

## **NEERLANDIA PUBLIC CHRISTIAN SCHOOL COUNCIL Policy & Procedures**

### **NAME**

1. The name of the school council shall be the Neerlandia Public Christian School Council (NPCSC) of Neerlandia, Alberta.

### **MISSION**

2. The Neerlandia Public Christian School Council provides advisory support to the principal to further our children's Christian education and understanding of God's presence in all aspects of life.

### **VISION**

3. Our vision as a school council is to:
  - a. Encourage excellence in learning, holding the Bible as the infallible Word of God.
  - b. Provide a strong support network of parents, guardians and community members who care about the students, staff, and school.
  - c. Actively participate in school life and discuss current issues pertaining to the school.

### **OBJECTIVES**

4. The objectives of the school council are to work together with the school to support and enhance student learning through:
  - a. Upholding Christian moral and religious values.
    - b. New: NPCSC will meet with any new Principal, Trustee, or Superintendent, in a sit down meeting, to discuss values and priorities of NPCS and NPCSC, creating a strong working relationship with all leadership, elected or appointed.
  - c. Seeking the views of the school community and representing them accurately.
  - d. Ensuring teachers have access to Christian curriculum resources and Christian education networking & training opportunities.
  - e. Assisting the principal in assessing the future needs of the school and grounds.
  - f. Informing the school community about committee work, meetings, news, and inviting them to be actively involved in the school.
  - g. Providing volunteer service through helping with various school events.
  - h. Encouraging and promoting parental involvement and support.
  - i. Communication with Pembina Hills School Division – in cooperation with the principal & Trustee – on development of the school's foundation statement, policies, annual education plan & annual results report and budget.
  - j. Advise the principal and Pembina Hills School Division on any matter relating to the school.
  - k. Consult with the principal so the principal may ensure:
    - NPCS students have the opportunity to meet standards of education;
    - fiscal management of the school is in accordance with the requirements of Pembina Hills School Division.
  - l. Reviewing the NPCS's provincial assessment results and interpretation of these results
  - m. Facilitate the exchange of information and ideas on education from principal and staff on educational matters

### **MEMBERSHIP**

5. (A) All parents and guardians of students attending Neerlandia Public Christian School are members of the school council. The members will elect a seven person executive council to carry out duties and responsibilities of the school council. Members of the executive must wholeheartedly support the mission and vision of the Neerlandia Public Christian School and shall consist of:
  - a. Seven parents or guardians of students enrolled in Neerlandia Public Christian School representing various grade levels (including kindergarten), elected by parents and guardians at the annual general meeting. Members of the school council executive will serve a three-year term, with two to three members retiring each year. The retiring officers are eligible for re-election for one term only.
  - b. The principal of the Neerlandia Public Christian School.
  - c. A teacher representative as elected or appointed by the teachers of the school. The teachers may appoint a different teacher each month.
- (B) Only school council executive members may vote at regular executive meetings.
- (C) Only parents and guardians of students enrolled at Neerlandia Public Christian School may vote at the Annual General Meeting.

#### OFFICERS

6. The officers of the school council consist of a chair, an incoming-chair or Vice Chair, past chair (when applicable) and a secretary.
  - a. Every member of the school council executive is eligible to be elected as an officer of the school council.
  - b. The officers will be elected ~~for a one year term~~ at the first regular meeting of the school council following the annual general meeting. This meeting generally occurs in June. Each member will have the opportunity to switch positions each year, if they so choose, or is deemed necessary by the NPCSC Chair.
  - c. The terms of office run from annual meeting to annual meeting.

#### DUTIES OF THE OFFICERS

##### 7. A. CHAIR

The chair is responsible for planning the agenda for meetings in consultation with the principal, facilitating the meetings, acting as spokesperson for the school council and generally supervising the school council. The chair serves as Alberta School Councils' Association representative. The chair will present the annual report to the Pembina Hills School Division.

##### B. INCOMING-CHAIR/VICE CHAIR

The incoming-chair assists the chair with duties, as needed, and in the absence of the chair, assumes the duties of the chair.

##### C. PAST CHAIR

The Outgoing Chairperson will mentor and support the chair.

- Reviews NPCSC documents for historical accuracy as requested
- Provide historical context on projects and the organization as necessary
- Providing support to the board for larger projects

##### D. SECRETARY

The secretary is responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication with council members, the Pembina Hills School Division,

and school community. The secretary must maintain an accurate list of names and address of school council members. Copies of minutes must be retained for a minimum of seven years, will be available on the school webpage, at the NPCSC and will be made available upon request to the board or public.

#### E. EXECUTIVE COMMITTEE

- a. The executive committee consists of the chair, incoming-chair or Vice Chair, past chair (when applicable), secretary and principal. Most daily decisions and communication are handled through the chair and the incoming-chair with some consultation with other executive members.
- b. The executive committee will prepare the agenda for the annual general meeting and circulate minutes of the same.

#### VACANCIES

8. With exception of the school council positions filled by the principal and teacher, the school council may appoint qualified persons to fill any vacancies. These appointments will serve until the vacancies can be filled by the appropriate constituents or until new officers are elected at the next annual school council general meeting.

#### COMMITTEES

9. A school council may appoint committees that include at least one executive council member on an as needed basis. Committees report on their activities at school council meetings.

#### MEETINGS

10. a. The school council executive from the previous school year will act as executive until the annual general meeting and new members are elected.
- b. The school council executive meets between 6 and 11 times during the school year. With the first meeting being held within the first 40 calendar days of school starting.
- c. Regular meetings will be held ~~monthly~~ every second month as determined by the NPCSC at their first meeting after the annual meeting.
- d. Meetings will take place at the school.
- e. Special meetings of the school council may be called by the executive or at the written request of 10 parents of the school community.
- f. A quorum for meetings of the school council executive shall be four members and a school administrator or someone appointed by the administration. If quorum is not available and the meeting has been rescheduled on 2 or more occasions, Pembina Hills School Division may suspend operation of the NPCSC until the following year. If operations of the NPCSC are suspended, the principal may establish an advisory committee to carry out the duties or functions of the school council until a new school council is established under the *Education Act*.
- g. All school council executive meetings are open to all school council members.
- h. NPCSC will not be charged a fee for use of the Neerlandia Public Christian School or school facilities for holding a school council meeting.

#### VOTING PROCEDURES

11. a. Decisions at school 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.

- b. If a vote is taken, the motion must be moved and seconded and pass by a minimum 51% majority.

#### ANNUAL MEETINGS

12. a. The NPCSC annual meeting will be held in conjunction with the Neerlandia Christian Education Society (NCES) AGM.
- b. The joint annual meeting will be held at least six weeks before the NCES year end on June 30.
- c. Quorum will be 7% of families represented by NPCSC.
- c. The meeting will be advertised throughout the school and the community at least 21 days in advance.
- e. Agenda items related to NPCSC will be voted on by parents and guardians of NPCSC students. Agenda items related to NCES will be voted on by NCES Associate and Family members who have contributed their annual monetary membership fee.
- f. The business of the annual meeting shall include:
  - election of representatives
  - proposed by-law amendments
  - a description of the receipt, handling and use of any money by the NCES
  - summary of the council's activities during the previous school year
  - discussion of any major issues in which parents and guardians should have input:
    - changes to the vision or mission statement of the school
    - all policy changes or other major changes in the school program or focus
    - any formal evaluation of the school council

#### NOMINATION PROCESS

- a. A member who has served 1 term, will have the option of serving a 2<sup>nd</sup> term. If they so choose, this will be ratified at the AGM.
- b. Any vacant positions, after an incumbent has been ratified, will be chosen through a nomination process.
- c. A call for nominations will go out, along with a nomination form and board expectations handout. The call will go out no later than March 15, with deadline of submission no later than April 15, depending on Board Meeting Dates.
- d. Nominees will be reviewed by current NPCSC board, in adherence with board Values and Code of Conduct, as well as eligibility to volunteer, as per PHSD Guidelines. Nominees will be confirmed no later than May 1.
- e. Nominees will be announced along with the announcement of AGM, in accordance with bylaws, no later than 3 weeks before AGM date.
- f. May AGM- Nominees will be voted on, if more than 3 of positions available. Or they will be ratified if all positions met without vote.

#### VOTING PROCESS

- a. If a vote for board members is required, ballots will be prepared prior to the AGM with all nominee names.
- b. At the AGM 2 scrutineers will be appointed. These scrutineers will be non-members (teachers, staff, etc)

- c. A vote by ballot will be held. Scrutineers will count ballots and report back to Chair of AGM. The top votes will be elected onto Council
- d. Tie- In the event of a tie, further rounds of voting will commence with those 2 names, until the tie is broken. If after 3 total rounds of voting have not broken the tie, both nominees will be elected to council.
- e. After voting, Chair will call for a motion to destroy all ballots.

#### ANNUAL REPORT

13. a. In accordance with *Education Act*, the school council, through the chair, prepares and provides Pembina Hills School Division with an annual report by September 30th that includes:
  - a summary of the school council's activities for the previous school year
  - a description of the receipt, handling and use of any money by the NCES
- b. The school council will make the report available to all concerned members of the school community. For example, the annual report could be posted on the website.

#### AMENDMENTS TO THE BY-LAWS

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

#### CONFLICT RESOLUTION PROCEDURES

15. The school council will follow Pembina Hills School Division Administrative Procedure (AP 20-15 School Councils) conflict resolution clause (#6)

## PROHIBITION AGAINST INCORPORATION

15. a. The NPCSC will not incorporate under the *Societies Act* of Part 9 of the *Companies Act*. The Neerlandia Christian Education Society (NCES) is a separate organization incorporated under the *Societies Act*.
- b. The NPCSC shall not raise funds or solicit donations in any manner. The NCES is responsible for all fundraising and donations. The NCES must handle and report all money it receives in accordance with the NCES by-laws.

## CODE OF ETHICS FOR SCHOOL COUNCIL MEMBERS

All members shall:

- Abide by the legislation that governs them.
- Be guided by the mission statement of the school and school council.
- Endeavour to be familiar with school policies and operating practices and act in accordance with them.
- Practise the highest 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.
- Apply democratic principles.
- Consider the best interests of all students.
- Respect the confidential nature of school business, and respect limitations this may place on the operation of the school council.
- Not disclose confidential information.
- Limit discussions at school council meetings to matters of concern to the school community as a whole.
- Use the appropriate communication channels when questions or concerns arise. (Pembina Hills School Division Administrative Procedure (AP20-03 School Dispute Resolution))
- Promote high standards of ethical practice within the school community.
- Accept accountability for decisions.
- Accept no payment for school council activities.

Information Source:

- Alberta School Councils' Association Resource Manual
- Alberta School Councils' Association – Director of Client Services
- Education Act <http://www.qp.alberta.ca/documents/Acts/e00p3.pdf>, Section 52-54 - School Board's Relationship with School Councils;
- Education Act - Section 55 - School Councils [http://www.qp.alberta.ca/1266.cfm?page=2019\\_094.cfm&leg\\_type=Regs&isbncln=9780779812318&display=htm](http://www.qp.alberta.ca/1266.cfm?page=2019_094.cfm&leg_type=Regs&isbncln=9780779812318&display=htm)

## Neerlandia Public Christian School Council Constitution

### ORGANIZATIONAL DOCUMENTS

- I. Certificate of Establishment
- II. Statement of Philosophy
  - a. Our Mission
  - b. Our Vision
  - c. Our Guiding Principles

- d. Our Objectives
- III. By-laws with Town Hall Model