

JJ Nearing Catholic Elementary School Council

Operating Procedures

Revision 2: April 24, 2021

NAME

The name of the school Council shall be "JJ Nearing Catholic Elementary School Council."

MISSION

To join the educators, the Church and the community in providing the educational, emotional and spiritual environment to foster the well-being and effectiveness of our school community and to enhance student learning.

GOALS

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

- a. Provide advice (i.e., input) to the staff and Principal on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and directions and budget allocations to meet student needs;
- b. Stimulate continuous improvement in meaningful involvement by all members of the school community;
- c. Facilitate collaboration among concerned participants of the school community;
- d. Support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level;
- e. Facilitate a formal performance evaluation of our school Council and communicate the results of this evaluation to the school board and the school community;
- f. Keep the school board informed—in cooperation with the Principal—of the needs of the school;
- g. Support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning;
- h. Facilitate communication with educational stakeholders and the community;
- i. Annually direct and support the fundraising efforts of Families and Friends of JJ Nearing to raise the budgeted amount and outline how funds will be spent;
- j. Show appropriate recognition to celebrate successes within our school community.

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means JJ Nearing Catholic School;
- B. "Council" means the School Council for JJ Nearing Catholic School;
- C. "Parents" means parents, guardian or primary caregiver of any child attending an educational program at the School;
- D. "Regulation" means the School Councils Regulation under the School Act;
- E. "Board" means the Greater St. Albert Catholic Regional Division No. 29.

- F. "School Community" means persons other than parents (as defined in 1C 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.
- G. "Executive Council" means elected positions of the Chair, Vice or Co-Chair, Secretary, , Member at Large.
- H. "Families and Friends of JJ Nearing Catholic School Society (FFJN)" means the fund raising body of school Council that functions as a subcommittee but operates as a distinct society.
- I. "Operating Procedures" mean procedures to be followed by School Council. Exception to these procedures can be made when required.

2. GOVERNANCE and MEMBERSHIP

2.1 MEMBERS OF COUNCIL

The membership of the school Council shall consist of:

- a. Parents of JJ Nearing Elementary School elected by parents at the annual general meeting;
- b. The Executive Council;
- c. The Principal of JJ Nearing Elementary School;
- d. One or more teachers from JJ Nearing Elementary School selected by JJ Nearing Elementary School teachers;
- e. Parent representatives for each elementary class in the school who are elected at the Annual General Meeting;
- f. A community member, selected by the Council (optional);
- g. The parent/other ratio may vary at times, but the number of parent members must always exceed the number of administration, staff and/or community representatives;
- h. Chairs of the standing committees.

2.2 TERMS OF MEMBERSHIP

- a. The terms of office are from the annual general meeting of one year to the following annual general meeting of the next year.
- b. The Principal will be a member of the Council as long as the Principal remains in their role at the school.
- c. Every parent of a child attending the school is a member of the Council for the duration of their children's enrollment.

2.3 ELECTION OF EXECUTIVE COUNCIL

- a. The minimum required positions of the executive committee shall consist of the chairperson, vice chairperson and secretary.
- b. All executive positions must be filled by parents of students enrolled at JJ Nearing Elementary School.
- c. Every member of the school Council and/or parent of a student enrolled at JJ Nearing Elementary School are eligible to be elected to an executive position on school Council

- d. The executive of school Council can be elected by parents of students enrolled at JJ Nearing Elementary School attending the annual general meeting or at the first school Council meeting by school Council members.
- e. At the Executive Council Election Meeting (section 4.2) the Executive Council may be elected to Council from the parent population for the following school year. Any positions not filled at the Election meeting will be elected at the Annual General Meeting (section 4.1).
- f. Any parent in attendance at the meeting may make nominations for the election. Nominees for the positions do not have to be in attendance at the Election Meeting, but must have written acceptance of nomination to a member of the Executive Council. Only parents present at the Election Meeting may vote for those nominated.
- g. Voting for each position will be made by secret ballot.
- h. The Chair will declare as elected those persons who receive the greatest number of votes.
- i. Each position on the Executive Council shall carry a one-year term.
- j. Executive Council members who are unable to attend an Executive or School Council meeting must give prior notice. Executive Council members who miss 2 consecutive meetings or a total of 3 meetings during the school year, without prior notice, will be asked to resign.
- k. Should any member of the Executive be unable to fulfill the obligations of the position, or be asked to resign, the remainder of the Executive Council may elect a substitute who will act until elections are held in the Executive Council Election Meeting.

2.4 APPOINTMENT OF COMMITTEE CHAIRS AND COMMITTEE VOLUNTEERS

- a. At the Executive Council Election Meeting, committee chairs and volunteers will be recruited.

2.5 APPOINTMENT OF CLASS REPRESENTATIVES

- a. A parent from each class will be recruited at the parent orientation night to serve as Class Representative.

2.6 SELECTION OF TEACHER REPRESENTATIVE

- a. One teacher will be selected in a process determined by the school Principal and teachers.

3. DUTIES OF THE EXECUTIVE AND MEMBERS

3.1 CHAIR

The Chair

will:

- a. Plan meetings and prepare agendas, facilitate school Council meetings, act as spokesperson for the school Council (unless otherwise delegated) and support the school Council;
- b. Ensure the school board receives an annual report from school Council;
- c. Coordinate with the Principal to establish meeting agendas;
- d. Communicate with the Principal on a regular basis;
- e. Call regular School Council meetings;
- f. Decide all matters relating to rules of order at the meetings;
- g. Follow existing School Council operating procedures;

- h. Ensure that minutes are recorded and maintained;
- i. Have general supervision of all activities of the School Council;
- j. Be the official spokesperson of the School Council;
- k. Ensure there is regular communication with the school community, beyond those who attend meetings;
- l. Stay informed about school board policy that impacts School Council;
- m. Have signing authority, if required, on any financial accounts together with the vice-chair and/or the treasurer;

3.2 VICE-CHAIR/CO-CHA

IR The Vice-Chair/Co-Chair

will:

- a. Assist the chair with duties as assigned;
- b. In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities;
- c. In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council;
- d. Work with and support the Chairperson in agenda preparation;
- e. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- f. Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;
- g. Promote teamwork and assist the Chairperson in the smooth running of the meetings;
- h. Keep informed of relevant school and school board policies;
- i. Prepare to assume the position of Chairperson in the future;
- j. Have signing authority, if required, on any financial accounts together with the Chairperson and/or the treasurer;

3.3 THE

SECRETARY The

Secretary will:

- a. Keep accurate minutes and records of school Council meetings, documents and files all correspondence and communications and keeps an accurate list of names and addresses of school Council members in compliance with the Personal Information Protection Act (PIPA).
- b. Ensure all materials relating to the JJ Nearing Elementary School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in JJ Nearing Elementary School.
- c. Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- d. Distribute notices of meetings and other School Council events as required;
- e. Ensure all materials relating to the School Council including resources (Alberta School Council Resource Manual), all meeting minutes and any relevant documents are available to the public

in an accessible location in the School;

In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.

3.4 MEMBERS AT LARGE

These individuals will be key members of School Council who:

- a. Share their professional knowledge, expertise and life experience with other School Council members;
- b. Encourage feedback and participation from community groups and individuals;
- c. Communicate information of interest to the School Council and the school community;
- d. Share information from School Council meetings with the community;
- e. Have a clear understanding of the School Council's goals and purpose;
- f. Respect confidentiality;
- g. Attend School Council meetings;
- h. Identify possible topics for agendas;
- i. Serve as a liaison between the School Council and their organization or area of responsibility/expertise.

3.5 COMMITTEES

- a. A school Council may appoint committees that consist of school Council members and/or school community members.
- b. Committees report on their activities at school Council meetings and meet outside of school Council meetings to complete their assigned tasks.

JJ Nearing Parent Council has the following committees:

A. FAMILIES AND FRIENDS OF JJ NEARING COMMITTEE

1. The Chair and/or Members of this committee liaise between Council and Families and Friends of JJ Nearing Catholic Elementary Society (FFJN).
2. In conjunction with Council and administration and with the support of the FFJN volunteers, ensure that fund raising activities in support of annual budgets and objectives are organized.

B. COMPASSIONATE FRIENDS COMMITTEE

1. In cooperation with school administration, the Compassionate Friends Committee shall promote a welcoming and caring environment within our school community.
2. This committee will support the Social Justice Ministry of the St. Albert Catholic Parish
3. All activities/events that are known at the time for the school year shall be outlined in the committee's annual budget, which shall be presented for approval at the budget meeting of the Council.
4. Any activities/events and expenses not outlined in the annual budget must be presented to Council for approval prior to any action being taken.

C. YEARBOOK COMMITTEE

1. This committee shall plan, organize, develop and compile the annual JJ Nearing School yearbook for publication, which is intended to serve as a keepsake for the enjoyment of students and their families and to contribute positively to school spirit.
2. Purchase of the yearbooks is done through school fees.
3. The committee will finalize the yearbook submission and arrange delivery to the publisher along with the appropriate payment.
4. The committee will prepare a distribution listing for the use of the school administration office for the delivery of the yearbooks to students including those yearbooks going to students who have transitioned from grade 6 to grade 7.
5. Cost of the yearbook and negotiations related to this are done with the committee and administration.

D. PARTNERS IN PRAYER COMMITTEE

1. In cooperation with school administration, the Partners in Prayer Committee shall promote a welcoming and prayerful environment within our school community. This committee shall consist of parents that meet on a consistent basis to pray for the needs/intentions of the staff and students in the school community.
2. The committee shall advertise for new members in the JJN newsletter at the beginning of the school year.
3. Prayer meetings shall be held at least once per month and more frequently if feasible.
4. The committee shall ask the Principal or Vice Principal for prayer requests of administration/teachers on the day before they collect prayers.
5. Prayer meetings shall begin with a reading and reflection followed by the prayer intentions of the school. Prayer requests shall be picked up from the office/prayer box before prayer meetings.
6. Prayer requests shall be kept confidential. If a prayer request indicates a serious situation that may cause harm to a child, that prayer shall be taken to administration for further review.
7. All activities/expenses that are known at the time for the school year shall be outlined in the committee's annual budget, which shall be presented for approval at the budget meeting of the Council.
8. Any activities/events and expenses not outlined in the annual budget must be presented to Council for approval prior to any action being taken.

E. MAJOR PROJECTS COMMITTEES - Playground

1. To design, allocate fundraised monies, procure, have installation oversight and coordinate volunteers for improvements to the school's playground.
2. This is a steering committee that will terminate upon project completion. We will be the liaison between city officials and the school, we will report progress to JJN School Council, Friends and Family, and JJN Administration.

F. AD-HOC COMMITTEES

1. Council may appoint short term committees with either delegated or advisory responsibilities.

G. CLASS REPRESENTATIVES

1. Class representatives (reps) shall attend monthly meetings.
2. Class reps will act as a communication liaison between parents in the class they represent and the Council and vice versa.
3. When necessary, Class reps will take direction from Council for the purpose of gathering information from classroom families necessary for major decisions of Council.
4. Class reps shall perform duties as requested.

H. TEACHER REPRESENTATIVES

1. The Teacher Representative (rep) shall attend and actively participate in monthly meetings
2. The Teacher rep will be a communication liaison between teachers and Council.
3. Representation should reflect the general consensus of the teachers they represent.

I. VACANCIES

1. Should the Chair position become vacant the Vice Chair shall assume the position of Chair.
2. Vacancies on the Council shall be filled by election or appointment at the next Council meeting with the exception of the dissolution of Council.
3. With the exception of the school Council position filled by the Principal, the school Council may appoint school Council members and/or school community members to fill vacancies until the election at the next annual general meeting.

4. MEETINGS

4.1 ANNUAL GENERAL MEETING (AGM)

- a. The annual general meeting of the school Council will be held within 60 days after the start of the school year or at an appropriate time during the school year determined by the school Council.
- b. The meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within 14 school days of the AGM date.
- c. The business of the AGM shall include: election of remaining school Council members and/or executive members, proposed by-laws/operating procedures amendments, motion to accept a financial statement of the previous year plans and budget for the upcoming year, discussion of any major issues in which parents should have input, such as: changes to the vision or mission statement of the school, major changes in the school program or focus, formal evaluation of the school Council.
- d. The Annual Report as per requirements shall include;
 - A summary of activities of the Council during the previous school year;
 - The financial statements of the Council for the previous year;
 - Copies of the minutes of each meeting of the Council during the previous year.
- e. New Council members will assume responsibilities after the annual report is presented.

4.2 EXECUTIVE COUNCIL ELECTION MEETINGS

- a. The Council will hold the Executive Council Elections on the second last Council meeting of the year for the purpose of electing the Executive Council and recruiting Committee Chair volunteers.
- b. The secretary will distribute nomination forms one month prior to the election meeting.
- c. Two notices of the Election meeting will be made in the month prior to the meeting in a manner determined by Council.
- d. Any nominations for Executive Council and nominations for committee chairs will be accepted at the election meeting.
- e. At the meeting, nominations for each position are made by the nominating committee or from the participants at the meeting. Proxy nominations are permitted.

4.3 REGULAR MEETINGS

- a. The school Council will meet a minimum of eight times during the school year.
- b. Regular meeting dates will be determined by school Council members attending the first meeting and/or by the executive of the school Council.
- c. Meetings will take place at the school unless indicated with a 20 school day notice to change location.
- d. Meetings will follow a format based on the guidelines outlined by the Albert School Council Association.

4.4 SPECIAL MEETINGS

- a. Special meetings of the school Council may be called by the executive
- b. The Executive Committee may at any time give notice of a Special Meeting of the School Council. Notice will be given at least 5 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with. At any Special Meeting all parents in attendance shall have the right to vote.

4.5 MEETING AGENDAS

- a. The Chairperson will work in partnership with the Principal to establish the agendas for all meetings.
- b. Agenda item requests must be made through the Chairperson, who will, if necessary, consult with the Executive Committee and Principal as to the appropriateness of the item requested.

5. PROCEDURES AT MEETINGS

5.1 DECISION-MAKING

- a. Decisions at school Council meetings will be made by consensus as much as possible.
- b. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- c. If a decision is made by a vote, the motion must be moved and seconded and passed by the majority of school Council members.
- d. If needed, Council may choose to conduct the vote by electronic voting methods.

5.2 QUORUM

- a. Quorum will be attained when a minimum of five members, two of which are executive Council members, and the majority of voting members present at a meeting are parents of students enrolled in JJ Nearing Elementary School
- b. In the absence of a quorum:
 - No motions may be considered or approved.
 - If a majority of parents and School Council Members at the meeting agree to proceed in the absence of a quorum, the School Council will continue the meeting for purposes of discussion of issues, but point a. above will continue to apply.

5.3 ABSENCE OF CHAIR OR SECRETARY

- a. In the absence of the chair and vice chair, Council will choose by majority vote of the members present an acting chair for the meeting.
- b. In the absence of the secretary, Council will choose by majority vote of the members present an acting secretary for the meeting.

5.4 MOTIONS

- a. Any members of Council, with the exception of the Chair and school staff and administration, may put forward a motion for Council to consider at any regular meeting.
- b. School Council membership must receive notice of all motions being considered.
- c. All motions arising from a. will be considered and voted on by Council. This may happen at the current meeting, at the next regular Council meeting or at a special meeting as set out in 4.4.

5.5 VOTING ON MOTIONS

- a. All members of Council with the exception of the chair can vote at any meeting. If a member has more than one position on Council their vote shall count once only.
- b. A member must be present to vote on a motion
- c. After the chair has clearly stated the motion, and the secretary has recorded the same motion, all member may vote for or against the motion
- d. Any member may abstain from a vote at any time
- e. A motion is approved if 60% of the voting members present vote in favour of the motion

6. CONFLICT RESOLUTION

The School Council shall abide by the Conflict Resolution Procedures outlined in the school board'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.

6.1 PETITION FOR DISSOLUTION OF COUNCIL

- a. If at any time, ten (10) parents, 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:

- The Chairperson will call a Special Meeting of the School Council.
- The Secretary will provide a minimum of five (5) days' written notice to all parents and School Council members of the date, time, place and purpose of the Special Meeting.
- At the Special Meeting, all parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict.
- One 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.
- 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.

6.2 ACTION AFTER DISSOLUTION

- a. If a Council is dissolved, the Principal will establish an advisory committee to perform the duties of the Council until the next AGM, and the Principal will perform the duties of the chair and secretary with respect to notification of the next AGM.

7. GUIDELINES AND EXPECTATIONS

7.1 ANNUAL REPORT

- a. In accordance with School Councils Regulation, the school Council, through the chair, prepares and provides the school board with an annual report submitted by September 30th that includes: a summary of school Council's activities of the previous year a financial statement a copy of the minutes of each meeting.
- b. The school Council will make the annual report available to all members of the school community.

7.2 AMENDMENTS TO THE OPERATING PROCEDURES

- a. **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.
- b. The Operating Procedures remain in force from year to year, unless amended at the AGM or a special meeting.
- c. 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.
- d. 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.
- e. Notice of proposed Operating Procedure amendments must be communicated in the same manner as a motion, see section 5.4.

7.3 CODE OF ETHICS

- a. All school Council members shall: abide by the legislation that governs them be guided by the mission statement of the school and school Council endeavor to be familiar with school policies and operating practices and act in accordance with them practice the highest standards of honesty, accuracy, integrity and truth recognize and respect the personal integrity of each

member of the school community declare any conflict of interest encourage a positive atmosphere in which individual contributions are encouraged and valued apply democratic principles consider the best interests of all students respect the confidential nature of some school business and respect limitations this may place on the operation of the school Council not disclose confidential information limit discussions at school Council meetings to matters of concern to the school community as a whole use the appropriate communication channels when questions or concerns arise promote high standards of ethical practice within the school community accept accountability for decisions not accept payment for school Council activities.

7.4 PRIVACY

- a. School Council shall adhere to the Personal Information Protection Act (PIPA).
- b. School Council shall not share personal information for purposes other than those of school Council business.

7.5 FUNDRAISING SOCIETY

- a. School Council will communicate regularly with the fundraising society to support their activities and to solicit support for school Council activities.
- b. School Council can develop policy to promote a productive open and transparent relationship with the fundraising society.

7.6 SCHOOL COUNCIL FUNDRAISING

- a. School Council will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.

These Operating Procedures have been accepted by a majority of the members entitled to vote at a meeting of the School Council.

Mark Kay
Chairperson's Name

Chairperson's Signature

Beinta Hansen-Wong
Secretary's Name

B Hansen-Wong
Secretary's Signature

Marina Lotoski
Principal's Name

M Lotoski
Principal's Signature

April 12, 2022
Date

Revision History:

Rev	Date	Changes
0	2015-2016	No changes, "JJN Bylaws 2015-2016"
1	17-Jan-2021	<ul style="list-style-type: none"> - General: Removed all mentions of "bylaw" and replaced with Operating Procedures where applicable as per Nov18/20 meeting decision. - 3.6 Committees: Added Partners in Prayer Committee and re-assigned letters (ie. numbering of committees) as per Nov18/20 meeting decisions. - 5.1 Decision making: added (d) to include ability for electronic voting per Nov18/20 meeting decision.
2	24-April-2021	<ul style="list-style-type: none"> - Removed position of Treasurer as per March 17, 2021 decision from 1.G, 2.3a, 3.4. Renumbered sections as appropriate. Removed 7.6b and c as they refer to a school council bank account (now closed) and giving council funds to school (council will no longer have funds). - 2.3j – removed maximum term length as per February 17, 2021 decision - 3.5 Committees: <ul style="list-style-type: none"> o removed Medical Needs as per February 17, 2021 decision o removed Hot Lunch as per 2019-2020 Council decision (moving to FFJJN) o removed Special events committee as per 21-April-2021 Council decision (moving to FFJJN)
3	11-April 2022	<ul style="list-style-type: none"> - Added in section Major Projects Committee - Playground under Section 3.5