



Heritage
CHRISTIAN ACADEMY

School Council Operating Procedures

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Heritage Christian Academy.
- B. "Council" means the School Council for the School.
- C. "Parents" means parent, guardian or primary caregiver of any child attending or registered to attend an educational program at the School.
- D. "Regulation" means the School Councils Regulation under the Education Act.
- E. "School Community" mean persons other than parents (as defined in C above) who have an interest in the well-being of the School

2. AUTHORITY

Heritage Christian Academy School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, the Education Act (current June 2020) and the School Councils Regulation that supports it.

3. MISSION STATEMENT

The School Council will undertake discussions with prayer and have faith that our actions will enhance student learning and foster the well-being and effectiveness of our School community.

4. OBJECTIVES

The goals of the School Council, in keeping with the Education Act and the School Councils Regulation, are to:

- A. Represent the parent perspective by providing advice to and consulting with the principal and the board on matters relating to the School such as: the School philosophy, mission, policies, improvement plans, programs and directions, and budget allocations to meet student needs.
- B. Consult with other school councils and provincial organizations.
- C. Advise school boards, Alberta Education or other provincial organizations on broader educational issues;

- D. Encourage a positive atmosphere where individual contributions are encouraged and valued.
- E. Facilitate collaboration among concerned participants of the School Community.
- F. Support an approach to education in which decisions are made collaboratively and, wherever possible, at the School and classroom level.
- G. Facilitate the achievement of a common vision for the School.
- H. Support the School in its efforts to focus teacher time and the School resources on the essential tasks of teaching and learning.
- I. Facilitate communication with educational stakeholders and the general community.
- J. Comply with the School Councils Regulation by providing the school board with an annual report that summarizes the School Council's activities for the previous school year, no later than September 30th.
- K. Adhere to School Council's Code of Ethics.

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

Heritage Christian Academy School Council uses a Town Hall Model of Governance. The membership of the School Council shall consist of:

- A. All parents/guardians/caregivers of students enrolled in the School
- B. The Principal of the School
- C. At least 1 teacher representative at the school.
- D. Others as decided by the School Council
- E. Voting members of the School Council shall consist of all parents/guardians/caregivers of students attending the school.

6. DECISION MAKING

Decisions at School 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 a decision is made by a vote, the motion must be moved and passed by the majority of School Council voting members in attendance.
- C. No proxy votes are accepted.

7. POSITIONS on COUNCIL and TERMS of OFFICE

The positions of the Executive Committee shall consist of: a Chair, Vice Chair (or Co-Chair) and Secretary. Additional roles can be added as Council grows.

- A. All Executive Committee positions must be filled by parents as defined in 1C above;

- B. Every parent is eligible to be elected to an Executive Committee position on the School Council;
- C. The terms of office are two years. Any elected member may serve as many consecutive terms in the same position as long as the member has a child enrolled in the school.
- D. The Executive Committee of the School Council will be elected by parents attending the Annual General Meeting (May).
- E. The Executive Committee, through the Chair and in consultation with the Principal, will provide the agenda for all meetings and circulate minutes of the same.

9. DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

A. Chair

The School Council Chair must be a parent/guardian/caregiver of a student attending the school. Unless otherwise delegated, the Chair of the School Council will:

1. Chair all meetings of the School Council.
2. Coordinate with the principal to establish meeting agendas;
3. Communicate with the principal on a regular basis;
4. Call regular School Council meetings;
5. Decide all matters relating to rules of order at the meetings;
6. Follow existing School Council operating procedures;
7. Ensure that minutes are recorded and maintained;
8. Ensure there is regular communication with the school community, beyond those who attend meetings;
9. Stay informed about school board policy that impact School Council;
10. Submit an annual report in accordance with Palliser School Division Regulations.

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, will fulfill the Chair's responsibilities;
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 (Personal Information Protection Act), of any personal information collected on behalf of the School Council;
5. Assume responsibility, in consultation with the School Council, for communicating with other parent groups within the School;
6. Keep informed of relevant school and school board policies;

C. Secretary

Unless otherwise delegated, the Secretary of the School Council will:

1. Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting; Keep minutes, correspondence, records and other School Council documents;
2. Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA (Personal Information Protection Act);
3. In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.

D. Members at Large

These individuals will be key members of School Council who:

1. Share their professional knowledge, expertise and life experience with other School Council members;
2. Encourage feedback and participation from community groups and individuals;
3. Communicate information of interest to the School Council and the school community;
4. Have a clear understanding of the School Council's goals and purpose;
5. Respect confidentiality;
6. Identify possible topics for agendas.

10. MEETINGS

A. Regular Meetings

A minimum of five (5) regular School Council meetings will be held per school year or as called by the Executive Committee. At the Annual General Meeting, the School Council can review the number of regular meetings, time and date of those meetings.

B. Annual General Meetings

An Annual General Meeting of the School Council will take place, once each school year.

1. The Annual General Meeting 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 in April and will state the business to take place at the Annual General Meeting.
2. All parents as defined in 1C above are eligible for election.
3. All parents as defined in 1C above are eligible to vote at the Annual General Meeting.
4. The business of the Annual General Meeting shall include: the election of School Council Executive Members.

5. And may also include:

- a) plans for the upcoming year;
- b) review of Council engagement;
- c) proposed meeting date and times;
- d) discussion of any major issue in which all parents should have input such as: changes to the Vision or Mission; school policy; or other major changes in the school program;
- e) any formal evaluation of the School Council.

11. 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.

12. CODE OF ETHICS

All School Council members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statement of the school and School Council;
- C. Be familiar with school policies and operating practices and act in accordance with them;
- D. Recognize and respect the personal integrity of each member of the school community;
- E. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- F. Not disclose confidential information;
- G. Limit discussions at School Council meetings to matters of concern to the school community as a whole;
- H. Use the appropriate communication channels when concerns arise.

13. PRIVACY

The School Council shall adhere to the Personal Information Protection Act (PIPA) and shall not use or share personal information for purposes other than those of School Council business.

14. REVIEWS and AMENDMENTS

Subject to any provincial or Palliser Regional School Division board 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 should be reviewed by the School Council annually (TBD)
- B. Notice of proposed changes to the Operating Procedures will be provided to the School Community no less than 5 days before the meeting.
- C. The Operating Procedures of the School Council may be amended by the members present at any scheduled Regular, Special or Annual General meeting of the School Council.
- D. These Operating Procedures have been accepted by a majority of the members entitled to vote at a Regular, Special or Annual General meeting of the School Council.

Date: January 13th, 2021

Rhonda Richardson

Rhonda Richardson

Chair Name

Chair Signature

Melissa Mann

Melissa Mann

Secretary's Name

Secretary's Signature

Leslie Olson

Leslie Olson

Principal's Name

Principal's Signature