



STURGEON HEIGHTS SCHOOL COUNCIL  
OPERATING PROCEDURES  
EFFECTIVE SEPTEMBER 18, 2017

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## DEFINITIONS

In these Operating Procedures:

- a. "School" means Sturgeon Heights School;
- b. "Council" means the School Council for the School;
- c. "Parents" means parent, guardian or primary caregiver of any child enrolled in an educational program at the School;
- d. "Regulation" means the School Councils Regulation as provided through Alberta Provincial Legislation;
- e. "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 students and the School;
- f. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations.

## AUTHORITY

The Sturgeon Height School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation.

## MISSION STATEMENT

The mission of the Council is to support the mission and vision of Sturgeon Heights School and will undertake discussions and activities that will enhance student learning and foster the well-being and effectiveness of our School community.

## DUTIES AND RESPONSIBILITIES

Council duties include, but are not limited to, the following:

1. To represent the parent perspective by providing advice to and consulting with the principal and staff on issues of importance such as school philosophy, the school education plan, mission, vision, policies and practices of the school, programs and directions, and budget allocations to meet student needs.
2. To stimulate meaningful involvement by all members of the school community.
3. Develop a communication plan to share information with parents and the communication and facilitate communication with all educational stakeholders.
4. In accordance with the School Councils Regulations, the school council, through the chair, shall provide the school board with an annual report that summarizes the council's activities for the year.
5. To provide advice and consultation to the school board on educational matters relating to student learning and system improvement planning.
6. The Council shall adhere to the Personal Information Protection Act (PIPA) legislation, and shall not use or share personal information for purposes other than those of School Council business.
7. Provide a detailed list of responsibilities for elected and non-elected School Council positions which can be found on the Sturgeon Height School Council webpage.



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**MEMBERSHIP and ATTENDANCE AT MEETINGS**

1. The voting members of the School Council shall consist of:
  - a. Parents of students enrolled at the School
  - b. Sturgeon Heights School Principal / Vice Principal
  - c. Sturgeon Heights Teacher Representative
  - d. School Council Executive elected by the parents

The parent members ratio must always exceed the number of administration, staff, and/or community representatives.

2. Council meetings are open to all parents of the school and the School Community.
3. External individuals may be invited to meetings to make a presentation or for additional information, however, they do not form part of the membership.

**EXECUTIVE, RESPONSIBILITIES and TERMS OF OFFICE**

1. An Executive will be formed at the Annual General Meeting (September) for the purpose of carrying out the day-to-day operations of the School Council.
2. The positions of the School Council Executive shall consist of:
  - Chair
  - Vice-Chair
  - Secretary
  - Parent Representative – Kindergarten
  - Parent Representative – Primary
  - Parent Representative – Elementary
  - Parent Representative – Junior High
  - Past Chair (if required)
3. All Executive positions must be filled by parents of students enrolled at Sturgeon Heights School.
4. Every member of the School Council and/or parent of a student enrolled at Sturgeon Heights School is eligible to be elected to an executive position on School Council.
5. The terms of office are from the close of the Annual General Meeting to the close of the following Annual General Meeting. Any elected member may serve up to 5 consecutive terms in the same position. Preference for the Chair will be to serve a minimum of 2 consecutive terms.
6. Any Executive member may resign their position by providing written notice to the Chair and Principal.
7. Any vacancies of the School Council Executive will be communicated to the parent community. Elections for mid-year vacant positions will be held at the next regular



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meeting of School Council. If this fails to fill the vacancy then the position remains vacant for the remainder of the year.

8. Roles and Responsibilities (separate document), for each Executive position, are documented and reviewed annually at the Annual General Meeting. Duties are posted on the Sturgeon Heights School Council webpage.

### **CODE OF CONDUCT**

1. School Council members and parents ensure a healthy team by holding each other accountable so that everyone can participate, and contribute, for the best possible outcomes.
2. School Council members and parents encourage a positive atmosphere and limit discussions at meetings to matters of concern to the school community as a whole.
3. At times, a school council member or parent may find themselves in a conflict of interest in terms of some issue under consideration by the council. Members should declare the conflict of interest and excuse themselves from the discussion. The member should not vote on any decision made on the issue.

### **MEETINGS AND DECISION MAKING**

1. The Annual General Meeting is held on the third Monday of September. Changes to this date must be communicated to the Parent Community a minimum of 7 days in advance.
2. School Council Executive positions are elected annually in the Annual General Meeting.
3. Dates for School Council meetings for the year ahead are set and confirmed in the Annual General Meeting.
4. The Council shall meet face-to-face on a monthly basis except for the months of December and June.
5. Meetings may be called by the Council Chair or by majority of the Council members, and in consultation with the School Principal.
6. The Chair of the meeting may establish rules of procedures to be followed at School Council meetings.
7. Meetings are chaired by the Chair, or in the Chair's absence, by the Vice-Chair. If both the Chair and Vice-Chair are absent, another member chosen by the Council will chair the meeting.
8. 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 ensure the Executive and principal are aware. Agenda items must be in accordance with the mandate of the School Council.



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9. The Chair shall ensure a secretary is available to keep notes of the proceedings of all meetings of the Council.
10. School Council meeting minutes, prepared in draft, shall be distributed by the Chair to all Executive members. Minutes will also be shared with parents who attended meeting and have given permission to contact.
11. Decisions at School Council meetings will be made by consensus as much as possible. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
12. If a decision is made by a vote, a motion is required. The motion will be put forward that clearly defines a proposal. The motion will be seconded. The Chair will state the motion and will ask for any comments or discussion starting with the person who made the motion. Each council member and parent at the meeting will have one vote through a show of hands in favour. The motion will be approved if a majority is in favour of the motion.
13. Any members of School Council who feel the vote did not represent the wishes of the School Community may approach the Chair to call a Special Meeting.

**REVIEW AND AMENDMENTS**

1. Operating Procedures are reviewed for their relevance and effectiveness annually at the Annual General meeting.
2. Any changes to these operating procedures must be made through a motion at a School Council meeting and approved by majority of attendees.
3. The Principal is given the School Council Operating Procedures approved at the Annual General Meeting by September 30th.
4. Operating Procedures are posted on the Sturgeon Height School Council webpage.

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

Date: September 25, 2017

Kirsten Hayes  
Chair's Name

Kirsten Hayes  
Chair's Signature

Jonathan Konrad  
Principal's Name

[Signature]  
Principal's Signature