

Calgary Classical Academy School Council Operating Procedures

DEFINITIONS:

In these operating procedures:

- A. "Act" means the Education Act (Alberta);
- B. "Executive" means the Chair, Vice Chair, Secretary and Treasurer;
- C. "Fundraising Society" means the incorporated entity created for the purpose of fundraising for the School
- D. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations;
- E. "Parents" means parent, guardian or primary caregiver of any student enrolled at the School, as well as the parent, guardian or primary caregiver of any student about to enter Kindergarten at the School;
- F. "PIPA" means the Personal Information Protection Act (Alberta);
- G. "Regulation" means the School Councils Regulation under the Act;
- H. "School" means Calgary Classical Academy;
- I. "School Council" means the School Council for the School;
- J. "School community" means persons other than Parents who have, in the opinion of the majority of the Members of the School Council, an interest in the well-being of the students and the School.

AUTHORITY:

The School Council derives its authority to participate in the education of our students through the Education Act (Alberta).

VISION STATEMENT:

The vision of the Calgary Classical Academy School Council is to foster a community of learning and friendship while supporting the students in the learning of virtues, knowledge, and habits befitting responsible and free citizens.

MISSION STATEMENT:

The mission of the Calgary Classical Academy School Council is to support the academic, physical and emotional well-being of all students, and to promote an effective learning environment in partnership with students, staff, parents and the community. School Council strives to provide the advice and support needed to offer each student the best education possible.

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OBJECTIVES:

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

- A. Represent the Parent perspective by providing advice to and consulting with the Principal and the Board of Directors 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 members of the School community;
- C. Facilitate the development of a common vision for the School;
- D. Support special events that will support and enhance student learning, encourage participation and promote the well-being of the School community;
- E. Facilitate a performance evaluation of our School Council and communicate the results of this evaluation to the Board of Directors and the School community;
- F. Develop a communication plan to share information with Parents and the community and facilitate communications with all educational stakeholders;
- G. Adhere to the School Council's Code of Ethics;
- H. Consult with other School Councils and provincial organizations;
- I. Support an approach to education in which decisions are made collaboratively; J. Advise the Board of Directors, Alberta Education or other provincial organizations on broader educational issues.

GOVERNANCE, MEMBERSHIP and DECISION MAKING:

GOVERNANCE:

The School Council uses a Town Hall Model of Governance

- A. The membership of the School Council (the "Members") shall consist of
 - 1) All Parents
 - 2) The principal of the school
 - 3) One or more teachers and staff of the School, elected or appointed by the teachers;
 - 4) One or more community liaisons, which may be appointed by the School Council from time to time.
- B. The voting Members of the School Council shall consist of all Parents;
- C. The non-voting Members of the School Council shall consist of all non-Parent Members; D. A Member is disqualified if that person no longer has a student enrolled at the school.

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RESPONSIBILITIES OF MEMBERS:

A. School Council Members will:

- 1) Uphold the objectives of the School Council;
- 2) Act in the best interests of the School and the School community;
- 3) Make all reasonable efforts to advise the Chair, in advance of the meeting, of any matters proposed for discussion at the meeting.

B. No Member of School Council shall receive any remuneration for his/her

services. DECISION MAKING:

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

- A. In an effort to expedite decisions and to ensure that all opinions are considered, decisions shall be made by voting on motions. The motion must be moved, seconded and passed by the majority of School Council voting Members present at the meeting at which the vote was taken. B. There will be no voting by proxy.

EXECUTIVE DECISION MAKING:

- A. The members of the Executive may make decisions necessary for the day-to-day operation of the School Council at meetings of the Executive to ensure the efficient functioning of the School Council (ie website content, operating expenses, committee reporting, social media posts, etc)
- B. All decisions made by the Executive must be reported by the Chair at the next School Council meeting.

QUORUM:

- A. Quorum will be attained when at least five voting Members are present at any School Council meeting, and the Principal or designate is present. If a quorum is present at the start of a meeting, the meeting may continue even if quorum is not maintained throughout; B. In the absence of a quorum:
1. If the Parents and School Council Members present agree to proceed in the absence of a quorum, the School Council may continue for the purposes of discussion of issues;
 2. No motions shall be considered or approved; and,
 3. No decisions by consensus shall be reached.

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EXECUTIVE and TERMS OF OFFICE:

The positions of the Executive shall consist of: Chair, Vice-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 on the School Council; C. The terms of office for the Executive are two years. All terms of office are from the close of the Annual General Meeting to the close of the Annual General Meeting in the second year following the Annual General Meeting. Any elected member may serve two consecutive terms in the same position;
- D. The Executive of the School Council will be elected by Parents 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 Executive member may resign his/her position by providing written notice to the Chair and 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 School Council will be served;
- G. No person may hold more than one elected office at one time, excluding the positions of Secretary and Treasurer, which may be jointly held by one person in the event there are no candidates standing for election for either the Secretary or Treasurer office;
- H. The Executive will carry out the day-to-day operation of the School Council.

DUTIES OF THE EXECUTIVE MEMBERS:

A. CHAIR: Unless otherwise delegated, the Chair of the School Council will:

- 1. Chair all meetings of the School Council;
- 2. Coordinate with the Secretary to create meeting agendas;
- 3. Communicate with the Principal on a regular basis;
- 4. Decide all matters relating to Rules of Order at the meetings;
- 5. Ensure that the Operating Procedures are current and followed;
- 6. Be the official spokesperson of the School Council;
- 7. Ensure that there is regular communication with the whole School community;
- 8. Be an ex-officio member of all committees;
- 9. Review any communication to the School community prior to distribution and include the Principal in same;
- 10. Stay informed about regulations and policies that impact School Council;
- 11. Have signing authority, if required, on any financial accounts together with the Vice-Chair and/or the Treasurer;

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12. Comply with the Regulation by providing the Board of Directors with an annual report that summarizes the School Council's activities for the previous School year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30th; and,
13. Have general responsibility for all activities of the School Council.

B. VICE-CHAIR: Unless otherwise delegated, the Vice-Chair of the School Council will:

1. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities (while remaining in the Vice-Chair position);
2. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
3. Work with and support the Chair in agenda preparation;
4. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
5. Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Society or other parent groups within the School;
6. Promote teamwork and assist the Chair in the smooth running of the meetings;
7. Keep informed of relevant School policies;
8. Prepare to assume the position of Chair in the future;
9. Have signing authority, if required, on any financial accounts together with the Chair and/or the Treasurer; and,
10. Assist the Chair and undertake tasks assigned by the Chair.

C. SECRETARY: Unless otherwise delegated, the Secretary of the School Council will:

1. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
2. Keep minutes, formal correspondence, records and other School Council documents, and ensure that all relevant documents (as required by the Act) are available to the public in an accessible location in the School, for a period of seven years;
3. Maintain a dated record of all the Members of the School Council who have knowingly provided their contact information, in compliance with PIPA; and,
4. Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events.

Note: In the absence of the Secretary, the School Council shall choose a recording Secretary for the meeting.

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D. **TREASURER:** Unless otherwise delegated, the Treasurer of the School Council will:

1. Keep accurate records of all financial transactions;
2. Ensure that records are available upon request of the Board of Directors, public or School community;
3. Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the Executive may order;
4. Liaise with the Fundraising Society on projects of joint interest;
5. Have signing authority on any financial accounts together with the Chair and/or Vice-Chair;
6. Present a full, detailed account of receipts and disbursements to the School Council as required by the School Council, and prepare the financial statements for the annual report;
7. Prepare an annual budget for review and approval by Members at the October School Council meeting; and,
8. Supervise the affairs and preside at any meetings of the financial committee should there be a need for one.

MEETINGS:

School Council meetings may be held in-person or using a virtual or online platform suitable for conducting School Council business, or a combination of the two. The Executive will determine the format of the meetings. Virtual meetings may include electronic voting which will be determined by the Executive.

A. Regular Meetings:

A minimum of six Regular School Council meetings will be held per School year or as called by the Executive. It will be decided when these meetings will take place at the Annual General Meeting. The meetings will take place within the School at or around 6 p.m., unless otherwise advertised.

B. Annual General Meetings:

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

1. The Annual General Meeting of the School Council will be held in the month of May or at an appropriate time during the school year as determined by the School Council. The meeting will be advertised throughout the School and the School community no less than two weeks beforehand and will state the business to take place at the Annual General Meeting;

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2. All Parents are eligible for election to the Executive;
3. All Parents are eligible to vote at the Annual General Meeting;
4. The business of the Annual General Meeting shall include:
 - a. The election of Executive Members;
 - b. Any proposed amendments to the Operating Procedures;
 - c. Presentation of the financial statement of the previous year (if any);
5. And may also include:
 - a. Plans 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 Council, School policy or other major changes in the School program or focus; and,
 - c. An evaluation of the School Council.

C. Special General Meetings:

The School Council Executive may at any time give notice of a Special General Meeting of the School Council. Upon a written request signed by at least 10 Parents, the Chair must ensure that a meeting of the School Council is held within 14 days of the request. Notice will be given at least five days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with. At any Special General Meeting, all Parents in attendance shall have the right to vote. Any Member may be suspended or expelled for the duration of the School year from attendance at any School Council meetings, if, upon a majority vote of voting Members present at a Special General Meeting called for that purpose, it is determined to be in the best interests of the School Council to do so.

MEETING AGENDAS:

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

COMMITTEES:

The School Council may create committees that consist of Members and/or School community members. Committees meet outside of School Council meetings to complete their assigned tasks as per the direction of the Executive and present a report of their activities at School Council meetings. Administration, planning and active participation on committees is counted towards the School's required 10 volunteer hours as considered for the betterment of the School.

- formed by Principal or Executive request or Parent interest;
- may be project based or ongoing;
- each committee will have clear purpose and scope. If the scope is too broad,

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another committee of focus may be created; and,

- a request for funds for the operation of a committee must be made to the Executive providing a scope and proposed budget for funds

Each committee shall have a lead to report committee function at each School Council meeting. Each committee functions as autonomously as possible whilst staying within the guidelines of the function and vision of the School Council.

All members may participate in any or as many committees as they wish, but if it is determined a committee member is negatively affecting the committee and its efforts through his/her behaviour and/or actions, he/she may be removed from said committee through a majority vote of 60% of those members.

POLICIES:

Subject to applicable legislation or any mandated policies, the School Council may make and implement policies that it considers necessary to carry out its functions.

SCHOOL COUNCIL FUNDRAISING:

Subject to any provincially or Board of Directors-mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain.

- A. The School Council will, where possible, encourage the Fundraising Society to do the fundraising for the School, the School Council and the School community.
- B. In the event the School Council proposes to fundraise, approval should be met with majority vote and with approval from the Fundraising Society. Funds may be given to the Executive to track, record, spend at the Executive's discretion, unless the purpose of the said funds have been previously established or proposed to be held by the Fundraising Society.
- C. School Council will vote on proposed requests for funds held by by the Fundraising Society for the operations of School Council. If approval is met with majority vote and the funds are available, the Fundraising Society will approve and release the funds accordingly.
- D. In the absence of mutually agreed terms, School Council funds held by the Fundraising Society will be subject to the policies of the Fundraising Society.

FUNDRAISING SOCIETY and OTHER GROUPS OF PARENTS:

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

- A. The School Council will communicate regularly with the Fundraising Society and/or other groups of Parents to support their activities and to solicit support for School Council activities;
- B. The School Council may develop policies to promote a productive, open and transparent relationship with the Fundraising Society and/or other groups of Parents.

DISPUTE RESOLUTION:

The School Council shall apply every effort to resolve internal disputes using the steps outlined in these Operating Procedures. If at any time, 10 Parents, or five Parents and 50% of the Executive of the School Council believe a dispute causing significant impairment of School Council operations is occurring, they may deliver a signed written letter to all Executive members and the Principal requesting a Special General Meeting, and the following will apply:

- A. The Chair will call a Special General Meeting of the School Council;
- B. The Secretary will provide a minimum of 10 days' written notice to all parents and School Council Members of the date, time, place and purpose of the Special General Meeting;
- C. At the Special General Meeting, all Parents and School Council Members present will have an opportunity to hear and discuss the issues causing the dispute;
- D. On motion, a vote shall be taken respecting a proposed resolution to the dispute; and, E. If a majority of voting Members present vote in favour of the resolution proposed, the School Council will immediately act upon it.

PRIVACY:

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

DISSOLUTION:

As per the Act, only the Minister of Education has the authority to 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 the Act with respect to the re-establishment of the School Council within forty (40) School days after the start of the next School year.

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REVIEWS and AMENDMENTS:

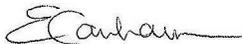
Subject to any provincially or Board of Directors-mandated policies and/or regulations, the School Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.

- A. The Operating Procedures will be reviewed for their relevance and effectiveness annually by the Executive or by a committee established expressly for that purpose.
- B. The Operating Procedures of the School Council may be amended by a majority vote of the voting Members present at any scheduled meeting of the School Council.
- C. Notice of proposed amendments to the Operating Procedures will be provided to the School community no less than five days before a meeting.

NOTE: These Operating Procedures have been accepted by a majority of the Members entitled to vote at a meeting of the School Council.



Shani Myers
Chair



Emma Canham
Secretary



Colleen Parks
Principal

DATE: February 16, 2023