

# St. Augustine School Council Operating Procedures

## **MISSION**

To be a constructive body working in a collaborative and supportive manner to enhance the education of our students academically, socially, and spiritually.

## **WE BELIEVE**

It is our role to focus on continuous improvement of Students' learning in all aspects of St. Augustine School.

## **VISION**

Students are held in highest regard, and direction is provided for them to develop their unique potential.

Parents and families are viewed as active partners in, and supporters of, the learning/teaching process.

There is a trusting climate where teachers, students, parents and the parish community respectfully collaborate to promote student learning.

Teachers, students, parents and parish are working together in an environment, which is a safe and secure place to learn.

### **1. PURPOSE AND FUNCTION OF SCHOOL COUNCIL:**

- Advise the principal and the Board respecting any school matters.
- Serves as a key communication link between parents, school staff, school board, parish, and community.
- Aid in the development of and the evaluation of long- and short-range plans to improve the school programs.
- Create a better understanding and support of Catholic education within St. Augustine School.
- To provide an arena for open dialogue in order to bring together the views and experiences of students, staff, parents, parish and community members with the goal being to support quality education.
- Recognize contributions to Catholic Culture

### **2. EXECUTIVE:**

- Elected body of 4 parent representatives.
- One parent of an ECS child.
- Whenever possible, the majority of the executive shall be Catholic.
- The school principal.
- A teacher representative.

### **3. ELECTION OF EXECUTIVE:**

- Each parent executive representative is elected for a two year term whereas at least one half of the executive remain each year. This will allow continuity from year to year.
- ECS Parent Representative is chosen at the spring ECS meeting and will serve a one year term.
- Nominations of parent representatives, with the exception of the ECS representative, are to be nominated from the floor of the May meeting, followed by a vote if necessary.
- The Chairperson, Vice Chair, Secretary and a Director shall be chosen in a private meeting by and from the 5 parent executive representatives each school year.
- Any positions left vacant during the school year shall be filled by a nomination and vote at the next scheduled meeting. The filled position will run for the remaining term of the vacated position.
- Newly elected officers shall assume their duties at the close of the May meeting. In the case of the election of officers being held over to the upcoming September meeting, newly elected officers shall assume their duties at the close of the September meeting.

#### **4. DUTY OF OFFICERS:**

- **Chairperson:** Shall preside at all meetings and in their absence, appoint another elected parent representative to chair the meeting. With the Principal shall jointly prepare an annual report for submission to the board by the end of May. Shall ensure that any conflict involving individual parents, students, and/or teachers are not aired through this organization, but are referred through the proper channels. Shall set meeting agendas in consultation with the Principal.
- **Vice-Chair:** Chair meetings in the absence of the Chairperson. Perform other duties as decided on by the executive.
- **Secretary:** Shall record and distribute the minutes of each meeting in a timely manner and shall maintain the records of School Council. Shall act as liaison with the school to provide information for school newsletter. Shall notify the school secretary the time and date of our meetings so that this information will appear in the weekly electronic "School Event" for the week bulletin. Shall request to the school secretary that stickers reminding parents of upcoming meetings go out in student agendas.
- **Director:** Shall assist other executive as necessary.

#### **5. MEETINGS:**

- Are open to all parents and stakeholders of the school community and will be held a minimum of 5 times yearly. *There are no meetings in December or June.*
- Motions are made from agenda items only.
- A quorum at any meeting is deemed to be a minimum of 3 executive members, of which parents are the majority. Meetings may be held without a quorum; however, no motions are to be passed.
- Motions can be made from the floor and will require a 50% +1 vote in favor to be passed.
- Voting privileges are extended to all parents of St. Augustine School children, and executive members. In the event of a tie, the chairperson shall have a vote to break the tie.
- Will generate minutes that will be kept on file with School Council and be posted at the school.

#### **6. COMMITTEES:**

- Shall be appointed to perform functions not performed by the executive.
- These committees shall serve until the special purpose for which they were appointed has been fulfilled or until they are dissolved.
- Activities must be reported to school council during their regular scheduled meetings.

#### **7. SCHOOL COUNCIL FUNDS:**

- Any monies given to the School Council are from St. Augustine School, in order to carry out the work of the council.
- The Council does not have signing authority.
- All motions regarding financial transactions must be recorded in the school council minutes, which are verified by the school before any funds are disbursed.
- The fundraising society, Friends of St. Augustine, reports to the School Council for communication and transparency purposes.

Developed June 2006

Revised: May 10, 2019