

Woodlands School Council Operating Procedures

NAME

The name of the school council shall be Woodlands School Council.

MISSION

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) advise the school principal and employees on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and budget allocations to meet student needs and ensure the parent and community perspective is represented
- b) stimulate continuous improvement through meaningful involvement by all members of the school community
- c) facilitate collaboration among concerned participants of the school community
- d) support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning, meeting the needs of the children, and enriching the students' education.

GOVERNANCE AND MEMBERSHIP

Woodlands School Council operates using a **Town Hall Governance model**:

- a) The executive committee will prepare the agenda for the general meetings and circulate minutes of the same.
- b) The executive committee will carry out the day-to-day operation of the school council.

The membership of the school council shall consist of:

- a) the parents of students enrolled in Woodlands School
- b) the principal of Woodlands School
- c) at least one employee of Woodlands School.

While the majority of Woodlands School Council members should be parents or guardians of children attending the school, secondary students, teachers and community representatives are also welcome to join. Parent members of council must exceed the number of community representatives.

DECISION MAKING

Decisions at school council meetings will be made **by vote**. The motion must be moved, and seconded and passed by the majority of school council members.

Executive council members have the authority to make final decisions in the event of a tied vote, or, if quorum is not achieved.

Quorum: the minimum number of members that must be present to make the proceedings of the meeting valid. Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in Woodlands School.

DUTIES OF THE EXECUTIVE

The executive of the School Council will be elected by parents attending the Annual General Meeting (AGM.)

Any executive member may resign his/her position by providing written notice to the President and/or Principal. Any executive member may be removed from the executive at any time with cause by a majority vote whenever, in its judgment, the best interest of the School Council will be served.

Mandatory executive members

The following roles are required to be filled each year:

Council President

The president plans meetings and coordinates with the school principal to prepare agendas, chairs meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council.

The chair serves as the Board of Trustees' Council of School Councils representative and ensures the school board receives an annual report from school council.

The School Council President cannot be elected President of the Woodlands Parents Society.

Secretary

The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications.

The secretary keeps an accurate list of names and addresses of school council executive and committee members in compliance with the Personal Information Protection Act (PIPA).

The secretary ensures all material relating to the Woodlands School Council including resources, all meeting minutes and any relevant documents are available to the public in an accessible

location in Woodlands School. They also support the President and Event Coordinator in developing and executing communication plans.

Treasurer

The treasurer keeps financial transactions of the school council, reports receipt and expenditure of funds to the school council and complies with the school council and the Calgary Board of Education policies.

The Treasurer assists the President with developing and submitting the Annual Report to the Board of Trustees.

[Optional executive members](#)

The following roles are optional but encouraged:

Vice President

The vice-chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair.

Volunteer Coordinator

The volunteer coordinator maintains a record of all volunteers for the school council, coordinate with other executive members and committees to determine where volunteers are needed and facilitate accordingly.

They are the main point of contact between volunteers and the school council.

Event coordinator

The event coordinator is the principal organizer of special events hosted by the council. They seek to build community and school spirit among students, staff and parents as well as support fundraising efforts.

[VACANCIES](#)

With the exception of the school council position filled by the principal, the school council may appoint executive school council members to fill vacancies until the election at the next Annual General Meeting (AGM.)

Any parent of a child enrolled in the school can put themselves forward for an executive position.

Executive school council members may remain in their positions for a **maximum of four consecutive years**, unless a replacement cannot be found, and the member remains a parent of a child enrolled in the school.

COMMITTEES

School council may appoint committees that consist of school council members and/or school community members should the need arise, including for the planning of special events, fundraising activities, or to create a task-force around an issue that may need more in-depth research.

Committees report on their activities at school council meetings and meet outside of school council meetings to complete their assigned tasks. At least one member of the executive council should be a part of every committee.

MEETINGS

Woodlands School Council meetings are held approximately every six weeks during the school year, for a minimum of seven (7) meetings. Meetings begin at 6:30 pm.

The first meeting of the school council is held within 30 school days after the beginning of the school year. The meeting schedule for that year is determined by the school council executive members.

Special meetings of the school council may be called by the executive or at the written request of five or more parents of students enrolled at Woodlands School.

ANNUAL GENERAL MEETING (AGM)

The annual general meeting of the school council will be held at an appropriate time during the school year determined by the school council.

The meeting will be advertised throughout the school and the until the date of the AGM or within 20 school days of the AGM date.

Election of school council members and/or executive positions will take place at the AGM. All parents of students attending Woodlands School are eligible for election and all parents of students attending the Woodlands School are eligible to vote.

The business of the AGM shall include:

- election of school council members and/or executive members
- proposed bylaws/operating procedures amendments
- plans (including events, fundraising and communication tactics) 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.

The AGM may also include the motion to accept a financial statement of the previous year if it is completed. If not, this will occur during the first meeting of the following school year.

ANNUAL REPORT

In accordance with the School Councils Regulation, the school council, through the chair, prepares and provides the school board with an annual report submitted by June 15 each year, that includes:

- a) a summary of the school council's activities of the year
- b) a financial statement
- c) a copy of the minutes of each meeting

The school council will make the annual report available to all members of the school community.

BUDGET AND FUNDRAISING

The Woodlands School Council's budget is referred to as the General Fund.

This fund can be used for anything that will benefit students at Woodlands School, including providing money to the school to purchase supplies for a specific classroom, replacing equipment, or purchasing food for special events.

This fund cannot be used for any activities requiring a gaming license, including bingos, casinos, or raffles and must adhere to all CBE guidelines.

Woodlands School Council fundraises to keep this account replenished. Decisions around how the council spends this money are made at council meetings.

The Council President, Treasurer and Secretary are the only members with signing authority for this account.

COMMUNICATION

The school council uses the following communication avenues to share general updates, upcoming events, and fundraising activities:

- [Woodlands School official website](#)
- [Woodlands School Family Group on Facebook](#)
- Submissions in the [Woodcreek Chronicle](#)
- Woodlands School emails, including the weekly update emails (approved and distributed via Woodlands School administration)
- Paper handouts to be sent home with students
- Council sandwich board

All communication sent on behalf of the council must be approved by an executive council member ahead of distribution.

CODE OF ETHICS

All members of the Woodlands School Council will adhere to the following:

- abide by the legislation that governs school council
- be guided by the mission statement of the school and our 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
- apply and adhere to democratic principles
- declare any conflict of interest
- foster a positive atmosphere in which individual contributions are encouraged and valued
- consider the best interests of all students in our decisions and deliberations
- respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.

AMENDMENTS TO THE OPERATING PROCEDURES

The operating procedures remain in force from year to year, unless amended at the AGM.

The bylaws of the school council may be amended by a majority vote of the school council at an AGM. Notice of proposed bylaw amendments must be circulated with the notice of the AGM.

These operating procedures were last updated June 12, 2024.