

City Wide School Council Committee

Operating Guidelines

Purpose

In accordance with Red Deer Public School Division (RDPSD) Administrative Procedure 111, the RDPSD City Wide School Council has been established to increase communication between stakeholders in education, including School Councils, the Board of Trustees, the principals, the ATA, the Superintendent and the community.

City Wide School Council's (CWSC) role is primarily communication, input and networking. The CWSC does not have any final decision-making authority; however, its input is highly valued in the decision-making process used in the Division.

1. Membership

The membership of the City-Wide School Council Committee may consist of:

- a) Representatives from each of the school councils in the Red Deer Public School Division.
- b) Representatives from high school student councils in the Red Deer Public School Division.
- c) A representative from the ATA Local 60.
- d) Members of the Board of Trustees of the Red Deer Public School Division.
- e) Members of Senior Administration of the Red Deer Public School Division.

2. Officers

The officers of the City-Wide School Council shall consist of a Chair and Vice-Chair.

(a) The Chair shall preside at all City Wide School Council meetings, and perform other duties as associated with the office.

(b) The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence.

3. Election of Officers

The election of a chair and vice-chair will take place at the first meeting of the City-Wide School Council in each school year. Voting members will be those who are School Council members in attendance at the meeting. Voting will take place by a show of hands unless a secret ballot is requested by a voting member of the meeting. If a secret ballot is taken the ballots will be counted by members of the senior administration of the Red Deer Public School Division and destroyed.

4. Voting

When a decision is required it will be rendered through a simple majority vote of fifty percent plus one. A tie vote will be deemed to be a lost vote.

5. Term of Office

The term of office of the chair and vice-chair will be one year. The maximum number of terms of office that can be held for the chair or vice-chair is three years.

6. Governance

The City-Wide School Council will use a "Town Hall" method of governance.

7. Conflict of Interest

Any member of the City-Wide School Council who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Council, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Council to be voluntarily excused and will vacate and refrain from discussion on said item.

8. Meetings

There will be five meetings of the City-Wide School Council in each school year. Responsibility for hosting the meeting will rotate among the schools and Central Services of the Red Deer Public School Division.

9. Meeting Agendas

Agendas for the City-Wide School Council will be developed in conjunction with the City-Wide Executive and the Superintendent of Schools who will be responsible for the distribution of agendas one week prior to each meeting. School Councils may submit suggestions to the City-Wide School Council email address. The Superintendent or designate will also be responsible for recording, maintaining and circulation of minutes of all meetings.

10. Removal of Officers

An officer may be removed from office for any cause that the council may deem reasonable upon a 2/3 majority of members in attendance provided that notice of the vote was given to all members in advance of the meeting.

11. Conflict Resolution

Realizing that the City-Wide School Council is a body that is assembled for the purpose of parental input and feedback into the Red Deer Public School Division and not a decision-making body, there may still arise a need for conflict resolution in matters that are decision-making such as the election of officers or officers acting inappropriately. Should the need arise, the following will be used as the guideline for dealing with the conflict.

- A. Individuals or groups that wish to challenge the decisions made using the processes outlined in this document, or who feel that proper protocol was not followed in the decision-making process, may ask for conflict resolution.
- B. The conflict resolution process must begin within 14 days of the request for conflict resolution being submitted in writing to the Superintendent of Schools.
- C. The Superintendent of Schools will form a conflict resolution committee, consisting of not less than 3 members and not more than 6 members.
- D. The conflict resolution committee shall be chosen from the following sources:
 - a. A member of the senior administration.
 - b. A local parent representative who was not involved with the original decision.
 - c. Other members could consist of individuals from a support group such as Alberta School Councils Association, Alberta Teachers Association or Alberta School Boards Association.
 - d. There shall be no more than two representatives chosen from any one source, and the committee members must be agreed on by both parties.
- E. The conflict resolution committee must mediate the parties and bring recommendations to the next City-Wide School Council Meeting.
- F. The mediation members cannot be in conflict with the issue at hand.
- G. The majority decision of the mediation members is final.
- H. The parties in conflict may make representation to the conflict resolution committee.
- I. Only two people per side may make representation.

11. Amendments

The Operating Procedures may be amended by a two-thirds vote of City Wide School Council members present at any meeting, provided the City-Wide School Council members are provided with a copy of the proposed amendment(s) at least one week prior to that meeting.

[Reference RDPSPD Administrative Procedure 111](#)