



**Collingwood School Council
Annual General Meeting
November 26, 2025 at 6:30 pm**

Agenda

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| 1. Land Acknowledgment and Call to Order | 1 minute |
| 2. Welcome, Meeting Guidelines and Introductions | 1 minute |
| 3. Approval of Agenda
Members may request items to be added | 1 minute |
| 4. Reports and Updates
4.1. Principal's Report (Sr. Dan Dornan, Sra. Adriana McCruden)
4.2. School Council Annual Report | 30 minutes |
| 5. New Business
5.1. Election and voting of school council executive members
5.1.1. Chair
5.1.2. Secretary
5.1.3. Volunteer Coordinator
5.1.4. Social Media Coordinator
5.1.5. Naturalization Member
5.1.6. DEI Subcommittee Lead
5.2. Amendments to operating procedures | 20 minutes |
| 6. Q & A | 5 minutes |
| 7. Approval of minutes from 2024 AGM | 1 minute |
| 8. Next Meeting Date and Adjournment | 1 minute |



Collingwood School Parent Council (CSC) 2024 AGM Meeting Minutes

Date of Meeting: October 9, 2024 at 6:30pm, in person and via Microsoft Teams

Council Members in Attendance: Henry Y. (Vice Chair), Rachelle Y. (Volunteer Coordinator), Mercedes M. (Naturalization Area Committee)

Council Members Online: Ardith M. (Secretary)

Council Members Regrets: Spencer W. (Events and Communication Coordinator), Vacant (Chair), Vacant (Key Communicator), Vacant (DEI Committee)

Guests in Attendance: Amie K., Dan D, Adriana M., Amy W., Danielle T., Marley Y., Anna S., Jessica K., Sara S., Baran H., Yulenda E., Whitney C.-B.

Guests Online: Holly B., Jon K., Adriana M., Sophia, Jennifer, Dina, Farah, Renee H., Simran J., Steffen H., Nicole C., Romina O., Rebecca L., Tylor H.

Land Acknowledgement and Call to Order	Meeting called to order at 6:33 pm by Henry Y. seconded by Ardith M. We would like to acknowledge the traditional territories and oral practices of the Blackfoot Nations, which includes the Siksika, the Piikani, and the Kainai. We also acknowledge the Tsuut'ina and Stoney Nakoda First Nations, the Métis Nation region 3, and all people who make their homes in the Treaty 7 region of Southern Alberta
Welcome, Meeting Guidelines, Introductions	Welcome by Henry Y.
Approval of Agenda for Meeting	Motion by Henry Y., seconded by Amie K.
Principal's Annual Report	See report attached for detailed report by Sr. Dan Dornan and Sra. Adriana McCruden
School Council Annual Report	See report attached for detailed update provided by Henry Y.
New Business	Election and Voting of School Council Executive Members Currently held positions: Vice Chair: unanimous for Henry Y. Social Media: unanimous for Spencer W. Vacant positions: Chair: no interest Key Communicator: Amy W. unanimous



Collingwood School Parent Council (CSC) 2024 AGM Meeting Minutes

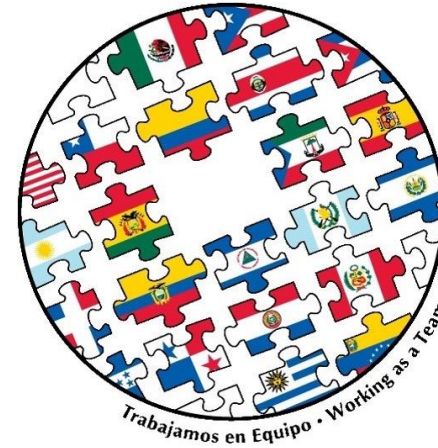
	<p>Secretary: no interest, Ardith M. to carry on in the interim Volunteer Coordinator: no interest, Rachelle Y. to carry on in the interim</p> <p>Amendments to Operating Procedures – proposal to amend the position title of “Events and Communication Coordinator” to “Social Media Coordinator” Motion to approve by Henry Y., seconded by Amie K. Vote: unanimous in support</p>
Q & A	<p>Q: When will the yearbook committee be created? A: A signup is expected to go out tomorrow.</p> <p>Q: What happens for kids who want to be on the student advisory committee but aren’t selected? A: It’s tricky because SO many students are interested, but only 1 student per class is selected. Students can be put forward for leadership roles in other situations, as selected by their teacher or Sra. Heath (for example at concerts or performances)</p> <p>Q: What about a program or partnership with seniors in the area? A: Yes, we welcome all volunteers. With the volunteer signup being online, really anyone in the community can apply to volunteer. The needs though are dependent on the class and teacher.</p>
Approval of Previous Minutes	<p>Approval of 2023 AGM meeting minutes.</p> <p>Motion by Henry Y., seconded by Amie K.</p>
Adjournment	<p>Next meeting date will be determined (since the regularly scheduled meeting is over fall break), to be held both online and in-person.</p> <p>Motion to adjourn the meeting by Henry Y. at 7:18. Seconded by Ardith M.</p>

Principal’s Report – see attached

School Council Report – see attached



Escuela Collingwood School
• International Spanish Academy •



Collingwood School Council

2024 Annual General Meeting (AGM)


Land Acknowledgement

Previous Business

New Business

Election and Voting of School Council Executive Members

Current Vacancies:

- Chair
 - Key Communicator
 - Secretary
 - Volunteer Coordinator
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Amendments to Operating Procedures

Recommended amendments:

- Change the title and description for “*Events and Communications Coordinator*” role to “Social Media Coordinator” better reflect the role and responsibilities. Current description reads:
 - i. Inform and engage the School Community on upcoming events using School Council social media;
 - ii. Work with School Council Team Members to prioritize communications and communicate with the School Community;
 - iii. Create meaningful ways to gather feedback from the School Community and relay findings at the School Council Meetings;

Year in Review

Executive Team for October 2022 - October 2023

Chair: *vacant*

Vice Chair: Henry Yu

Secretary: Ardith Mansell

Volunteer Coordinator: Rachelle Yuzik

Events and Communication Coordinator: Spencer Wight

Key Communicator: *vacant*

Naturalization Area Committee Co-Chairs: Holly Kingston, Sydney Kjellander

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School Council Operating Procedures

For the 2023-2024 school year, our School Council continued to operate under the procedures outlined in the Collingwood School Council Operating Procedures. This document was introduced during the 2020-2021 school year and align with the recommended format by the *Alberta School Councils' Association* (ASCA). These Operating Procedures replaced previous bylaws with a more simplified and concise document.

Last year, no amendments were made to our Operating Procedures.

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In-Person and Virtual Meetings


School Council meetings were held at our Learning Commons. In efforts to maintain accessibility for our school community, we also continued to offer our meetings online, via Microsoft Teams.

By Role

Volunteer Coordinator

The Volunteer Coordinator was essential to how our school planned events and activities that required volunteers of any kind. The coordinator communicated directly with school administration, the CSPA and the parent community to establish a volunteer pool for each event and further insured all prospective volunteers had an active security clearance.

The coordination on of all volunteers was managed through the SignUpGenius platform, an online software tool. The number of volunteer sign-ups for the 2023-24 school year activities was rather successful, permitting each event to be carried out as planned.

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Volunteer Coordinator

The volunteer events coordinated for the 2022-2023 school year were as follows:

- Picture Day Volunteers – School Pictures, September 20, 2023
 - Swimming Lessons, Gr. 3/4 only – Offsite, October 10 – 13, 2023
 - Class Pictures & Retakes – October 30, 2023
 - Scholastic Book Fair – Library Commons, November 21-24, 2023
 - Indoor Skating – Offsite, December 18 – 22, 2023
 - Leap Year Concert, Kindergarten/Gr. 2 only – February 14, 2024
 - Feria del Libro – Book Fair, April 22 – 26, 2024
 - Sports Day Volunteers – June 14, 2024
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Volunteer Coordinator

The volunteer events coordinated for the 2023-2024 school year in conjunction with the CSPA were as follows:

- Family Movie Sootakular – Movie Night, October 19, 2023
 - November Teacher Appreciation Potluck – November 23, 2023
 - March Teacher Appreciation Potluck – March 21, 2024
 - Bottle Drive & Fill-Your-Freezer Fundraiser – March 21-22, 2024
 - Family Fiesta – Onsite, May 16, 2024
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Events and Communication Coordinator

The Events and Communication Coordinator creates effective communication and information resources for our families. This includes campaigns utilizing email and various social media platforms. In addition to the School Council Facebook page, the Events and Communication Coordinator manages an Instagram account, monitoring activity on both platforms and responding to posts and comments. This offers our families alternatives to how they can access our school and Calgary Board of Education (CBE) content, ultimately helping grow our school engagement.

Along with regular communications, the Events and Communication Coordinator also works closely with the Volunteer Coordinator to promote events and recruit volunteers.

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Key Communicator

The Key Communicator is instrumental in collecting news and information pertinent to our School Council. On the behalf of our council, the Key Communicator attends CBE and ASCA meetings throughout the year, advocating for our school's goals and values, and relaying information back to the council at meetings.

The Key Communicator also acts as a liaison between the CBE and the council, receiving regular updates and communications.

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Naturalization Area Subcommittee

Our Naturalization Area Committee is made up of volunteer members that plan, organize and facilitate the fundraising, planning, designing and construction of our school's Naturalization Area. The committee works closely together with our principals, School Council and Parent Association, as well as contractors and community members to ensure the effective and sustainable development of this area.

The final stage, Phase 3, has been complete!

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Diversity, Equity & Inclusion (DEI) Subcommittee

A Diversity, Equity and Inclusion subcommittee was created last school year. The subcommittee worked together with our principals to create and support initiatives around the topic of diversity and inclusion.


The subcommittee will also support Collingwood School's diversity plan.

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Highlights

Parent Association Support

Our School Council supported many Parent Association initiatives this year. Some highlights include:

- Special Presentations (Champion Hoop dancer, Dallas Arcand)
 - Special Events (Family Movie Nights)
 - Many fundraising campaigns (Bike-A-Thon)
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Naturalization Area

Our Naturalization Area Committee continued their hard work to raise funds and carry on the development of our Naturalization Area. Last year's highlights include:

- Completion of Phase 3!
- GET MORE DETAILS TO SHARE!

Memory Books (Year Books)

Memory Books were available for the 2023-2024 school year and will be available for this school year.

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Special Presentations During School Council Meetings

Teacher Presentations

Collingwood teachers had the opportunity to present at council meetings.

Presentations included topics such as the school's Spanish Development Goal.

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Special Presentations During School Council Meetings

Guest Presentations

Senator Patrick Burns Principal - Harald Ludwigsen

We invited the principal of Senator Patrick Burns (SPB), Harald Ludwigsen, to present at our March School Council meeting. This was Mr. Ludwigsen's third year as the principal at SPB. He shared information regarding the open house at the school, school news, student enrollment numbers, and extracurricular programs.

ASCA Annual General Meeting

The ASCA Annual General Meeting (AGM) was held on April of 2024. All resolutions proposed for policy are debated and voted upon, as well as election of the new governing Board. There was also discussions around the possible 2024 changes to legislation impacting education.

Some of these resolutions included:

- Equity in Playground Funding
- Resource Support for French Immersion Teachers
- Preserve Non-Partisan Elections for Alberta School Board Trustees
- <https://www.albertaschoolcouncils.ca/about/annual-general-meeting>

Financial Statement

Although our council did assist with the applications and receiving of some grants, like the Alberta Education School Council Engagement Grant, there is no financial statement for the School Council. All financial matters are facilitated by the Collingwood Parent Association.

Q & A

Approval of 2023-2024 AGM Minutes

Meeting date: October 18, 2023

Adjournment

Thank you!

Principal's Report to School Council October 2024

Report to Parents on School Fees

The 2023-24 Report to Parents on School Fees is available on the school website.

2023-24 SDP Focus

Collingwood School focused on Reading in Spanish, Math Numeracy and Perseverance as our primary goals in literacy, math and wellness in the 2023-24 school year. Data related to those goals will be shared at the next school council meeting.

2023-24 Summary of School Actions Related to Diversity, Equity and Inclusion

Diversity Books

We purchased \$3000 worth of books for the school library on a range of diversity topics including race, gender, sexuality, physical and mental disabilities

Teachers were asked to share 2 books with their classes this year on the theme of diversity. They shared over 200 books on a wide range of topics including reconciliation, indigenous perspectives, body image, gender, diverse cultures, etc. Conversations related to these books were taken up in a variety of ways with students including whole class novel study, class or small group discussions or class projects. These books reinforced our work on the 7 grandfather teachings and supported curriculum work in wellness, physical education and social studies.

School Mural

We commissioned a new school mural on the theme of "Working as a Team" which replaced the previous mural of Columbus's 3 ships which has been on the school for several decades.

Welcome Table

We gathered input from our student and parent community about ways to represent diversity. A grade 5 class and their teacher then put these ideas into a design and decorated a picnic table with a number of symbols representing diversity. This table was installed at the front of the school.

Seven Grandfather Teachings

The school worked with Elder Eaglespeaker around the 7 grandfather teachings. These teachings center on the universal human values of Humility, Bravery, Honesty, Wisdom, Truth, Respect and Love

Elder Eaglespeaker met with all of the classes over the course of the year to share Blackfoot perspectives on the 7 grandfather teachings. These conversations varied from class to class and

touched on topics of respect, world view, legends, residential schools, forgiveness, humility, courage and honesty.

Teachers also reviewed the 7 grandfather teachings in their classrooms through videos and class discussions.

School Display

We created a bulletin board at the front of the school to showcase Canadians from a variety of backgrounds who embody the 7 grandfather teachings. School Admin had discussions with the classes about this bulletin board and the individuals and themes it represents.

Advisory Committee

School admin met regularly with the grade 4/5 Student Advisory Committee. This committee is made up of a diverse group of students and they discussed issues of common concern around the school. They also provided leadership for school events including a Celebrations around the World event where students were invited to wear an outfit representing their holiday tradition.

Celebrations Around the World

The Grade K/1 December concert this year was based on a theme of Celebrations around the world. This concert included songs and dances celebrating a variety of languages, cultures and religious traditions including First Nations, Cantonese, Hebrew, Arabic, Hindu, Spanish, Chinese New Year, Christmas, Hanukkah and Eid.

Parent Diversity, Equity, and Inclusion Subcommittee

We established a Parent Diversity, Equity and Inclusion Subcommittee of our School Council. This group met several times with and without school admin. They also created a display for Black History Month featuring prominent historical and current black leaders in a variety of fields. They were also present during student-led conferences to answer questions from families about the group's work.

Special Days and Months

School Staff participated in the system-wide Indigenous Education Professional Learning Non-Instructional Day

Orange Shirt Day – Staff and students conducted a variety of activities and discussions related to residential schools and reconciliation related to Orange Shirt Day

Pink Shirt Day – Staff and students participated in a variety of activities and discussions related to bullying, exclusion and acceptance as part of Pink Shirt Day

Remembrance Day – Special activities were held to honor veterans and to promote peace

Hats on for Mental Health – Staff facilitated conversations with students about mental health as part of “Hats on for Mental Health Day”

Special Months – Resources were shared with the school and parent community related to Black History Month, Asian History Month, Pride Month, and Indigenous Month. These resources were used in classes for age-appropriate class discussions.

2024-25 Collingwood DEI Plan

Collingwood’s Diversity, Equity and Inclusion Plan for 2024-25 is posted on our school website

System School Accommodation Plan

See ppt. attached

Mexico Partnership

Our grade 4 and 5 classes are partnered with a school in Aguas Calientes, Mexico. They will be communicating regularly in English and in Spanish with these students in Mexico as a chance to practice their language skills.

Green Fools Circus residency

Our circus residency is in full swing. Students are having a great time learning a variety of circus tricks including juggling with a variety of objects, plate spinning, mime and slack line. We have received a grant from the Alberta Foundation for the Arts to offset the cost of this residency. We are grateful to the Collingwood School Parent Association for making this residency possible. We look forward to seeing many of our families at our upcoming circus shows on October 17 and 18.

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Three-Year System Student Accommodation Plan 2024-27



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Purpose

Share information about:

- CBE's Three-Year System Student Accommodation Plan (SSAP)
- Share information about why our school has been identified in the 2024-27 SSAP

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What is the SSAP?



- Three-Year System Student Accommodation Plan is prepared each year.
- Identifies changes that will occur for the upcoming school year.
- Identifies anticipated student accommodation challenges over the next three years.

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Student Accommodation Planning at the CBE

- Collaborative process that identifies and responds to challenges.
- CBE Planning works with Area directors and Communications and Engagement Services to identify schools with potential capacity challenges and needs for communications or community engagement.
- Examples of issues:
 - Schools that are too full or schools with low or declining enrolment.
 - Schools that may be impacted by the opening of a new school in the future.

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CBE Planning Principles

- Minimize disruptions for students
- Provide program continuity from kindergarten to Grade 12
- Keep groups of students together
- Allow students to attend school as close to home as possible
- Provide long term sustainability
- Use space and resources effectively
- Provide equitable access for all students to quality learning environments and choice of programs

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Balancing kindergarten to
Grade 9 Enrolment



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ISSUE: Balance K-9 Enrolment within a Community

Why is our school part of the 2024-27 SSAP?

There are several schools in the community and changes may be needed to balance the kindergarten to Grade 9 enrolment between the schools.

This is done to keep as many students as possible attending school in the community.

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ISSUE: Balance K-9 Enrolment within a Community

What are some of the possible changes we could see?

- Enrolment could remain stable and schools are removed from future SSAP.
- Enrolment could continue to increase at one or more of the schools in the community and action is required.

Examples of potential actions:

- A change to one or more of the school's attendance areas.
- Grade configuration change.

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Keeping You Informed



Calgary Board
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How Will School Communities Be Involved?

Level of involvement dependent on potential solutions and options available.

- If solutions are limited there may be no opportunity for stakeholder feedback to inform the decision.
- If there are options available, stakeholders will be asked for feedback on the opportunities and challenges of potential solutions.
- Involvement is determined based on the CBE Dialogue Framework. Go to www.cbe.ab.ca/dialogue.

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How Will Decisions be Communicated?

We will share information about potential school accommodation developments and changes via the following channels:

- Email to families
- Follow up at School Council Meetings
-

Families new to the school will be advised of any potential accommodation challenges at the time of registration.

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What If I Have Questions?

- Please talk to your school principal.
- The principal will work with contacts at the CBE to answer any questions you have.

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Where Do I Find the SSAP?

Go to the CBE website: **www.cbe.ab.ca/ssap**

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Collingwood School Council Operating Procedures

(November 2025 Revision)

1. Definitions

In these Operating Procedures:

- A. “School” means Collingwood School;
- B. “Council” means the School Council for the School;
- C. “Parents” means parent, guardian or primary caregiver of any child enrolled in an educational program at the School;
- D. “Regulation” means the School Councils Regulation as provided through Alberta Provincial Legislation;
- E. “School community” means persons other than Parents (as defined in 1C above) who have, in the opinion of the majority of the Members of the School Council, an interest in the well-being of the students and the School;
- F. “Operating Procedures” means the governing document serving the same purpose as Bylaws referenced in the Regulations.
- G. “CSPA” means the Collingwood School Parent Association, which acts as the Fundraising Association for Collingwood School.

2. Authority

The School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation (Education Act, Section 55), hereinafter referred to as “legislation.”

3. Mission Statement / Philosophy

Our Mission: The mission of our School Council is to undertake discussions and activities to foster the well-being and effectiveness of our School Community in order to enhance Student Learning in a Spanish/English bilingual setting.

4. Objectives

The objectives of the School Council, in keeping with the legislation, are to:

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

- C. Support special events that will support and enhance student learning, encourage participation and promote the well-being of the School community;
- D. Facilitate a performance evaluation of our School Council and communicate the results of this evaluation to the School Board and the School community;
- E. Develop a communication plan to share information with Parents and the community and facilitate communications with all educational stakeholders;
- F. Adhere to School Council's Code of Ethics;
- G. Consult with other School Councils and provincial organizations;
- H. Support an approach to education in which decisions are made collaboratively;
- I. Advise School Boards, Alberta Education or other provincial organizations on broader educational issues.

5. Governance, Membership and Decision Making

The School Council uses an Assembly Model of Governance (**Majority Vote Model**) of Governance.

- A. The membership of the School Council shall consist of:
 - I. Parents as defined in 1C above, and an Executive elected by Parents at the Annual General Meeting. The Parents elected to the Executive shall represent the School community however parents at School Council Meetings are also encouraged to vote;
 - II. The Principal of the School;
 - III. One or more teachers and staff of the School, elected or appointed by the teachers;
 - IV. Others as decided by the School Council (optional).
- B. The voting Members of the School Council shall consist of: Parents or Legal Guardians of Students enrolled in Collingwood School who are present at the meeting;
- C. The non-voting Members of the School Council shall consist of: The School Principal, Teachers or Community Representatives;
- D. The parent/other ratio may vary at times, but the number of parent Members must always exceed the number of administration, staff, students and/or community representatives;
- E. Participants of the School community will be given the opportunity to discuss and ask questions about the topic at hand and the Chair will bring closure on the discussion by articulating the motion to be voted on. The motion will require a second and then, after any required clarification and discussion the vote will be called by the Chair. Voting by proxy is not permitted. The Chair will not vote except in the case of a tie and in which case the Chair will vote by prerecorded ballot. A vote to table a motion to the next meeting may be requested and if the vote is passed (as per the above procedure), the motion will be tabled to the next General Meeting.

- F. Should a question of procedure arise that is not specifically addressed in these Operating Procedures, it shall be determined by reference to a recent copy of Robert's Rules of Order.

6. Decision Making

Decisions at School Council meetings will be made by consensus as much as possible.

- A. decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- B. If a decision is made by a vote, the motion must be moved, seconded and passed by the majority of School Council voting Members present (greater than 51%) at the meeting at which the vote was taken. The vote of the Chair shall not be recorded except in the case of a tie.

7. Quorum

- A. Quorum will be attained when there are at least 5 voting Members present at any School Council meeting that are Parents as defined in 1C above, and the Principal or designate is present.
- B. In the absence of a quorum:
 - i. If the Parents and School Council Members present agree to proceed in the absence of a quorum, the School Council may continue for the purposes of discussion of issues;
 - ii. No motions shall be considered or approved;
 - iii. No decisions by consensus shall be reached.

8. Executive and Terms of Office

The positions of the Executive shall consist of: Chair, Vice-Chair, Secretary, Volunteer Coordinator, Social Media Coordinator, Key Communicator, Naturalization Member, and Committee Coordinator(s).

- A. All Executive positions must be filled by Parents as defined in 1C above;
- B. Every parent is eligible to be elected to an Executive position on the School Council;
- C. The terms of office are from the close of the Annual General Meeting to the close of the following Annual General Meeting. Any elected member may serve 2 consecutive terms in the same position;
- D. The Executive of the School Council will be elected by Parents attending the Annual General Meeting or in the event of vacancies after the Annual General Meeting, elected by the voting Members present at a subsequent School Council Meeting;
- E. Any Executive member may resign his/her position by providing written notice to the Chair and Principal;
- F. Any Executive member may be removed from the Executive at any time with cause by a majority vote of the Executive whenever, in its judgment, the best interest of the School Council will be served;
- G. The Executive will carry out the day-to-day operation of the School Council.

9. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

It is expected that the School Council Chair will be a parent of a student enrolled in the School. Unless otherwise delegated, the Chair of the School Council will:

- i. Chair all meetings of the School Council;
- ii. Collaborate with the Principal to co-create meeting agendas;
- iii. Communicate with the Principal on a regular basis;
- iv. Decide all matters relating to Rules of Order at the meetings;
- v. Ensure that School Council Operating Procedures are current and followed;
- vi. Be the official spokesperson of the School Council;
- vii. Ensure that there is regular communication with the whole School community;
- viii. Review any communication to the School community prior to distribution and include the Principal in same;
- ix. Stay informed about School Board policy that impacts School Council;
- x. 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;
- xi. Have general responsibility for all activities of the School Council.

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);
- ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- iii. Work with and support the Chair in agenda preparation;
- iv. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- v. Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School;
- vi. Promote teamwork and assist the Chair in the smooth running of the meetings;
- vii. Keep informed of relevant School and School Board policies;
- viii. Prepare to assume the position of Chair in the future;
- ix. Assist the Chair and undertake tasks assigned by the Chair.

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;
- 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;
- iii. Maintain a dated record of all the Members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- iv. Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events;
- v. Maintain and organize documents related to the School Council.

In the absence of the Secretary, the School Council shall choose a recording Secretary for the meeting.

D. Volunteer Coordinator

- i. Assist in coordinating the School Volunteer program through the use of online tools, email and working with the school team and parent community;
- ii. Determine the Volunteer needs for the school;
- iii. Establish a Volunteer Pool;
- iv. Provide a summary of volunteer events to School Council at general meetings.

E. Social Media Coordinator

- i. Inform and engage the School Community on upcoming events using School Council social media;
- ii. Work with School Council Team Members to prioritize communications and communicate with the School Community;
- iii. Create meaningful ways to gather feedback from the School Community and relay findings at the School Council Meetings;

F. Key Communicator

- i. Act as a liaison between the Calgary Board of Education and the School Council;
- ii. Attend the Key Communicator Meetings called by the Calgary Board of Education as a representative of the Collingwood School Council; iii. Report on the Key Communicator Meetings at the School Council Meeting; iv. When possible, attend meetings called by ASCA as a representative of the School Council.

G. Naturalization Member:

Note: The Collingwood School Council is required by the CBE to have a 'Naturalization' Member' on the School Council Executive in perpetuity because the school has a natural area.

- i. Coordinate the maintenance of the Collingwood Natural Area, this may include independent work or the utilization of the Volunteer Coordinator to recruit assistance from the school community;
- ii. Communicate with the Collingwood School Parent Association to request and receive funding allocation for the maintenance of the Natural Area;
- iii. Do periodic walks through the Natural Area and see if you notice any issues;
- iv. Communicate with the principal and council chair to discuss ideas or concerns from parents, teachers, or students. Follow-up as needed;
- v. Report on Natural Area activities, progress, and goals at the School Council Meetings.

H. Committee and Subcommittee Coordinators

Note: Committees will be formed based on current requirements of the School Community:

- i. Lead the Committee as required to meet the goals and future direction of the Committee;
- ii. Support Committee and liaise with the School Council members;
- iii. Report on Committee activities, progress to goals and requirements at the School Council Meetings.

10. Vacancies

With the exception of the School Council positions filled by the Principal and teacher representative, any vacancy of the School Council will be advertised to the parent community. Elections for a vacant position will be held at subsequent meetings of the School Council until the vacancy is filled. During such time that a position is vacant, it may be filled on an interim basis by the person previously holding the position, if they agree to continue in that role.

11. Meetings

School Council meetings may be held in-person or using a virtual or online platform suitable for conducting School Council business, or a combination of the two. The executive, in collaboration with the principal, will determine the format of the meetings. Virtual meetings may include electronic voting which will be determined by the executive (i.e. Raise Hand feature, chat window, mic, ballots via private messaging).

A. Land Acknowledgement

All council meetings will begin with a land acknowledgement, which will be aligned with the school's reconciliation action plan. The Acknowledgement of the Land document, provided by the CBE may be used.

B. Annual General Meetings

Where the School Council has not been operational the year prior, an Establishment Meeting will be held in accordance with legislation; otherwise, an Annual General Meeting of the School Council will take place once each School year:

- i. The Annual General Meeting of the School Council will be held in the month of September or October or at an appropriate time during the School year as determined by the School Council. The Meeting will be advertised throughout the School and the community no less than 1 week beforehand and will state the business to take place at the Annual General Meeting;
- ii. All Parents as defined in 1C above are eligible for election;
- iii. All Parents as defined in 1C above are eligible to vote at the Annual General Meeting;
- iv. The business of the Annual General Meeting shall include:
 - a. The election of School Council Executive Members;
 - b. Any proposed amendments to the Operating Procedures;
 - c. Summary of School Council activities from the previous year.
- v. And may also include:
 - a. Discussion of any major issue in which all Parents should have input such as changes to the Vision or Mission of the School or School Board, School policy or other major changes in the School program or focus;
 - b. An evaluation of the School Council.

C. Special General Meetings

The School Council Executive may at any time give notice of a Special General Meeting of the School Council. Notice will be given at least 7 calendar days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with. At any Special General Meeting, all Parents in attendance shall have the right to vote.

D. Regular Meetings

A minimum of Regular School Council meetings will be held per School year or as called by the Executive. It will be decided when these meetings will take place at the Annual General Meeting. The meetings will take place at the School, unless otherwise advertised.

Any School Council member may be suspended or expelled for the duration of the School year from attendance at any School Council meetings, if, upon a majority vote of voting Members present at Special General Meeting called for that purpose, it is determined to be in the best interests of the School Council to do so.

12. Meeting Agendas

The Chair will work in partnership with the Principal to co-create the agendas for all meetings. Agenda item requests must be made through the Chair, who will consult with the Executive and Principal as to the appropriateness of the item requested. As best practice, meeting agendas should be communicated and sent out a minimum of 2 weeks prior to the meeting date.

13. Committees and Subcommittees

The School Council may appoint committees that consist of School Council Members and/or School community members. Committees meet outside of School Council meetings to complete their assigned tasks as per the direction of the School Council and present a report of their activities at School Council meetings.

14. Policies

Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may make and implement policies that it considers necessary to carry out its functions.

- A. The policies of the School Council will be reviewed at the beginning of every new School Council term to decide if each policy will be implemented for the new School Council and its term;
- B. Topics on which School Council may wish to develop guiding policies include, but are not limited to: Elections, Communication (Internal and External), Record Keeping, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, School Council Evaluation, and Social Media

15. School Council Fundraising

Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (e.g. not casinos, bingos, raffles).

- A. The School Council will, where possible, encourage the CSPA to do the fundraising for the School, the School Council and the School community;
- B. Should the School Council choose to fundraise, funds may be given to the School to track and record or given to the CSPA;
- C. School Council funds given to the School will be subject to the School Board's policy on School Council fundraising and/or School-generated funds;
- D. In the absence of mutually agreed terms, School Council funds given to the CSPA will be subject to the policies of the CSPA.

16. Fundraising Association and other groups of parents

- A. The School Council recognizes and appreciates the efforts of other groups of Parents striving to support and enhance the educational opportunities in the School. The School Council will communicate regularly with the CSPA and/or

- other groups of Parents to support their activities and to solicit support for School Council activities;
- B. The School Council may develop policies to promote a productive, open and transparent relationship with the CSPA and/or other groups of Parents.

17. Code of Ethics

All School Council Members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statements of the School and School Council;
- C. Endeavour to be familiar with the School's policies and operating practices and act in accordance with them;
- D. Practice the highest standards of honesty, accuracy, integrity and truth;
- E. Recognize and respect the personal integrity of each member of the School community;
- F. Declare any conflict of interest;
- G. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- H. Apply democratic principles;
- I. Consider the best interests of all students;
- J. Respect the confidential nature of some School business and respect limitations this may place on the operation of the School Council;
- K. Not disclose confidential information;
- L. Limit discussions at School Council meetings to matters of concern to the School community as a whole;
- M. Use the appropriate communication channels when questions or concerns arise;
- N. Promote high standards of ethical practice within the School community;
- O. Accept accountability for decisions;
- P. Not accept payment for School Council activities.

18. Conflict Resolution

The School Council shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.

- A. If at any time, 10 Parents, or 5 Parents and 50% of the Executive Members of the School Council, are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a signed written letter to all Executive Members and the Principal requesting a Special General Meeting, and the following will apply:
 - i. The Chair will call a Special General Meeting of the School Council;
 - ii. The Secretary will provide a minimum of 7 calendar days written notice to all Parents and School Council Members of the date, time, place and purpose of the Special General Meeting;

- iii. At the Special General Meeting, all Parents and School Council Members present will have an opportunity to hear and discuss the issues causing conflict;
- iv. On motion, a vote shall be taken respecting a proposed resolution to the conflict;

19. Privacy

The School Council shall adhere to the Personal Information Protection Act (PIPA) and shall not use or share personal information for purposes other than those of School Council business.

20. Dissolution

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council. If the School Council is dissolved, the Principal may choose to establish an advisory committee to perform some or all of the duties of the School Council until the next School year. The Principal will perform the duties as outlined in Alberta Provincial Legislation with respect to the re-establishment of the School Council within forty (40) School days after the start of the next School year.

21. Reviews and Amendments

Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.

- A. The Operating Procedures will be reviewed for their relevance and effectiveness annually by the School Council Executive or by a committee established expressly for that purpose;
- B. The Operating Procedures of the School Council may be amended by a majority vote of the voting Members present at any scheduled meeting of the School Council;
- C. Notice of proposed amendments to the Operating Procedures will be provided to the School community no less than 7 calendar days before a meeting.

These Operating Procedures have been accepted by a majority of the Members entitled to vote at a General meeting of the School Council.

Chair's name

Chair's Signature

Secretary's name

Secretary's Signature

Principal's name

Principal's Signature

Date: _____