

Gateway Christian School

Gateway Christian School Vision Statement: To be a flourishing Christian community of lifelong learners, as outlined in the School Profile.

Gateway Christian School Mission Statement: To provide a Christ-centered education, so that students are equipped and encouraged to serve God joyfully, in every area of life.

Gateway Christian School Council Bylaws

Adopted September 29, 2004

Amended September 2008

Amended March 20, 2012

Vision – To be part of a flourishing Christian community of lifelong learners.

Mission Statement –

**Gateway Christian School Council's mission is:
to ensure there is a positive exchange,
of information and resources,
between the Community at large,
the School Board,
Parents,
and the School.**

1. OBJECTIVES

The objectives of the council, in keeping with the **School Act** and the School Councils Regulation, are as follows:

- (a) to provide advice (input) to the staff and principal on issues of importance such as; school discipline policies; programs and directions; and budget allocations to meet student needs,
- (b) to stimulate opportunity for meaningful involvement by parents and the community at large,
- (c) to facilitate collaboration and communication among all the concerned participants* of the school community,
- (d) to support an approach to schooling in which decisions are made collaboratively,

- (e) to uphold the common vision for our school,
- (f) to develop and facilitate a self evaluation of the performance of our school council,

- (g) to ensure the school board is kept informed of the needs of the school,

- (h) to facilitate involvement of our appointed liaison from the Red Deer Public School Board of Trustees,

- (i) to facilitate the dissemination of external information to the school community.

* concerned participants include parents, school faculty and staff, Red Deer Public School District, and the community at large.

2. OFFICERS

(i) Personal qualifications of eligible Council officers will include evidence of personal salvation by faith in Jesus Christ and a daily walk with God.

(ii) The officers, elected from eligible parents of children attending Gateway Christian School, shall consists of past chair, chair, vice-chair, secretary, and treasurer.

(iii) The officers shall be elected to serve one-year terms.

(iv) The term of office shall run from establishment meeting to establishment meeting.

3. MEMBERSHIP

The membership of the school council shall follow the 'Representative ' model, shall include the following, and must consist of a majority of parents of students attending the school:

- (a) the Principal of the school,
- (b) one teacher representative to be elected by the teachers of the school,
- (c) may have one Red Deer Society for Christian Education board member (RDSCE) representative as appointed by the RDSCE Board.
- (d) parents elected by parents at the establishment meeting to serve as officers as described above in 2(ii).
- (e) one parent representative from each grade if possible.

- (f) A community member
- (g) one person who is a student enrolled in the high school elected by students enrolled in the high school.

4. DUTIES OF THE OFFICERS

a. The Chair

The Chair shall be responsible for planning the agenda for school council meetings, facilitating the meetings, acting as spokesperson for the council, and generally supervising the council.

The Chair will maintain open communication with the Vice Chair

The Chair will serve in the position of Past Chair for the term subsequent to their term in office.

b. Past Chair

The Past Chair shall serve a supportive and encouragement role to the Chair, and council, providing continuity of leadership in the operation of School Council affairs.

c. Vice Chair

The Vice-Chair may assist the Chair with duties as assigned and, in the absence of the Chair, assume the duties of the Chair.

May move up to the roll of Chair following their term in office

In the event of the Chair vacating their position before the end of their term, the Vice-Chair may be asked by the School Council Officers to fulfill the responsibilities of the Chair for the remainder of the term.

d. Secretary

The Secretary shall be responsible for recording, maintaining, and distributing accurate minutes of school council meetings.

The Secretary shall keep an attendance record of school council meetings.

e. Treasurer

The Treasurer shall be responsible for monitoring all financial transactions of school council funds, presenting an account of the funds at each meeting, and preparing an annual report of financial transactions for the entire school community and for submission to the school board.

5. VACANCIES

- a. With the exception of the School Council positions filled by the principal, teacher representative, and the RDCSS Board representative, the School Council officers may appoint qualified persons to fill vacancies until the vacancies can be filled at the next establishment meeting.

6. COMMITTEES

School Council may appoint committees consisting of School Council members and others from the school community with either delegated or advisory responsibilities.

7. MEETINGS

- a. The establishment meeting of the school council shall be held within thirty days of the start of each school year.
- b. The school council shall meet at least seven times during the school year.
- c. Meetings will take place at the school.
- d. Special meetings of the school council may be called by the School Council officers.

8. VOTING PROCEDURES

- a. Decisions at school council meetings will be made by consensus of the council membership as much as possible. Motions approved by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b. If consensus is not possible, a decision will be made by a vote of School Council Officers. The motion must be moved and seconded and pass by a fifty one percent majority of the officers. If all the officers are not present the motion will be forwarded to a special meeting of the School Council Officers

9. ESTABLISHMENT MEETING

- a. The establishment meeting of the School council, called by the Principal, shall be held no later than thirty days after the first instructional day of the school year.
- b. The establishment meeting will be advertised throughout the school and/or the community at least 21 days in advance.
- c. All parents of students attending the school are eligible to vote at the establishment meeting.
- d. The business of the establishment meeting shall include, but not necessarily be limited to:
 - the election of officers
 - appointment of members
 - any proposed bylaw amendments
 - plans for the upcoming year
 - discussion of any major issues in which all parents should have input such as: changes to the vision or mission statement of the school; policy, or other major changes in the school program of focus.
 - presentation of annual report.

10. ANNUAL REPORT

- a. In accordance with School Council Regulations and by September 30th, the school council, through the chair, must prepare and provide the RDPSD Board of Trustees with an annual report which includes:
 - a summary of council's activities for the previous year
 - a financial statement for the previous year
 - a list of School Council Officers
- b. The school council shall make the report available to all concerned members of the school community.

11. AMENDMENTS TO THE BYLAWS

- a. The bylaws of the school council remain in force from year to year, however; they may be amended by a majority of those in attendance at the annual establishment meeting of the school council or at a special meeting called for the council to deal with bylaws.
- b. Council will be the sponsoring body of all amendments. Council must receive proposed changes in advance of their regular meeting prior to the twenty-one day notice period listed in 11 c.
- c. Notice of proposed bylaw amendments must be circulated with the notice of meeting at least twenty-one days in advance of the annual establishment meeting or the special bylaw meeting.

12. CONFLICT RESOLUTION PROCEDURES

- a. In accordance with s.17(7.1) *School Act*, 1995, the School Council shall abide by the conflict resolution procedures outlined by the local school board.