

J.T. Foster School Council By-laws

Approved and adopted by Council May 2, 2012

NAME

1. The name of the school council shall be J.T. Foster School Council.

MISSION

2. To foster the well-being and effectiveness of our school community and to enhance student learning.

GOALS

3. 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 the development of a common vision for our school
 - f. facilitate a formal performance evaluation of our school council and communicate the results of this evaluation to the school board and the school community
 - g. keep the school board informed—in cooperation with the principal—of the needs of the school
 - h. support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning
 - i. facilitate communication with educational stakeholders and the community.

GOVERNANCE and MEMBERSHIP - Town Hall Model

4. The membership of the school council shall consist of:
 - a. the parents of students enrolled in J.T. Foster School
 - b. the principal of J.T. Foster School
 - c. a representative of J.T. Foster School staff
5. (a) The positions of the executive committee shall consist of:
 - a. A chairperson, vice chairperson, secretary and treasurer

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- b. All executive positions must be filled by parents of students enrolled at J.T. Foster School
- c. Every member of the school council and/or parent of a student enrolled at J.T. Foster School is eligible to be elected to an executive position on school council.
- d. The terms of office are the annual general meeting to the following annual general meeting.
- e. The executive of school council can be elected by parents of students enrolled at J.T. Foster School attending the annual general meeting or at the first school council meeting by school council members.
- f. The executive committee will carry out the day-to-day operation of the school council.

5 (b) The duties of the executive are as follows:

i. THE CHAIR

The chair plans meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Alberta Schools Councils' representative.

The chair ensures the school board receives an annual report from school council, as per by-law #11.

ii. THE VICE-CHAIR

The vice-chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of school council and manages personal information in compliance with PIPA. The vice-chair assumes responsibility, in consultation with school council, for communicating with the fundraising society.

iii. THE SECRETARY

The secretary keeps 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). The secretary ensures all materials relating to the J.T. Foster 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 J.T. Foster School.

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iv. THE TREASURER

The treasurer keeps financial transactions of the school council, reports to the school council and complies with school council and school board policies.

5 (c) VACANCIES:

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.

DECISION –MAKING

6. (a) Decisions at school council meetings will be made by consensus as much as possible.

The 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 seconded and passed by the majority of school council members.

QUORUM

7. Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in J.T. Foster School.

COMMITTEES

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

MEETINGS

9. (a) The first meeting of the school council is held 20 school days after the annual general meeting.

(b) The school council will meet monthly a minimum of seven times during the school year.

(c) Regular meeting dates will be determined by school council members attending the first meeting and/or by the executive of the school council.

(d) Meetings will take place at the school unless indicated with a 20 school day notice to change location.

(e) Special meetings of the school council may be called by the executive or at the written request of 10 parents of students enrolled at J.T. Foster School.

ANNUAL GENERAL MEETING (AGM)

Based on the Sample School Council By-laws
Alberta School Council Resource Manual 60
Alberta School Councils' Association 2006, revised 2007

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10. (a) The annual general meeting of the school council will be held within 20 school 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 20 school days of the AGM date.
- (c) Election of school council members and/or executive positions will take place at the AGM.
- (d) All parents of students attending J.T. Foster School are eligible for election.
- (e) All parents of students attending the J.T. Foster School are eligible to vote at the AGM.
- (f) The business of the AGM shall include, but not be limited to:
 - i. election of school council members and/or executive members;
 - ii. proposed by-laws/operating procedures amendments;
 - iii. motion to accept a financial statement of the previous year;
 - iv. plans and budget for the upcoming year;
 - v. discussion of any major issues in which parents should have input, such as:
 - A. changes to the vision or mission statement of the school
 - B. major changes in the school program or focus
 - C. formal evaluation of the school council.

ANNUAL REPORT

11. (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 30 that includes:
 - i. a summary of school council's activities of the previous year
 - ii. a financial statement
 - ii. 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. suggestions as to how- electronically, in the same publicly accessed location as minutes?

AMENDMENTS TO THE BY-LAWS/OPERATING PROCEDURES

12. (a) The by-laws remain in force from year to year, unless amended at the AGM.
- (b) The by-laws of the school council may be amended by a majority vote of the school council at an AGM.
- (c) Notice of proposed by-law amendments must be circulated with the notice the AGM.