

Hidden Valley School Council
and
Friends of Hidden Valley School Society's

School Council Resources and Operating Procedures



"Hidden Valley School is not just a place your child goes...It's a place for you to go to!"

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Introduction

Welcome to the Hidden Valley School Council and Friends of Hidden Valley School Society!

Any parent/guardian of a student at Hidden Valley School is automatically a member of school council. "Active" school council members are those who actively take part in school council and society initiatives and attend regular meetings. School councils exist to advise the Principal and the Board of Trustees on school matters. School councils have been created to enhance students learning through the cooperative efforts of parents, students, staff members and other members of the community. Hidden Valley council is divided into two separate legal entities 1) Hidden Valley School Council and 2) Friends of Hidden Valley School Society.

Under the *Education Act*, the **Hidden Valley School Council** is an advisory body of volunteers who work together to provide ideas and opinions to help the Principal and the CBE Board of Trustees to make the school a better place for learning. School councils have legislative advisory and decision-making authority. The school council is ethically accountable to the school community.

Friends of Hidden Valley School Society is a fundraising society. The parent society is a formal group of parents/guardians as defined by the *Societies Act* for the purpose of raising funds for the school and promoting school spirit. The fundraising society is a separate legal entity from the school council and has no legislative advisory authority. Societies are legally and ethically accountable to their members. The Board of Directors has legal responsibilities.

Mission

To foster the well-being and effectiveness of our school community, to enhance student learning and promote school spirit.

Hidden Valley School Council Goals

The goals of the school council, in keeping with the *School Act* and *the School Councils Regulation*, are to:

- a. Provide advice (i.e., input) to the school principal and employees on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and budget allocations to meet student needs.
- b. Stimulate continuous improvement through meaningful involvement by all members of the school community.
- c. Facilitate collaboration among concerned participants of the school community.
- d. Support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.

Friends of Hidden Valley School Society Goals

The goal of the school society is to choose how to raise and spend funds to enhance student learning and promote school spirit.

School Council and Fundraising Society Distinctions

	School Council	Society
Authority	School Council can only do what the <i>Education Act</i> allows	Societies can do anything within the <i>Societies Act</i>
Responsibilities	Defined by the <i>Education Act</i>	Defined by the <i>Societies Act</i>
	Defined in the <i>School Councils Regulation</i>	Defined in the society's objects and bylaws
Accountability	School Councils are ethically accountable to the school community	Societies are legally and ethically accountable to their members. The Board of Directors has legal responsibilities
	School Councils can change their operating procedures (bylaws) as defined by the procedures in those operating procedures (bylaws) without further authorization	Societies can change their objects or bylaws by specific procedures outlined in their bylaws and in the <i>Societies Act</i> , with final approval given by Corporate Registry
	Accurate minutes, reports, records are available to the public. Keep for 7 years	Accurate minutes, reports, records are available to Society members. Keep for 6 years
	Subject to <i>Personal Information Protection Act</i> (PIPA not FOIP)	Subject to <i>Personal Information Protection Act</i> (PIPA not FOIP)

Council Governance

The Hidden Valley School Council bylaws regulate the business affairs of the school council whereas The Friends of Hidden Valley School Society bylaws regulate the affairs of the fundraising society. The school council is comprised of a Board of Directors who are elected or appointed to those positions to manage the affairs of both the school council and fundraising society. School council and fundraising society meetings must be kept separate and distinct. Hidden Valley School Council and Society meetings are held on the same date one after the other. Board members term of office corresponds with the council year (October to September). Nominations and election of board members are held through the Annual General Meeting (AGM).

The Board of Directors include the following positions:

Hidden Valley School Council	Friends of Hidden Valley School Society
Principal	
School Staff	
Chairperson	Chairperson
Vice-Chair	Vice-Chair
Treasurer	Treasurer
Secretary	Secretary
Community Liaison	
French Immersion Liaison	School Spirit Coordinators
Key Communicator	Traffic Safety Coordinators
Fundraising Liaisons (General & Casino)	Fundraising Liaisons (General)
	Parent Volunteer Coordinator
Naturalization Chair	Parent Volunteers for Sub-Committees

Internal Partnerships

School Council (collective parent voice)

Advises the principal and board/charter board on educational issues that pertain to the school
Establishes and reviews school council's goals, objectives, action plans and procedures
Communicates and consults with parents and the school community
Meets regularly

School Council Members

Encourage participation of parents and representatives from the school community
Act as a link between the school council, parents and the community
Act in the best interest of the school and students
Ensure the executive positions of the school council are filled
Maintain high ethical standards
Understand the policies of the local school board

Principal

Oversees the operation and management of the school
Establishes a school council
Provides school council with opportunities for input on educational issues and shares recommendations with the board
Promotes cooperation between the community and the school
Provides policy and regulation information to school council
Advises school council on actions taken in response to school council recommendations
Interprets and reports results of provincial achievement tests, student learning assessment and diploma exams

Superintendent

Serves as chief executive and education officer of the school board
Establishes accountability measures for the division
Upholds the <i>Education Act</i> , <i>School Councils Regulation</i> and related policies
Implements policies regarding the operation of school councils and assists with their formation and operation

School Board/Charter Board

Reports to the community on student learning and the performance of the school system, including an interpretation of the results

Provides educational programs, based on community needs
Hires and evaluates the superintendent
Provides school council liability insurance
Enables meaningful school council input into decisions about education
Creates appeal and conflict resolution procedures to assist school council
Supports the work of school council
Provides accurate and timely information

Minister of Education

Has responsibility for education legislation
Sets funding levels for education
Sets general direction for education policy
Sets guidelines for curriculum and student assessment
Reports annually about education in the province

School Council Roles and Responsibilities

Accepting the role of an active school council and society member carries with it certain responsibilities. Hidden Valley School Council and Society roles and responsibilities and specific duties are defined in its bylaws. Below are generalized responsibilities:

School Principal

A non-voting member
Distributes material from the Ministry to council members
Acts as a resource to council on laws, regulations and board policies
Attends all school council meetings unless an Assistant Principal has been so designated
Considers each recommendation made by council and returns to council with the action taken in response to a recommendation
Supports, promotes and communicates council activities
Solicits views on matters pertaining to establishing or amending school policies/ guidelines relating to student achievement, accountability of the education system to parents and the communication of those plans to the public.
Assists council with annual goal setting and the establishment of operating norms, Community, Student, Home & School Association Representatives.

Staff Representative (Teaching & Non-Teaching)

Contribute to the discussions of council
Solicit views from their staff groups to share with council
May participate on any committees established by council
Communicate information back to their staff groups
Observe the council's code of ethics and established bylaws

Duties of the Chairperson

The chair plans meetings and prepares agendas
Facilitates school council meetings
Acts as spokesperson for the school council (unless otherwise delegated)
Supports the school council
Serves as the Board of Trustees' Council of School Councils representative

Duties of the Vice-Chair

Assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair
Is the designated Personal Information Protection Act (PIPA)/Privacy officer of the school council
Manages personal information in compliance with PIPA.
Assumes responsibility in consultation with the school council, for communicating with the fundraising society

Duties of the Treasurer

Keeps financial transactions of the school council
Reports to the school council
Complies with the school council and the Calgary Board of Education policies
Compiles and submits annual financial returns

Duties of the Secretary

Keeps accurate minutes and records of school council meetings
Documents and files all correspondence and communications
Keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA)

Ensures all material relating to the Hidden Valley School Council and Friends of Hidden Valley School Society including resources (School Council Resource Manual), all meeting minutes

Ensures any/all relevant documents are available to the public in an accessible location in Hidden Valley School.

Parent/Guardian Representatives (actively involved council members)

Bring a wealth of experience and diversity to council and help create a culture of sharing, communicating and dealing with issues and challenges

Participate on any sub-committees established by the school council

Contribute to the discussions of the council

Maintain a school-wide perspective on school council issues and seek to achieve consensus

Solicit views of other parents and members of the community to share with council

Observe the council's code of ethics and established bylaws

Community and School Representatives

Contribute to the discussions of council

The community representative represents an organization, social service agency or other group present in the community and is a person not employed at the school or if employed by the board, has declared this to council members before being appointed

The community rep. does not have to have children attending the school

Student representative(s) are appointed by the school principal; this is mandatory for secondary schools and optional for elementary schools

Home & School Association representative is chosen by that organization if the organization is represented at the school

Solicit views from their respective groups to share with council

May participate on any committees established by council

Communicate information back to their representative groups

Observe the council's code of ethics and established bylaws

Communicate information back to their representative groups

Vacancies

With the exception of the school council position filled by the Principal, the school council may appoint school council members and/or community members to fill vacancies until the election at the next annual general meeting.

Committees

A school council may appoint committees that consist of school council members and/or school community members. Committees report on their activities at school council meetings and meet outside of school council meetings to complete their assigned tasks.

Council Meeting 'Ways of Working'

Having a solid agenda, some simple 'Rules of Order' and learning how to 'Direct Discussions' helps to ensure that school council meetings are not a waste of anyone's valuable time. The Hidden Valley School Council and Friends of Hidden Valley School Society hosts regular monthly meetings during the school year one after the other. Meeting minutes are recorded separately. Regular monthly meetings are hosted at a regular scheduled time determined by the in-coming council members for the school year and are communicated to the parents/guardians of students (collectively known as the school council) and other members of the school community on a regular, monthly basis. The current monthly meetings are held on the second Tuesday of every month at 6:30 pm. The process for a council meeting is as followed:

1. For time management and to proactively ensure council members are given enough time for proper due diligence, the Secretary will send out a "**Call for Agenda Items**" communication one week prior to the upcoming school council meeting. The items submitted are then formalized in the meeting Agenda. To be respectful of peoples time, only meeting agenda items will be addressed at council meetings.
2. A "**Meeting Agenda**" is created and sent out electronically to all active council members who have provided their contact information to the school council.

3. The Chairperson or Vice-Chair will host the council meetings unless arrangements for an alternative host has been made as per the bylaws.
4. Quorum must be established at the start of a meeting.
5. The Hidden Valley School Council agenda will commence first, followed by the Friends of Hidden Valley School Society agenda.
6. **Meeting Minutes** are created after each council meeting and posted on the school website for all council members Meeting minutes must be **MOTIONED** at the next months council meeting and then posted on the school council webpage.

Council Meeting 'Rules of Order'

QUORUM. A majority of the number of the Board of Directors positions constitutes quorum at any meeting of the council. For the transaction of business, shall be 7 voting members in attendance at the start of the meeting. The meeting may continue even if quorum is not maintained throughout.

MOTIONS are proposals for action by a council member and can only be made by school administration or council members who are present at a council meeting. Motions have a variety of objectives, and each motion has characteristics that make it unique. A council member may make a MOTION by saying "I move" or "I motion to or for...", and then state the motion. Motions should always be specific.

SECOND. All council MOTIONS require a SECOND. A second does not mean the seconder agrees with the motion, but that he/she believes the motion is worthy of consideration. A council member can make a second simply by saying "Second" after a motion is made, without having to obtain the floor.

DISCUSSION. The motion is discussed by members of the council, after which the motion is put to a VOTE.

VOTE. A voice vote is the most common type of voting. The Chair (usually the Chairperson) will ask those in favor of a question to say "aye" and those opposed to say "nay." Or, the Chair can ask for a show of hands. The chair then announces the result of the vote and the MOTION is recorded in the meeting minutes.

RECORDING MOTIONS IN MINUTES. There is no requirement the name of the person making the MOTION and the one SECONDING the motion be recorded in the minutes. While some council's do, many simply state that a motion was made and seconded. Both practices are acceptable. Even though Boards of Directors are not required to use parliamentary procedures for their meetings, Robert's Rules of Order serve as a useful

guideline for taking minutes: The name of the maker of a main motion should be entered in the minutes, but the name of the seconder should not be entered unless ordered by the assembly. (Robert's Rules, 11th ed. p. 470.) EXAMPLE: moved and it was seconded to. Motion carried.

ROLL CALL VOTES. Since boards are not required to follow any particular rules of parliamentary procedure, many simply record that a motion passed or failed. If directors want to be on record that they voted for or against a particular motion, they must speak up at the time the vote is taken and ask that their vote be recorded by name. This is called a "roll call" vote. (Robert's Rules, 11th ed., p. 420.)

Annual General Meeting (AGM) Process

Article 5.4 of *Hidden Valley School Council Bylaws*, states that *"Board Members' term of office shall correspond with the Council Year"*. The School Council is obligated to host an Annual General Meeting (AGM) to ensure that all parents have an equal voice on the school council, an equal vote and an equal opportunity for positions on the Executive.

a) A nominating committee of three shall be appointed by the chairperson.
b) A notice of election setting forth all the positions to be filled and nomination forms shall be distributed to the Members at least fourteen (14) days prior to the Annual General Meeting.
c) A date shall be selected by the nominating committee for nominations to close being not later than 2 business days prior to the Annual General Meeting.
d) The Chairperson shall receive nominations from the floor at the Annual General Meeting.
e) All nominations must give consent for their names to stand for election.
f) Voting shall be done by secret ballot.
g) Returning officers shall be the Principal and a Teacher representative.
h) The results of the election shall be announced at the Annual General Meeting.
i) The two (2) people receiving the most votes for any position shall be declared co-directors for that position.

Reporting Overview

	School Council	Society
Reporting	<i>School Councils Regulation</i> requires a report be filed by September 30th with the School Board	Society's Annual Report is due yearly the month following the incorporation date anniversary. I.e.: Incorporated in August 1992, report due yearly in September
	School Council's Report includes the activities of the previous school year and financial statements (if any) detailing money collected and spent by the School Council in the previous school year	Society's Annual Report, filed with Corporate Registries, includes the specifics of the Board of Directors and an audited financial statement
		Societies licensed by AGLC must complete AGLC issued financial reports specific to their gaming activities in order to maintain their license

Budget Overview

The Hidden Valley School Council and the Friends of Hidden Valley School Society are two separate entities with two separate bank accounts and financial statements. The Treasurer is responsible for the monthly treasurer reports and annual financial return submissions. A treasurer's report will be sent out prior to each council meeting. It is important that active council members read these reports to determine how motions will affect these budgets.

	AGLC Bank Account	General Bank Account
Financial	Educational field trips Educational athletic tournaments	All society hosted events are funded from this account
	Educational cultural exchanges Educational equipment & supplies, audio/visual, athletic, musical instruments	Any school administration asks that don't fit into the AGLC Use of Proceeds
	Educational bursaries or scholarships Educational travel – must be educational experience	All debit/credit transactions of council/society fundraising campaigns
	Uniforms, costumes/mascots for competitive play, practice, artistic performances to be used by student for the duration of the season and returned (must have distinct logo or marking & have a written policy on the use of them)	
	Endowment Funds (a fund where the principal is not normally disbursed and only the investment income, or portion thereof, is expended)	
	Aid of distressed – costs that are necessary for the delivery of programs that address specific issues of social concern and provide aid to the distressed (resources for education, counselling and/or information programs, basic life needs such as school breakfast and lunches)	
	School council/society insurance	
Examples	School bussing Music instruments recorders	School dances Spring event
	Field trips Student journals	Spirit week Teacher appreciation week
	Electronic tablets, cases, headphones Annual council/society insurance	School administration requests such as musical accompaniments for assemblies School Spirit hosted events Kindergarten orientation staff dinner

Operational Overview

	School Council	Society
Operation	Utilize school building and resources for duties as per the <i>Education Act</i>	May request of principal permission to use school building and resources for duties
	Establish as per the <i>Education Act</i> and hold Annual General Meetings to ensure leadership is elected	Establish as per the <i>Societies Act</i> and hold Annual General meetings to ensure leadership is elected
	May ask the school to track financial transactions (depending on school board policy) or may not handle funds	Maintain bank accounts and signing authorities
	Orient members and general school community to their purpose and duties	Orient members to their duties and purpose; may extend to general community
	Hold regular meetings to discuss relevant issues, plan activities and gather input	Hold regular meetings to discuss relevant issues, plan activities and gather input
	Discuss and decide matters of policy, priorities and operations	Discuss and decide matters of policy, priorities and operations
	Coordinate/follow through on activities as planned	Coordinate/follow through on activities as planned
	Provide for 2-way communication with school community	Request permission of principal for 2-way communication with members and school community
	Build strong working relationships with others in the school community	Build strong working relationships with others in the school community
	Provide advice and parental perspective on matters related to the school	Provide funding, upon approval of society board, to the school, School Council, or others as requested
	Liability for legislated duties and activities is held by the School Board - School Board insurance is sufficient	Liability for duties and activities is held by the Society – private insurance is recommended (may be required by school board)

Hidden Valley School Council Code of Ethics

As a school council, advocating for student learning and school improvement in Hidden Valley School, we shall:

- *Abide* by the legislation that governs school council.
- *Be guided* by the mission statement of the school and the school council.
- *Strive* to be familiar with division and school policies and the accompanying administrative procedures/regulations and act in accordance with them.
- *Practice* the highest standards of honesty, accuracy, integrity and truth.
- *Respect* the personal integrity of each member of the school community.
- *Act in accordance with* the School Council Operating Procedures.
- *Declare* any conflict of interest.
- *Foster* a positive atmosphere in which individual contributions are encouraged and valued.
- *Consider* the best interests of all students and the school community in our deliberations and decisions.
- *Respect* the confidential nature of some school business and *respect* limitations this may place on the operation of the school council.
- *Secure and never disclose* confidential information.
- *Focus* discussions at school council meetings to matters of concern to the school community.
- *Prohibit* discussions of legal, personal, and personnel related issues.
- *Use* the appropriate communication protocol when questions or concerns arise.
- *Promote* high standards of ethical practice within the school community.
- *Accept* accountability for school council decisions.

Hidden Valley School Council Members Code of Conduct

A code of conduct is a statement of principles in which a person or group of people believes, and which governs or influences their behavior. It is an expression of dedication to integrity.

As a member of Hidden Valley School Council,

I will:

- *Dedicate* time, thought and study, to the role and responsibilities of a school council member so that I can provide effective service to my council.
- *Be* familiar with School Council Operating Procedures and policies.
- *Work* with my fellow school council members in a spirit of harmony, cooperation, and respect.
- *Promote* positive and collaborative relationships on school council, and between school council and the community.
- *Encourage* parent participation in school council.
- *Work* with my fellow school council members to support the goals of the school's education and improvement plans.
- *Assist* the school council to excel in all of its efforts and undertakings.
- *Advocate* for excellence in education at the school and community levels.
- *Declare* any conflict of interest.
- *Secure and never disclose* any confidential information I may have access to through other involvements at the school.
- *Use* the appropriate communication protocols to address concerns.
- *Decline* payment for any school council activities.

Personal Information and Privacy Act (PIPA) Obligations

PIPA only applies to non-profit organizations carrying out commercial activities. "Non-profit organizations" are defined as organizations incorporated under:

The Societies Act
The Agricultural Societies Act, or
Part 9 of the Companies Act
All other not-for-profit organizations must comply with PIPA for all their activities

NOTE: School Councils are created under the School Act and are considered unincorporated associations that meet the definition of an "organization" under PIPA. (OIPC Order P2006-003 cleared things up.)

PIPA provides "common sense" rules for collection, use and disclosure of personal information by private-sector (non-government) organizations.

The Personal Information Protection Act (PIPA) balances:

The right of an individual to have his or her personal information protected, and
The need of organizations to collect, use or disclose personal information for purposes that are reasonable.
The Act also provides a right of access to one's own personal information.

"Personal information" is information about an identifiable individual, including:

Name
Birth date
Gender
Address
Image
Employment
Income
E-mail address
S.I.N.

Resources

1. Province of Alberta, Education Act, Statutes of Alberta, 2012, Chapter E-0.3, June 2020, School Councils Regulation 94/2019
2. Province of Alberta, Societies Act, Revised Statutes of Alberta, 2000, Chapter S-14, December 11, 2018
3. CBE Administrative Regulation No. 5001, June 17, 2005
<<https://cbe.ab.ca/GovernancePolicies/AR5001.pdf>>
4. Alberta School Councils Association (ASCA)
<<https://www.albertaschoolcouncils.ca/>>
5. Council of School Councils (COSC) <<https://cbe.ab.ca/get-involved/school-councils/Pages/meetings.aspx>>
6. Calgary Board of Education School Council Handbook
<<https://www.cbe.ab.ca/FormsManuals/School-Council-Handbook.pdf>>