

Kenneth D. Taylor School Council Operating Procedures

1. Mission Statement

The purpose of the Kenneth D. Taylor School Council is to support and enhance the learning and performance of all students enrolled at Kenneth D. Taylor School.

2. Vision

We envision that all our learners will be successful in this unique learning environment as a result of our active participation in their learning and personal growth, both in the school and as responsible citizens of the world.

3. Purpose

The objectives of the council, in keeping with the Schools Act and the School Councils Regulation, are as follows:

- (A) To provide a forum for input on any matter relating to the Kenneth D. Taylor School including issues such as the school mission and vision; discipline policies; programs and philosophies; and budget allocation to meet the needs of our students.
- (B) To bring parents and school representatives together to ensure an innovative, positive and high quality educational experience.
- (C) To build and enhance positive and effective communication amongst the school, parents, students and community at large.
- (D) To initiate and support activities and projects beneficial to the education and development of our students.
- (E) To facilitate communication between School Council, the school, the Province, and the School Board.
- (F) To support the school in its efforts to focus teachers time and school resources on the essential task of teaching and learning.
- (G) To provide opportunities for parents to become aware of current and upcoming educational trends and topics.
- (H) To establish effective committees that will ensure the goals of the School Council are met in an effort to ensure our students receive the best education and learning experience possible.
- (I) To encourage continuous improvement as we grow and strive for meaningful involvement of all members of the learning community.

4. Membership

- (A) The membership of the Council shall consist of the following:
 - a. All parents or guardians of a student registered at Kenneth D. Taylor School;

- b. A teacher representative;
- c. The principal;
- d. Any others as designated by the School Council for the duration of their term

(B) The membership of the Executive Committee shall consist of the following:

- a. Two Co-chairpersons
- b. Vice Chairperson
- c. Secretary
- d. Volunteer Coordinator

(C) Duties of the Executive:

- 1) Co-chairpersons: To chair all School Council meetings and oversee School Council activities

Responsibilities:

- i) to co-construct with the principal and make available the agenda for all meetings 1 week before the meeting
- ii) to facilitate School Council meetings
- iii) to act as the spokesperson for the School Council
- iv) to represent the School Council at official functions and meetings
- v) to prepare correspondence on behalf of the School Council in response to information received, or issues that are raised at School Council
- vi) to submit an annual report to the school board by September 30
- vii) to act as one of the signing authorities on the School Council bank accounts (if applicable)
- viii) to serve as a Co-chair for 2 terms

- 2) Vice Chairperson: To assist and fill in for the Co-chairpersons when and where needed

Responsibilities:

- i) To ensure the Personal and Privacy Protection Act (PIPA) is understood and adhered to by School Council
- ii) To ensure effective the communications between the School Council and the school community
- iii) To ensure the school's website has accurate and timely information regarding the School Council
- iv) To communicate with the Kenneth D. Taylor Fundraising Association and other parent groups in the school
- v) In the absence of the chair, assumes the duties of the chair
- vi) To act as one of the signing authorities on the School Council bank accounts (if applicable)
- vii) To serve as a Vice Chairperson for 1 term

- 3) Secretary: To act as the scribe for all School Council meetings.

Responsibilities:

- i) to attend all meetings or ensure that an alternate is present
- ii) to record in written format, the minutes of all School Council meetings (includes: executive meetings, regular monthly meetings, special meetings and the AGM).
- iii) to post a copy of the minutes on the school website and to provide copies as

- requested
 - iv) to maintain and have available at all meetings a record of the previous meetings
 - v) to document and file all correspondence and communications
 - vi) to act as one of the signing authorities on the School Council bank accounts (if applicable)
 - vii) To serve as a Secretary for 1 term
- 4) Volunteer Coordinator: To coordinate volunteers.
- Responsibilities:
- i) To work with the principal and School Council to set volunteer goals for each year.
 - ii) to organize and coordinate volunteers for school-wide activities
 - iii) to recruit, organize and support class coordinators who organize and coordinate volunteers for class events
 - iv) to collect, organize, keep current the contact information of members who have knowingly
 - v) to liaise with teachers and staff regarding volunteers
 - vi) to administer the parent information email service
 - vii) To serve as a Volunteer Coordinator for 1 term
- 5) Key Communicator: To share information, ideas and concerns about public education with members of the School Council and to provide member input on education issues when requested by the CBE.
- Responsibilities:
- (a) to become an informed advocate of effective public school education
 - (b) to attend, or send an alternate to system wide Key Communicator meetings and/or workshops
 - (c) to read and make available to parents and teachers publications forwarded to them and any other articles of interest to Council members
 - (d) to report regularly at School Council meetings
 - (e) to contribute to the monthly school newsletter (if applicable)
 - (f) to make suggestions regarding guest speakers and parent information meetings

5. Meetings

- 1) The first meeting of the Kenneth D. Taylor School Council will be called by the Chairperson not later than 30 days after the first instructional day of the school year. Regular meetings dates, times and location of the School Council will be determined by the principal and School Council members attending the meetings.
- 2) Special meetings of the School Council may be called upon presentation of a petition signed by 10 parents or legal guardians and submitted to the Executive.
- 3) Meetings of the Executive will be called by the Chairperson or Principal as necessary.

4) Annual General Meeting (AGM)

- i) The annual general meeting of the Kenneth D. Taylor School Council will be called by the Chairperson in May of each year.
- ii) The business of the AGM shall be:
 - (a) Chairperson's report
 - (b) Principal's Report
 - (c) Committee reports
 - (d) Role of School Council
 - (e) Plans for the upcoming year
 - (f) Election of new Executive

6. Election Procedures & Terms

- a. Only parents are eligible for executive positions. Staff and teachers may not sit on the Executive even if they are the parent of a Kenneth D. Taylor student.
- b. Where there is more than one candidate for a position and the position is not easily shared, the voting shall be carried out by secret ballot. Positions will be filled by the candidate receiving the most votes.
- c. There shall be no proxy votes at the AGM.
- d. Term of office for each position on the Executive is stated above.
- e. The outgoing Executive members will be responsible for working with the new incumbents to ensure understanding of their role and completion of their projects.
- f. Any member of the Executive may be removed from office for any reason the council deems appropriate upon a majority vote held at a special meeting called for this purpose.
- g. Any person wishing to resign from the Executive may do so by providing one month notice in writing to the Secretary.
- h. With the exception of the School Principal and/or teacher representative, the School Council may appoint an individual to fill vacancies until such time as vacancies may be filled at the next AGM.
- i. Teacher representatives will be chosen by the staff and administration.

7. Decision Making Process

- a. Decisions at School Council will be made by consensus as much as possible.
- b. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting. Consensus allows all members present at the meeting an opportunity to share their opinion.
- c. If a consensus agreement cannot be reached after every member has had an opportunity to speak, a vote will be taken. If a vote is taken, the motion must be moved, seconded and passed by a quorum.
- d. Quorum is defined as: more parents than non-parents and 2 executive members.
- e. Teachers and staff are only permitted to vote on a motion if they are the parent of a student attending Kenneth D. Taylor School.
- f. The Principal does not have a vote.
- g. A motion will be passed by a majority of 50% + 1, of members attending the meeting.
- h. When needed, the simple rules of order as outlined in School Council policies will be followed.

8. Conflict Resolution

In accordance with s.17 (7.1) School Act, 1995, the School Council will abide by the conflict resolution procedures outlined by the Calgary Board of Education.

9. Annual Report

- a. In accordance with the School Councils Regulation, the School Council, through the Chairperson, must prepare the School Board with an annual report which includes:
 - a. Summary of council activities for the year
 - b. Copies of the minutes of each meeting
- b. The School Council shall make the report available to all members of the school community

9. Operating Procedure Amendments

These operating procedures remain in force from year to year. The operating procedures will be reviewed for their relevance and effectiveness as needed. The operating procedures may be amended by a majority vote of the parents present at any scheduled meeting of the School Council.

10. Code of Ethics

All members of the School Council shall adhere to the Code of Ethics:

A member shall:

- i) abide by the legislation that governs them
- ii) be guided by the mission statements of the school and the School Council
- iii) endeavor to be familiar with school policies and act in accordance with them
- iv) respect the personal integrity of each member of the school community
- v) encourage a positive atmosphere where individual contributions are encouraged and valued
- vi) practice the highest standards of honesty, accuracy, integrity and truth
- vii) respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council
- viii) not disclose confidential information
- ix) declare any conflict of interest
- x) limit discussions at Council meetings to matters of concern to the school community
- xi) consider the best interests of all students
- xii) accept accountability for decisions
- xiii) use appropriate communication channels when questions or concerns arise
- xiv) not accept payment for School Council activities.

11. Relationships

The School Council recognizes and appreciates the efforts of the Kenneth D. Taylor Fundraising Association to fundraise. School Council and the Fundraising Association will work together collaboratively with communications in person or by report at each of their

meetings. School Council may advise the Kenneth D. Taylor Fundraising Association on use of funds or resource allocation.

Policies – Simple Rules of Order

- 1) An individual must be recognized by the chair before obtaining the floor to make a motion.
- 2) Once an individual has the floor, he or she may make a formal proposal or motion, beginning with the statement, "I move ..."
- 3) Another individual must second the motion by saying, "I second the motion." This indicates that he or she agrees, in principle, and that the proposal should be discussed.
- 4) Once a motion is made and seconded, the chair states the motion so everyone is clear on what is being proposed. From this point until the motion has been voted on, all discussion focuses on the question.
- 5) After stating the motion, the chair asks if the assembly is ready for the motion or ready to vote on the proposal.
- 6) If no one indicates a desire to speak to the issue, the chair puts the motion or conducts the vote by asking for those in favour and those opposed. The vote may be conducted by a show of hands, by standing or by ballot.
- 7) If members of the group wish to discuss the motion, the chair opens debate. Each participant may speak to the motion twice. Once debate is complete, the chair puts the motion.
- 8) The majority needed to pass the motion is 50% +1. In case of a tie, the motion is lost.