

# Namao School Advisory Council Intro Package

The following information is enclosed:

Statement of Philosophy - package including:

- A. Namao School Mission Statement
- B. Namao School Advisory Council Vision
- C1. Namao Expectations
- C2. Suggested Code of Ethics for School Council Members
- C3. Parents Right and responsibilities
- D. Namao School Advisory Council bylaws with Roberts Rules of Order
- E. Role of School Council - as approved for the 2003/2004 year
- F. Committees

Lists of Council Members and Positions -

- Chair Person - Tasha Oatway-McLay
- Vice Chair Person - Christine Cameron
- Secretary - Cherie Speer
  
- Grade 1-3 Representative - Jaclyn Miller
- Grade 4-6 Representative - Christine Cameron
- Grade 7-9 Representative - Tasha Oatway-McLay
  
- Principal - Mr. Paul Harnish
- School Trustee - Mrs. Tracy Nowak
- School Representative - Mrs. Roxanne Filipchuk
- NSFA Representative - Shawna Hudec
- NAMPA Representative - Amber Spiker
- AG. Society Representative - Layla Pretzlaff
- Hot Lunch Representative - Julie Cienkowski

# **NAMAQ SCHOOL ADVISORY COUNCIL**

## **Statement of Philosophy**

### **A. Mission Statement**

The Namao School Advisory Council is an association of parents, teachers, principal, school trustee, Namao Agricultural Society and community representatives who have joined together to enhance the effectiveness of the entire school community in a manner that supports learning for all students individually and collectively. The School Advisory Council is an association whose purpose is to foster, encourage and facilitate cooperation among all participants in the school community and to provide advisory assistance to the Principal and Board of Trustees.

### **B. Vision**

To support the school in its mission statement to provide a safe and caring learning environment in which students can be successful and to help prepare them for life long learning.

To consult and advise the principal, school board, school division, parents, volunteers and other councils in matters relating to the school or school jurisdiction.

To facilitate communication, planning and resource allocation regarding priorities and programs that are needed to meet the expectations of our school community.

To work towards a common vision for our school which focuses on student learning

To support and encourage students, staff and the community to work cooperatively to meet these goals.

### **C. The Guiding Principles**

- 1. Namao Expectations**
- 2. Code of Ethics**
- 3. Parents Rights and Responsibilities**

### **D. Bylaws**

### **E. Our Objectives – Role of the Council**

### **F. Committees**

## **Namao Expectations**

### **Students, Staff and Parents Make Learning Happen at Namao.**

Together,

- \* We agree that learning is the # 1 priority for students.
- \* We commit our energy and resources to our common goal - giving students the best possible education.
- \* We recognize and support each others' efforts and strive for improvement.
- \* We are a team that makes good decisions that enables Namao School to be the best school possible.

### **Expectations for Students**

As students of Namao School, we hold the following expectations of ourselves:

- \* Maintain a safe environment for students and staff through respect for rules and regulations.
- \* Pay attention in class to succeed to the best of our abilities and encourage others to do the same.
- \* Communicate with our teachers.
- \* Complete assignments to the best of our abilities and organize ourselves for success.
- \* Expect to be held accountable for our actions.
- \* Learn and have fun.

### **Expectations for Staff**

As staff members of Namao School, we hold the following expectations of ourselves:

- \* Provide a safe and caring environment to enable each child to have a positive learning experience.
- \* Deliver the program of studies to students in a positive and engaging manner.
- \* Treat all people with respect and dignity.
- \* Exhibit and model appropriate social skills to be successful in the school and in society.
- \* Create and maintain a sound communication system with students, parents and other staff members.
- \* Remember what it is to be a student and help meet his/her needs by recognizing individual differences and learning styles.

### **Expectations for Parents**

As concerned parents of Namao School students, we hold the following expectations of ourselves:

- \* Ensure our children's health by providing good nutrition, daily physical activity and adequate rest.
- \* Create a good working relationship which involves understanding and respect among parents, teachers and students.
- \* Be a good role model by demonstrating tolerance, understanding, and commitment.
- \* Determine and maintain reasonable limits, and expectations for our children's behavior with both positive and negative consequences for their actions.
- \* Keep the communication lines open between school and home in order to be actively involved in our children's education and aware of the school's expectations of our children.
- \* Encourage our children to be the best they can be and to remember what it is like to be a child.

The Alberta Home and School Councils' Association

# SUGGESTED CODE OF ETHICS

for school council members

- A member shall be guided by the mission statement of his or her school district.
- A member shall endeavour to be familiar with school policies and operating practices and act in accordance with them.
- A member shall practise the highest standards of honesty, accuracy, integrity and truth.
- A member shall recognize and respect the personal integrity of each member of the school community.
- A member shall encourage a positive atmosphere where individual contributions are encouraged and valued.
- A member shall apply democratic principles.
- A member shall consider the best interests of *all* students.
- A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- A member shall not disclose confidential information.
- A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.
- A member shall use the appropriate communication channels when questions or concerns arise.
- A member shall promote high standards of ethical practice within the school community.
- A member shall accept accountability for decisions.
- A member shall declare any conflict of interest.
- A member shall accept no payment for school council activities.

## Parent rights and responsibilities

### **Rights**

- Parents have the right to be involved in meaningful decisions related to their child's education.
- Parents have the right to be informed on matters affecting the education of their child, such as the school environment, program content, teaching methods, school policies.
- Parents have the right to contribute to decisions about the school's environment, programs and practices.
- Parents have the right to communicate with the school council, teachers, principal and the school board in an atmosphere of mutual respect.
- Parents have the right to hold the teachers, school administration and the education system accountable for the quality of education in the school.
- Parents have the right to expect that all children will receive the best possible education in a safe and friendly environment.

### **Responsibilities**

- Parents have the responsibility to support the principal, teachers and support staff.
- Parents have the responsibility to work for change where needed and to help the school provide a safe and friendly environment for their child's education.
- Parents have the responsibility to insist on change where necessary.
- Parents have the responsibility to keep informed about and respond to education issues at the school level, board level and provincial level.
- Parents have the responsibility to participate in an informed and democratic way in school decisions.
- Parents have the responsibility to act in a socially responsible manner.
- Parents have the responsibility to accept accountability for their child as a learner and their role in their child's learning.

# NAMAOSCHOOL ADVISORY COUNCIL

## Bylaws

1. Council Membership (a minimum of 7 members is required to form a council)
  - 1.1 The Namao School Advisory Council will consist of the following voting members:
    - 1-parent of children enrolled in grades 1-3
    - 1-parent of children enrolled in grades 4-6
    - 1-parent of children enrolled in grades 7-9
    - 2-5 parents –“at large” who have children enrolled in any grade
    - 1-representative appointed from the Namao LAC
    - 1-teacher who is elected by their peers
  - 1.2 All parents of children attending Namao School are eligible to volunteer or be nominated for school council.
  - 1.3 While parents who are employed by Namao School are eligible for the elected positions, the majority of the elected representatives must be parents who are not Namao School employees.
  - 1.4 In addition, the school council would also include the following non-voting members:
    - principal
    - 2 teacher representatives either appointed or elected by their peers
    - the School Board Trustee for Namao School
    - 1-representative appointed from each of the following groups
      - Namao School Fundraising Association
      - Namao Music Parents Association
      - Namao Community Agricultural Society
    - up to 2 community members who will be appointed by the school council as required
2. The Namao School Fundraising Association and the Namao Music Parents Association, are incorporated under the Societies Act, and as such operate independently. However, there is an expectation that these associations shall communicate with the Namao School Advisory Council seeking direction and input as necessary in order to coordinate activities among the various groups. The Namao School Advisory Council will ask the Namao School Fundraising Association to raise any funds necessary to achieve school council goals.
3. Elections – are to be held in May of the current school year in a general meeting for all the positions except the teacher representatives who would be elected within thirty (30) days of the beginning of the new school year.
  - 3.1 voting will take place by secret ballot
  - 3.2 all parents of Namao school students are eligible to vote for the school council candidates
  - 3.3 candidates for school council can be nominated or can volunteer to stand for election
  - 3.4 all nominees must agree to let their name stand for nomination
  - 3.5 all nominations or volunteers forms must be submitted to Namao School a minimum two weeks before the regular May meeting. If insufficient candidates result from this process, nominations or volunteers will be accepted from the floor.
  - 3.6 the candidates in each grade division with the highest number of votes are elected – the 2-5 parents “at large” will be elected from the next highest number of votes from all divisions.
  - 3.7 all elected parent positions will be one year terms and take effect immediately after the close of the annual general meeting.

# NAMAQ SCHOOL ADVISORY COUNCIL

## Bylaws

3.8 in the event of a tie vote for any elected parent position, a second ballot will be held for that position. Only the names of the two parents who were tied will be on this second ballot.

### 4. Election of Officers

4.1 all officers are elected by secret ballot by voting council members following the annual general meeting.

- every member of the council is eligible to be elected as an officer of the council
- the officers will be elected for a one year term
- the terms of office shall run from annual general meeting to annual general meeting

4.2 Officers of the council will be:

#### **Chairperson:**

- will convene and preside at all meetings of the school council
- plan the agenda for the meetings
- act as spokesperson for the council
- consult and advise with the principal on matters relating to the school
- ensure that all decisions of the school council are carried out
- represent the school council to the school board
- prepare and submit an annual report to the school council and the school board by July 31<sup>st</sup> of the school year
- designate, in his or her absence, the vice-chairperson or some other member of the school council to assume his or her responsibilities

#### **Vice-Chairperson:**

- assist the chairperson in carrying out his or her duties
- assume the responsibilities of the chairperson in the absence of the chairperson
- assume other duties and responsibilities as assigned by the school council
- communicate the activities of school council to parents on a monthly basis

#### **Secretary:**

- shall take, keep and arrange for the distribution of the minutes and agendas for the school council
- keep an accurate list of names and addresses of council members
- look after the correspondence of the school council
- assume other duties and responsibilities as assigned by the school council

#### **Treasurer:**

- ensure that accurate accounts, receipts and disbursements of school council finances are maintained
- monitor operating budgets as required by the school council and each one of it's committees
- submit funding considerations to the Namao School Fundraising Association who will then raise any funds necessary to achieve both short term and long term school council goals
- prepare and submit an annual financial report to the school council and for inclusion

**NAMAQ SCHOOL ADVISORY COUNCIL**  
**Bylaws**

with the annual report

-assume other duties and responsibilities as assigned by the school council

5. Duties of members of the school council:

Members of the school council shall:

-participate in meetings of the school council

-communicate information about the activities of the school council, students, teachers, parents and community members

-communicate regularly with the groups they are representing, with parents and with community members to obtain their views on education and related issues and report these to the council

-carry out duties delegated to the council by the school board

-members shall act in the best interest of the students and the school as a whole

-members will be guided by the Code of Ethics

-perform other duties and responsibilities assigned by the school council

6. In the event a position becomes vacant during the school year, the school council may co-opt a replacement to complete the remainder of the term of the departing member. If any officer position becomes vacant, a member of the existing school council must fill the position.

7. Meetings

7.1 Regular Meeting

-the first meeting of the new membership to be held no later than 35 days after the annual general meeting

-each meeting must have a quorum of one member more than half the minimum number of voting members on the council and no proceeding of the council is binding unless it is adopted at a meeting at which a quorum is present

-meetings will be an open forum with the participation of any parents attending.

However, only the voting members of the school council will be eligible to vote.

-the chairperson should place in the council meeting agenda all relevant items prior to the release of the meeting agenda. If items are not received in time, they may only be placed on the agenda by motion as an addition.

agendas will be released two (2) days prior to the date of the meeting, if at all possible

-the school council will meet a minimum of eight (8) times per school year

-minutes will be kept on file at the school and be made available upon request

-on any issue, if a petition signed by 25 families of Namao students is presented to the school council, or if the school council deems it necessary, an open meeting to discuss the issue and give the opportunity of all parents to vote on the issue will be held. The resulting recommendation vote will be binding for the term of that council.

-when all items on the agenda have been dealt with, the chairperson should declare the meeting adjourned, if however, it is decided that the meeting should close and not all items on the agenda have been dealt with a motion to adjourn stating the date and time for the next meeting is required

-all meetings will have a standing adjournment of two (2) hours of commencement unless extended by motion



# NAMAO SCHOOL ADVISORY COUNCIL

## Bylaws

-all meetings will be conducted in an orderly and informal manner. If there are any challenges to the chairperson, Robert's Rules of Order will be applied. See attached appendix A.

### 7.2 Annual General Meeting

- the May meeting of council will be the annual general meeting
- notice of the annual general meeting will be released 21 days before the date of the meeting
- this notice will describe the matters to be dealt with including the election of members of council

### 8. Committees

- the school council may appoint committees consisting of members and others from the school community, with either delegated or advisory responsibilities, as required
- committees and sub-committees are responsible to the school council, and should have a representative report at each council meeting
- representatives to bring forth recommendations for consideration, budgets for approval, and present summary reports regarding activities and financial information

### 9. Amendments to the bylaws:

- 9.1 the bylaws remain in force from year to year unless amended at the annual general meeting
- 9.2 the bylaws of the school council may be amended by a two thirds majority at an annual general meeting
- 9.3 notice of the proposed bylaw amendments must be circulated with the notice of meeting at least 21 days in advance of the meeting

### 10. Internal conflict resolution procedures. See attached appendix B.

Revised January 2003, Approved May 20, 2003

## Appendix B

### Appeal Procedure

(as per Board Policy – School Councils 3.15)

The school council or principal may appeal to the Board of Trustees any dispute with respect to policies proposed or adopted for a school. The appellant shall forward any request for an appeal hearing before the Board of Trustees, along with written rationale and background concerning the policy dispute, to the Superintendent of Schools, who will arrange for such a hearing within thirty days of receipt of the request. The decision of the Board of Trustees is final.

## NAMAO SCHOOL ADVISORY COUNCIL

### E. Our Objectives - Role of the Council

The council has chosen to be involved in the following either directly or in an advisory capacity:

1. Student activities
2. Controversial programs
3. Fundraising
4. Extracurricular programs/activities
5. School goals and school philosophy
6. School policies
7. Budget, blueprints
8. Communications procedures
9. Student behavior issues (global not individual)
10. Long range planning
11. Maintenance and facilities
12. Report card formats
13. School events calendars
14. School year length and timing'
15. Student handbook
16. Volunteers

In addition, the following items will be for informational purposes only:

1. Curriculum changes
2. Achievement exam results
3. Decisions from Alberta Learning

Plus:

- Sturgeon School Division items-such as: policy review, board policy/projects, calendar
- Alberta Learning
- Coordinate committee activities

Council Directives for the 2003/2004 year

The main theme of this year's council centered on three different groupings:

#1-Promoting school-marketing & promotion

-Including clothing, website, building on the lion theme, mascot

-Continue to improve/increase school spirit and morale

-Continue to publish positive impacts in the newsletter, communicate to parents, share information with the community and other stakeholders

#2-Enhance student learning-parent education group/skills development

-Learn new programs offered in the school and support them

-Find and offer location of student information and help sites for learning

-Information to help parents support kids, teachers and develop skills to use to help

#3-Longe range planning-addressing decrease in enrolment-how?

## NAMAO SCHOOL ADVISORY COUNCIL

### F. Committees

Committees are set each year as required by the council to assist in the achievement of the council directives of the current year.

1. Spirit Committee

GOAL: To enhance the school spirit within Namao School

3. Hot Lunch Committee

GOAL: To offer an alternative lunch for the students and staff at Namao School, for a reasonable price