

***Protocol Agreement***

***between the***

***Eastern School District***

***and the***

***School Council***

***of***

***HOLY SPIRIT HIGH SCHOOL***

***2012 -2013***

## Forward

This Protocol Agreement is a statement of intent, on behalf of the Eastern School District and the School Council of Holy Spirit High School, as to the roles each will undertake in working to improve the School.

It is also the mechanism by which the Eastern School District may delegate additional areas of Council involvement and/or responsibility, beyond those mandated in legislation.

The Schools Act, 1997, establishes the requirements for School Councils and outlines the purpose and functions of Councils (Sections 25 & 26).

## Table of Contents

Forward	Purpose of the Protocol Agreement .....	i
Section I	Roles, Obligations and Responsibilities.....	1
	1.1 Purpose of Holy Spirit High School Council .....	1
	1.2 Functions of Holy Spirit High School Council .....	1
	1.3 Roles and Responsibilities of Holy Spirit High School Council .....	1
	1.4 Roles and Responsibilities of the Eastern School District.....	3
Section II	Goals and Objectives.....	4
	2.1 The Purpose of Holy Spirit High School Council .....	4
	2.2 Goals and Objectives of Holy Spirit High School Council .....	4
Section III	Areas of Special Responsibility .....	5
Section IV	Conflict Resolution Procedure .....	6
Section V	Procedure for Regular Review.....	6
Section VI	Approval of Protocol Agreement.....	7
Appendix 1	Constitution.....	8
Appendix 2	By-Laws.....	13

## **SECTION I**

### **Roles, Obligations, and Responsibilities**

#### **1.1 The Purpose of Holy Spirit High School Council**

The purpose of Holy Spirit High School Council is to develop, encourage and promote policies, practices, and activities to enhance the quality of school programs and the levels of student achievement in the school. [Schools Act, 1997; Section 26(1)]

#### **1.2 The Functions of Holy Spirit High School Council**

The functions of Holy Spirit High School Council are to

- a) represent the educational interests of the school;
- b) monitor and evaluate the quality of teaching and learning in the school as reflected in student achievement on both internal and external evaluations as described in the School Report and/or Department Head presentations;
- c) facilitate parent and community involvement in teaching and learning in the school; and
- d) advise the board on matters of concern to the school and the community [Schools Act, 1997, Section 26 (2(a)(b)(c)(d))];
- e) meet formally with parents, as needed, to inform them of school policy, explain issues and problems with the school and to explore possible solutions.

#### **1.3 Roles and Responsibilities of Holy Spirit High School Council**

The school council shall

- 1.3.1 (a) approve, for recommendation to the board, a plan for improving teaching and learning in the school;
- (b) support and promote the plan approved by the district for improving teaching and learning in the school;

- (c) approve and monitor activities for the raising of funds for the school;
- (d) consider information respecting performance standards in the school;
- (e) assist in the system of monitoring and evaluating standards in the school;
- (f) monitor the implementation of Recommendations in reports on the performance of the school;
- (g) conduct meetings with parents and members of the community on matters within its responsibility under this section;
- (h) ensure that the report on the school prepared Under paragraph 24(3) (k) is available to members of the public; and
- (i) communicate concern respecting board policies and practices to the board.

In addition, the school council

- 1.3.2 (a) may, subject to the by-laws of the district, approve a levy, the payment of which is voluntary, once in a school year, instead of, or as a supplement to fund raising activities for the school. [Schools Act, 1997, Section 26(4)]
- (b) shall operate in accordance with the by-laws of the district. [Schools Act, 1997, Section 26(7)].
- (c) may recommend that the principal of a school provide for a religious observance in the school.

The District may with the consent of the school council delegate responsibilities to the school council in addition to those set out in subsections (2) and (3) of the Schools Act.

## **1.4 Roles and Responsibilities of the Eastern School District**

### The Eastern School District

- a) shall enter into a protocol with each school council which shall serve as a guide and reference for school council operations. [Schools Act, Section 26(5)];
- b) ensures that principals provide for the establishment and operation of School Councils;
- c) creates a positive climate which facilitates School District and School Council activities and decisions;
- d) ensures that a Protocol Agreement is established defining the relationship between the School Council and the School District;
- e) develops policies to facilitate the establishment and effective operation of School Councils;
- f) provides School Councils with access to information relevant to their functioning;
- g) responds to the recommendations of the School Councils;
- h) provides administrative and other support as necessary.

## SECTION II

### Goals and Objectives

#### 2.1 The purpose of Holy Spirit High School Council

The purpose of Holy Spirit High School Council is to develop, encourage and promote policies, practices and activities to enhance the quality of school programs and the levels of student achievement in the school.

#### 2.2 Goals and Objectives of Holy Spirit High School Council

The Holy Spirit High School Council shall

- a) approve, for recommendation to the District, a plan for improving teaching and learning in the school;
- b) support and promote the plan approved by the District for improving teaching and learning in the school;
- c) approve and monitor activities for the raising of funds for the school, and help ensure that funds are available to achieve annual goals/objectives;
- d) ensure performance standards in the school are identified and maintained;
- e) assist in the system of monitoring and evaluating standards in the school;
- f) ensure recommendations in various reports on the performance of the school are implemented;
- g) conduct meetings with parents and members of the community on matters within its responsibility under this section;
- h) ensure that the report on the school prepared under paragraph 24 (3) (k) is available to members of the public;

- i) communicate concern respecting District policies and practices to the District;
- j) establish committees whose function will be to address the mandate identified by School Councils. Council shall determine the size, makeup, and responsibility of each committee;
- k) develop a Constitution and By-laws for approval by the Eastern School District; and
- l) prepare and circulate an annual report to all stakeholders.

### **SECTION III**

#### **Areas of Special Responsibility**

**3.1** In addition to the responsibilities of the Council executive and membership, from time to time various subcommittees may be formed with respective chairpersons to look at special projects such as the following:

- School Fees
- Fundraising
- Technology
- Facilities and Site/Grounds
- School-Community Relations



## SECTION IV

### Conflict Resolution Procedure

- 4.1 At some time during any Council's term of office there will be misunderstandings and differences of opinion. In dealing with these situations it is important to focus on the matter on hand and not place blame on individual members. The following procedure will be employed when conflict arises:
1. Individuals or groups who wish to table a complaint shall do so in writing to the Chairperson of the School Council and the principal.
  2. The complaint will be discussed at the next regularly scheduled meeting of the Council.
  3. At this time the complaint will be dealt with or referred to an appropriate committee for recommended action.
  4. The committee will report to the council within a reasonable period of time, as to the action recommended.
  5. If the complaint is not dealt with to the satisfaction of the individual or group concerned, the complaint should be taken to the School Council liaison person at District Office.

## SECTION V

### Procedures for Regular Review of Protocol Agreement.

- 5.1 A procedure for regular review and updating of the Protocol Agreement will be necessary to accommodate changes. Holy Spirit High School Council will review and update the Agreement in **April** of each school year.

Changes to the Protocol Agreement may be made through a letter of amendment (e.g. minor changes to an existing section or addition to a new section) or alternatively by renegotiating the Agreement with the Eastern School District.

## SECTION VI

### Approval of Protocol Agreement

This agreement shall be approved by both Holy Spirit High School Council and by the Eastern School District. Approval is verified by the signatures below.

We, the undersigned, agree to the terms outlined in the preceding pages of this Protocol Agreement:

#### ***On Behalf of Holy Spirit High School Council***

---

Signature of the Chairperson	Date of Signature
------------------------------	-------------------

---

Signature of Witness	Date of Signature
----------------------	-------------------

#### ***On Behalf of the Eastern School District***

---

Signature of the Chairperson	Date of Signature
------------------------------	-------------------

---

Signature of Witness	Date of Signature
----------------------	-------------------

# **APPENDIX 1: CONSTITUTION**

## **SECTION I - NAME**

The name of the organization shall be the Holy Spirit High School Council.

## **SECTION II - MISSION STATEMENT**

The Holy Spirit High School Council is dedicated to fostering an excellent learning and teaching environment that involves students, parents/guardians, teachers and the community in decision-making.

The mission of the School Council is to assist staff at creating a safe and caring learning environment where all students aspire to high standards of personal and academic achievement, and lifelong learning, while developing respect for self and others.

## **SECTION III - FUNCTIONS**

The functions of Holy Spirit High School Council are to:

1. Develop, approve and maintain a School Development Plan which includes strategies for:
  - a. improving teaching and learning
  - b. implementing the plan
  - c. monitoring the plan
2. Receive and review information regarding the progress and standards of the school and assist in the monitoring and evaluating of standards in the school.
3. Prepare, approve and present an Annual School Council Report.
4. Advise the Eastern School District on matters of concern to the school.
5. Communicate to the Trustees concerns regarding District policies and practices.
6. Approve and monitor local generation of funds at the school level.
7. Facilitate parent and community involvement in school activities.

## SECTION IV - MEMBERSHIP

1. The Holy Spirit High School Council shall consist of:
  - a. 3 teachers elected by teachers from among teachers of the school;
  - b. 4 parents elected by parents from among parents of students in the school;
  - c. 3 representatives of the community appointed by the elected Council members. Appointments will be approved prior to the end of October;
  - d. 1 representative of the Student Council (the President).
2. In addition to those elected or appointed, the principal of the school is a member by virtue of his/her position.
3. The members of the School Council shall elect a chairperson from among the members each year.
4. A member of the School Council elected or appointment shall hold office for 3 years and may be elected or appointed to that school council for one further term of 3 years.
5. Members of the School Council shall be elected and appointed in a manner consistent with the representation of members under paragraph 1 above and in accordance with the Schools Act and School Board By-laws.
6. A vacancy on the School Council shall be filled in the same manner as the member being replaced and the replacement member shall serve only for the remainder of the term of office of the member being replaced and may be reelected or re-appointed for one term of 3 years.
7. Individuals shall not be members of the School Council if they are determined to be in a position of conflict of interest.

## SECTION V - ROLES AND RESPONSIBILITIES

Note: The members shall elect a chairperson for the Council each school year. The number and position of other Executive elected should be determined by local organizational needs, but may include the following:

1. **Chairperson**
  - Chairs Council meetings.
  - Sets Council meetings dates and times as approved by Council.
  - Facilitates collaborative decision-making.
  - Determines agenda for meetings in consultation with the School Council, the principal, and committee chairpersons.

- Calls, upon the request of 3 Council members, special meetings of the Council to deal with special issues.
- Acts as Spokesperson for the School Council.

## **2. Vice Chairperson**

- Assumes the responsibilities of the Chairperson in the Chairperson's absence.
- Accepts extra duties as required.

## **3. Secretary**

- Records minutes of all School Council meetings quickly and accurately.
- Ensures the minutes are maintained, circulated and publicized.

## **4. Principal**

- Ensures the establishment and operation of a School Council.
- Assumes the role of executive secretary to the Council, noting that a principal's special responsibilities to the School Council do not in any way detract from his/her rights and privileges as a member of the School Council.
- Creates a positive climate within the school and the larger community to support the activities and decisions of the School Council.
- Communicates to the Council information pertaining to school policies and practices.
- Encourages the active participation of other Council members in school-level decisions.
- Provides School Councils with access to school information relevant to the functioning of the Council (with due regard for confidentiality).
- Chairs the initial meeting of the School Council, or at the request of those present, a second meeting within a reasonably short time frame, until the election of a chairperson for the Council.

## **5. Council Members**

- Express the viewpoint of the parents, teachers, or community whom they represent.
- Communicate the activities of the Council to their stakeholders.
- Work collectively towards the goal of improving student achievement.
- Are well prepared to address the issues to be discussed.

- Contribute to discussion and listen carefully to other members.
- Consider all issues objectively.
- Combines ideas when appropriate.
- Assists in building consensus.
- Is impartial about what is recorded.

## SECTION VI - MEETINGS

1. A minimum of eight monthly meetings of the School Council will be held yearly.
2. The first meeting of the School Council must be held within the first 60 days of the new school year.
3. At that initial meeting the School Council will set its meeting schedule for the upcoming year.
4. Emergency meetings may be called with two school days notice by a quorum of members (50% plus one) in consultation with the chairperson.
5. Any decisions must be tabled at the next regularly scheduled School Council meeting.
6. All regular meetings of the School Council shall be considered open, public meetings.

## SECTION VII - CONSTITUTIONAL AMENDMENTS

Amendments to the Constitution, By-Laws and Protocol Agreement of the School Council may be made at any regular meeting at which business is conducted provided:

1. Written notice of the meeting has been given to all members (30 days minimum).
2. The notice of the meeting included notice of the specific amendments proposed.
3. A two-thirds (2/3)-majority vote of the School Council 'as a whole' must vote in favor of an amendment in order to amend the Constitution.

## SECTION VIII - DISSOLUTION

1. In the event of dissolution and following payment of all outstanding debt disbursement of remaining funds will be decided upon by the membership at the final meeting.
2. All records of the organization shall be placed under the jurisdiction of Holy Spirit High School, which operates under the auspices of the Eastern School District.

## SECTION IX - PROTOCOL AGREEMENT

The Holy Spirit High School Council shall review its Protocol Agreement as specified in the Council's By-Laws.

## **APPENDIX 2: BY-LAWS**

### **Section I - Committees**

1. Committees are responsible to the Council and the Council defines their terms of reference.
2. Committees must have a Council representative and preferably be chaired by a Council member.
3. The Council may appoint members to committees annually.

### **Section II - Election Procedures**

1. The Principal, in conjunction with the current School Council, will inform parents, teachers and students about the School Council Elections through written materials and information session(s) at least 14 days prior to the election(s).
2. Election of parent representatives will take place by ballot, before October 15 of the new school year, at a polling station located at the school. Parents/guardians of students attending the school are eligible to vote.
3. Teacher representatives will be elected by ballot during a staff meeting before October 15 of the new school year.
4. The student representative will be the Student Council President and, in case of that person's absence, the Vice-President.
5. Council will receive suggestions for community representatives at an open meeting of Council. Council will establish the order of priority and designate Council members to approach those short - listed.
6. The School Council will inform its community of the names of all of the members of the Council as soon as the appointments are finalized, but certainly prior to October 31 of the school year.
7. The School Council will elect a Chair, Vice-Chair, and Secretary from among its members.

### **Section III - Nominations**

A "Nominations Committee", chaired by the Principal or a designate, will be formed at a General Meeting, or as required by the Council.



#### **Section IV - Quorum**

A quorum shall consist of 50% plus one, of the Council members.

#### **Section V - Motions**

50% plus one of all Council members must vote in favor of a motion in order to pass the motion.

#### **Section VI - Meetings**

1. "Robert's Rules of Order" will be used to conduct the meetings, unless they are in conflict with the guidelines in these By-laws.
2. Discussion at all regular meetings of School Council will be limited to members of Council except
  - a. where stakeholders have previously requested, in writing, standing to speak on an issue
  - b. where individuals or groups have been asked to make presentations to School Council.

#### **Section VII - Finances**

1. A budget and tentative plan of expenditures from local generation of funds will be drawn up by the Council prior to the end of November of each year.
2. The Council shall name four signing officers, all of whom are employees of Eastern School District, for banking and legal documents. Two signatures will be required for these documents, at least one administrator and one other employee.
3. All money spent above and beyond a pre-determined petty cash amount will be presented to and voted on by the Council.
4. A financial report must be published in the Annual School Report and posted on the school's website prior to the end of each school year.

#### **Section VIII - Complaint Resolution**

1. Individuals or groups who wish to table a complaint shall do so in writing to the Chair of the School Council and the Principal.
2. The complaint will be discussed at the next regularly scheduled meeting of the Council.
3. At this time the complaint will be dealt with or referred to an appropriate

committee and/or the Principal for recommended action.

4. The committee and/or Principal will report to the Council within an agreed period of time, as to the action recommended.

5. If the complaint is not dealt with to the satisfaction of the individual or group concerned, the complaint should be taken to the School Council liaison person at the School Board.

### **Section IX - Code of Conduct**

1. The Holy Spirit High School Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

2. Concerns related to individual students and school staffs do not fall within the mandate of the School Council and should be dealt with using the procedures already in place in schools and districts.

3. A Council member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

4. Council members are expected to make every effort to attend all meetings.

### **Section X - Amendments to By-Laws**

Amendments to the By-Laws of the School Council may be made at any regular meeting at which business is conducted, provided:

a. Written notice of the meeting has been given to all members (2 weeks minimum)

b. The notice of the meeting included notice of the specific amendments proposed

c. 50% plus one of all Council members must vote in favor of an amendment in order to amend the By-Law.