

The role of school council is set out in Section 22 of the Alberta School Act. The main role is advisory and includes consultation with the principal regarding long-range goals and fiscal plans related to École Leduc Estates School.



## Section 1

### Definitions:

In these standard operating procedures:

- a. Council: Means the school council collective association of parents, principals, staff, secondary students and community representatives established under the Alberta School Act that seeks to work together to reflect the vision and mission of École Leduc Estates School.
- b. Parents: means parent and/or legal guardian of a student enrolled in either English or French programming.
- c. Staff: means employees of Black Gold Regional Schools & École Leduc Estates School
- d. Regulation: means the School Council Regulation under the School Act; Section 22
- e. School: means École Leduc Estates School
- f. School Community: means any persons (other than a Parent/Guardian or Staff) who have an interest in the school
- g. BGRS: Black Gold Regional Schools
- h. ACSA: Alberta School Councils' Association
- i. Quorum: the minimum number of members of council that must be present at any of its meetings to make the proceedings of that meeting valid.

## Section 2

### Authority

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

## Section 3

**Values of ELES:** PRIDE - Participating, Respectful, Independent, Determined, Encouraging

**Vision of ELES:** Inspiring Success

## Section 4

### Objectives of School Council:

The objectives of school council are set out in Section 22 of the Alberta School Act. The main role is advisory and includes consultation with the principal regarding long-range goals and fiscal plans related to supporting student success at École Leduc Estates School.

The objectives of the School 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 members of 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 School 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 community and facilitate communications with all educational stakeholders;
- f. Adhere to School Council's Code of Ethics;
- 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;

ELES School Council and ELES Parents Association operate independently of each other, having clear and distinct areas of activities.

## Section 5

### Town Hall Model of Governance:

All parent/guardians are able to have their opinions known either by written or verbal communication to the Council. All parents that attend meetings are welcome to participate and vote.

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## School Council Standard Operating Procedures

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### École Leduc Estates School

There will be no official communications sent from Council member personal email addresses. All Council communication will be sent via the school office secretary; and parents will be notified in the school newsletter &/or website.

#### 5.1 Town Hall Structure:

5.1.1. The membership of the School Council shall consist of:

- a. Seven (7) members elected by parents at the Annual General Meeting
- b. The Principal of the School
- c. One or more teachers from the School, appointed or elected by the teachers
- d. Others as decided by the School Council (optional);
  - i. The voting Members of the School Council shall consist of: parent attendees and elected members of Council at the meeting;
  - ii. The non-voting Members of the School Council shall consist of Black Gold Regional Staff;
  - iii. The parent/other ratio may vary at times, but the number of parent Members must always exceed the number of administration, staff, students and/or community representatives.

## Section 6

### Composition (Officers) of the Council:

#### 6.1 Positions

6.1.1. ELES Parent /Guardian

- a. Chair
- b. Vice Chair
- c. Secretary
- d. Division One and Division 2 representatives, One English and One French Parent for each Division- 4 Positions

6.1.2. ELES Staff

- a. Staff of ELES has no voting power; inclusion on the council is advisory only.

#### 6.2. Job descriptions

Each job description may be fluid and should be contained in the School Council Checklist for the Council.

## Section 7

### Membership

#### 7.1 Membership of Council

The council is comprised of ELES parents and the following appointed and elected positions:

##### 7.1.1 Appointed Memberships:

- a. School Principal;
- b. 1-2 Teachers elected by the Teachers employed at ELES; and their names provided by the principal.
- c. Optional- Member of School Community
- d. Optional- Past Chair position

##### 7.1.2 Elected Memberships:

- a. Seven (7) members of parents elected at the Annual General Meeting of School Council.
- b. Elected members can be chosen by one of the following ways:
  - i. Self-Nomination
  - ii. Elections: Either voted or by acclamation

##### 7.1.3 Requirements of Elected Memberships:

- i. That School Fees are up to date.
- ii. Sign and abide by Code of Ethics

Parents that are also ELES staff members are not eligible to sit on the council in an elected position due to conflict of interest.

##### 7.1.4 Order of Elections

- a. Chair:
- b. Secretary:
- c. Vice Chair:
- d. Division One and Division 2 representatives, One English and One French Parent for each Division- 4 Positions

#### 7.2 Committees:

Any member of the council may propose an ADHOC committee position at any meeting of the council. If a majority of the members of the council present approves the position, a non-executive position is created. The position dissolves at the end of the next Annual General Meeting.

Examples of committees include, but are not limited to the following:

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### École Leduc Estates School

- i. Privacy, Bylaws, Code of Conduct & Ethics*
- ii. Insurance & Liability & Communications*
- iii. School Council Checklist*
- iv. Resources*

#### 7.3 Term of Membership:

- a. Appointed memberships will run concurrently with the school year;
- b. Elected Memberships:
  - i. No one person shall hold a position of office for more than three consecutive years without a 1-year lapse.
  - ii. Term of position- lasts from election to the end of the next Annual General Meeting.
  - iii. A variety of terms will be determined at first council meeting of newly elected council to support continuity on the council.

#### 7.4 Election of Positions:

- a. At each annual general meeting of the Parent Council, the number of positions required by these standard operating procedures will be elected.
- b. Nominations: call for nominations will be published via school newsletter and emails sent to parents by May before AGM in September.
  - i. Should no nominations be received; then nominations from the floor of the Annual General meeting must be received.
- c. Voting: an acting chair and acting secretary will oversee the meeting, until votes are cast and counted, they will present the nominees, at which time if there is more than one nominee; the attendees present at AGM may vote either by:
  - i. A show of hands and counting; majority wins. or;
  - ii. secret ballot

#### 7.5 Secret Ballot:

In the event of a secret ballot, the following will be adhered to:

- a. The Secretary will ensure that only person(s) entitled to vote will have access to ballots and that those persons are informed that the maximum number of votes they may cast is equal to the number of positions to be elected.
- b. Any ballot, which has a number of votes cast which exceeds the number of positions to be elected, will be declared a spoiled ballot and will not be counted.
- c. The chair will declare as elected those persons who receive the greatest number of votes, until all vacant positions are elected.
- d. Secretary will retain all ballots for 60 days following the election.
- e. New members elected will become members of the council immediately after the close of the Annual General Meeting.

#### 7.6 Appointment of Member of the School Community

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### École Leduc Estates School

A member of the School Community may be appointed to the Council. If this position is filled, the following procedure will be used:

- a. The Chair/Acting Council will solicit names of appointees;
- b. Potential appointees will be discussed at regular meeting of council;
- c. The council/acting council will create a priority list of the appointees and approach in order of priority until one accepts appointment.

#### 7.7 Vacancy of Office

When a vacancy occurs, by resignation, the incompleteness of duties and subsequent removal by council, or discontinuation of participation; the position will be re-appointed by the council, until such time the position can be voted on at Annual General Meeting or special election.

## Section 8

8.1 Annual General Meeting: Council is responsible to hold one Annual General Meeting per calendar year, within 21 calendar days of start of the school year.

- a. Notice of Annual general meeting will be provided with a minimum of 21 days of notice to the general population of the school; in whatever manner the council deems appropriate.

8.2 General Meetings: may be determined by the council; with no fewer than seven (7) in a calendar year.

8.3 Special Meetings: may be called by the council at any time. The following conditions will be adhered to call a special meeting:

- a. Minimum of 5 days prior to special meeting date notification of Parents of ELES.
- b. State the time, date and place of the meeting
- c. Agenda will be created. The only business to address will be the items identified on the agenda. No new agenda items or matter will be accepted or discussed.
- d. A majority of elected council must be present at meeting will constitute a quorum.
- e. Motions that are presented in writing and approved by consensus of parent attendees will constitute a valid and binding resolution of the Council.

#### 8.4 Meeting Procedures

##### 8.4.1 Absence of chair or secretary

- a. Chair: council may appoint or vote an acting chair for the meeting.
- b. Secretary: council may appoint or vote a recording secretary for the meeting.

##### 8.4.2 Quorum

- a. For any meeting quorum is the majority of the elected positions of the School Council (4 people).
- b. In absence of quorum, no motions may be considered or approved.

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- c. If the majority of the council wishes to proceed, meeting may continue for purposes of discussion of issues, but no issues can be voted upon.

#### 8.4.3 Motion:

- a. A member of council may make a motion at any meeting, with no seconder required.
- b. Parents from the meeting floor may propose a motion for the council to consider. If the motion receives a seconder, the chair will put the motion to the council for consideration. If the council approves the motion for consideration, it will be treated in the same manner as a motion proposed by a council member.

#### 8.4.4 Voting

- a. Decisions by Consensus
  - i. Should be recorded in minutes as such.
- b. Decisions requiring Voting
  - i. Motion must be presented, seconded and passed by majority.
  - ii. All parent attendees and elected members of council at the meeting are eligible to vote.
  - iii. In the event of a Tie; the chair will cast a second vote.

## Section 9

### Resolution of Conflicts

#### 9.1 Process

- a. If at any time, 15 non-elected parent members, or a majority of the council, are of the opinion that the elected members of council are in a state of conflict that its operation is significantly impaired, they may deliver a written petition signed by them to all council members, and the following will apply:
  - i. A special meeting will be called and conditions of 8.3. (Special Meetings) are enacted.
  - ii. Discussion and voting on issues in conflict.
  - iii. Motion and seconded by a council member, a vote will be held respecting the possible solutions available to the council. If the majority of council members present and entitled vote in favour of a particular solution, the council will immediately act upon that solution.
  - iv. As per Alberta Provincial Legislation, 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 Alberta Provincial Legislation with respect to the re-establishment of the School Council within forty (40) School days after the start of the next School year.



## Section 10

### Changes to Standard Operating Procedures

#### 10.1 REVIEWS and AMENDMENTS

Subject to any provincially or School Board-mandated policies and/or regulations, the School 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 School Council Executive or by a committee established expressly for that purpose.

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.

Notice of proposed amendments to the Operating Procedures will be provided to the School community no less than 5 days before a meeting.

## Section 11

### RESPONSIBILITIES OF COUNCIL

#### 11.1 All School Council Members shall:

- a. Abide by the Code of ethics and the responsibilities outlined in the School Council Checklist.
- b. Abide by the provincial legislation that governs them.
- c. Work collaboratively with the Ecole Leduc Estates School Parents Association.
- d. Work in a timely and effective manner, using the volunteer, parent, and teacher resources available to them, to further the mission and values of Ecole Leduc Estates School.