

Windsong Heights School Council Operating Procedures

Approved: May __ 2025

DEFINITION

In this document, "parent" refers to a parent or legal guardian of a student enrolled at Windsong Heights School.

AUTHORITY

The Windsong Heights School Council derives its authority to participate in the education of students through Alberta Provincial Legislation, specifically Section 22 of the School Act and the School Councils Regulation, as well as RVS Administrative Procedure 110.

MISSION

The mission of Windsong Heights School Council is to collaborate with families to provide high-quality education and to develop confident and responsible individuals who aspire to achieve their full potential.

PURPOSE

- Provide a forum for parents and community members to collaborate with the school to support and enhance student learning.
- Offer advice to the principal and RVS Board of Trustees on matters concerning the school.
- Develop opportunities and special events that foster participation and well-being within the school community.
- Encourage a positive atmosphere where individual contributions are valued.
- Advocate for the best interests of students.

PRIVACY

The Windsong Heights School Council will not share personal information for purposes other than those related to School Council business.

MEMBERSHIP, GOVERNANCE, AND DECISION-MAKING

Town Hall Model

The School Council operates using a Town Hall model and comprises the following members:

- Parents of children enrolled at Windsong Heights School.
- The principal of Windsong Heights School (non-voting).
- A teacher from Windsong Heights School.

The number of parent members must always exceed the number of other representatives.

EXECUTIVE/OFFICERS AND TERMS OF OFFICE

An Executive Committee will be formed at the Annual General Meeting (AGM) to manage the day-to-day operations of the School Council. The Executive Committee positions are:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

All Executive positions must be filled by parents of children enrolled at Windsong Heights School. Each term of office runs from one AGM to the next, with a maximum of three consecutive terms in the same position. Executive members are elected by parents attending the AGM.

An Executive member may resign at any time by providing written notice to the Chair and the Principal. If the Chair resigns, notice should be given to the Vice-Chair and the Principal.

VACANCIES

Any vacancies on the School Council will be advertised to the parent community. Elections for vacant positions will be held at the next regular School Council meeting.

EXECUTIVE OFFICERS' DUTIES

Chairperson

- Call and chair all School Council meetings.
- Coordinate with the principal to establish meeting agendas.
- Communicate regularly with the principal.
- Follow existing School Council operating procedures.
- Serve as the official spokesperson of the School Council.
- Prepare an annual report in accordance with the Regulations.

Vice-Chairperson

- Fulfill the Chair's responsibilities in the event of resignation or absence.
- Promote teamwork and assist the Chair in facilitating meetings.
- Undertake tasks assigned by the Chair.

Secretary

- Record accurate minutes of each meeting.
- Maintain and distribute meeting agendas, minutes, correspondence, and other School Council documents.
- Keep a dated record of all attending members and their contact information.
- Work with the school secretary to ensure accurate communication on the school's website.

Treasurer

- Communicate with the school secretary and principal about School Council revenues and expenditures.
- Prepare a budget reflecting past revenues and future expenditures of the School Council.

ROLES OF GENERAL MEMBERS

General members of the School Council (non-executive):

- Attend and actively participate in School Council meetings.
- Provide feedback and input on school initiatives and priorities.
- Support the implementation of School Council activities and events.
- Volunteer for subcommittees and working groups as needed.
- Act as liaisons between the School Council and the broader parent community.

MEETINGS

Regular Meetings

Regular meetings will typically occur monthly, with dates and times determined by the School Council Executive in consultation with the Principal, considering feedback from School Council members.

Special Meetings

Upon receipt of a written request from at least ten (10) parents of Windsong Heights School, the Chair must call a Special Meeting within fourteen (14) days, excluding school holidays. The request must state the purpose of the meeting. If the meeting concerns conflict, a third party may chair the meeting.

Annual General Meeting (AGM)

The regular May meeting will serve as the AGM, facilitating timely decision-making for the upcoming school year. The AGM agenda will include:

- Presentation of updated financial statements and highlights of the annual report.
- Election of the Executive Committee.

COMMUNICATION AND ENGAGEMENT

The School Council will maintain open and transparent communication with the parent community through:

- Meeting minutes and agendas posted on the school website.
- Email newsletters and reminders via school communication channels.
- Opportunities for feedback through surveys or parent forums.

- Collaboration with school staff on shared events or communication strategies.

MEETING AGENDAS

The Chair will collaborate with the principal to establish meeting agendas. Agenda item requests must be made through the Chair, who will consult with the Executive and principal regarding the appropriateness of the items.

MEETING MINUTES

The Secretary will strive to make draft minutes available on the Windsong Heights School website within two weeks. Meeting minutes should be sent to the School Council Executive and School Administration for review prior to formal approval. Digital copies of minutes will be available on the website in both draft and approved forms.

QUORUM

A quorum for conducting business is achieved when at least three parent members are present, and the majority of voting members in attendance are parents of children enrolled at Windsong Heights School. The principal or designate, and the Chair or Vice-Chair, must also be present.

PETTY CASH AND DISCRETIONARY SPENDING

- The Executive may approve expenditures up to \$300 between meetings without a formal vote, provided a majority of Executive members agree via email or in writing.
- Any such spending must be reported and documented at the next School Council meeting.

COMMITTEES

The School Council may appoint committees consisting of School Council members and/or school community members. Committees will meet outside of School Council meetings to complete assigned tasks and report on their activities at School Council meetings.

POLICIES

The Windsong Heights School Council may develop and implement policies deemed necessary to carry out its functions.

SCHOOL COUNCIL FUNDRAISING

The Windsong Heights School Council engages in fundraising activities. Any funds raised are considered School Generated Funds and will be maintained in an RVS bank account on behalf of the School Council. Funds provided to the school by the School Council are subject to the school board's policy on School Council fundraising.

FUNDRAISING SOCIETY RELATIONSHIP

The Windsong Heights School Council will communicate regularly with the fundraising society to support their activities and solicit support for School Council initiatives. If applicable, a liaison may attend both meetings to coordinate shared goals.

CODE OF ETHICS

School Council members will:

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 accordingly.
4. Practice 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 where individual contributions are valued.
8. Apply democratic principles.
9. Consider the best interests of all students.
10. Respect the confidential nature of school business and the 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.
13. Use appropriate communication channels when questions or concerns arise.
14. Promote high standards of ethical practice within the school community.
15. Accept accountability for decisions.
16. Not accept payment for School Council activities.

CONFLICT RESOLUTION PROCEDURES

The School Council will make every effort to resolve internal conflicts constructively and respectfully. Where needed, the School Council shall follow the Conflict Resolution Procedures outlined in:

- RVS Administrative Procedure 152 - Dispute Resolution
- RVS Administrative Procedure 150 - Community Engagement

DISSOLUTION

As per Alberta legislation, only the Minister of Education has the authority to dissolve a School Council.

REVIEW AND AMENDMENTS

These Operating Procedures will be reviewed as needed by the School Council. Amendments may be made by a majority vote of parents present at any regular or special meeting, provided that notice of the intended change is given at the previous meeting.

Approved by Windsong Heights School Council on Sept. 25, 2025

Chairperson: _____

Secretary: _____

Principal: _____

