

Horseshoe Crossing High School

School Council Operating Procedures

Approved March 24, 2025

DEFINITIONS

In these Operating Procedures:

- A. "School" means Horseshoe Crossing High 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.

1. AUTHORITY

The Horseshoe Crossing High School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, hereinafter referred to as "*legislation*".

2. MISSION STATEMENT:

The mission of the Horseshoe Crossing High School Council is to:

- Support and enhance student achievement and performance.
- Foster, develop, maintain, and reflect the culture of the school.
- Create the forum and opportunity for participation in school-based decision making.
- Seek and represent school community views.

3. 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;



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- 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 review of the activities of our School Council and communicate the results of this evaluation to the School Board and the School community;
- E. Communicate 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;

4. GOVERNANCE, MEMBERSHIP and DECISION MAKING

Horseshoe Crossing High School Council uses a Town Hall Operating Style

- A. The membership of the School Council shall consist of:
 - All parents, as defined in 1C above
 - The Principal or Assistant Principal of the School
 - One or more teachers and staff of the School elected or appointed by the teachers.
- B. Others as decided by the School Council
- C. The voting Members of the School Council shall consist of: the parents as defined in 1C.
- D. The non-voting Members of the School Council shall consist of: the Principal, Assistant Principal, teachers who attend in the capacity of teacher, and any other Rockyview school employees.
- E. 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.

5. DECISION MAKING

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



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- A. 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, and passed by the majority of School Council voting Members present at the meeting at which the vote was taken.
- C. There will be no voting by proxy.

6. QUORUM

- A. Quorum will be attained when the majority of voting Members present at any meeting are parents of students enrolled in the School, and the Principal or designate is present. There must be a minimum of two parents present as defined in 1C.
- B. In the absence of a quorum:
 - 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.
 - No motions shall be considered or approved.
 - No decisions by consensus shall be reached.

7. EXECUTIVE and TERMS of OFFICE

The positions of the Executive shall consist of: Chair, Vice-Chair (or Co-Chair), Secretary.

- 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.
- 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. An Executive member may withdraw at any time during his or her term of office by notice in writing to the Chair and the Principal, or if the withdrawing member is the Chair, by notice in writing to the Vice Chair and the Principal.

8. DUTIES OF THE EXECUTIVE MEMBERS



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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:

- Chair all meetings of the School Council;
- Coordinate with the Principal to establish meeting agendas;
- Communicate with the Principal on a regular basis;
- Decide all matters relating to rules of order at the meetings;
- Ensure that the School Council Operating Procedures are current and followed;
- Be the official spokesperson of the School Council;
- Ensure that there is regular communication with the whole School community;
- Be an ex-officio member of all committees;
- Review any communication to the School community prior to distribution and include the Principal in same;
- Stay informed about School Board policy that impacts School Council;
- 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;
- Have general responsibility for all activities of the School Council.

B. Vice-Chair

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

- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- Work with and support the Chair in agenda preparation;
- Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- Promote teamwork and assist the Chair in the smooth running of the meetings;
- Keep informed of relevant School and School Board policies;
- Assist the Chair and undertake tasks assigned by the Chair.

C. Secretary

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



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- Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
 - 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;
 - Maintain a dated record of all the Members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
 - Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events;
- In the absence of the Secretary, the School Council shall choose a recording Secretary for the meeting.

D. Members at Large/Community Members/Others as decided by the School Council

These Members will:

- Share their professional knowledge, expertise, and life experience;
- Encourage feedback and participation from community groups and individuals;
- Communicate information of interest to the School Council and the School community;
- Share information from School Council meetings with the community;
- Have a clear understanding of the School Council's objectives;
- Attend School Council meetings;
- Identify possible topics for agendas;
- Serve as a liaison between the School Council and their organization or area of responsibility.

9. VACANCIES

Except for 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.

10. 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



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will be determined by the executive (i.e. Raise Hand feature, chat window, mic, ballots via private messaging).

A. 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.

- The School Council will hold an Annual General Meeting within 30 days following the first instructional day of each School year. Notice of the Annual General Meeting will be given to parents and the School community not less than 14 days before the date. The notice will be given in the manner determined by the School Council. The notice will describe the matters to be dealt with at the Annual General Meeting.
- All parents as defined in 1C above are eligible for election.
- All parents as defined in 1C above are eligible to vote at the Annual General Meeting.
- The business of the Annual General Meeting shall include:
 - a. the election of Executive Members
 - b. any proposed amendments to the Operating Procedures
 - c. presentation of the financial statement of the previous year, if any.

And may also include:

- a. plans for the upcoming year;
- b. 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;
- c. any review of the activities of the School Council.

B. Special General Meetings

- The School Council Executive, or upon receipt of a written request of at least 5 parents with a description of the purpose for a Special General Meeting, may call a Special General Meeting. The Chair must ensure a Special Meeting will be called within 14 days.
- A notice stating the time, date and place of the meeting, the names of the parents calling the Special General Meeting, and a description of



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the matters to be dealt with will be provided to the School community at least 5 days before the Special General Meeting.

- At any Special General Meeting all parents in attendance at the Special General Meeting shall have the right to vote.

C. Regular Meetings

The Council shall decide on the frequency of meetings, dates, and times at the Annual General Meeting. The meetings will be scheduled at Horseshoe Crossing High School where room is available.

11. MEETING AGENDAS

The Chair will work in partnership with the Principal to establish the agendas for all meetings. Agenda item requests must be made through the Chair, who will, if necessary, consult with the Executive and Principal as to the appropriateness of the item requested.

12. COMMITTEES

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

13. POLICIES

Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may make and implement its own 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, Fundraising, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, School Council Review, and Social Media.

14. SCHOOL COUNCIL FUNDRAISING



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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 Fundraising Society to do the fundraising for the School and the School community.
- B. Should the School Council choose to fundraise, funds may be given to the School to track and record, given to the Fundraising Society.
- 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 Fundraising society will be subject to the policies of the Fundraising Society.

15. FUNDRAISING SOCIETY and OTHER GROUPS OF PARENTS

The School Council recognizes and appreciates the efforts of other groups of parents striving to support and enhance the educational opportunities in the School.

- A. The School Council will communicate regularly with the Crossing Connection Society 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 Crossing Connection Society and/or other groups of parents.

16. CODE OF ETHICS

All School Council Members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statement of the School and School Council;
- C. Endeavour to be familiar with School 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;



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- 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.

17. DISPUTE RESOLUTION

The School Council shall abide by the Dispute Resolution process outlined in the School Board's policies and regulations to address disputes between the principal and the school council with respect to policies proposed or adopted for a school.

18. 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.

19. 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 establish a Principal's 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.

20. 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 must be reviewed by the School Council within 60 days of the start of the School Council term.



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- B. Notice of proposed changes to the Operating Procedures will be provided to the School community no less than 5 days before the meeting at which they will be discussed.
- C. The Operating Procedures of the School Council may be amended by a majority vote of the voting Members present at any scheduled Regular, Special, or Annual General meeting of the School Council.

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

Date: March 25, 2025

Jennifer Hutsell
Chair's Name

Chair's Signature

Katherine Winkler
Vice Chair's Name

Vice Chair's Signature

Terri McNamara
Secretary's Name

Secretary's Signature

Jordan Fenton
Principal's Name

Principal's Signature

