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School Council Constitution

For A.B. Daley Community School

OUR MISSION: The School Council promotes the well-being and effectiveness of the entire school community and thereby enhances student learning. The School Council assists in creating a positive school experience for students and staff.

Article 1: TITLE

Section 1: The School Council is an open advisory body to A.B. Daley Community School and such advice and consultation will be directed to the principal as the official spokesperson for the school.

Article 2: DESCRIPTIONS, PURPOSES AND FUNCTIONS

Section 1: The School Council will provide ideas and advice to assist the principal and school staff in making decisions.

Section 2: The School Council will support and enhance the school's 3-year plan.

Section 3: The School Council facilitates communication with all educational stakeholders and the community.

Section 4: The School Council supports the school in its efforts to focus on the essential tasks of teaching and learning.

Article 3: SCHOOL COUNCIL MEETINGS

Section 1: Voting privileges are given to all persons present at any meeting. The School Council, operating in an “Advisory Capacity” to the principal and school staff, endeavors to involve all persons willing to contribute.

Section 2: The Annual General Meeting will be held at the October meeting for the purpose of reviewing the new committee and making changes to the constitution when necessary. Seven regular scheduled meetings during the months of September, November, January, February, March, April and May. The monthly meeting times will be determined at the September meeting.

Section 3: Sub-committee meetings will be scheduled as necessary.

Section 4: The school’s successes are shared during regular meetings with representation from the Livingstone Range School Division Trustee.

Section 5: The Chairperson of the School Council and the Principal will meet in September to plan the Annual General Meeting.

Article 4: SUPPORTING SCHOOL GOALS

Section 1: When supporting the school’s 3-year plan, the School Council shall consider the following:

1. proposed Alberta Education direction
2. areas identified by school staff
3. needs identified by School Council

Section 2: Regular monthly agendas will include the “Principal’s Report” which may include information such as: school budget, school policies, division policies, school teaching staff goals and so forth.

Article 5: OFFICERS, DUTIES, MEMBERSHIP AND QUORUM

Section 1: Chairperson- Responsibilities

1. planning agendas
2. facilitating meetings
3. spokesperson for School Council
4. attend area meetings

Section 2: Secretary Responsibilities

1. keep accurate records of meetings
2. attend to correspondence and communication

Section 3: Other School Council Membership

1. must consist of a majority of parents
2. school principal or designate
3. teacher representative(s)
4. community member at large

Section 4: Official Meeting Quorum

1. an official School Council meeting will consist of members of which the majority must be present
2. for a motion to be carried a simple majority is required

Article 6: ANNUAL GENERAL MEETING

Section 1: The Annual General Meeting of the School Council shall be held in October

Section 2: Election of Officers, as defined in Article 5, of the parent community will take place at the annual meeting. All parents of students attending the school are eligible for election.

Section 3: The business of the annual meeting shall include:

1. election of officers
2. any proposed bylaw amendments
3. School Council financial statements (if any)
4. Plans and budget for upcoming year

Article 7: ANNUAL REPORT

Section 1: The School Council, through the chair, must prepare and provide the school board with an annual report which includes:

1. a summary of council's activities
2. copies of minutes

Article 8: CONFLICT RESOLUTIONS PROCEDURES

Section 1: The School Council will abide by the conflict resolution procedures outlined by the local school board. Every effort shall be made to resolve issues at the School Council level. Should an important source of conflict remain unresolved, it may be taken to the next highest level for consideration i.e. school board and, if necessary Alberta Education.