

Aurora Academic Charter School
School Council
Operating Procedures
Approved March 1, 2016

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Aurora Academic Charter 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 under the School Act;
- 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 School.

2. AUTHORITY

The Aurora School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, specifically *Section 22 of the School Act*, and the School Councils Regulation which supports it.

3. MISSION STATEMENT/PHILOSOPHY

Aurora Academic School Philosophy

It is the philosophy of Aurora Academic Charter School that average children, when presented with an orderly and structured environment, and in the presence of properly sequenced teacher-directed classroom instruction, can excel in an academically-oriented program.

The Mission/Philosophy of the Aurora School Council is: Supporting and Enhancing Home, School, and Community Partnerships.

4. GOALS/PURPOSE

The goals/purpose of the School Council, in keeping with the *School 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 and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs;
- B. Develop special events that will foster participation and well-being of the school community;

**Aurora Academic Charter School
School Council
Operating Procedures
Approved March 1, 2016**

- C. Encourage a positive atmosphere where individual contributions are encouraged and valued;
- D. Stimulate continuous improvement in meaningful engagement by all members of the school community;
- E. Facilitate collaboration among concerned participants of the school community;
- F. Facilitate the achievement of a common vision for the School;
- G. Facilitate communication with educational stakeholders and the general community;
- H. Comply with the School Councils Regulation by providing the Board with an annual report that summarizes the School Council's activities for the previous school year.
- I. Adhere to School Council's Code of Ethics

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

Aurora Academic Charter School Council uses a Town Hall Operating Style

- A. The membership of the School Council shall consist of:
 - 1) All parents of students enrolled in the School
 - 2) The principal of the School
 - 3) At least one teacher
 - 4) Others as decided by the School Council (optional)
- B. The voting members of the School Council shall consist of:
All parents of students enrolled in the School
- C. The parent/other ratio may vary at times, but the number of parent members must always exceed the number of administration, staff, students and/or community representatives.

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.

**Aurora Academic Charter School
School Council
Operating Procedures
Approved March 1, 2016**

7. QUORUM

- A. Quorum will be attained when the majority of voting members present at any meeting are parents of students enrolled in the School, and the principal or designate is present.
- B. In the absence of a quorum:
 - 1) No motions may be considered or approved.
 - 2) If the principal and 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 1) above will continue to apply.

8. EXECUTIVE COMMITTEE and TERMS of OFFICE

The positions of the Executive Committee shall consist of: A Chairperson, Vice-Chairperson (or Co-Chairperson), Secretary and Treasurer.

- 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 from the Annual General Meeting to the following Annual General Meeting.
- D. The Executive Committee of the School Council will be elected by parents attending the Annual General Meeting or will be appointed at a School Council meeting;
- E. The Executive Committee, through the Chairperson and in consultation with the principal, will provide the agenda for all meetings and circulate minutes of the same;
- F. The Executive Committee will carry out the day-to-day operation of the School Council.

9. DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

A. Chairperson

It is expected that the School Council Chairperson will be a parent of a student attending the school. Unless otherwise delegated, the Chairperson 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;

**Aurora Academic Charter School
School Council
Operating Procedures
Approved March 1, 2016**

- 7) Ensure that minutes are recorded and maintained;
- 8) Have general supervision of all activities of the School Council;
- 9) Be the official spokesperson of the School Council;
- 10) Ensure there is regular communication with the school community, beyond those who attend meetings;
- 11) Stay informed about school board policy that impacts School Council;
- 12) Submit an annual report in conformance with the Regulations.

B. Vice Chairperson

Unless otherwise delegated, the Vice-Chairperson of the School Council will:

- 1) In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities;
- 2) In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council;
- 3) Work with and support the Chairperson in agenda preparation;
- 4) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- 5) Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;
- 6) Promote teamwork and assist the Chairperson in the smooth running of the meetings;
- 7) Aid the Chairperson and undertake tasks assigned by the Chairperson.

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;
- 2) Keep minutes, correspondence, records and other School Council documents;
- 3) Maintain a dated record of all the members of the School Council.
- 4) Distribute notices of meetings and other School Council events as required;
- 5) Ensure all materials relating to the School Council including resources, meeting minutes and any relevant documents are available to the public in an accessible location in the School;

**Aurora Academic Charter School
School Council
Operating Procedures
Approved March 1, 2016**

D. Treasurer

Unless otherwise delegated, the Treasurer of the School Council will:
Present a full, detailed account of receipts and disbursements to the School Council whenever requested by the School Council.

**E. Members at Large/Community Members/Fundraising Association
Liaison (optional)**

Serve as a liaison between the School Council and their organization or area of responsibility/expertise.

10. VACANCIES

The School Council may appoint qualified persons to fill vacancies in the School Council other than the Principal or Teacher, until such vacancies have been filled by the appropriate individuals, or in the case of the Executive, new Executive have been elected at a meeting of the School Council.

11. MEETINGS

A. Regular Meetings

The Council shall meet face to face on a monthly basis during the school year except for the months of January and June (both optional).

B. Special Meetings

- 1) The School Council Executive Committee may at any time give notice of a Special Meeting of the School Council. Written 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.
- 2) At any Special Meeting all parents in attendance at the Special Meeting shall have the right to vote.

**Aurora Academic Charter School
School Council
Operating Procedures
Approved March 1, 2016**

C. Annual General Meetings

Where the School Council has not been operational the year prior, an Establishment Meeting will be held in accordance with Section 3 of the School Council Regulation, otherwise an Annual General Meeting of the School Council will take place once each school year.

- 1) The Annual General Meeting of the School Council will be held in the month of September or at an appropriate time during the school year as determined by the School Council. The meeting will be advertised throughout the school and the community no less than 14 days beforehand 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:
 - a. the election of Executive Members;
 - b. any proposed amendments to the Operating Procedures;
 - c. financial statement of the previous year.
- 5) And may also include:
 - a. plans and budget for the upcoming year;
 - b. 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 or focus;

12. MEETING AGENDAS

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

**Aurora Academic Charter School
School Council
Operating Procedures
Approved March 1, 2016**

13. COMMITTEES

The School Council may appoint committees that consist of School Council members and/or School Community members. Committees will meet outside of School Council meetings to complete their assigned tasks and report on their activities at School Council meetings.

14. POLICIES

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.

- A. The School Council may develop policy for the duration of their term.
- B. The policies of the School Council may 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.
- C. Topics on which 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, Election of School Council Executive, and Social Media.

15. SCHOOL COUNCIL FUNDRAISING

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).

- A. The School Council will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.
- B. If the School Council does fundraise, any funds raised will be kept in a School Council bank account or given to the school to track on behalf of the School Council.

16. FUNDRAISING SOCIETY

The School Council recognizes and appreciates the efforts of the fundraising society.

- A. The School Council will communicate as appropriate to support their activities and to solicit support for School Council activities.

**Aurora Academic Charter School
School Council
Operating Procedures
Approved March 1, 2016**

- B. The School Council may develop policies to promote a productive, open and transparent relationship with the fundraising society.

17. 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. Endeavour to be familiar with school policies and operating practices and act in accordance with them;
- D. Practice the highest standards of honesty, accuracy, integrity and truth;
- E. Recognize and respect the personal integrity of each member of the school community;
- F. Declare any conflict of interest;
- G. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- H. Apply democratic principles;
- I. Consider the best interests of all students;
- J. Respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council;
- K. Not disclose confidential information;
- L. Limit discussions at School Council meetings to matters of concern to the school community as a whole;
- M. Use the appropriate communication channels when questions or concerns arise;
- N. Promote high standards of ethical practice within the school community;
- O. Accept accountability for decisions;
- P. Not accept payment for School Council activities.

18. CONFLICT RESOLUTION

The School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.

- A. If at any time, twenty-five (25) parents and at least 50% of the Executive 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 the School Council Chair, and the following will apply:
- 1) The Chairperson will call a Special Meeting of the School Council.
 - 2) 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.

**Aurora Academic Charter School
School Council
Operating Procedures
Approved March 1, 2016**

- 3) At the Special Meeting, all parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict.
- 4) 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.
- 5) 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.

19. 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.

20. DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council. If the School Council is dissolved, the Principal may establish an advisory committee to perform some or all of the duties of the School Council until the next school year. The Principal will perform the duties as outlined in Alberta Provincial Legislation with respect to the re-establishment of the School Council within forty (40) school days after the start of the next school year.

21. REVIEWS and AMENDMENTS

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.

- A. The Operating Procedures must be reviewed for their relevance and effectiveness on a regular basis or as determined by the School Council Executive Committee or a committee established expressly for that purpose.
 1. Reasonable notice of proposed changes to the Operating Procedures will be provided to the School Community before the meeting.
 2. The Operating Procedures of the School Council may be amended by a majority vote of the voting members present at any scheduled Regular or Annual General meeting of the School Council..

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

Date March 1, 2016

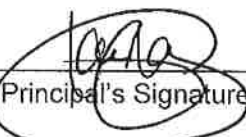
Arlene Huhn
Chairperson's Name


Chairperson's Signature

Ellen Fung
Secretary's Name


Secretary's Signature

Ian Gray
Principal's Name (Elementary School)


Principal's Signature (Elementary School)

Janet Rockwood
Principal's Name (Middle School)


Principal's Signature (Middle School)