



Nose Creek School Council Operating Procedures

1. NAME

The name of the school council shall be Nose Creek School Council.

2. DEFINITIONS

In these Operating Procedures:

- A. "School" means Nose Creek School;
- B. "Council" means the School Council for the School;
- C. "Parents" means parent, guardian or primary caregiver of any child enrolled in an educational program at the School;
- D. "Regulation" means the School Councils Regulation, as provided through Alberta Provincial Legislation;
- E. "School community" means persons other than parents (as defined in 1C above) who have, in the opinion of the majority of the Members of the School Council, an interest in the well-being of the students and the School;
- F. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations.

3. AUTHORITY

The School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, hereinafter referred to as "legislation."

4. MISSION

Nose Creek School Council is committed to supporting opportunities for each student to maximize their intellectual, physical, social, emotional and creative growth in an encouraging safe and caring environment.

Our mission is to collaborate with parents, our school and our community, in support of our students learning in an enriched environment; achieving their highest level of academic and physical potential, while fostering school pride and a sense of community.

5. OBJECTIVES

The objectives of the school council, in keeping with the legislation are to:

- Represent the parent perspective by providing advice to, and consulting with, the Principal and the School Board on matters relating to the School such as: the Schools mission, philosophy, policies, improvement plans, programs and directions, and budget allocations in order to meet our students needs.

- Encourage engagement and participation of our parents by providing a positive, collaborative and welcoming environment.
- Facilitate communications with parents, educational stakeholders and the community, supporting volunteerism, and informing our school community of ongoing Council activities.
- Support special events that will support and enhance student learning, encourage participation and promote the well-being of the School community.
- Support an approach to education in which decisions are made collaboratively; thereby also supporting the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
- Advise the School Board, in cooperation with the Principal, on the needs of the school, in addition to Alberta Education or other provincial organizations on broader educational issues.
- Adhere to the School Council's Code of Ethics.
- Consult with other School Councils and provincial organizations.
- Facilitate a formal performance evaluation of our school council, if requested, and communicate the results of this evaluation to the school board and the school community.
- Liaise with the Fundraising Association for Nose Creek School (FANS) to support appropriate fund raising activities for our overall mission.

6. GOVERNANCE and MEMBERSHIP

Governance:

The School Council uses an Assembly/Town Hall operational model; whereby decisions are made at regular open meetings of the entire school community. The executive members act only to carry out the wishes of the assembly.

Membership:

- A. The membership of the School Council shall consist of:
 - a. All parents, as defined in 1c above,
 - b. The Principal of Nose Creek School,
 - c. One or more teachers and support staff of Nose Creek School. While more than one teacher representative may attend the meetings and/or may attend on a rotating basis however, only one will be chosen to be the executive member at a given meeting,
 - d. Others as decided by the School Council (optional).
- B. The voting Members of the School Council shall consist of: Parents, Principal and one (1) staff;
- C. The non-voting Members of the School Council shall consist of: non-members of the School Council and additional teachers in attendance;
- D. The parent/other ratio may vary at times, but the number of parent Members must always exceed the number of administration, staff and/or community representatives.

Parents:

Parents of children enrolled at the school form the majority of the members of School Council, and:

- share their professional knowledge, expertise and life experience;
- have a clear understanding of the School Council objectives;
- communicate information of interest to the School Council and school community;
- encourage feedback and participation.

Principal:

The Principal is the instructional leader who manages the day-to-day operations of the school and is a key member of the School Council who promotes cooperation between the school and the community.

As a provincially mandated member of the School Council, the Principal:

- works in collaboration with the Chair to prepare School Council agendas;
- supports the Chair in running efficient School Council meetings;
- provides contextual information, on matters relating to the school;
- seeks input from the School Council, parents and community on major decisions that affect the school;
- encourages and supports the formation and continuous improvement of School Council;
- where no School Council exists, is responsible to hold an establishment meeting;
- enables the School Council to provide input into the school's education plan, policies and budget.

Teacher:

The Teacher representative contributes to a successful School Council by sharing professional knowledge with the School Council members and presenting the teachers' perspective.

Community Member:

School Councils are encouraged to have a community member attend meetings. The community representative can play a strong role in bringing the community perspective into the school. The member helps the School and School Council build partnerships with the larger community, and acts as a resource to promote cooperative ventures between community and school, to enhance overall student learning.

7. DECISION MAKING

- A. Decisions at School Council meetings will be made by consensus as much as possible, which requires that each decision maker agrees to the final outcome, but not necessarily all parts of it. Council members agree the total package best meets everyone's needs and supports it on that basis. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- B. If a decision is made by a vote, the motion must be moved, seconded and passed by the majority of School Council voting Members present at the meeting at which the vote was taken.

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8. QUORUM

- A. Quorum will be met if a minimum of three (3) executive members, the Principal and two (2) general members are present.
- B. In the absence of a quorum:
 - a. If the parents and School Council Members present agree to proceed in the absence of a quorum, the School Council may continue for the purposes of discussion of issues.
 - b. No motions shall be considered or approved.
 - c. No decisions by consensus shall be reached.

9. EXECUTIVE and TERMS OF OFFICE

The positions of the Executive shall consist of: Chair, Vice-Chair (or Co-Chair), and a Secretary.

- A. All Executive positions must be filled by parents, as defined in 1C above.
- B. Every parent is eligible to be elected to an Executive position on the School Council.
- C. The terms of office are from the close of the Annual General Meeting to the close of the following Annual General Meeting. Any elected member may serve 5 consecutive terms in the same position.
- D. The Executive of the School Council will be elected by parents, as defined in 1C above, attending the Annual General Meeting or in the event of vacancies after the Annual General Meeting, elected by the voting Members present at a subsequent School Council meeting.
- E. Any Executive member may resign his/her position by providing a minimum of 60 days written notice to the Chair and Principal.
- F. Any Executive member may be removed from the Executive at any time with cause by a majority vote of the Executive whenever, in its judgment, the best interest of the School Council will be served.
- G. The Executive will carry out the day-to-day operation of the School Council.

10. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

It is expected that the School Council Chair will be a parent of a student enrolled in the School. The Chair actively encourages others to become involved in meaningful ways and organizes both programs and people. Unless otherwise delegated, the Chair of the School Council will:

- Attends Community of School Council (COSC) meetings throughout the school year and shares information back with the School Council and school community;
- Solicits feedback from the school community and shares information back to School Council and School administration in a respectful and professional manner, maintaining confidentiality.
- Chair all School Council meetings and decide all matters relating to rules of order at the meetings;
- Ensure responsibilities for council members are clearly defined;
- Strive to ensure diversity of the school community is represented on School Council;

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- Communicate with the Principal on a regular basis and coordinate with the Principal to establish meeting agendas; finalize meeting minutes and ensure distribution to the school community;
- Ensure that School Council Operating Procedures are current and followed;
- Be the official spokesperson of the School Council;
- Ensure there is regular communication with the whole School community; by means of newsletters, website and social media updates.
- Review any communication to the School community prior to distribution and include the Principal in same;
- Stay informed about School Board policies that impacts School Council;
- Comply with the School Councils Regulation by providing the Board of Trustees with an annual report that summarizes the School Councils activities from the previous school year, handled by the School Council no later than September 30th;
- Have general responsibility for all activities of the School Council.
- Ensure Succession Planning and development of Vice-Chair, in addition to supporting other Executives, as required.

B. Vice-Chair

This role assists the Chair and prepares to become the school council Chair in the future. Unless otherwise delegated, the Vice-Chair of the School Council will:

- Attend Community of School Council (COSC) meetings throughout the school year and shares information back with the School Council and school community;
- Solicits feedback from the school community and shares information back to School Council and School administration in a respectful and professional manner, maintaining confidentiality.
- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- Work with and support the Chair in agenda preparation, and assist the Chair in the smooth running of the meetings;
- Promote teamwork and support other Executives, as required.
- Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- Assume responsibility, in consultation with the Chair and School Council, for communicating with the Fundraising Association for Nose Creek School (FANS) or other parent groups within the School;
- Keep informed of relevant School and School Board policies;
- Assist the Chair and undertake tasks assigned by the Chair.

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C. Secretary

Unless otherwise delegated, the Secretary of the School Council will:

- Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- Keep minutes, correspondence, records and other School Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of 7 years;
- Possess working knowledge of School Council Operating Procedures;
- Maintain a dated record of all the Members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- If delegated, distribute the School Council agendas, minutes, notices of meetings and notices of other events;

In the absence of the Secretary, the School Council shall choose a recording Secretary for the meeting.

D. Past Chair (Optional)

The Past Chair of the School Council will:

- Serve in an advisory capacity to the new School Council;
- Act in the absence of both the Chair and Vice-Chair.

E. Members at Large (Optional): Parent Representatives / Grade or Division Representatives / Community Members / Fundraising Association for Nose Creek School (FANS) Liaison / Others as decided by the School Council.

These Members will:

- Share their professional knowledge, expertise and life experience;
- Encourage feedback and participation from community groups and individuals;
- Communicate information of interest to the School Council and the School community;
- Share information from School Council meetings with the community;
- Have a clear understanding of the School Council's objectives;
- Attend School Council meetings;
- Identify possible topics for agendas;
- Serve as a liaison between the School Council and their organization or area of responsibility.

11. VACANCIES

With the exception of the School Council positions filled by the Principal and teacher representative, any vacancy of the School Council will be advertised to the parent community. Elections for a vacant position will be held at subsequent meetings of the School Council, until such time the vacancy is filled.

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12. COMMITTEES

The 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, as per the direction of the School Council.

From time to time the Council may strike a committee to undertake a specific task. These Ad- Hoc committees shall exist only for the period of time that the assigned task is being undertaken and shall be dissolved upon the completion of the task. Effective committee work helps make School Council meetings brief and effective. Committees also enable the School Council to accomplish much more. Committees make decisions or recommendations, according to the mandate provided by the School Council.

For any committees that are formed, a Committee Chair will oversee each committee and ensure frequent engagement and updates to the School Council Chair, Vice-Chair and Principal. Committee meetings will be held as required. The Committee Chair is also responsible to present a report of their activities at the School Council meetings.

13. MEETINGS

A. Regular Meetings

1. A minimum of seven (7) Regular School Council meetings will be held per school year, or as called by the Executive.
2. Dates for all School Council meetings will be determined at the Annual General Meeting and will be provided through the newsletter and the school's website.
3. The meetings will have an Agenda and will take place at the School, unless otherwise communicated.
4. The Chair is responsible for the preparation and distribution of an agenda for each meeting. Items for the agenda should be submitted to the Chair for review with the Principal at least one week prior to the meeting.

Any School Council member may be suspended or expelled for the duration of the school year from attendance at any Regular School Council meetings, if, upon a majority vote of voting Members present at Special General Meeting called for that purpose, it is determined to be in the best interests of the School Council to do so.

B. Annual General Meetings (AGM)

AGM shall be held during each school year in May, or at an appropriate date as determined by the School Council. The meeting date and Agenda will be communicated within 21 days of the AGM date.

If a School Council cannot be formed, the Principal may establish an advisory committee for that year, in accordance with legislation. Another establishment meeting must be called within 60 days of the next school year (and in subsequent years if a School Council cannot be formed).

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The AGM is open to any person who is the parent, guardian or legal custodian of a student registered at Nose Creek School. All parents, guardians, or legal custodians of students attending Nose Creek School are eligible for election. All parents, guardians, or legal custodians of students attending the Nose Creek School are eligible to vote at the AGM.

Any member of the Executive who misses three (3) consecutive meetings may be replaced at the discretion of the Executive. Executive members may be elected, if necessary, at any regular School Council meeting.

The purpose of this meeting is to:

1. Receive the annual report of the outgoing Chair;
2. Receive a report from the Principal;
3. Discuss on issues parents should have input on (i.e. changes to mission, vision, formal evaluation of School Council);
4. Review the objectives of the School Council and plans for upcoming school year;
5. Discuss any proposed amendments to the Operating Procedures;
6. Election of Executive Members
 1. The term of office will begin immediately following the AGM and continues until the completion of the following AGM.
 2. A meeting will be held in June with the previous executive and the new executive to support a smooth transition.

C. Special General Meetings

The School Council Executive may at any time give notice of a Special General Meeting of the School Council. Notice will be given at least 5 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with.

At any Special General Meeting, all parents in attendance shall have the right to vote.

14. MEETING AGENDAS & MINUTES

The Chair will work in partnership with the Principal to establish the agendas for all meetings. Agenda item requests must be made through the Chair, who will, if necessary, consult with the Executive and Principal as to the appropriateness of the item requested.

The minutes must be consistently recorded, using a template that matches the Agenda and will be made available within one week of each meeting. The minutes must be retained (for at least seven years) and made available to the board and/or public, on request.

15. POLICIES

Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may make and implement policies that it considers necessary to carry out its functions.

- A. 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.
- B. Topics on which School Council may wish to develop guiding policies include, but are not limited to: Elections, Communication (Internal and External), Record Keeping, Fundraising, Privacy,

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Location of Meetings, Official Correspondence Address, New Member Orientation, School Council Evaluation, and Social Media.

16. ANNUAL REPORT

School Councils have a duty to submit an annual report to the school board, which helps boards measure and be accountable for parent and community involvement within the division.

In accordance with the School Councils Regulation, the School Council, through the Chair, prepares and provides the School Board with an annual report, by September 30 following end of the school year, which includes:

- a summary of the School Council's activities of the year.

The School Council will also make the annual report available to all members of the school community.

17. CODE OF ETHICS

All School Council Members shall:

- Abide by the legislation that governs them;
- Be guided by the mission statements of the School and School Council;
- Endeavour to be familiar with the School's policies and operating practices and act in accordance with them;
- Practice the highest standards of honesty, accuracy, integrity and trust;
- 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 some 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;
- Promote high standards of ethical practice within the School community;
- Accept accountability for decisions;
- Not accept payment for School Council activities.

18. PRIVACY

The School Council shall adhere to the Freedom of Information and Protection of Privacy (FOIP) and Personal Information Protection Act (PIPA), and shall not use or share personal information for purposes other than those of School Council business.

19. FUNDRAISING SOCIETY

The School Council recognizes and appreciates the efforts of parents and volunteers striving to support and enhance the educational opportunities in the School.

- A. The School Council will communicate regularly with the Fundraising Association for Nose Creek School (FANS) to support their activities and to solicit support for School Council events and activities.
- B. The School Council may develop policies to promote a productive, open and transparent relationship with the Fundraising Association for Nose Creek School (FANS).

20. SCHOOL COUNCIL FUNDRAISING

A School Council cannot be incorporated under the Societies Act. As a statutory entity, and not a legal authority, school councils should focus on their mandated advisory role, and let the Fundraising Association (incorporated society) handle all monies. Therefore, the School Council will collaborate with the Fundraising Association for Nose Creek School (FANS) for all fundraising for the School, the School Council and School Community.

21. CONFLICT RESOLUTION

The School Council shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps below, should any conflict arise within the Council which cannot be resolved by the Council.

1. Each party will prepare a statement of their position.
2. A mediator will be chosen who is agreeable to all parties.
3. A meeting between the parties and the mediator will be held and the discussion and any resolution will be documented.
4. If the conflict is not resolved after the mediated meeting to the satisfaction of all parties, a committee of individuals, agreeable to all parties, will arbitrate a solution to the conflict.
5. If agreement is still not reached, the conflict will be referred to the Calgary Board of Education for resolution.

22. DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council. If the School Council is dissolved, the Principal may choose to establish an advisory committee to perform some or all of the duties of the School Council until the next school year. The Principal will perform the duties as outlined in Alberta Provincial Legislation with respect to the re-establishment of the School Council within forty (40) school days after the start of the next school year.

17. REVIEWS and AMENDMENTS

Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.

- A. The Operating Procedures will be reviewed for their relevance and effectiveness annually by the School Council Executive, or by a committee established expressly for that purpose.
- B. The Operating Procedures of the School Council may be amended by a majority vote of the voting Members present, at any scheduled meeting of the School Council.
- C. Notice of proposed Operating Procedures amendments will be provided to the School community no less than 5 days before a meeting.

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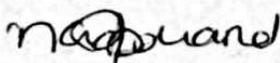
APPROVAL OF SCHOOL COUNCIL OPERATING PROCEDURES

These Operating Procedures have been accepted by a majority of the Members entitled to vote, at the February 17, 2026 General Meeting of the School Council.

Date: February 17, 2026

Nadine J Guard

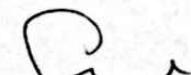
Chair's Name



Chair's Signature

Sarah White

Secretary's Name



Secretary's Signature

Tammy Jeffrey

Principal's Name



Principal's Signature

