



## **Immanuel Christian Elementary School Council (ICESC) Mandate**

The Immanuel Christian Elementary School Council (ICESC), with support from the Society for Christian Education in Southern Alberta (SCESA) Board shall:

- a) Advise the principal and Board respecting any matter relating to the school;
- b) Promote community among teachers, parents and students;
- c) Encourage and coordinate parent involvement;
- d) Oversee parent initiated fundraising (if funds are needed for use by the school council);
- e) Provide specific services for students and families ;
- f) Provide support for ICES teachers, students and families;
- g) Provide parental input to the Lethbridge School District 51 Board.

### **Organizational Structure**

The Immanuel Christian Elementary School Council shall consist of:

1. An Elected and Appointed Executive:
  - a. Chairperson elected by SCESA Society Members;
  - b. Vice Chairperson elected by SCESA Society Members;
  - c. Secretary elected by SCESA Society Members;
  - d. Treasurer elected by SCESA Society Members;
  - e. SCESA Board Liaison Representative – Assigned by SCESA Board year by year.
2. Principal or assistant principal in the principal's absence;
3. Teacher Representative;
4. Society Members at Large (Governance is Town Hall Style where each society member present is entitled to a vote; a society member is described as someone who meets the membership criteria as outlined by the SCESA Board).

### **Term of positions**

See Job Descriptions for outline, in Appendix "A".

### **Quorum**

A quorum shall be achieved when at least 5 ICES Families are represented (Society members in good standing), and present at the meeting (not including the Principal or Teacher Representative).

ICES Council shall hold at least 4 meetings during each school year, with the first meeting date held within 30 days of school year start date.



### Reporting Responsibilities

1. The approved minutes of the meetings shall be retained at the school in a designated place, forwarded to the SCESA Board via the SCESA Board Liaison Representative, and given to the webmaster to be submitted to the ICES Website by the Secretary of ICES Council.
2. Minutes must be retained for at least 7 years.
3. A report must be provided to the Lethbridge School District 51 Board by September 30<sup>th</sup> of each year to summarize activities of the ICES Council and will include a financial statement relating to money handled by ICES Council in the previous school year.



## **Immanuel Christian Elementary School Council Executive Policy**

### **Policy**

The Immanuel Christian Elementary School Council (ICESC) will be led by the ICESC Executive who will serve for two-year terms, staggering two positions each year.

### **Background**

1. The ICESC Council (ICESC) is the School Council for Immanuel Christian Elementary School.
2. The ICESC is subject to the provisions of s. 22 of the Alberta *School Act* and the *School Act School Councils Regulation*.

### **Procedures**

1. The ICESC Executive will be made up of the following positions:
  - a. Chairperson;
  - b. Vice-Chairperson;
  - c. Secretary;
  - d. Treasurer.
2. ICESC Executive members will serve two-year terms. If the Vice Chairperson becomes the Chairperson, they serve one year as Vice and one year as chair. If a different Chairperson is elected, then the Vice-Chair person will remain in their position.
3. To facilitate consistency and succession, the term of the ICESC Chairperson will be offset by the term of the ICESC Vice-Chairperson. Typically, the ICESC Vice-Chairperson will become the ICESC Chairperson.
4. The ICESC Executive members must be members of the Society for Christian Education in Southern Alberta (SCESA). Typically, they should be parents of students currently attending ICES. However, a non-parent SCESA Member may be elected if no parent is willing to be nominated for the position.
5. The ICESC Executive members will be elected at the September ICESC meeting, and begin their term effective immediately.
6. The ICESC Executive will recruit nominees for opening ICESC Executive positions. ICESC members interested in running for ICESC Executive positions may indicate their interest to the



sitting ICESC Executive prior to the elections. Nominations will be taken any time prior to voting for that position.

7. Existing ICESC Executive members may be re-elected for a subsequent 2-year term.
8. The ICESC Executive will meet at least 4 times a year. The first Executive meeting will take place prior to the first ICESC Meeting of the school year.
9. The duties of the ICESC Chairperson will include:
  - a. Scheduling and chairing ICESC meetings throughout the school year;
  - b. In consultation with the ICES Principal, preparing the Agenda for ICESC meetings; and
  - c. Preparing and providing to the Lethbridge School District 51 by September 30 of each school year a report summarizing the activities of the ICESC in the previous year and including a financial statement relating to money handled by the ICESC in the previous school year, and how the funds were used.
10. The duties of the ICESC Vice-Chairperson will include:
  - a. Assisting the ICESC Chairperson in his/her duties;
  - b. Overseeing the ICESC Sub-Committees; and
  - c. Chairing ICESC meetings in the Chairperson's absence.
11. The duties of the ICESC Secretary will include:
  - a. Recording the Minutes of ICESC meetings and ICESC Executive meetings;
  - b. Keeping Minutes, correspondence, records and other ICESC documents (i.e. policies and operating procedures) filed in an orderly fashion and publicly accessible, in accordance with PIPA (*Personal Information Protection Act*);
  - c. Ensuring notices of meetings and other ICESC events are distributed; and
  - d. Ensuring retention of meeting Minutes onsite and for seven (7) years.
12. The duties of the ICESC Treasurer will include:
  - a. Preparing the ICESC Budget to be presented at the first ICESC Meeting in September;
  - b. Keeping accurate records of all transactions of ICESC funds;
  - c. Reporting to the ICESC on the receipt and expenditure of funds;
  - d. Preparing and providing a yearend financial statement to the ICESC Chairperson by September 15<sup>th</sup> of the following school year, for presentation to the Lethbridge School District 51; and
  - e. Ensuring financial records are available, upon request of the Lethbridge School District 51
13. Detailed job descriptions of the Executive positions are attached as Appendix "A".



## **Immanuel Christian Elementary School Council Meeting Policy**

### **Policy**

The ICES Council (ICESC) operates as the school council for Immanuel Christian Elementary School. The ICESC Chairperson will schedule a minimum of four (4) ICESC meetings throughout the school year.

### **Background**

1. The ICESC is subject to the provisions of s. 22 of the Alberta *School Act* and the *School Act School Councils Regulation*.
2. The ICESC is comprised of:
  - a. an elected Executive – Chairperson, Vice-Chairperson, Secretary and Treasurer,
  - b. the ICES Principal or Assistant-Principal in the principal's absence,
  - c. a ICES Teacher Representative elected or appointed by the ICES teachers, and
  - d. Members of the Society for Christian Education in Southern Alberta (SCESA).
3. The ICESC functions primarily to:
  - a. Advise the principal and Board respecting any matter relating to the school;
  - b. Promote community among teachers, parents and students;
  - c. Encourage and coordinate parent involvement;
  - d. Oversee parent initiated fundraising (if funds are needed for use by the school council)
  - e. Provide specific services for students and families;
  - f. Provide support for ICES teachers, students and families;
  - g. Provide parental input to the Lethbridge School District 51 Board.
4. The functions of the ICESC do not include:
  - a. school governance;
  - b. employment issues;
  - c. school management ;
  - d. listening to complaints;
  - e. fundraising;
  - f. lobbying.

### **Procedures**

1. The ICESC Chairperson shall schedule a ICESC Meeting within the first 30 school days of the school year.



2. The ICESC Chairperson shall schedule at least three (3) other ICESC Meetings throughout the school year.
3. The ICESC Chairperson will invite the Lethbridge School District 51 Trustee Representative for ICES to the ICESC Meetings. At least one ICESC Meeting of the school year should be scheduled to accommodate the attendance of the Lethbridge School District 51 Trustee.
4. Interested members of the community surrounding ICES may attend ICESC meetings. They do not, however, have voting privileges.
5. The ICESC Chairperson will prepare the Agenda for ICESC Meetings, in consultation with the ICES Principal. The Agenda will typically include:
  - a. Report from the ICES Principal;
  - b. Report from the SCESA Representative;
  - c. Report from the Lethbridge School District 51 Trustee;
  - d. Updates from ICESC Sub-Committees;
  - e. Financial update from the ICESC Treasurer;
  - f. Matters of interest or concern from parents.
6. The ICESC Secretary will ensure notice of ICESC Meetings is distributed at least 10 days in advance of the Meeting.
7. ICESC meetings will be conducted in an Assembly/Town Hall model.
8. Quorum shall be achieved when at least five (5) ICES families are represented by SCESA Members in good standing and present at the meeting.
9. Items that are voted on will be decided by majority vote.
10. The ICESC Secretary will record Minutes of the ICESC meeting.
  - a. The draft Minutes will be distributed to the ICESC Executive, ICES Principal, and SCESA Representative within 7 day of a ICESC Meeting;
  - b. The Minutes will be finalized at the next ICESC meeting;
  - c. The Finalized Minutes will be kept in the ICESC filing cabinet on the ICES premises and uploaded to the website.



## **ICESC Finances Policy**

### **Policy**

The finances for the operation of the ICES Council (ICESC) activities will come from the funds provided by Lethbridge School District 51. The ICESC Treasurer will liaise with the administration regarding the distribution of the ICESC funds.

### **Background**

1. The ICES Council (ICESC) is the School Council for Immanuel Christian Elementary School.
2. The ICESC is subject to the provisions of s. 22 of the *Alberta School Act* and the *School Act School Councils Regulation*.

### **Procedures**

1. The ICESC Treasurer will prepare a Budget to be presented at the first ICESC meeting of the school year.
2. The ICESC Treasurer will also prepare and provide a yearend financial statement to the ICESC Chairperson by August 31 of the current school year, for presentation to the Lethbridge School District 51.
3. If a time-sensitive request for funds is submitted to the ICESC that cannot wait for approval until the next scheduled ICESC meeting, the ICESC Executive has the authority to approve expenditures up to \$150.



## Appendix "A"

### ICESC Chairperson

#### Job Description

- Schedule a ICESC meeting within the first 30 school days of the school year
- Schedule at least three additional ICESC meetings throughout the school year
- Prepare agendas for ICESC meetings, in consultation with the ICES Principal
- Chair and maintain meeting decorum
- Ensure that meeting Minutes are recorded and maintained
- Communicate with the ICES Principal on a regular basis
- Communicate with the Lethbridge School District 51 representative for ICESC and invite him/her to ICESC meetings
- Ensure there is regular communication with the school community, beyond those who attend ICESC meetings, through the newsletter, weekly notes, social media and ICES website
- Follow existing ICESC policies and operating procedures
- Ensure roles and responsibilities are clearly defined
- Solicit input from all members
- Stay informed about Lethbridge School District 51 policy that impacts the ESC
- Represent the ICESC at Lethbridge School District 51 meetings of School Councils, or share this responsibility with another designate
- Strive to ensure the diversity of the school community is represented on the ICESC
- Promote teamwork between the ICESC, the ICES Principal and staff, and the SCESA Board and staff
- Prepare and provide to the Lethbridge School District 51 by September 30 of each school year a report summarizing the activities of the ICESC in the previous year and including a financial statement relating to money handled by the ICESC in the previous school year, and how the funds were used.
- Monitor school council email





## **ICESC Vice-Chairperson**

### **Job Description**

- Chair ICESC meetings, in the event the ICESC Chairperson is unavailable
- Work with and support the ICESC Chairperson in meeting agenda preparation
- Promote teamwork and assist the ICESC Chairperson in the smooth running of the ICESC meetings
- Update the ICESC bulletin board and ICESC information on the ICES website
- Liaise with the ICESC Sub-Committees to ensure functioning, necessary resources, good communication, continuity, and succession planning
- Assist in recruiting volunteers for ICESC Sub-Committees
- Keep informed of relevant school and Lethbridge School District 51 policies
- Prepare to assume the role of the ICESC Chairperson for the second year of their term, when possible and voted in.



## **ICESC Secretary**

### **Job Description**

- Act as a recorder at each ICESC Meeting and ICESC Executive Meeting and ensure the Minutes accurately reflect the directions agreed to at the meetings
- Provide sign in sheet at Town Hall meetings and keep record of who was in attendance
- Distribute draft Minutes to ICESC Executive, ICES Principal, SCESA Representative and within 7 day of a ICESC Meeting
- Arrange for approved Minutes to be posted on the ICES website and sent to the Lethbridge School District 51 representative, the ICES Principal and the SCESA Board Liaison
- Keep Minutes, correspondence, records and other ICESC documents (e.g. policies and operating procedures) filed in an orderly fashion and publicly accessible, in accordance with the *Personal Information Protection Act*
- Have a working knowledge of the operating procedures of the ICESC
- Ensure notice of meetings and other ICESC events is distributed at least 10 days prior to the meeting or event via newsletter, weekly notes, social media and ICES website
- Ensuring retention of meeting Minutes onsite (secretary's office) and for seven (7) years.



## **ICESC Treasurer**

### **Job Description**

- Prepare an annual ICESC Budget to be presented at the first ICESC Meeting in September
- Keep accurate records of all transactions
- Liaise with school administration regarding the receipt and distribution of ICESC funds
- Report to the ICESC on the receipt and expenditure of funds at each ICESC Meeting
- Ensure that records are available, upon request of the Lethbridge School District 51
- Prepare and provide a yearend financial statement to the ICESC Chairperson by August 31 of the current school year, for presentation to the Lethbridge School District 51



## **ICESC Teacher Representative**

### **Job Description**

- Attend all ICESC meetings throughout the school year
- Pass information from ICESC to ICES staff, and from ICES staff to ICESC
- Share teacher perspective at executive meetings as requested
- Present to the ICESC as requested