



# Fort McMurray Christian School Council

## OPERATING PROCEDURES AMENDED MARCH 20, 2018



### 1. NAME

The name of the School Council shall be Fort McMurray Christian School Council, which resides at 107 Brett Drive, Fort McMurray hereinafter referred to as the School Council.

### 2. PURPOSE

The purpose of the School Council is to foster the School's Mission Statement, maximize student learning with a specific focus on school improvement.

### 3. CHANGES/AMENDMENTS

Any changes to these Operating Procedures will be given by reasonable notice to the school community by the best means available.

### 4. MISSION

Is to advise the principal and the FMPSD School Board on any matter relating to the school.

### 5. OBJECTIVES AND FUNCTIONS

The objectives of the School Council, in accordance with the policies, regulations and procedures set out by the School Act, the School Councils Regulations and the Fort McMurray Public School District.

- Provides advice (i.e., input) to the staff, principal and Society Board on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and direction;
- Stimulate continuous improvement in meaning full involvement by all member of the school community develop and enhance a cooperative Christian relationship between home, school and community;
- Facilitate collaboration among concerned participants of the school community and encourage greater parent participation in and understanding of the education of their children;
- Support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level;
- Facilitate a formal performance evaluation of our School Council and communicate the results of the evaluation to the School Board (Network Meetings) and the school community;
- Keep the Society Executive informed – in cooperation with the principal – of the needs of the school and by means of a Society/Council liaison;
- Support the school in its efforts to focus teacher's time and school resources on the essential tasks of teaching and learning;
- Provide assistance where necessary in fundraising activities in the school community.

## **6. MEMBERSHIP**

The membership of the School Council, as also set out by Alberta Education and the Fort McMurray Public School District, shall consist of the following:

(a) The Membership of the School Council shall consist of the following:

- A minimum of 3 elected parents/guardians of students enrolled in the school known as School Council Executives;
- The Principal of the school;
- The Past Chair of the School Council (when applicable);
- One Teacher;
- An individual with vested interest in FMCS approved by the School Council Executive ;
- One or two Jr. High Student/s;
- One Society Executive Member (liaison).

## **7. GOVERNANCE**

The regular School Council meetings will be a combined model using Town Hall and Representative type of governance.

## **8. QUORUM**

Quorum is established when the majority of School Council members attending are parents and large enough to transact business (min. 5 attending meeting – 3 parents and 2 others).

## **9. DECISION MAKING**

- Decisions are made by consensus whenever possible;
- Seek not only to deliberate but to discern under the guidance of the Holy Spirit;
- School council members may request a vote if consensus cannot be reached;
- Any School Council member may abstain from discussion and decision-making ;
- Principal and the teacher member each have a vote.

## **10. POLICIES**

School Council may make policies.

## **11. MEETINGS**

- First meeting of the year (Annual General Meeting) shall be held within 28 days of the school's opening and be included in the school calendar.
- A reasonable attempt will be made to meet at least 5 times during the school year.
- Special meetings should reasonable notice to the school community.

## **12. AGENDA**

- Any member of the school community may ask to place items on the agenda and the School Council Executive will determine which items are appropriate for the agenda;
- The Chairperson and the principal will discuss the agenda before distribution;
- The Agenda will be distributed to all community members before the School Council meeting.

## **13. COMMUNICATION**

- The School Council will complete an Annual Report, ensure that all meeting minutes are available for 7 years and ensure that all parents of students enrolled in the school will have access to School Council business.

#### 14. POSITIONS

School Council Officers are elected at AGM and then appointed if vacancies arise during the year.

##### Chairperson:

- Is the spokesperson for the School Council unless delegated;
- Will sign letters the School Council sends to external organizations;
- Will be the School Council representative with ASCA and FMPSD Networks committee unless delegated.

##### Vice-Chair:

- The Vice-Chair assists The Chair with duties, as assigned, and, in the absence of The Chair, assumes the duties of The Chair.

##### Secretary/Treasurer:

- The Secretary is responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication. Act as the Treasurer for the School Council's year budget allocation.

##### Media Lead:

- **The Media Lead is responsible for posting accurate and current happenings that involve business associated with School Council happenings. All postings on social Media platforms are to be vetted through proper challenges to ensure sensitivity and accuracy of all correspondence and communication posted.**

##### Principal:

- Have full voting privileges at School Council meetings;
- Establishes, facilitates, communicates and encourages opportunities for parent and community involvement in school matters;
- Encourages and supports the formation and continuous improvement of School Council;
- Interpret and share results of provincial tests;
- Provides information on the programs in the school and the needs of the students.

##### Teacher Representatives:

- The Teacher Representative shall have full voting privileges at School Council meetings;
- There shall be a minimum of one Teacher Representative on the School Council;
- The Teacher Representative shall be appointed by the teachers of the school;
- It shall be the teacher's responsibility to represent the interests of the teaching staff objectively;
- It shall be the teacher's responsibility to communicate back to the rest of the teaching staff the proceedings of the School Council meetings.

##### Society Executive Member:

- Attend all meetings (or delegate another SE member) and act as a liaison between School Council and Society Executive

##### Junior High Student/s:

- The student/s representative shall have full voting privileges at School Council meetings;
- The student/s shall represent the interests of the student body as a whole.

##### Classroom Representative:

- School Council Executive will endeavor to appoint a parent Classroom Representative from each classroom to attend the meetings;

- Shall be the spokesperson to communicate the desires/opinions of the parents of the room they represent.

### **15. VACANCIES**

With the exception of the School Council position filled by the principal, the School Council may appoint qualified persons to fill vacancies until the vacancies can be filled by the appropriate constituents or, in the case of new officers, are elected at the next Annual School Council General Meeting each September. Wherever practical, vacancies should be filled in the next Annual General Meeting where elections are held.

### **16. COMMITTEES**

School council can create committees as needed. Committees can report to school council or a designate.

### **17. PRIVACY**

School Council shall adhere to Personal Information Protection Act (PIPA), and School Council shall not share personal information for purposes other than those of School Council business. As per FMPSD Policy, School Council members working within the school will require a Police Check.

### **18. FUNDS**

Funds (fundraising) are raised through the Society Executive and are not a purpose of the School Council. The principal/SE will allocate a budget each year to the School Council to operate with.

### **19. CODE OF ETHICS**

All School Council members shall:


- Abide by the legislation that governs them;
- Be guided by the mission statement of the School and School Council.
  - o To provide students with an education based on Scripture, the Christian perspective is integrated into every aspect of study.
  - o To acknowledge the Lordship of Christ and to develop the students' understanding of their own relationship to God as well as their relationship to others and creation.
  - o To provide an education which allows children to reach their potential academically, spiritually, emotionally, socially, and physically.
  - o To direct students in development of Christ-like character.
  - o To prepare students to be of service to the community.
- Endeavour to be familiar with school policies and operating practices and act in accordance with them;
- Practice biblical standards of honesty, accuracy, integrity and truth;
- Recognize and respect the personal integrity of each member of the school community;
- Declare any conflict of interest;
- Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- Consider the best interests of all students;
- Respect the confidential nature of some school business and respect limitations this may place the operation of the School Council;
- Not disclose confidential information;
- Limit School Council meetings to matters of concern to the school community as a whole;
- Use the appropriate communication channels when questions or concerns arise;
- Promote biblical standards of ethical practice within the school community;
- Accept accountability for decisions;
- Not accept payment for School Council activities.

AMMENDMENT

These operating procedures were amended March , 20 2018 at the regularly scheduled School Council meeting held. These procedures originally approved on June 23, 2010 were amended to accommodate the move of the physical plant of the school from its previous location at 190 Tamarack Way, to its new/present address at 107 Brett Drive. Also updated in this amendment were the logos of both the school and District and the addition of a Media Lead person as an elected position.

X  April 17, 18  
School Council Chairperson

X  April 17, 2018  
School Council Vice-Chair

X  March 21, 2018  
FM Christian Principal