

Millgrove School Council Operating Procedures - DRAFT

1. Definition

- 1.1. In these operating procedures:
 - 1.1.1. "School" means Millgrove School
 - 1.1.2. "Parent" means parents, guardians or primary caregiver of any child attending an educational program at the school
 - 1.1.3. "School Community" means persons other than parents who have in the opinion of the majority of members of School Council, an interest in the well-being of the School

2. Name

- 2.1. The name of School Council shall be Millgrove School Council (MSC).

3. Legislation

- 3.1. MSC will be subject to all relevant Legislation, including but not limited to
 - 3.1.1. School Act
 - 3.1.1.1. School Council Regulation
 - 3.1.2. Personal Information Protection Act (PIPA)

4. Purpose

- 4.1. MSC works together to enhance student learning by promoting the well being and effectiveness of the entire school community.

5. Mission Statement

- 5.1. MSC creates a forum for discussion that enables parents to become actively involved in their child's education by:
 - becoming empowered and informed
 - collaborating with stakeholders
 - supporting and enhancing the community of our school

6. Goals

- 6.1. represent all parental perspectives
- 6.2. encourage a positive atmosphere where individual contributions are encouraged and valued
- 6.3. consult and collaborate with the Principal, teachers and School Board
- 6.4. develop/ implement and support special events
 - 6.4.1. organize/ provide volunteers
- 6.5. communicate regularly and effectively with parents
- 6.6. consult with supporting Councils

7. Governance

- 7.1. MSC shall operate as a Town Hall Model. Decisions are to be made at open meetings and the Executive Members act only to carry out the wishes of the assembly.

8. Membership

- 8.1. A MSC meeting must have voting members, the principal and a teacher or teacher representative.
 - 8.1.1. A voting member is any parent as described in 1.1.2.

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10. Quorum

- 10.1. Quorum must be attained to hold a regular meeting.
 - 10.1.1. Quorum is attained when voting members outnumber other members.
- 10.2. When Quorum is not attained:
 - 10.2.1. attending members may choose to hold an informational meeting
 - 10.2.2. no decisions / motions may be made at such a meeting

11. Meetings

- 11.1. The first meeting of the year must be held within 20 school days of the first day of school year.
- 11.2. MSC must meet a minimum of 7 3 times throughout the school year.
 - 11.2.1. Regular meeting dates may be determined at the first meeting of the year. **These may be held in person or via online meeting.**
 - 11.2.2. Special meeting dates may be called by the Executive with a minimum of 5 days notice, and an outlined reason for the meeting.
 - 11.2.3. Annual General Meeting (AGM)
 - 11.2.3.1. the AGM will take place on or before the last meeting of the year
 - 11.2.3.2. the AGM shall include:
 - 11.2.3.2.1. Executive elections for the following year
 - 11.2.3.2.2. any proposed Operating Procedure amendments
 - 11.2.3.2.3. any proposed Policy amendments
 - 11.2.3.2.4. review and evaluation, suggestions for improvement
- 11.3. Agendas will be distributed before the MSC meeting.
 - 11.3.1. Any member may place an item on the agenda.
 - 11.3.2. MSC Executive in consultation with administration can decide what items are appropriate for the agenda.
- 11.4. Minutes will be taken.
 - 11.4.1. Meeting minutes will be approved at the following meeting.

12. Decision Making

- 12.1. MSC shall work towards consensus while decision making, except for:
 - 12.1.1. conflict, when a consensus can not be reached
 - 12.1.2. money matters and elections
- 12.2. Voting:
 - 12.2.1. Any parent is entitled to vote at a meeting they attend
 - 12.2.2. Proxy votes will not be allowed
 - 12.2.3. Voting procedure, the Chair will:
 - 12.2.3.1. announce that a vote is needed
 - 12.2.3.2. voting options will be clearly explained / outlined
 - 12.2.3.3. ask if any member wishes to speak once, for or against options
 - 12.2.3.4. vote to be done by a secret ballot
 - 12.2.3.5. majority wins
 - 12.2.3.6. if there is no majority, repeat procedure
 - 12.2.3.6.1. If there is no majority again, Chair decides outcome
 - 12.2.4. If deemed necessary by the Executive, an email vote may be used outside of a regular meeting. Votes will be requested from any voting member who has attended a meeting that school year, and provided an email address. If there is an expenditure it shall not exceed \$2,000

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14. Executive Members

- 14.1. MSC will have a chair, vice-chair (optional) and a secretary
- 14.2. All executive positions will be filled by parents.
- 14.3. Executive positions must be filled by a majority vote at the AGM.
 - 14.3.1. If only one parent is running for a position, it may be filled by acclamation.
- 14.4. No person may hold more than one executive position at a time.

15. Duties of the Executive Members – unless delegated

15.1. Chair

- 15.1.1. plan the meetings, prepare the agendas and facilitates the operation of a smooth, on schedule meeting
- 15.1.2. be the spokesperson for MSC
- 15.1.3. will be the contact for and coordinate with the principal for MSC business
- 15.1.4. will represent MSC at other Councils
- 15.1.5. will create an annual report to the board to be submitted by Sept 30th of the following school year
- 15.1.6. have a general supervision of all the activities of MSC

15.2. Vice-chair

- 15.2.1. may act as co-chair
- 15.2.2. prepare to assume the position of Chair in the future
- 15.2.3. in the event of resignation, incapacity or absence, fill all the roles of the Chair
- 15.2.4. promote teamwork, works with and assist the Chair in the running of smooth meetings

15.3. Secretary

- 15.3.1. acts as a recorder of minutes at a meeting
 - 15.3.1.1. minutes shall be clear and objective
 - 15.3.1.2. highlight rather than a narrative account
 - 15.3.1.3. account for decisions made and rationale behind them
 - 15.3.1.4. motions and resolutions recorded verbatim
- 15.3.2. ensures minutes and other relevant documents are accessible to the public at the School
- 15.3.3. maintain a dated record of all members of MSC who have knowingly provided their contact information

16. Code of Ethics

- 16.1. All MSC members shall:
 - 16.1.1. abide by the legislation that governs them
 - 16.1.2. endeavor to be familiar with MSC and School policies and practices and act in accordance to them
 - 16.1.3. practices the highest standards of honesty, accuracy and integrity
 - 16.1.4. recognize and respect the personal integrity of each member of MSC
 - 16.1.5. declare any conflict of interest
 - 16.1.6. apply democratic principles
 - 16.1.7. consider the best interest of all students
 - 16.1.8. respect the confidential nature of some business and respect any limitations this may place on MSC
 - 16.1.9. not disclose confidential information
 - 16.1.10. limit discussions at MSC meetings to matters that concern the school as a whole
 - 16.1.11. use appropriate communication channels when questions or concerns arise

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- 16.1.12. accept accountability for decisions
- 16.1.13. not accept payment for MSC activities

17. Operating Procedures and Policies

- 17.1. Operating Procedures do not come into force until approved by the majority of voting members in attendance at a MSC meeting called for that purpose.
 - 17.1.1. Operating procedures remain in effect from year to year unless amended in accordance with 15.1.
- 17.2. MSC can make policies that it feels necessary to carry out its functions.
 - 17.2.1. Policies can be made or changed at any MSC meeting with the approval of the majority of parents at the meeting.

18. Committees / Coordinators

- 18.1. MSC can create committees or assign coordinators as needed.
- 18.2. Committees may meet separately outside of a MSC meeting.
- 18.3. Committees / coordinators will report to / update MSC at regular meetings.

19. Fundraising

- 19.1. MSC will do all fundraising and any money handlings through Millgrove Community School Foundation (Foundation).
- 19.2. All decisions on money matters will be decided on at regular MSC meetings. Implementation of the decision will be done by Foundation.
- 19.3. MSC will have a representative at all regular Foundation meetings.
- 19.4. MSC will communicate effectively with Foundation to promote an open and honest relationship.

20. Communication

- 20.1. The chair will create an annual report to Parkland School Board which will be submitted by Sept. 30th of the following school year.
- 20.2. MSC will keep copies of meeting minutes for 7 years.
 - 20.2.1. Copies will be made accessible to the public
- 20.3. MSC will promote transparency and openness by ensuring that all stakeholders have access to MSC including:
 - 20.3.1. Governance Documents
 - 20.3.1.1. Operating Procedures
 - 20.3.1.2. Policies
 - 20.3.2. minutes
 - 20.3.3. board reports
 - 20.3.4. legislation
- 20.4. Documents will be kept in the Parent Resource Centre of the School Library.
- 20.5. MSC shall not share personal information for purposes other than those of MSC business.

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22. Supporting Councils

- 22.1. MSC shall participate in regular Council of School Council (COSC) meetings.
- 22.2. MSC may participate in the Alberta School Council Association (ASCA) Annual General Meeting (AGM) and conference.
 - 22.2.1. Monies will be made available to allow 2 representatives to attend.
 - 22.2.1.1. Conference costs will be covered, room costs will not be.
 - 22.2.1.2. If the conference is paid for, but attendee does not attend, attendee shall reimburse Foundation for the costs.
 - 22.2.2. MSC will review and vote upon the resolutions as set out by ASCA. The majority vote will be taken to the ASCA AGM.
 - 22.2.3. If there is no representative attending the AGM, voting may be done by proxy.
- 22.3. Attendees to all COSC and ASCA meetings will report back to MSC.

23. Conflict Resolution

- 23.1. MSC shall apply every effort to resolve internal conflict.
 - 23.1.1. If at any time any 10 parents or 50% of the Executive feel there is an internal conflict impairing MSC ability to operate, they may submit a letter to the Chair and the Principal.
 - 23.1.2. A special meeting will be held.
 - 23.1.3. All attendees will be given the opportunity to speak towards a resolution.
 - 23.1.4. On motion, a resolution will be voted upon, and the majority vote will be immediately implemented.
- 23.2. If MSC is unable to solve their conflict, they shall work with the Principal and School Board to do so.

24. Dissolution

- 24.1. As per Provincial Legislation, only the Minister of Education has the power to dissolve a School Council.

These Operating Procedures have been accepted by the majority of parents at a MSC meeting called to do so.

Date

Chairperson's Name

Chairperson's Signature

Secretary's Name

Secretary's Signature

Principal's Name

Principal's Signature