

Samuel W. Shaw School Council Constitution

1. Name

- 1.1 The name of the school council shall be Samuel W. Shaw School Council (hereinafter referred to as SWSSC).

2. Mission Statement

- 2.1 We empower collaboration between parents, guardians, and educators to nurture the well-being and effectiveness of our school community, thereby enhancing and elevating student learning experiences.

3. Membership

- 3.1 The school council consists of the following members:
 - a) The principal of the school
 - b) At least one person who is a teacher at the school, elected or appointed by the teachers at the school (can be rotated throughout the year)
 - c) Parents, guardians, or legal custodians of students enrolled in the school
 - d) The members of school council may appoint as members of the school council, one or more persons who are not parents of students enrolled in the school but who have an interest in the school.
- 3.2 The majority of the membership shall consist of any person who is the parent, guardian, or legal custodian of a child enrolled at Samuel W. Shaw School (hereinafter referred to as SWS).
- 3.3 Any interested community members and Calgary Board of Education (hereinafter referred to as CBE) employees attending in the role of employee may participate as non-voting members at the discretion of the Chairperson.
- 3.4 CBE employees must not form a majority of the members of a school council. CBE employees must not be signing officers of the school council in which they work, unless they have received the approval in advance by the Area Director (Admin. Reg. 5001 Section 37).

4. Goals and Objectives

- 4.1 To strengthen and promote communication and fellowship between the school and the parents in all matters of student education.
- 4.2 To act as a “sounding board” for the school on new and existing procedures and policy.
- 4.3 To assist the school politically, financially, and socially.
- 4.4 To encourage parent education programs, seminars, lectures, forums, and recreational activities.
- 4.5 To serve as a vehicle for enhancing the image of SWS, its students, staff, and programs; to take an active role in “presenting” the school to the community at large.

5. Role of the School Council

- 5.1 The school council may, at its discretion:
 - a) Advise the principal and the board respecting any matter relating to the school

- b) Consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister
 - c) Consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent
 - d) Provide input for parents in the development of the mission of the school and in attainment of that mission
 - e) Promote and support educational activities of the school and the school community
 - f) Support the creation of a sense of community and spirit of cooperation among teachers, students, parents, and the community at large
 - g) Serve as a liaison between the parents and the school
 - h) Promote parent understanding of the education system and teaching and learning processes.
- 5.2 The school council receives:
- a) Reports from the principal on the school program, school fees, school and school board policies and the organization of the school
 - b) Reports and suggestions from parents and community groups on school-related matters.
- 5.3 The school council will work with a registered parallel school/parent society – Samuel W. Shaw Fundraising Society (hereinafter referred to as SSFS) – in order to facilitate any fundraising activities for the school that require non-profit status.
- 5.4 It is recommended that SWSSC elects a person to the role of Key Communicator to facilitate information exchange between the CBE and parents. As the CBE requires a Key Communicator representative, in the case of SWSSC dissolution the SWS principal will appoint someone to the role.

6. Executive Positions

- 6.1 Members of the executive shall consist of:
- a) Chairperson
 - b) Vice-chairperson
 - c) Secretary
- Representatives**
- a) Key Communicator (maximum 2 positions)
 - b) Fundraising Coordinator/President of SSFS
 - c) Volunteer Coordinator
- 6.2 Terms of office
- a) Recommended two years staggered for knowledge retention, except for Secretary:
 - i. Chairperson: 2 years odd year
 - ii. Vice-chairperson: 2 years even year
 - iii. Secretary: 1 year
 - b) Recommended term of service for the executive is from the date of the AGM at which they are elected to the AGM in which their term of service is complete.
- 6.3 The Chairperson is to:

- a) Be the principal Executive Officer and supervise the affairs of the SWSSC
 - b) Preside at all meetings, declare the votes, not vote except in the case of a tie, where he/she has the power to cast the deciding vote
 - c) Ensure that all the rules and regulations are enforced and that the meetings are conducted properly
 - d) Prepare and distribute an agenda for monthly meetings
 - e) Prepare and submit the “School Council Annual Report” (see 9.1)
 - f) May act as signing authority on SSFS bank accounts.
- 6.4 The Vice-chairperson is to:
- a) Assume all responsibilities of the Chairperson in his/her absence.
- 6.5 The Secretary is to:
- a) Record the minutes at all SWSSC meetings, and post on school website after SWSSC approval or if clearly marked “Draft” for more timely reference by the school community
 - b) Keep a file of minutes and correspondence and carry out correspondence as required
 - c) Attend all SWSSC meetings or ensure an alternative is present to assume duties.
- 6.6 The Key Communicator (maximum 2 positions) is to:
- a) Share information, ideas, and concerns about public schooling with the school council, other parents, the principal, and community members
 - b) Provide individual feedback and parental input, as required, on educational issues and activities as requested by CBE
 - c) Become an informed advocate of effective public school education
 - d) Become better informed about public education in Calgary by participating or sending an alternate to CBE Community of School Councils (COSC) meetings held throughout the year
 - e) Regularly report new information learned at Key Communicator meetings at SWSSC meetings.
- 6.7 The Fundraising Coordinator is to:
- a) Coordinate fundraising activities
 - b) Organize and coordinate SSFS (note: all volunteers for fundraising committees, including special projects, will be drawn from the parent body at large, in cooperation with the Volunteer Coordinator)
 - c) Present a report on the results of all fundraising activities to SWSSC
 - d) Act as President of SSFS.
- 6.8 The Volunteer Coordinator is to:
- a) Prepare a volunteer request form in conjunction with school personnel
 - b) Collect and collate information from the volunteer request forms
 - c) Fill requests from the school for volunteer assistance
 - d) Supply the list of volunteers to the school
 - e) Assist school personnel in organizing and executing a volunteer orientation session to be held near the beginning of each school year
 - f) Ensure all volunteers participating at SWS have completed the necessary CBE volunteering processes, including the Police Information Check
 - g) Protect any personal information collected and collated under the guidelines of F.O.I.P.P. regulations

- h) Attend SWSSC meetings and relay any pertinent information at the meeting.

7. School/Parent Society

- 7.1 The SWS non-profit fundraising committee is named Samuel W. Shaw Fundraising Society (SSFS).
- 7.2 The SWSSC fundraising coordinator is the SSFS President.
- 7.3 The purpose of SSFS is to collect monies associated with SSFS fundraising. The distribution of monies by SSFS is guided by SWSSC.
- 7.4 Where the school makes purchases of Wish List items from money provided, or to be provided, by SSFS, the school must claim the Goods and Services Tax (GST) rebate and the school principal or designate must inform SSFS of the GST claim to ensure that only one claim is made.
- 7.5 All assets purchased by the school out of monies provided by SSFS become the property of the CBE and will be for the use of the school.
- 7.6 The principal must ensure that copies of documentation supporting purchases made from donated funds be provided upon request by SWSSC or SSFS.
- 7.7 Fundraising goals for the year should be decided at a given time, often June or September.

8. Meetings

- 8.1 All meetings are open to the general membership.
- 8.2 Notice shall be distributed to the membership via the school newsletter, school website, or other written means.
- 8.3 A quorum of 5 members must be present.
- 8.4 Special meetings
 - a) Any special meeting may be called if it relates to SWSSC Constitution 4. Goals and Objectives
 - b) The purposes of a special meeting must be submitted to SWSSC Chair in writing
 - c) The minutes of a special meeting must be ratified at the next scheduled meeting.
- 8.5 Voting
 - a) Any member in good standing shall have the right to vote at any meeting according to the principles in 3. Membership
 - b) Each member in attendance may vote, and each member shall have one vote
 - c) Motions will be passed by a simple majority of all members attending the meeting and the results shall be duly recorded in the minutes
 - d) In the event of a tie vote, the Chairperson, or in his/her absence, the person chairing the meeting shall cast the deciding vote as in 6.3 b).
- 8.6 Annual General Meeting
 - a) SWSSC shall hold an Annual General Meeting on or before September 30th each year
 - b) Nominees for the available executive positions shall be presented to the membership, and nominations shall also be accepted from the floor
 - c) All nominees must give consent for their name to stand for election
 - d) Any member, excluding CBE employees, in good standing shall be eligible to any office on the SWSSC executive

- e) The Chairperson is to present the “School Council Annual Report” to the membership at this meeting
- f) A majority of those in attendance can vote to remove officers and directors from the executive at the AGM.
- 8.7 Scheduling
 - a) SWSSC shall hold meetings throughout the school year from September until June, usually once per month
 - b) Occasional meetings may be cancelled to accommodate school community needs (e.g. December and February meetings).
- 8.8 Minutes of the meeting shall be posted on the school website.
- 8.9 School Administration and a Teacher Representative shall be present at the meeting to foster communication and to provide input on relevant issues.

9. Reports

- 9.1 The Chairperson must complete a “School Council Annual Report” for submission to the school principal and CBE on or before September 30th. This brief report must include a copy of the SSFS annual financial statement for the previous year.
- 9.2 SWSSC must retain a copy of the following documents at the school, and make them available on request:
 - a) A copy of the SWSSC Constitution
 - b) A copy of the SWSSC annual report
 - c) The SSFS annual financial statement
 - d) The minutes of each meeting of the school council for at least seven years preceding the current year.

10. Dispute Resolution

- 10.1 Working Agreement
 - a) Sit in a circle
 - b) Have mission statement visible at all meetings and use it to filter decisions
 - c) Revisit mission statement often for ratification
 - d) Put problems on the table at meetings
 - e) Every member is equal, and everyone should have a voice
 - f) Allow people to feel comfortable to voice their opinions at meetings
 - g) Efforts should be made to avoid judgment of member’s opinions and thoughts and respect them
 - h) Separate personalities from the issues
 - i) Give opportunity for private input and decision-making
 - j) Freedom to survey the whole school community for some decisions
 - k) Deal with and “put to bed” issues
 - l) Stand by decisions made by the group
 - m) Acknowledge the decision-making power of the group
 - n) Freedom and encouragement to delegate tasks
 - o) Committees are given responsibility and decision-making powers within parameters
 - p) Recognize and express appreciation for work done by groups and individuals.
- 10.2 Between SWSSC and the Principal (Admin. Reg. 5001 Sections 27, 28)

- a) If a dispute between the principal and the school council, or any of its members about school council operations cannot be resolved, either party may refer the matter to the Area Director who may meet with the parties independently or together, as the Area Director determines, for the purpose of attempting to resolve the dispute in a timely manner
 - b) If the parties are not satisfied with the resolution of the Area Director, either party may ask the Chief Superintendent or designate for a review of the matter.
- 10.3 Among SWSSC members (Admin. Reg. 5001 Sections 29, 30)
- a) If an internal school council dispute arises, SWSSC at its own cost will resolve the issue in a timely manner with the assistance of an outside trained facilitator (CBE may have referral resources for this service).

11. Use of School Name (Admin. Reg. 5001 Sections 6, 7, 8)

- 11.1 If SWSSC or SSFS wishes to use the school name for any reason, prior approval of the principal is required.
- 11.2 Requests to use the school name for fundraising must be in writing and must outline the purpose or reason for use of the school name and the date of an event, if applicable.
- 11.3 If the stated purpose for the use of the school name is fundraising, the decision to allow the use of the name of the school is made by the principal on a case-by-case basis and must be communicated in writing to SWSSC or SSFS.

12. School Staff (Admin. Reg. 5001 Section 9)

- 12.1 The use of school staff and resources by SWSSC or SSFS must have the prior approval of the principal.

13. School Council Communications (Admin. Reg. 5001 Section 31)

- 13.1 SWSSC may communicate through CBE communication channels such as newsletters, websites or social media as long as the information complies with CBE policies and Administrative Regulations and has the prior approval of the school principal.

14. Intent and Amendments

- 14.1 It is the intent of this Constitution to assist in the smooth, orderly running of SWSSC. It is not intended to interfere with the timely and reasonable operation of the council.
- 14.2 The school community must be notified of intent to amend the Constitution via the school newsletter or other written communication to the whole school community. The Constitution may be amended by a two-thirds majority vote at any SWSSC meeting.