

ÉCOLE SECONDAIRE LINDSAY THURBER COMPREHENSIVE HIGH SCHOOL

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# **SCHOOL COUNCIL OPERATING PROCEDURES**

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## Definitions

In this Constitution

- a. “parent” means in respect of a student, the legal guardian, guardian under temporary or permanent guardianship. The authority of a guardian to act under this constitution is subject to any limitation imposed by law on the authority of the guardian, and where a person claims to be a parent or guardian or claims the existence of any limitation on the authority of a parent or guardian, the onus is on that person to provide proof of the claim.
- b. “principal” means a teacher designated as a principal or acting principal under this Operating Procedure .
- c. “officers” means elected or appointed chair and/or vice chair, and secretary.
- d. “school council” will be referred to as “council” from here on.

## 1. Basic Principles

The Council represents the interests of parents of the students of Lindsay Thurber Comprehensive High School, and the community members who are public school supporters. Input into the operation of the school may be achieved by:

- a) attending the annual general meeting.
- b) expressing concerns at any regular meeting of the Council.
- c) submitting a written request to the School Council Chair to be placed on the agenda of a regular meeting of the Council.

### 1.1 Council Mandate

The Council will be an advisory body to the administration of the school. It will work in cooperation with school staff, the students of LTCHS, all parents and community members to advise the school administration, and RDPSD.

### 1.2 Roles and Responsibilities of the Council

- a) advise the principal, and the board, respecting any matter relating to the school
- b) perform any duty or function delegated to it by the board in accordance with the delegation.
- c) The Council must report to the School Board each year, giving a brief summary of the Council's highlights during the year. This will be included in the annual school report, submitted via the Board's preferred methods.
- d) The Council must retain a copy of the minutes, digitally for each meeting and make them accessible to the School Board if so requested. These are to be kept for seven years.
- e) The Council must hold their first meeting within the first month after the start of the school year.

## 2. Structure of the Council

### 2.1 Composition

The Council will consist of a majority of parents, as well as teachers, students, support staff and the principal (as a legislated member member) and may include members of the community who cannot be the parent of a student enrolled at LTCHS.

### 2.2 Executive Structure

- a) The Council will have the following slate of officers:
  - Chair, vice-chair, and secretary.
- b) Election of the officers will occur at the first meeting of the Council.
- c) The Officers must be parents of students attending the school.

### 2.3 Terms of elected office

Officers are elected to a one year term of office.

### 2.4 Elections and Appointments

- a) The Council will elect or appoint a chair, vice-chair, and secretary.
- b) Teachers - teachers will be chosen by peers.
- c) Community members - community member(s) may be appointed by the Council.
- d) Administration team - principal or designate
- e) Student Council - will choose a representative for Council
- f) Support staff - can choose one member to represent the support staff. (The Office Manager or designate can be appointed to represent support staff)
- g) City Wide Representative-council will appoint a City Wide Representative.

### 2.5 Vacancies

In the event a position becomes vacant, the Council may appoint a replacement to complete the remainder of the term of the departing member.

### 2.6 Duties of the Officers

- a) The chair shall:
  - i) convene and preside at all meetings of the Council.
  - ii) ensure that all decisions of the Council are carried out.
  - iii) represent the Council at school functions and other meetings as determined by Council.

- b) The Vice-Chair shall:
  - i) assist the chair in carrying out his/her duties.
  - ii) assume the responsibilities of the chair in the absence of the chair.
  - iii) assume other duties and responsibilities as assigned by the Council.

### 3. Council Bylaws

#### 3.1 Amendments to the constitution

- a) Amendments can only occur at the annual organizational meeting, regular meeting or at an emergent general meeting of the parents using the following procedure:
  - i) The Council will pass a Notice of Motion.
  - ii) The Notice of Motion will be published for 2 (two) consecutive months at the monthly meeting of the Council prior to the annual organization meeting or an emergent general meeting.
  - iii) A Council member will present and second the motion at the appropriate meeting. This will be followed by a discussion and a vote by all the parents present.
  - iv) A simple majority vote carries/defeats the motion. In the event of a tie the chair will vote.

#### 3.2 Meetings

- a) At the annual organizational meeting, called by the principal in collaboration with the council chair, the council will establish the dates and times for its meetings for the school year. All meetings will be held at the school.
- b) The Council shall meet a minimum of eight (8) times each year subject to the dates and times established by the Council at its first meeting.
- c) Types of Meetings
  - i) Organizational Meeting (held annually)
    - At the organizational meeting the Members of the Council will elect the officers.
    - Reviews or adopts Operating Procedures
  - ii) Special Meeting
    - Called to address a specific urgent or important matter outside the scope of a regular meeting. Written notice must be sent to all parents and the agenda must clearly state the purpose (you cannot add unrelated business).

### 3.3 Agenda

- a) The agenda will be prepared by the chair and the principal and will be published and circulated by the school office to all members of the Council approximately one week prior to the next scheduled meeting.
- b) The agenda package will include:
  - i) copies of communications and responses as authorized or requested by the Council.
  - ii) background information necessary for decision making.
- c) Any Council member or school community member who wishes to present an issue to the Council on which they are requesting action to be taken, must submit a written request to the chair at least 8 (eight) days prior to the meeting. The request must clearly state the issue(s) and the reason(s) for the concern. This will allow the presentation to be put on the agenda.

### 3.4 Remuneration

No member of the Council shall receive any remuneration for services rendered for the Council.

### 3.5 Financial Support

Financial support for the operation of the Council will be allocated from the school budget to pay for meeting costs, communications, support services, in-service training for council members and any other reasonable costs.

### 3.6 Appeals and Resolution of Conflicts

The school council shall abide by the Conflict Resolution Procedures outlined in the Board's policies and regulations. If none exist, the School Council will make every effort to resolve internal conflicts using the steps outlined herein.

- a) Should conflict arise between the School Council and the Principal that cannot be resolved, the decision can be appealed to the Division's Deputy Superintendent; if unresolved followed by the Divisions Superintendent of Schools, the decision can be appealed to the Divisions' Board of Trustees.
- b) If at any time ten (10) Parents, or two (2) of the Executives Officers, are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver, signed and in writing, a request for a Special Meeting, and the following will apply:
  - i) The chair will call a Special Meeting of the School Council

- ii) The School Council will provide a minimum of five (5) days' written notice to all Parents and School Council Members of the date, time, and location of the Special Meeting.
- iii) At the Special Meeting, all Parents and School Council Members present at the Special Meeting will have the opportunity to hear and discuss the issues causing conflict.
- iv) On motion, and seconded by any School Council Parent Member present at the meeting, a vote shall be held regarding a proposed resolution to the conflict.
- v) If the majority of School Council Parent Members present vote in favour of the proposed resolution, the School Council will immediately act upon the resolution.
- vi) If unsuccessful the principal may request the Minister of Education to dissolve the School Council and appoint four (4) parents to act as council until the next Organizational Meeting.