

TCS School Council 2021-2022

Performance Evaluation

This performance evaluation is based on section 4 of the TCS School Council Operating Procedures.

Prepared by: Stephanie Dyck (School Council Chair), Sophie Kolterjhan (School Council Vice Chair), Nicole Sharpe (School Council Secretary)

Section 4: Objectives

- A. Represent the parent perspective by providing advice to and consulting with the principal and the School Board on matters relating to the School such as: the School philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs;

School Council represented the parent perspective on school-related matters as requested by administration at each of our four School Council meetings (see Minutes for details)

- B. Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of the School community;

School Council provided opportunities for community collaboration and engagement at each of our four School Council meetings, as well as through volunteer opportunities on committees and groups such as the Lost and Found, Teacher Appreciation, School Banking, and Blessings Initiative. We also regularly promoted the TCS Prayer Group.

- C. Develop and/or support special events that will support and enhance student learning, encourage participation and promote the well-being of the School community;

School Council supported our Parent Night speaker, Sid Koop. We are working on a collaboration with TCS' Making Connections Worker and Family/School Liaison Counsellor for the 2022/23 school year.

- D. Facilitate a performance evaluation of our School Council and communicate the results of this evaluation to the School Board and the School community;

This is currently in progress as of June 2022. Results will be shared Sept 2022.

- E. Develop a communication plan to share information with Parents and the community and facilitate communications with all educational stakeholders;

Information was disseminated in partnership with our Communications Specialist, Dawn Peart. We regularly shared information with the TCS community and educational stakeholders via the Parking Lot Message Board, hallway bulletin board, "What's Happening" emails, monthly TCS newsletters, School Council website, and, when appropriate, by direct email.

- F. Adhere to School Council's Code of Ethics;

Yes, as per Operating Procedures Section 17.

G. Consult with other School Councils and provincial organizations;
School Council Chair consulted information and minutes posted on other School Council websites in our area, as well as valuable reference material from the Alberta School Council Association (www.albertaschoolcouncils.ca)

H. Support an approach to education in which decisions are made collaboratively;
School Council endeavored to work as a collaborative team within our executive structure, within our committees, as well as with our admin team during School Council meetings.

I. Advise School Boards, Alberta Education or other provincial organizations on broader educational issues;

AREA FOR IMPROVEMENT: although opportunities were provided to the TCS School Council via email, this opportunity was not taken up in 2021-2022.

TCS School Council 2021-2022
Chair Self-Evaluation: Stephanie Dyck

This self-evaluation is based on section 9(A) of the TCS School Council Operating Procedures.

Section 9 (A) Chair

It is expected that the School Council Chair will be a parent/guardian of a student enrolled at Trinity Christian School. Unless otherwise delegated, the Chair of the School Council will:

- i. Chair all meetings of the School Council;
Stephanie chaired the 4 2021/22 School Council meetings.
- ii. Coordinate with the Principal to co-create meeting agendas;
Stephanie co-created meeting agendas for the 4 2021/22 School Council meetings with Michelle and Mike.
- iii. Communicate with the Principal on a regular basis;
Stephanie communicated with Mike and Michelle via email and in person throughout the 2021/22 school year.
- iv. Decide all matters relating to Rules of Order at the meetings;
There were no decisions of this nature required during 2021/22 School Council meetings.
- v. Ensure that School Council Operating Procedures are current and followed;
ONGOING: Stephanie has updated the School Council Operating Procedures document. Additional updates are in progress with the Executive team.
- vi. Be the official spokesperson of the School Council;
Happy to be so!
- vii. Ensure that there is regular communication with the whole School community;
Stephanie worked closely with our Communications Specialist, Dawn Peart, to regularly share information with the TCS community and educational stakeholders via the Parking Lot Message Board, hallway bulletin board, "What's Happening" emails, monthly TCS newsletters, and School Council website.
- viii. Review any communication to the School community prior to distribution and include the Principal in same;
Communications made (see vii) were reviewed by Dawn Peart, our office administrators and/or Michelle and Mike as needed, prior to distribution
- ix. Stay informed about School Board policy that impacts School Council;

AREA FOR IMPROVEMENT: Stephanie worked with the Palliser office regarding the administration of the ASCE School Council Grant, but looks forward to checking-in more frequently on Palliser policies as they impact School Council.

- N/A
- x. Have signing authority, if required, on any financial accounts together with the Vice-Chair and/or the Treasurer;
 - xi. Comply with the School Councils Regulation by providing the School Board with an annual report that summarizes the School Council's activities for the previous School year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30th;

ACTION ITEM: Stephanie will provide Palliser School Board with an annual report and financial statement for the 2021/22 school year no later than Sept 30th, 2022.

- xii. Have general responsibility for all activities of the School Council.
- Stephanie endeavored to regularly communicate with School Council executive members, committee members, TCS admin, and our Communications Specialist, in order to be aware of and involved in School Council activities.

TCS School Council 2021-2022

Chair Self-Evaluation: Sophie Kolterjahn

This self-evaluation is based on section 9(B) of the TCS School Council Operating Procedures.

Section 9 (B) Vice-Chair

Unless otherwise delegated, the Vice-Chair of the School Council will:

- i. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities (while remaining in the Vice-Chair position);

Thankfully, this was not required during the calendar year, however Sophie was ready and willing as needed.

- ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;

While Stephanie Dyck was able to attend all 4 School Council, Sophie was able to attend 3 of the 4 to provide support as needed.

- iii. Work with and support the Chair in agenda preparation;

Sophie supported the Chair, Stephanie, with preparation and review of the agenda materials, as required.

- iv. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;

While no opportunity existed to collect personal data, Sophie was willing and ready to support.

- v. Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School;

Sophie did not communicate with the Fundraising Association or other parent groups this year. This was a miss that she will focus on next year.

- vi. Promote teamwork and assist the Chair in the smooth running of the meetings;

While Sophie was certainly willing to assist, her work schedule did make it difficult to assist the Chair to the same capacity as she had hoped. Once again an area for improvement.

- vii. Keep informed of relevant School and School Board policies;

Yes, Sophie is informed of all relevant School and School Board policies.

- viii. Prepare to assume the position of Chair in the future;

While certainly not in a position to assume accountabilities today, Sophie will continue to lean-in to understand how she can better prepare for that situation, should it present itself.

- ix. Assist the Chair and undertake tasks assigned by the Chair.

As previously mentioned, Sophie did undertake any tasks assigned to her, however the capacity for assistance was not as great as expected this year. Sophie is hopeful she will be in a better position to assist the Chair in the next calendar year.

TCS School Council 2021-2022

Secretary Self-Evaluation: Nicole Sharpe

This self-evaluation is based on section 9(C) of the TCS School Council Operating Procedures.

Section 9 (C) Secretary

Unless otherwise delegated, the Secretary of the School Council will:

- i. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
Nicole acted as secretary for 3 / 4 school council meetings this year. Nicole arranged for an alternate secretary for the February 2022 school council meeting as she could not attend. Nicole prepared the minutes and ensured accuracy of information prior to sharing by requesting review by school council executive members as well as school principal and executive director.
- ii. Keep minutes, correspondence, records and other School Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of 7 years;
Nicole provided all meeting minutes to Communications Specialist, Dawn Peart, in draft form and then as approved documents, for posting on the school council website, to be shared with the public. A copy of all meeting minutes were also shared with school administrators.
- iii. Maintain a dated record of all the Members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
Area for improvement: Nicole recorded all school council meeting attendees names in the dated meeting minutes. A dated record of school council members contact information has not been collected during the 2021-2022 school year but will be established in the 2022-2023 school year.
- iv. Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events.
Nicole distributed the meeting minutes as determined by the School Council (see ii.) through the Communication Specialist, Dawn Peart, using the school website, School Council page. Meeting agenda, notices of meetings and other events was distributed by the School Council Chair, Stephanie Dyck, in collaboration with the Communication Specialist and admin, through use of the school website, weekly newsletters, and school council bulletin board. Zoom meeting links were distributed in the Weekly What's Happening and in-person meetings were advertised via mediums above.
Area of improvement: Nicole can take on a greater role in the distribution of information through the communication specialist, in collaboration with the school council chair and vice chair next school year.