

GLENBOW ELEMENTARY SCHOOL

SCHOOL COUNCIL BYLAWS

NAME

The name of the school council shall be **The Glenbow Elementary School Council** of Cochrane, Alberta.

MISSION

The purpose of the Glenbow Elementary School Council is to enhance the education opportunities for all children attending the Glenbow Elementary School and to foster the well being and effectiveness of our school community.

VISION

Our School Council will foster communication amongst all stakeholders of our school community, such that our students benefit from strong partnerships which create an effective learning environment. All members of our School Council abide by our Guiding Principles, and all programs and services are consistent with these Guiding Principles.

GUIDING PRINCIPLES

1. We believe that Students will benefit most when all stakeholders in the school (parents, teachers, principal, other staff, and interested community members at large) collaborate in strong partnerships to support, enable, enhance, and promote the effectiveness of our School.
2. We believe that each stakeholder has a distinct role to play in the education of our students, and that all stakeholders must recognize and honour those roles for the total benefit of education of all students.
3. We believe that effective partnerships are built on understanding, honesty and trust, and that these attributes are best achieved by open and honest communication of all stakeholders in our School Community.
4. We believe that the success of our School is based on a common vision which is defined, shared, and achieved by all stakeholders of our School.
5. We believe that this School's common visions must be reflective of current and relevant information, must be focused on the collective needs of all students in the School, and must recognize the unique educational needs of the students in this School.

6. We believe that effective communication will be the cornerstone on which our School Council is built, and that a) all school participants have equal opportunity to receive and give input to the School council b) all participants have a reasonable opportunity to respond in a timely fashion to the issue(s) at hand c) no single participant shall be compelled to respond to any issue, but every participant of our School Community shall be bound by the decision that is made, and d) our School Council is obligated to communicate to all concerned participants of our School Community the reasons and justification for any decisions made by the School Council and the principles upon which those decisions were based.
7. We believe that with the exception of confidential student records, that all participants in our School Community should have reasonable access to Glenbow School, Rockyview School Boards, and Provincial Department of Education information on all aspects of public education.
8. We understand that the School Principal has the authority to determine which, if any of the decisions made by our School Council will be implemented at our School, and we further believe that the School Principal should communicate to our School Council and any other concerned School participants, the reasons, justification and principles for which those decisions were accepted, rejected or modified and thusly implemented.
9. We believe it is the responsibility of each member of our School Council to base all of his or her deliberations on the interest of “the common good” of all the Students in Glenbow School and act in the best interests of all of the Students in our School.

OBJECTIVES

1. To provide advice (input) to the principal and staff on issues of importance such as the school philosophy, mission and vision; school discipline policies; programs and directions; and budget allocations to meet student needs.
2. To support continuous improvement in meaningful involvement by all members of the school community.
3. To encourage collaboration among all participants of the school community and to support an approach to education in which decisions are made collaboratively and as much as possible at the school and classroom level.
4. To assist in the development of a common vision for our school.
5. To ensure a performance review is done annually of our School council and to communicate the results of this review to the school board and the school community.
6. In cooperation with the Principal, to keep the School Board informed of the assets and limitations of the school.
7. To support the School in its efforts to focus the teachers’ time and resources on the essential tasks of teaching and learning.
8. To coordinate any fundraising activities in the school.
9. To assist with communication to all educational stakeholders in the community.

SCHOOL COUNCIL POWERS AND GOVERNANCE MODEL

1. Subject to the Act, the Regulation and these Bylaws, the School Council shall have the power to manage the activities of the School Council.
2. Subject to any restrictions contained in the Act, the Regulation, these Bylaws or conflicts with the Statement of Philosophy, the School Council may delegate to its Officers or committees appointed by the School Council, any of the School Council's powers.
3. The School Council insofar as is reasonably practicable, shall ensure that all School Council activity is conducted with the involvement of concerned participants from the School community and shall use an appropriate decision making process (such as Consensus) to make decisions.
4. It shall be the duty and responsibility of the School Council to manage School Council activities by following the Representative Governance Model as outlined in Schedule A.

MEMBERS

Duty

It shall be the duty of a Member to act in a manner consistent with the Mission and Guiding Principles and in the best interests the School and the Students and according to these Bylaws.

Number

The membership of the council shall consist of the following:

- a) a minimum of fourteen parents of students enrolled in Glenbow Elementary School elected by parents at a meeting called for this purpose
- b) the Principal (and in his/her absence the Assistant Principal) of Glenbow Elementary School
- c) one or more teachers (under contract with R.V.S.D.#41 and assigned to Glenbow Elementary School) elected by professional staff
- d) one Support Staff representative from Glenbow Elementary (elected by Support Staff)
- e) a community member selected by the council

Disqualification

A member is disqualified if that person no longer meets the qualifications of the Act, the Regulations, Certification of Establishment or these Bylaws (e.g. a Parent who no longer has a Student enrolled in the School or Early Childhood Services Program; a Teacher that is no longer employed at the School, the Principal no longer employed at the school)

Term

A Member's term shall commence upon election or appointment and continue until a successor is elected or appointed. While Members may be re-elected, no appointment shall exceed 15 months.

Withdrawal

A member may withdraw by notice in writing to the Chair and the Principal and if the withdrawing Member is the Chair, by notice in writing to the Vice-Chair and the Principal.

Removal

The School Council may by Special Resolution remove any Member providing that the Member has been notified twenty one (21) days in advance and is afforded the opportunity to be heard at the meeting.

Vacancies

The School Council may appoint qualified persons to fill vacancies in the School Council other than the Principal and teacher representatives, until such vacancies have been filled appropriately according to Numbers above, or in the case of Officers, new Officers have been elected at the next Annual Meeting of the School Council.

MEETINGS**Meeting by Communications**

Members may participate in a meeting of the School Council or a committee of the School Council or such meeting may be held, by means of telephone or other communication which would permit all persons participating in the meeting to hear each other and the Members participating by those means are deemed to be present at the meeting.

Place of Meetings

Meeting of the School Council shall ordinarily be held at the School, but at the call of the Chair and the willingness of the Members can be held at other locations.

Calling of Meetings

- a) Meetings of the School Council shall be held at the times and places as the Chair or the Vice-Chair may specify;
- b) Upon written request signed by at least $\frac{1}{4}$ of the School Council, or 20 parents of the school community, the Chair must ensure that a meeting of the School Council is held within fourteen (14) days of the request.

Annual Meeting

- a) The annual meeting of the school council shall be held in June of the current instructional year.
- b) The meeting will be advertised throughout the school community at least 21 days in advance
- c) Election for the representatives of the parent community will take place at the annual meeting. All parents of students attending Glenbow Elementary School are eligible for election.
- d) All parents of students attending the school are eligible to vote at the annual meeting.
- e) The business of the annual meeting shall include:
 - The election of representatives
 - Any proposed bylaw amendments
 - Financial statement of the previous year
 - Plans and budget for the upcoming year
 - Any formal review of the school council
 - Discussion of any major issue in which all parents should have input such as: changes to the vision or mission statement of the school; new student evaluation or discipline policy; or other major changes in the school program or focus.

Regular Meetings

- a) The first meeting of the School Council shall be held within 30 days after the beginning of the instructional school year.
- b) The school council shall meet not less than five times during the school year.
- c) Meetings of the Officers or Council Committees shall be held as deemed necessary by the Executive Committee or Council Committees

Quorum

The quorum for the transaction of business at any meeting of the School Council shall be a majority of the number of Members.

Meeting Agenda

The agenda for any meeting of the School Council shall be set by the Chair and approved by the Members in attendance at the meeting.

Records of School Council Meetings

Records containing the minutes of all meetings, resolutions and correspondence of the School Council and of any committee of the School Council shall be maintained and be available to any concerned participant of the School Community who requests them.

Signed Resolution

A resolution in writing, signed by all the Members entitled to vote is as valid as if it had been passed at a meeting of the School Council.

Persons Entitled to be Present at School Council Meetings

All concerned participants of the School community may be present at the meetings of the School Council.

OFFICERS

The officers of the Council shall consist of a Chair, Vice-Chair, a Secretary and a Treasurer (**)

- a) Every member of the Council is eligible to be elected as an officer of the Council
- b) The officers will be elected for a one-year term at the annual meeting of the School Council in the school year.
- c) The terms of office shall run from Annual Meeting to Annual Meeting.

DUTIES OF THE OFFICERS

a) The Chair

The chair shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as spokesperson for the council, and generally supervising the council. The chair will present the annual report to the Rockyview School Board, and attend Board meetings as required and as appropriate.

b) The Vice-Chair

The vice-chair shall assist the chair with duties as assigned and in the absence of the chair, assume duties of the chair.

c) The Secretary

The secretary shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, chairing the Communication Committee, and keeping an accurate list of names and addresses of the council members.

d) The Treasurer

The treasurer shall be responsible for keeping all financial transactions of the council, presenting an account of the funds to the members and preparing the accounts for auditing. The Treasurer will also be a member of the Friends of Glenbow Elementary School non profit society.

COMMITTEES

- a) A school council may appoint committees consisting of members and others from the school community with either delegated or advisory responsibilities
- b) Executive Committee is composed of the Officers of the School Council and the Principal or designate and shall convene to plan and facilitate the activities and agenda of the Council as a whole.
- c) The Communications Committee is chaired by the council secretary, and is responsible for all communication by the council including notification of meetings and the council's correspondence via mechanisms as proposed by the Committee and approved by the Council.
- d) The Friends of Glenbow Elementary School Society is a parents' fundraising association which is a registered (**) non profit society separate from the school council. The school council will ask this non profit society to raise any funds necessary to achieve Glenbow Elementary School and School Council goals. The School Council's official representative to this Society is the Council Treasurer.

ELECTED OR APPOINTED MEMBERS

- a) Parents will provide a communication link between other parents and the School Council; will aid the Chair and undertake tasks assigned by the Chair or the School Council, and will assist and monitor any committee so assigned by the School Council.
- b) Teachers will provide a communication link between other teachers and the School Council; aid the Chair and the School Council, and monitor and assist in any School Council Committee.
- c) Community Representatives shall act as liaisons with the wider community.

VOTING PROCEDURES

Decisions at 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. If a vote is taken, the motion must be moved and seconded by a 51 percent majority.

FISCAL YEAR

The fiscal year of the School Council shall be from September 1 to August 31

SIGNING AUTHORITY

Two Officers of the School Council are authorized to sign cheques or execute agreements and the School Council may appoint any additional signing authorities.

ANNUAL REPORT

The School Council will prepare and provide to the school board an annual report which outlines a summary of council's activities for the year; a financial statement; and copies of the minutes of each meeting. The School Council will also make the report available to all interested or concerned members of the school community.

AMENDMENTS TO THE BYLAWS

- a) The bylaws remain in force from year to year unless amended at the annual meeting.
- b) The bylaws of the school council may be amended by a two thirds majority at an annual meeting of the school council
- c) Notice of proposed bylaw amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting.

CONFLICT RESOLUTION PROCESS

In accordance with s.17(7.1) School Act, 1995, the school council will abide by the conflict resolution procedures outlined by the Rockyview School Board.

Schedule A

REPRESENTATIVE GOVERNANCE

In following a representative governance model, each Member has the delegated authority of his or her Constituency to responsibly determine and represent the views of the Constituency and the School Community to the Principal, the School and the School Board. The School Council acts like a Board of Directors to conduct day-to-day business and reports back to the wider School Community two (2) or more times a year.

Consistent with the Statement of Philosophy, each Member will actively seek information from and consult with his or her Constituency and concerned participants of the School Community before expressing a representative position.

When determining a representative position, a member shall act in the best interests of the Students and the School and not merely represent the views of his or her Constituency.

While the representative model will prevail in terms of representation and voting on various positions and issues, any member of any constituency of Glenbow Elementary School is welcome and encouraged to attend Glenbow School Council meetings and participate as per the agenda. Voting however, is restricted to elected School Council members. The same invitation and practice is extended to members of the Community at large.