

# Calgary Arts Academy School Council Operating Procedures

## DRAFT v.2025/12/10

### 1. NAME

The name of the School Council shall be Calgary Arts Academy [insert campus] School Council.

### 2. MANDATE, PURPOSE, RESPONSIBILITIES, & ROLES

- a) **Mandate**  
The mandate of the Calgary Arts Academy School Council (“School Council”) is dynamic and responsive to the needs of Calgary Arts Academy’s administration, parents, artists, and most importantly, the students.
- b) **Purpose**  
The purpose of the School Council is to support the vision and mission of Calgary Arts Academy to promote resource allocation to support the wellbeing and effectiveness of the entire school community and thereby to enhance student learning.
- c) **Responsibility**  
The School Council is responsible to the Board of Directors of the Calgary Arts Academy Society. The School Council acts as a consultant to the principal and to the Board through appropriate lines of communication. The School Council neither governs the school nor involves itself directly in determining professional practices of teachers or artists or operations of the school.
- d) **Role**  
The School Council’s role is one of consultation and support to provide the best possible learning environment for the children attending Calgary Arts Academy. School Council members represent the best interest of the school and students as a whole, not as individual parents. The School Council acts in liaison and as a support to the Calgary Arts Academy School Council Society.
- e) The School Council works with the other campus specific School Councils and Societies in a manner that fosters mutual respect and collaboratively works towards shared goals.

### 3. GOALS

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

- a) Enhance and develop extracurricular activities for the school community.
- b) Support administrative, teacher and artist needs to enhance learning.
- c) Facilitate bridges between all school fundraising groups (i.e. School Council Society, Calgary Arts Academy Foundation, Calgary Arts Academy Adult Choir, other parent-led fundraising initiatives).
- d) Provide relevant and informative educational opportunities to the parent community.
- e) Promote open, effective, and responsible communication between parents, administration, teachers, artists and the board.
- f) Facilitate Calgary Arts Academy teacher/artist/staff appreciation events.
- g) Improve public awareness of the school, school activities and accomplishments.

### 4. GOVERNANCE and MEMBERSHIP

Town Hall Model

The Active Membership of the School Council shall consist of:

- a) Executive Committee.  
Executive members must be parents of students enrolled at Calgary Arts Academy, elected by parents at the Annual General Meeting. The parents elected represent the whole school community.
- b) Committee and Event Coordinators.  
The School Council executive, upon expression of interest, will appoint these members, if there is a vacancy. Applicants must be parents of students enrolled at Calgary Arts Academy.
- c) The Principal of Calgary Arts Academy.
- d) One or more teachers from Calgary Arts Academy appointed or elected by Calgary Arts Academy teachers.
- e) A community member, selected by the School Council (optional).
- f) Student (for EC School Council only)

## 5. EXECUTIVE POSITIONS

The positions of the Executive Committee shall consist of:

- a) Chairperson (co-chair)
- b) Vice-Chairperson (co-Vice-chair)
- c) Secretary (co-secretary)
- d) Past Chairperson, if they are still a part of the Calgary Arts Academy Community

The Chair and Vice-Chair shall each represent either the Knob Hill Campus (“Knob Hill”), the Rosscarrock Campus (“Rosscarrock”) or the Erickson Centre campus (“Erickson Centre”), depending on which school their child(ren) attends.

- a) Every parent of a student enrolled at Calgary Arts Academy is eligible to be elected to an executive position on the School Council.
- b) The terms of office for each member of the School Council will be from the date elected (Executive) or appointed (Committees) until the next Annual General Meeting of the School Council. The positions of Chairperson(s), Vice Chairperson, and Secretary may be extended to a term of two (2) years. Persons serving in these positions must notify the School Council at the beginning of May of the first year if they are unable to commit to the second year.
- c) Upon moving to a consecutive campus, the executive position will be terminated, and the person will move into a “past” position automatically.
- d) Parents of students enrolled at Calgary Arts Academy attending the Annual General Meeting will elect the executive of the School Council. There will be one vote per parent of a child enrolled in the school. Nominations will be accepted in advance and in writing to the Secretary of the School Council.
- e) In the event of a resignation of a member of the Executive, the position will be filled by open nomination at the next regular meeting of the School Council.

## 6. DUTIES OF THE EXECUTIVE

## EXECUTIVE POSITIONS

All members of the Executive will be required to attend School Council workshops (Foundational) per the Alberta School Council Association within three (3) months of being elected to Council.

### a) THE CHAIRPERSON

- i. Solicits input from all School Council members and promotes communication, teamwork and collaboration.
- ii. Plans School Council meetings and prepares agendas in coordination with the principal.
- iii. Chairs and facilitates School Council meetings adhering to Robert's Rules of Order.
- iv. Supports School Council initiatives and provides general supervision of all activities and committees of the School Council.
- v. Communicates with the school administration, including the principal, on a regular basis and keeps lines of communication open between Council and Administration.
- vi. Ensures regular communication with the school community.
- vii. Sits on the Board of Directors of the Calgary Arts Academy Society as ex-officio member; attendance optional.
- viii. Ensures compliance with existing School Council Operating Procedures
- ix. Acts as a spokesperson for the School Council (unless otherwise delegated).
- x. Prepares the Annual Report.
- xi. Serves as the Alberta Schools Councils' representative.
- xii. Participates in at least one (1) Alberta Gaming, Liquor and Cannabis (AGLC) workshop offered through the Gaming Information for Charitable Groups (GAIN) program which helps Alberta charities better understand charitable gaming policies.
- xiii. Nurtures relationships of mutual trust and respect, in support of common goals for the learning community.
- xiv. Actively encourages others to become engaged in meaningful ways.
- xv. Retains an accurate list of names and contact details of the School Council members in compliance with the Personal Information Protection Act (PIPA).
- xvi. Maintains an updated list of all online passwords to Zoom, Google Drive, Sign-Up Genius and other online accounts used by the Council.

### THE VICE-CHAIRPERSON

- i. Works with and supports the Chairperson in agenda preparation and planning of the annual calendar of events.
- ii. Assists in the set-up of the room or online platform for the School Council meetings.
- iii. Prepares content for our monthly newsletter (working with the Chair and Communications Coordinator).
- iv. Chairs and facilitates meetings, if the Chairperson is unavailable.
- v. Promotes teamwork and assists the Chairperson in the smooth running of the meetings.
- vi. Participates in regular communication with the Chairperson and the Principal.
- vii. Stays informed of relevant School Council and school board policies.
- xvii. Along with the Chairperson, sits on the Board of Directors of Calgary Arts Academy Society as ex-officio member, attendance optional.
- viii. Prepares to assume the responsibility of the Chairperson in the future; optional.
- ix. Retains an accurate list of names and contact details of the School Council members in compliance with the Personal Information Protection Act (PIPA).
- x. Maintains an updated list of all online passwords to Zoom, Google Drive, Sign-Up Genius and other online accounts used by the Council.

### b) THE SECRETARY

- i. Keeps accurate minutes and records of the School Council meetings.
- ii. Documents and files all correspondence and communication to and from the School Council.
- iii. Makes the meeting minutes available to parents of children in the school within seven (7) days of a School Council meeting. Minutes will be kept for seven (7) years.
- iv. Distributes draft minutes to the Executive within three (3) business days of the last School Council meeting.
- v. Assists with agenda preparation and School Council meeting preparations on an as needed basis and in consultation with the Chairperson(s).
- vi. Ensures all materials relating to the Calgary Arts Academy School Council including resources, all meeting minutes and any relevant documents are available to the public in an accessible location in Calgary Arts Academy and/or on the Calgary Arts Academy school website.
- vii. Places hard copies of all meeting minutes, financial reports, Annual Return and other documentation in the Society binder located at the corresponding Campus.

c) THE PAST CHAIR

- i. Provides continuity to the School Council by providing a historical perspective.
- ii. Acts as advisor to the School Council when needed.
- iii. Acts in public relations capacity.
- iv. Assumes any vacated Executive position, on an interim basis as needed when availability permits. When availability does not permit, continues to find a person to fill these roles.

The Executive Committee will carry out the day-to-day operations of the School Council.

## 7. DUTIES OF COMMITTEE AND EVENT COORDINATORS

- a) The School Council may appoint Committees that consist of School Council members and/or school community members. Committees report on their activities at the School Council meetings and may meet outside of School Council meetings to complete their assigned task.
- b) The Chairpersons are ex-officio members of all School Council appointed Committees.

## 8. MEETINGS

- a) Regular meetings of the School Council will be held monthly, or within six (6) school weeks of the last meeting during the school year at a set date decided upon by the School Council.
- b) Meetings will be announced to parents by email at least seven (7) days in advance. Ideally, all meeting dates will be sent out at the beginning of the school year.
- c) Regular meetings will be held at a CAA Campus or online via an online platform announced at the beginning of each fiscal year.
- d) Meetings will be conducted under Roberts' Rules of Order.
- e) Motions presented at meetings will be determined with a simple majority vote conducted by a show of hands or a statement of "in favour" in the online chat.

- f) The Secretary or delegate of the Chairperson(s) will take minutes of regular meetings. The minutes will be made available to parents of children in the school within seven (7) days of a School Council meeting. Minutes will be kept for seven (7) years.

## 9. ANNUAL GENERAL MEETING

- a) As per the Education Act, School Council Regulations, the Annual General Meeting for the School Council will be held within ninety (90) days of the start of the school year, at the call of the (outgoing) School Council Chairperson(s) or delegate.
- b) Regular communication route(s) will send out an announcement of the meeting to all parents at least fourteen (14) days in advance of the meeting.
- c) The Executive Committee will prepare the agenda for the Annual General Meetings.
- d) Minutes of the School Council Annual General Meeting will be taken by the Secretary, or delegate of the chairperson(s), and made available to parents of children attending the school within fourteen (14) days of the meeting. Minutes will be kept on file for seven (7) years.

## SPECIAL GENERAL MEETING

- a) The School Council Executive may at any time give notice of a Special General Meeting of the School Council on matters that need to be addressed before the next scheduled meeting.
- b) Notice will be given at least 3 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be addressed and how it is proposed to be dealt with.
- c) At any Special General Meeting, all parents in attendance shall have the right to vote. Any parents unable to attend that want the right to vote, must contact the School Council Chairperson to arrange in advance.

## 10. DECISION MAKING

- a) Decisions of the School Council will be made by vote. The motion must be moved and seconded and passed by seventy five percent (75%) of the School Council members that are present at each meeting.
- b) Email Meetings shall be conducted as follows:
  - i. The Chair or Vice Chair shall chair all Email Meetings.
  - ii. The Chair shall send an email to all of the Active members of School Council and to the Board of Directors of the Council, stating the reason for calling the Meeting and providing an outline of the issue to be discussed.
  - iii. The Email Meeting can be held via emails or through an online meeting site.
  - iv. If using an online meeting site, the link to the meeting will be sent out in the initial email call for the meeting.
  - v. Quorum shall constitute the same as a General or Special Meeting, four (4) members.
  - vi. The Chair shall set the discussion period which shall be open for a specific number of hours or days (*e.g. ten (10) hours, three (3) days or five (5) business days*).
  - vii. At the end of the discussion period, the Chair shall call for the vote. The voting period shall last a specific number of hours or days (*e.g. two (2) hours, four (4) days or two (2) business days*).
  - viii. The Chair will tally the votes, for a motion to pass it will need to have seventy five percent (75%) approval of members involved in the discussion.

- i. Once the voting results are announced, the Chair shall declare the Email Meeting closed.
- ii. A written record of the vote shall be recorded in the Minutes of the Email Meeting. A printed copy of the Email Meeting minutes will be presented at the next General Meeting and will be ratified and recorded in the General Meeting minutes.

## 11. QUORUM

- a) At regular meetings four (4) members of the School Council, including two (2) Executive members will constitute quorum.
- b) At the Annual General Meeting, ten (10) parents of students enrolled in the school shall constitute quorum.
- c) Quorum will be attained when the majority of voting members present at any meeting are parents of students enrolled in the school, and the Principal or designate is present.
- d) Should quorum not be made at any meeting, the parents and School Council Executives present agree to proceed in the absence of the quorum, the School Council may continue for the purposes of discussion only and no motions shall be considered approved, nor will decisions by consensus be reached. The regular meeting will be rescheduled at the discretion of the Chairperson(s).

## 11. REPORTING

### ANNUAL REPORT

- a) In accordance with *School Councils Regulation*, the School Council, through the Chairperson(s), prepares and provides the CAA Society Board of Directors with an Annual Report submitted at the Annual General Meeting with the following:
  - i. A summary of the School Council's activities of the previous year;
  - ii. A financial statement of the CAA School Council Society;
  - iii. A copy of the Minutes of each meeting.
- b) The School Council will make the Annual Report available to all members of the school community by posting it on the school website.

## 12. AMENDMENTS TO THE OPERATING PROCEDURES

- a) The Operating Procedures remain in force from year to year, unless amended at the Annual General Meeting or Special Meeting.
- b) The Operating Procedures of the School Council may be amended by a motion and an approval by seventy five percent (75%) of the School Council members present at an Annual General Meeting or Special Meeting.
- c) Notice of the proposed Operating Procedures amendment must be circulated with the notice of the Annual General Meeting or Special Meeting.
- d) Decisions of the School Council will be made by vote. The motion must be moved, seconded and passed by seventy five percent (75%) of the School Council members that are present at the meeting.

## 13. CODE OF ETHICS

All School Council members shall:

- a) Abide by the legislation that governs them.
- b) Be guided by the mission statement of the school and School Council.
- c) Endeavor to be familiar with school policies and operating practices and act in accordance with them.
- d) Practice the highest standards of honesty, accuracy, integrity, and truth.
- e) Recognize and respect the personal integrity of each member of the school community.
- f) Declare any conflict of interest.
- g) Encourage a positive atmosphere in which individual contributions are encouraged and valued.
- h) Apply democratic principles.
- i) Consider the best interest of all students.
- j) Respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council.
- k) Not disclose confidential information.
- l) Limit discussions at the School Council meetings to matters of concern to the school community as a whole.
- m) Use appropriate communication channels when questions or concerns arise.
- n) Promote high standards of ethical practice within the school community.
- o) Accept accountability for decisions.
- p) Not accept payment for School Council activities.

## **15. PRIVACY**

- a) The School Council shall adhere to the Personal Information Protection Act (PIPA).
- b) The School Council shall not share personal information for purposes other than those of school council business.

## **16. POLICIES**

- a) The School Council may develop policy for the duration of their term.
- b) The policies of the School Council will be reviewed at the beginning of every new School Council term to decide if each policy will be implemented for the new School Council and its term.

## **17. SCHOOL COUNCIL FUNDRAISING SUPPORT**

The School Council will support the School Council Society with the fundraising for the school and the school community per the School Council Society Mandate.

## **18. SCHOOL COUNCIL SOCIETY – WORKING WITH SCHOOL COUNCIL FOR THEIR FUNDRAISING INITIATIVES**

- a) The School Council will communicate regularly with the School Council Society to support their activities and to solicit support for School Council initiatives.
- b) The School Council can develop policy to promote a productive, open and transparent relationship with the School Council Society.

## **19. DISPUTE RESOLUTION**

To ensure that all disputes and issues within School Council are addressed promptly, fairly, and respectfully while maintaining a positive environment, all members:

- a) will approach disputes with respect, transparency, and a focus on solutions.
- b) will maintain confidentiality unless disclosure is required by police or law.
- c) will follow Calgary Arts Academy's Problem Solving Protocol, as outlined in the Parent & Student Handbook.

## **APPEAL OF CALGARY ARTS ACADEMY SOCIETY BOARD DECISIONS**

- a) Should the School Council wish to appeal a policy or decision made by the Calgary Arts Academy Society Board of Directors, the appeal would go directly to the Principal, and then to the Board of Directors, if not resolved. In all circumstances, the Calgary Arts Academy Board of Directors will have the final decision, before referral to the Minister.
- b) Appeals
  - i. Shall be submitted in writing and shall state the nature of the complaint and outline the steps that have been taken to resolve the issue. A copy shall be provided to the party directly involved.
  - ii. Within fourteen (14) days of receipt of the request, a decision must be made in writing.
  - iii. An Appeal will not proceed if the issue or concern is simultaneously under consideration by another dispute resolution process.