

**OPERATING PROCEDURES OF COCHRANE CHRISTIAN ACADEMY COUNCIL
ROCKY VIEW SCHOOLS**

1. **NAME:**

The name of the school council shall be Cochrane Christian Academy Council of Rocky View Schools.

2. **DEFINITIONS:**

“AGM” refers to the annual general meeting

“CCA” or “school” means Cochrane Christian Academy.

“School Community” includes teachers, students, parents/guardians, interested persons in the Christian community.

“Voting Member” – A member who is the parent or guardian of a child registered at CCA.

“Board” means Rocky View Schools.

“Schools Act” describes the relationship of the Minister to students, parents and school jurisdictions and provides for the system of administration and financing of education in Alberta and generally deals with the ultimate authority of the Minister with respect to all constituents in the educational system.

“School Councils Regulation” explains the rules surrounding the operation of school councils.

“Executive Member” refers to the elected members of the Council – Chair/Co-Chair, Vice Chair, Secretary and Treasurer.

“Executive Committee” is made up of the Executive Members.

“Alberta School Council Resource Manual” provides information on the operation of school councils and on key topics of importance to school councils and other education stakeholders.

3. **MISSION:** *(purpose/objective/duty)*

The mission of the Council is to foster the well-being and effectiveness of our school community and thereby enhance student learning.

4. **VISION:**

Working together, the school and Council foster an effective, supportive and progressive learning environment in which all students can aspire to achieve their academic potential and God given purpose.

5. **GUIDING PRINCIPLES:**

The shared principles and values that will guide all activities of the Council are:

- a. We believe each member of the school community has a distinct and different role to play in educating a student, and that the best possible education for the student is achieved when the school community works together to respect, support and facilitate each other's role.

- b. We believe effective partnerships are built upon understanding, trust and mutual respect through Christian brotherly love, which is best fostered through honest and open communication within the school community.
- c. We believe honest and open communication ensures that:
 - i. The school community has the opportunity to present information and issues to the Council;
 - ii. The school community is given a reasonable opportunity to respond to the issues and proposals of the Council; and
 - iii. The Council is given a reasonable opportunity to respond to the issues and proposals of the school community.
- d. We believe the success of our school is dependent upon all of the partners working toward Christian unity and thereby having one vision for our school.
- e. We believe our school's vision must:
 - i. Have a foundation of Christian principles;
 - ii. Focus on the collective academic, spiritual and emotional needs of all the students in our school; and
 - iii. Address the educational needs unique to the students in this school, while staying within the parameters of the local and provincial standards and curriculum.
- f. We believe, with the exception of the confidential student records and other privileged documents, the school community should have full and open access to the school, Board and Alberta Education information on all aspects of public education.
- g. We understand the school administration has the authority to determine which, if any, of the decisions made by the Council will be implemented at our school, and we further believe the school administration should communicate to the Council and school community the reasons, justification and principles for which those decisions were accepted, rejected or modified.
- h. We believe each member of the Council is responsible for acting in and making decisions based upon the best interests of all the students in the school.

6. **CODE OF ETHICS:**

All Council members will:

Abide by the School Act, School Council Regulation and governing Board policies.

- a. Abide by these operating procedures.
- b. Be guided by the mission of the school and the Council.
- c. Endeavour to be familiar with school policies and operating practices and act in accordance with them.

- d. Practice honesty, integrity and truth openly.
- 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. Respect the right of administration to request confidentiality in some matters and respect limitations this may place on the operation of the Council.
- i. Not disclose confidential information.
- j. Limit discussions at Council meetings to matters of concern to the school community as a whole.
- k. Use the appropriate communication channels when questions or concerns arise.
- l. Promote high standards of Biblical ethics within the school community.
- m. Accept accountability for decisions.
- n. Not accept remuneration for school council activities.
- o. Adhere to the Personal Information Protection Act (PIPA).
- p. Not share personal information for purposes other than those of Council business.

7. **OBJECTIVES/GOALS:**

The objectives of the Council, in keeping with the School Act and the School Councils Regulation, are as follows:

- a. To provide advice (input) to the staff and administration on issues of importance such as the school philosophy, mission and vision, school policies, programs and directions, and budget allocations to meet students` needs.
- b. To stimulate and support continuous and meaningful communication and involvement within the school community.
- c. To facilitate collaboration among the members of the school community.
- d. To prepare an annual report of this Council and to communicate this report to the school and the school community.
- e. To keep the Board informed, in cooperation with the administration, of the needs of the school.
- f. To support the school in its efforts to focus school resources toward the essential tasks of teaching and learning.
- g. Provide guidance and assistance for school sponsored activities beyond the curriculum.
- h. Collaborate with the Cochrane Christ Centered Education Society on common goals.

8. **MEMBERSHIP:**

- a. The membership of the Council shall consist of the following:
 - i. Parents/Guardians with students currently enrolled in CCA;
 - ii. The principal of the school; and
 - iii. One or more teachers from the school.

9. EXECUTIVE MEMBERS:

- a. Every parent/guardian of a student currently enrolled at CCA is eligible to be elected to an executive position on school council.
- b. All executive positions must be filled by parents/guardians of student(s) currently enrolled at CCA.
- c. Executive Members will be elected by Council members for a one-year term at the AGM.
- d. The terms of office shall run from AGM to AGM.
- e. Executive members shall support any decisions that are made by the council.

10. DUTIES OF EXECUTIVE MEMBERS:

The duties of the Executive Members:

- a. Chair/Co-Chair: shall be responsible for planning the agenda for meetings, facilitating meetings, acting as spokesperson for the council and supporting school council. The Chair/Co-Chair ensures the Board receives an annual report from the School Council.
- b. Vice-Chair: shall assist the Chair/Co-Chair with duties as assigned and, in the absence of the Chair/Co-Chair, assume the duties of Chair/Co-Chair.
- c. Secretary: shall keep accurate minutes and records of school council meetings, documents and files all correspondence and communications and keeps an accurate list of names and contact information of council members in compliance with the Personal Information Protection Act (PIPA). The Secretary ensures all materials relating to council including resources, meeting minutes and any relevant documents are available to the public on the CCA plone and backed up in an electronic format.
- d. Treasurer: shall be responsible for reporting all financial transactions of the council, presenting an account of funds to the council on a regular basis and preparing a financial statement for the annual reports.

11. VACANCIES:

- a. An executive member may withdraw by notice in writing to the Chair/Co-Chair and the principal and if the withdrawing member is the Chair/Co-Chair by notice in writing to the Co-Chair/Vice-Chair and the principal.
- b. The Council may appoint qualified persons to fill executive vacancies in the Council until new executive members have been elected at the next AGM.

12. DECISION MAKING:

- a. Decisions at Council meetings will be made by consensus as much as possible. The decision reached by consensus must be clearly stated and recorded as such in the minutes of the meeting.
- b. If a vote is taken, the motion must be moved and seconded and passed by a fifty-one percent (51%) majority of voting members present.

13. QUORUM:

A quorum for voting at a Council meeting shall be set up as four voting members.

14. COMMITTEES:

- a. Council may appoint committees that consist of school council members and/or school community members. Committees report on their activities at Council meetings and meet outside of Council meetings to complete their assigned tasks.
- b. The Executive Committee is composed of the Executive members of the Council. The Executive Committee and the Principal or designate shall convene to represent the Council in the event a decision must be made between regular council meetings.

15. MEETINGS:

- a. The first meeting of the Council shall be held within twenty (20) school days after the start of the school year.
- b. The Council shall meet a minimum of eight (8) times during the school year.
- c. Meetings will be held on a regular basis at a time set annually, or as deemed necessary by the Council.
- d. Meetings will take place at the school.
- e. Special meetings of the Council may be called by the Executive or at the written request of ten (10) parents/guardians of students currently enrolled at CCA.

16. ANNUAL GENERAL MEETING:

- a. The Council AGM will be held in June of the current school year.
- b. The meeting shall be advertised through the school year, in the school newsletter and website in the school community at least twenty-one (21) days in advance.
- c. Election of the Executive members will take place at the AGM.
- d. All parents/guardians of students currently enrolled in CCA are eligible for election.
- e. All parents/guardians of students currently enrolled in CCA are eligible to vote.
- f. The business of the AGM shall include:
 - i. The election of Executive members;
 - ii. Financial Statement of the previous year (if applicable);
 - iii. Plans and budget for the upcoming year;
 - iv. Discussion of any major issue in which all parents should have input, such as changes to the vision and mission statement of the school, council operating procedures, discipline policy, or any other major changes in the school programs or activities; and
 - v. Feedback/comments for the current and upcoming year.

17. ANNUAL REPORT:

- a. In accordance with the School Councils Regulations, the Council must prepare and provide the Board with an annual report that includes:
 - i. A summary of Council's activities for the school year;
 - ii. A financial statement(if applicable); and
 - iii. Copies of the minutes of each meeting.
- b. The Council shall make the report available to the public in the same manner as regular meeting minutes.

18. CONFLICT RESOLUTION PROCESS:

In accordance with the School Act, section 17 (7.1), the Council will abide by the conflict resolution procedures outlined in the School Council Resource Manual.

19. FISCAL YEAR:

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

20. RECORDS:

Subject to the provisions of the School Act and Board policy, Council shall maintain records of its minutes and proceedings available for inspection by concerned participants of the school community, upon request.

21. AMENDMENTS TO OPERATING PROCEDURES:

- a. The Operating Procedures remain in force from year to year unless amended at the AGM or a special meeting called for that purpose.
- b. The Operating Procedures of the Council may be amended by a majority vote of voting members.
- c. Notice of proposed Operating Procedures amendments must be circulated with the notice of the AGM.

22. EFFECTIVE DATE:

These Operating Procedures come into force when approved by a majority of voting members who vote at a meeting that notice has been circulated for this express purpose.

These Operating Procedures are certified to be in force effective this ____ day of _____, 2012 by the following signatories.

Cochrane Christian Academy Council

Lorraine Vlietstra

Chair/Co-Chair

Karrie Peace

Secretary