

Centennial High School Council Operating Procedures

NAME

The name of the school council shall be Centennial High School Council.

MISSION

To enhance the school community by working in conjunction with the school administration, while representing the interests of all families, stakeholders and community residents.

GOALS

The goals of the school council, in keeping with the School Act and the School Councils Regulation, are to:

- 1) Provide advice (i.e., input, suggestions, ideas) to the staff and principal on issues of importance, such as the school philosophy, mission and vision, school improvement plans, programs and directions, and budget allocations to meet student needs where there is latitude to do so
- 2) Stimulate continuous improvement for meaningful involvement by all members of the school community including all school societies
- 3) Facilitate collaboration among concerned parties of the school community
- 4) Provide a formal performance evaluation of our school council and communicate the results of this evaluation to the school board and the school community in the form of the Chair's School Council Annual Report.
- 5) Support the school in its efforts to focus teachers' time and school resources on the essential task of teaching and learning
- 6) Provide a member of the council to attend CBE sanctioned meetings relating to school councils

GOVERNANCE and MEMBERSHIP

Town Hall Model

- 1) The membership of the school council shall consist of:
 - a) The parents of students enrolled in Centennial High School
 - b) The Principal of Centennial High School
 - c) Teachers and Support staff of Centennial High School
- 2) The positions of the executive committee shall consist of:
 - a) A Chairperson, Vice Chair, Secretary, and Treasurer
 - b) Every member of the school council or parent of a student enrolled at Centennial High School is eligible to be elected to an executive position on school council.
 - c) The terms of office shall be two years staggered except for the Secretary and Treasurer
 - i) Chairperson: 2 years odd year
 - ii) Vice Chair: 2 years even year
 - iii) Secretary: 1 year
 - iv) Treasurer: 1 year

- d) The executive of the school council must consist of at least 3 elected parents of students enrolled at Centennial High School attending the annual general meeting.

DECISION-MAKING

Decisions at school council meetings will be made by consensus as much as possible.

- 1) The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- 2) If a decision is made by a vote, the motion must be moved and passed by the majority of school council members in attendance at the meeting.

QUORUM

Quorum will be attained when the majority of voting members present at any meeting are parents of students enrolled in Centennial High School.

ANNUAL GENERAL MEETING (AGM)

The Annual General Meeting of the school council will be held during the last school council meeting of the year (May) and is governed by the following:

- A. The meeting shall be advertised throughout the school community at least one month prior to the AGM.
- B. Election of school council executive position will take place at the AGM.
- C. All parents of students attending Centennial High School are eligible for election.
- D. All parents of students attending Centennial High School are eligible to vote at the AGM.

The business of the AGM shall include;

- a. Election of school council executives
- b. Proposed by-laws / operating procedures amendments
- c. Motion to accept a financial statement of the year
- d. Plans and budget for the upcoming year
- e. Discussion of any major issues in which parents should have input, such as:
 - i. Changes to the vision or the mission of the school
 - ii. Major changes in the school program or focus
 - iii. Formal evaluation of school council

ANNUAL REPORT

In accordance with School Councils Regulation, the school council, through the chairperson, prepares and provides their local school board with an annual report submitted by June 15th of each year.

- 1) The school council report will include:
 - a) A summary of school council's activities of the previous year
 - b) A financial statement
 - c) A copy of the minutes of each meeting.
- 2) The school council will make the annual report available to all members of the school community.

AMENDMENTS TO THE OPERATING PROCEDURES

The Centennial High School Council chooses to use Operating Procedures as their governing documents.

- 1) The Operating Procedures remain in force from year to year
- 2) The Operating Procedures will be reviewed for their relevance and effectiveness annually, by the school council executive or a committee established expressly for that purpose.
- 3) The Operating Procedures of the school council may be amended by a majority vote of the parents present at any meeting of the school council, providing a minimum of one month's notice.

CODE OF ETHICS

All school council members shall:

- 1) Abide by the legislation that governs them
- 2) Be guided by the mission statement of the school and school council
- 3) Endeavour to be familiar with school policies and operating practices and act in accordance with them
- 4) Practice the highest standards of honesty, accuracy, integrity, and truth
- 5) Recognize and respect the personal integrity of each member of the school community
- 6) Declare any conflict of interest
- 7) Encourage a positive atmosphere in which individual contributions are encouraged and valued
- 8) Apply democratic principles
- 9) Consider the best interests of students
- 10) Respect the confidential nature of school business and respect limitations this may place on the operation of the school council
- 11) Not disclose confidential information
- 12) Limit discussions at school council meetings to matters of concern to the school community as a whole which includes using the appropriate communication channels as per the Centennial High School Support for Parents Sheet
- 13) Promote high standards of ethical practice within the school community
- 14) Accept accountability for decisions
- 15) Not accept payment for school council activities

PRIVACY

School council shall adhere to the Personal Information Protection Act (PIPA), and shall not share personal information for purposes other than those of school council business.

FUNDRAISING SOCIETY and OTHER GROUPS OF PARENTS

The school council recognizes and appreciates the efforts of other group of parents striving to support and enhance the educational opportunities of Centennial High School.

- 1) The school council will communicate regularly with the fundraising society or other groups of parents to support their activities and to solicit support for school council activities.
- 2) The school council can develop procedures to promote a productive, open and transparent relationship with the fundraising society or other groups of parents.

SCHOOL COUNCIL FUNDRAISING

Subject to any provincially or board mandated regulations, the school council may raise funds that do not require incorporation to obtain (i.e.: not casinos, bingos, raffles)

- 1) The school council will, where possible, encourage the Centennial High School Parent Society to do the fundraising for the school and the school community.
- 2) Should the school council choose to fundraise, funds should be given to the school to track and record.
- 3) School council's funds given to the school will be subject to the school board's policy on school council fundraising.

Date: September 10, 2026