that provide a reasonable fundraising profit for the School;
- v. Recruit, train and schedule volunteers to assist with meal distribution;
- vi. Prepare School communications to be distributed via the Owl Outlook including upcoming lunch dates, order deadlines, and updates from restaurants, as required;
- vii. Respond to feedback from Parents/teachers regarding lunches;
- viii. Prepare monthly earned and projected revenue statement;
- ix. Report to and attend Council meetings.

12. OTHER MEMBERS

Other Members will:

- A. Share their professional knowledge, expertise and life experience;

- B. Encourage feedback and participation from community groups and individuals;
- C. Communicate information of interest to the Council and the School community;
- D. Share information from Council meetings with the community;
- E. Have a clear understanding of the Council's objectives;
- F. Attend Council meetings;
- G. Identify possible topics for agendas;
- H. Serve as a liaison between the Council and their organization or area of responsibility.

13. VACANCIES

Except for the positions of the Principal and teacher representative, any vacancy of the Council will be advertised to all Parents. Elections for a vacant position will be held at subsequent meetings of the Council until the vacancy is filled.

14. MEETINGS

Council meetings may be held in-person or using a virtual or online platform suitable for conducting Council business, or a combination of the two. The Executive, in collaboration with the Principal, will determine the format of the meetings. Virtual meetings may include electronic voting which will be determined by the Executive (ie. Raise Hand feature, chat window, mic, ballots via private messaging).

A. Annual General Meetings

Where the Council has not been operational the year prior, an Establishment Meeting will be held in accordance with legislation; otherwise, an Annual General Meeting of the Council will take place once each School year.

- i. The Annual General Meeting of the Council will be held in the month of June, or at an appropriate time during the School year as determined by the Council. The meeting will be advertised throughout the School and the School Community via posters, website, social media, email and/or newsletter; no less than 2 weeks beforehand and will state the business to take place at the Annual General Meeting, including the Election Nominating Procedure.
- ii. All Parents are eligible for election.
- iii. All Parents are eligible to vote at the Annual General Meeting.

- iv. The business of the Annual General Meeting shall include:
 - a. The election of Executive Members;
 - b. The election of Coordinator Positions;
 - c. Any proposed amendments to the Operating Procedures;
 - d. Presentation of the financial statement of the previous year, if any.
- v. And may also include:
 - a. Plans and budget for the upcoming year;
 - b. Discussion of any major issue in which all Parents should have input such as changes to the Vision or Mission of the School or School Board, School policy, or other major changes in the School program or focus;
 - c. Any evaluation of the Council.

B. Special General Meetings

- i. The Council Executive may at any time give notice of a Special General Meeting of the Council. Notice will be given at least 3 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with.
- ii. At any Special General Meeting, all Parents in attendance shall have the right to vote.

C. Regular Meetings

At the Annual General Meeting, the Council will review the number of regular meetings, and time, date and place of those meetings for the School year, as published in the School calendar located in the annual student handbook. The Principal shall distribute this information to all Parents.

Any Council Member may be suspended or expelled for the duration of the School year from attendance at any Regular Council meetings, if, upon a majority vote of voting Members present at Special General Meeting called for that purpose, it is determined to be in the best interests of the Council to do so.

15. MEETING AGENDAS

The Chair will work in partnership with the Principal to establish the agendas for all meetings. Agenda item requests must be made through the Chair, who will, if necessary, consult with the Executive and Principal as to the appropriateness of the item requested.

16. COMMITTEES

Committees will be determined by the Council and will make decisions or recommendations according to the mandate that the Council gives them as deemed necessary from School year to School year.

- A. Committee members shall consist of participants from the School community.
- B. Ad hoc committees will be formed as necessary and will work within a specified time period.
- C. Committees will meet outside of Council meetings to complete their assigned tasks as per the direction of the Council and report on their activities at Council meetings.

17. POLICIES

Subject to any provincially or School Board-mandated policies and/or regulations, the Council may make and implement its own policies that it considers necessary to carry out its functions.

- A. The policies of the Council will be reviewed at the beginning of every new Council term to decide if each policy will be implemented for the new Council and its term.
- B. Topics on which Council may wish to develop guiding policies include, but are not limited to: Elections, Communication (Internal and External), Record Keeping, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, Council Evaluation and Social Media.

18. FUNDRAISING

- A. The Council will, where possible, encourage the Friends of Ecole Elbow Valley School Society (FEEVES) to raise funds for the School and the School community.
- B. Should a Council event result in funds being generated, those funds will be given to the School to track and record.
- C. Council funds given to the School will be subject to the School Board's policy on School Council fundraising and/or School-generated funds.

19. Friends of Ecole Elbow Valley Elementary School Society (FEEVES), Canadian Parents For French (CPF) & Other Parent Groups

The Council recognizes and appreciates the efforts of other groups of Parents striving to support and enhance the educational opportunities in the School.

- A. Council will communicate regularly with FEEVES, CPF and other groups of Parents to support their activities and to solicit support for Council activities.
- B. Council may develop policies to promote a productive, open and transparent relationship with FEEVES, CPF and other groups of Parents.

20. CODE OF ETHICS

All Council Members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statement of the School and Council;
- C. Endeavour to be familiar with School policies and operating practices and act in accordance with them;
- D. Practice the highest standards of honesty, accuracy, integrity and truth;
- E. Recognize and respect the personal integrity of each member of the School community;
- F. Declare any conflict of interest;
- G. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- H. Apply democratic principles;
- I. Consider the best interests of all students;
- J. Respect the confidential nature of some School business and respect limitations this may place on the operation of the Council;
- K. Not disclose confidential information;
- L. Limit discussions at Council meetings to matters of concern to the School community as a whole;
- M. Use the appropriate communication channels when questions or concerns arise;
- N. Promote high standards of ethical practice within the School community;
- O. Accept accountability for decisions;
- P. Not accept payment for Council activities.

21. DISPUTE RESOLUTION

- A. The Council shall abide by the Dispute Resolution process outlined in the School Board's policies and regulations to address disputes between the Principal and the Council with respect to policies proposed or adopted for a school.

- B. The Council shall apply every effort to resolve internal disputes using the steps outlined in these Operating Procedures. If at any time, 10 Parents and 50% of the Executive Members of the Council believe a dispute is causing significant impairment of Council operations, they may deliver a signed written letter to all Executive Members and the Principal requesting a Special General Meeting, and the following will apply:
- i. The Chair will call a Special General Meeting of the Council;
 - ii. The Secretary will provide a minimum of 3 days written notice to all Parents and Council Members of the date, time, place and purpose of the Special General Meeting;
 - iii. At the Special General Meeting, all Parents and Council Members present will have an opportunity to hear and discuss the issues causing the dispute;
 - iv. On motion, a vote shall be taken respecting a proposed resolution to the dispute;
 - v. If a majority of voting Members present vote in favour of the resolution proposed, the Council will immediately act upon it.

22. PRIVACY

The Council shall adhere to PIPA and shall not use or share personal information for purposes other than those of Council business.

23. DISSOLUTION

As per legislation, only the Minister of Education has the authority to dissolve a school council. If the Council is dissolved, the Principal may establish a Principal's Advisory Committee to perform some or all of the duties of the Council until the next school year. The Principal will perform the duties as outlined in legislation with respect to the re-establishment of the Council within forty (40) School days after the start of the next School year.

24. REVIEWS and AMENDMENTS

Subject to any provincially or School Board-mandated policies and/or regulations, the Council may make any changes to these Operating Procedures deemed necessary to carry out its functions. The Operating Procedures will be reviewed for their relevance and effectiveness annually by the Council Executive or by a committee established expressly for that purpose.

These Operating Procedures have been accepted by a majority of Parents at a Special General Meeting called for that purpose.

Date May 26, 2025

Kirsten Inglis / chekey Conrad
Chair's Name

[Signature]
Chair's Signature

Jennifer Tanguay
Secretary's Name

Jennifer Tanguay
Secretary's Signature

Simon Pels
Principal's Name

[Signature]
Principal's Signature