

**Ohpaho Secondary School – School Council
Operating Procedures
Approved - November 20, 2024**

DEFINITIONS

1. In these Operating Procedures, the following definitions apply:
 - a. "School" means Ohpaho Secondary School;
 - b. "Council" means the School Council for the School;
 - c. "Division" or "Board" means Black Gold School Division;
 - d. "Parent" means any parent, guardian, or primary caregiver of any student attending an educational program at the School;
 - e. "Regulation" means the *School Councils Regulation* under the *Education Act*; and
 - f. "School Community" means parents, principals, teachers, students, and any other persons other than members (as defined in 1.d above) who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the School.

AUTHORITY

2. The School Council derives its authority to participate in the education of students through Alberta Provincial Legislation, specifically *Section 55 of the Education Act*, and the *School Councils Regulation* which supports it and *Black Gold Administrative Procedure 110*.
3. The decision making authority of the school council is limited to:
 - a. determining the School Council's operating procedures;
 - b. setting policies, goals and plans to govern school council activities, as described in the *Education Act*;
 - c. planning School Community engagement activities that align with the school council's legislated purpose;
 - d. providing advice to the principal, the Division and Alberta Education or other provincial organizations on education issues to enhance student learning and well-being.

ROLE & PHILOSOPHY

4. The Council will undertake discussions and activities that support and enhance student learning and foster the well-being and effectiveness of the School Community.
5. The Council will act in an advisory capacity to the Principal and Division, through meaningful involvement in planning and decision making including but not limited to the following:
 - a. School and Division long-term plan;
 - b. School foundation statements regarding vision, beliefs and principles;
 - c. School policies and procedures;
 - d. School budget;
 - e. School provincial assessment results.

**Ohpaho Secondary School – School Council
Operating Procedures
Approved - November 20, 2024**

6. As the Council's primary role is advisory, the School is not eligible to incorporate as a Society and it is not the Council's primary role to either fundraise or lobby. Further, the School Council will not take on any roles that include school governance, employment issues, school management or listening to complaints.
7. The Council will create a positive atmosphere where individual contributions are encouraged and valued. Members will participate in a respectful and collaborative manner, adhering to the School Council's Code of Ethics (see section below).

SCHOOL COUNCIL FUNDRAISING

8. As the primary role of Council is advisory, the School Council will, where possible and applicable, encourage the fundraising society to do the fundraising for the School, the School Council, and the School Community.
9. Subject to any provincially or board-mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (i.e., not casinos, bingos, raffles, etc.).
10. Should the School Council choose to fundraise, the Council will be subject to the *Division's Administrative Procedure 110*, whereby all funds raised belong to the School Community, but it is the responsibility of the Division to monitor and account for those school generated funds. The Council may not have its own bank accounts, and any funds raised are to be tracked through School Generated Funds.
11. School Council funds given to the School will be subject to the school board's policy on School Council fundraising and/or School Generated Funds.

CORE ACTIVITIES

12. The core activities of the School Council, in keeping with the *Education Act* and the *School Councils Regulation*, are:
 - a. Facilitating regular meetings with the School Community on topics and issues affecting the School;
 - b. Communicating and consulting regularly with the School Community;
 - c. Establishing and reviewing the School Council's policies, goals, objectives, and action plans;
 - d. Participate in the Division's Council of School Councils;
 - e. Comply with School Councils Regulations by providing the Division with an annual report, summarizing the School Council's activities for the previous school year, including a financial statement related to any fundraising activities, if any, handled by the School Council no later than September 30th of each year.

GOVERNANCE, MEMBERSHIP and DECISION MAKING

13. The School Council uses a Town Hall Model of Governance.

**Ohpaho Secondary School – School Council
Operating Procedures
Approved - November 20, 2024**

14. The membership of the School Council shall consist of the following:
 - a. Voting Members - parents as defined in 1.d. above;
 - b. Advisory Members – will participate in an advisory capacity only and are not entitled to vote, where decisions are made by vote.
 - A minimum of two advisory members being the Principal and one Teacher or the Principal's designated representative
 - School Staff
 - Student
 - Any other community members as decided by Members.
15. Decisions at School Council meetings, including the Annual General Meeting, will be made by consensus as much as possible.
16. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
17. If a decision is made by a vote, the motion must be moved and passed by a simple majority of School Council voting members present at the meeting.

QUORUM

18. A Quorum at any meeting will consist of five (5) Voting Members.
 - a. In the absence of a quorum, no motions may be considered or approved, however, the School Council may continue the meeting for purposes of discussion of issues.

EXECUTIVE COMMITTEE AND TERMS OF OFFICE

19. The positions of the Executive Committee shall consist of a Chair, Vice Chair, and Secretary.
20. Every Voting Member is eligible to be elected to an Executive Committee position on the School Council.
21. All Executive Committee positions must be filled by Voting Members as defined in 1.d. above.
22. The terms of office are from the Annual General Meeting to the following Annual General Meeting. Any elected member may serve four (4) consecutive terms in the same position.
23. The Executive Committee of the School Council will be elected by Voting Members attending the Annual General Meeting or, in the event of vacancies after the Annual General Meeting, appointed at the first School Council meeting after the Annual General Meeting.
24. 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.
25. The Executive Committee will carry out the day-to-day operation of the School Council.

**Ohpaho Secondary School – School Council
Operating Procedures
Approved - November 20, 2024**

DUTIES OF THE EXECUTIVE COMMITTEE AND SCHOOL COUNCIL MEMBERS

26. Chair

- a. Unless otherwise delegated, the Chair of the School Council will perform the following:
 - i. Chair all meetings of the School Council;
 - ii. Coordinate with the Principal to establish meeting agendas;
 - iii. Communicate with the Principal on a regular basis;
 - iv. Call regular, special and annual School Council meetings;
 - v. Decide all matters relating to rules of order at the meetings;
 - vi. Follow existing School Council operating procedures;
 - vii. Ensure that minutes are recorded and maintained;
 - viii. Have general supervision of all activities of the School Council;
 - ix. Be the official spokesperson of the School Council;
 - x. Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;
 - xi. Ensure there is regular communication with the School Community, beyond those who attend meetings;
 - xii. Stay informed about Division policy that impacts School Council;
 - xiii. Have signing authority, if required, on any financial accounts;
 - xiv. Submit an annual report in conformance with the Regulations.

27. Vice Chair

- a. Unless otherwise delegated, the Vice-Chair of the School Council will perform the following:
 - i. In the event of resignation, incapacity, or leave of absence of the Chair, fulfill the Chair's responsibilities;
 - ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
 - iii. Work with and support the Chair in agenda preparation;
 - iv. Ensure the appropriate management, in compliance with *Personal Information Protection Act (PIPA)*, of any personal information collected on behalf of the School Council;
 - v. Promote teamwork and assist the Chair in the smooth running of the meetings;
 - vi. Keep informed of relevant School and school board policies;
 - vii. Prepare to assume the position of Chair in the future;
 - viii. Have signing authority on any financial accounts and
 - ix. Aid the Chair and undertake tasks assigned by the Chair.

28. Secretary

- a. Unless otherwise delegated, the Secretary of the School Council will do all of the following:
 - i. Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting;
 - ii. Keep minutes, correspondence, records, and other School Council documents;

**Ohpaho Secondary School – School Council
Operating Procedures
Approved - November 20, 2024**

- iii. Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
 - iv. Distribute notices of meetings and other School Council events as required; and
 - v. Ensure all materials relating to the School Council—including resources (such as the *Alberta School Council Resource Manual*), all meeting minutes, and any relevant documents—are available to the public in an accessible location in the School;
- b. In the absence of the Secretary, the School Council shall choose a recording secretary for the meeting.

EXECUTIVE COMMITTEE VACANCIES

29. Where required, the School Council may appoint School Council members to fill executive community vacancies until the election at the next Annual General Meeting.

MEETINGS

30. Regular Meetings

- a. A minimum of six (6) regular School Council meetings will be held per school year or as called by the Executive Committee, with the preference is for regular School Council meetings to occur monthly during the school year.
- b. The meetings will take place at the School, unless otherwise advertised.

31. Special Meetings

- a. The School Council Executive Committee may at any time call a Special Meeting of the School Council by providing at least ten (10) days' notice in writing in the School newsletter or website or three (3) days' notice by telephone or email to all members.
- b. The notice will state the time, date, and place of the meeting and describe the matters to be dealt with.
- c. At any Special Meeting, all School Council Members in attendance shall have the right to vote.

32. Annual General Meetings ("AGM")

- a. The AGM will be held each at a minimum 14 months from the last AGM, as determined by the Executive Committee. The meeting will be advertised throughout the School Community for at least ten (10) days in writing in the school newsletter or website or three (3) days by telephone or email and will state the business to take place at the Annual General Meeting. The business of the Annual General Meeting shall include the following:
 - i. Election of School Council Executive Members;
- b. The business of the Annual General Meeting may also include the following:
 - i. Any proposed operating procedure amendments;
 - ii. Any formal evaluation of the School Council.

Ohpaho Secondary School – School Council
Operating Procedures
Approved - November 20, 2024

MEETING AGENDAS

33. 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 Committee and Principal as to the appropriateness of the item requested.

COMMITTEES

34. The School Council may appoint committees that consist of School Community members.
35. Committees may meet outside of School Council meetings to complete their assigned tasks and present a report of their activities at School Council meetings.

POLICIES

36. Subject to any provincially or board-mandated policies and/or regulations, the School Council may make and implement policies in the School that the School Council considers necessary to carry out its functions.
37. The School Council may develop policy for the duration of its term.
38. The policies of the School Council will be reviewed at the beginning of every new School Council term to decide if each policy will be implemented for the new School Council and its term.
39. Topics on which the School Council may wish to develop guiding policies include, but are not limited to, communication (internal and external), record keeping, fundraising, privacy, location of meetings, new member orientation, school council evaluation, and social media.

CODE OF ETHICS

40. All School Council Members shall do all of the following:
- a. Adhere to the Personal Information Protection Act (PIPA);
 - b. Abide by the legislation that governs them;
 - c. Be guided by the foundation statements of the School and the role and philosophy of the School Council;
 - d. Endeavour to be familiar with the School's policies and operating practices and act in accordance with them;
 - e. Practice the highest standards of ethical practice including but not limited to acting with honesty, accuracy, integrity, and truth;
 - f. Recognize and respect the personal integrity of each member of the School Community;
 - g. Declare any conflict of interest;
 - h. Consider the best interests of all students;
 - i. Respect the confidential nature of some School business and respect limitations this may place on the operation of the School Council;

Ohpaho Secondary School – School Council
Operating Procedures
Approved - November 20, 2024

- j. Not disclose confidential information;
- k. Limit discussions at School Council meetings to matters of concern to the School Community as a whole;
- l. Use the appropriate communication channels when questions or concerns arise, following the School Policies regarding communication of these concerns.

CONFLICT RESOLUTION

41. The School Council shall abide by the Conflict Resolution Procedures outlined in the Division's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.
42. If, at any time, ten (10) Members, or fifty percent (50%) of the Executive Committee members of the School Council, are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written request signed by them to all School Council members, and the following will apply:
- a. The Chair will call a Special Meeting of the School Council.
 - b. The Secretary will provide at least ten (10) days' notice in writing in the school newsletter or website or three (3) days' notice by telephone or email to the School Community of the date, time, place, and purpose of the Special Meeting.
 - c. At the Special Meeting, all Parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict.
 - d. On motion, seconded by any Parent or School Council member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
 - e. If the combined majority of Parents and School Council members present vote in favour of the resolution proposed, the School Council will immediately act upon the resolution.

PRIVACY

43. 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.

LIABILITY

44. Members of the School Council are covered by the District's liability insurance while they are acting under the direction of an authorized school employee.

DISSOLUTION

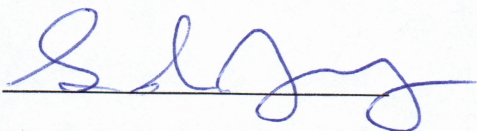
45. As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council.

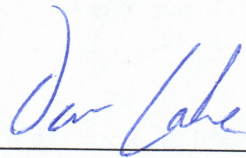
Ohpaho Secondary School – School Council
Operating Procedures
Approved - November 20, 2024

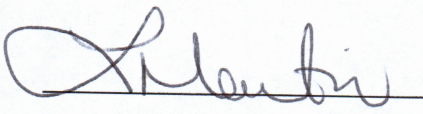
REVIEWS and AMENDMENTS

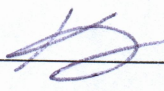
- 46. Subject to any provincially or board-mandated policies and/or regulations, the School Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.
- 47. The Operating Procedures will be reviewed for their relevance and effectiveness annually, by the School Council Executive Committee or a committee established expressly for that purpose.
- 48. The School Community will be given at least ten (10) days' notice in writing in the School newsletter or website or three (3) days' notice by telephone or email of proposed changes to the Operating Procedures.
- 49. 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.

These Operating Procedures have been accepted by a majority of the voting members at a meeting of the School Council on November 20, 2024.


Chair **Sandra Jory**


Principal


Vice Chair **LEANNE MARTIN**


Secretary **Karen Stiles**