

Four Winds School Council Meeting
September 9, 2025
Four Winds Public School

Call to Order:

Welcome Introductions:

1. Adoption of Agenda
2. Approval of May Minutes
3. Principal Report
4. Teacher Report
5. Trustee Report
6. Elections (Four Winds School Council Operating Procedures Inc)
 - a. Election of Secretary
 - b. Election of Vice Chair
 - c. Election of Chair
7. Round Table
8. 2025/2026 Council Meeting Dates
9. Adjournment

FOUR WINDS
FIREBIRDS

Four Winds School Council Meeting

May 6th, 2025

6:31pm

Call To order: Grandmaster Michelle.

Welcome and Introductions.

1. Adoption of Agenda: (requires a motion to adopt - as presented, or as amended)

Moved by: Brian C. . Carried unanimously

2. Approval of most recent meeting minutes

Moved by: Melissa K. . Carried unanimously

3. Principals Report: Gidget B.

- FWPS fee guide outline proposed
 - Vote – Motion to Approve Brian C
 - Unanimously Approved
- Revisions to Student Handbook proposed
 - Vote – Motion to Approve Kim C
 - Unanimously Approved
- Discussed and proposed Bring Your Own Device (BYOD) Policy
 - Vote – Motion to Approve Melissa K
 - Unanimously Approved
- Discussed Open House wins/losses/success/areas to improve

4. Teachers Report: *Nothing new to report.

5. Chair Report: Michelle Keller

- ASCA Symposium attended
- Grant to be used for Access Pass proposed
 - Vote – Motion to Approve Brian C
 - Unanimously Approved
- Healthy Hunger meals being selected for next year

6. Trustee Report: (Stacey will email her report) *Upcoming Trustee Votes

7. New Business: N/A

8. Roundtable Discussions: N/A

Next Meeting: June 3rd, 2025 @ 6:30pm. (Canceled)

Motion to Adjourn: Brian C @ 7:39pm

Attendees: Michelle K, Gidget B, Stacey B, Jen K, Mellisa K, Brian C, Kim + Kevin D



Four Winds Public School Council Operating Procedures

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Four Winds Public School.
- B. "Council" means the School Council for the School.
- C. "Parents" means parent, guardian or primary caregiver of any child attending an educational program at the school.
- D. "Regulation" means the School Councils Regulation under the School Act.
- 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 school.

2. **AUTHORITY**

The School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, specifically *Section 22 of the School Act*, and the School Councils Regulation which supports it.

3. **MISSION STATEMENT/PHILOSOPHY**

The School Council will undertake discussions and activities which will enhance student learning and foster the well-being and effectiveness of our School Community.

4. **GOALS/PURPOSE**

The goals of the School Council, in keeping with the *School Act* and the *School Councils Regulation*, are to:

- A. Represent the parent perspective by providing advice to and consulting with the principal and the board on matters relating to the school such as: the school mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs.
- B. Develop special events which will foster participation and well-being of the school community.
- C. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders.
- D. Consult with other school councils and provincial organizations.
- E. Advise school boards, Alberta Education or other provincial organizations on broader educational issues.
- F. Encourage a positive atmosphere where individual contributions are encouraged and valued.
- G. Facilitate collaboration among concerned participants of the School Community.
- H. Support an approach to education in which decisions are made collaboratively and, wherever possible, at the school and classroom level.
- I. Facilitate a formal performance evaluation of our School Council and communicate the results of this evaluation to the school board and the School Community.
- J. Support the School in its efforts to focus teachers' time and the School resources on the essential tasks of teaching and learning;
- K. Facilitate communication with educational stakeholders and the general community.
- L. 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;
- M. Adhere to School Council's Code of Ethics

5. **GOVERNANCE, MEMBERSHIP and DECISION MAKING**

The School Council uses a **Town Hall** Operating Style and/or Model of Governance.

- A. The membership of the School Council shall consist of:
 - 1. All parents, as defined in 1c above.
 - 2. The principal of the school.
 - 3. Teachers and staff of the school.
 - 4. A School Board Trustee.
- B. The voting members of the School Council shall consist of all current parents of the School.
- C. The non-voting members of the School Council shall consist of the Principal, Teachers and Staff, Trustee, and/or other members of the Community.
- D. The parents/others ratio may vary at times, but the number of parent members must always exceed the number of administration, staff, and/or community representatives.

6. **DECISION MAKING**

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

- 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, a motion must be made, it must then be passed by a majority vote of all attending members.

7. **QUORUM**

- A. Quorum will be attained when there are at least four parents and the principal or delegate present.
- B. In the absence of a quorum:
 - 1. No motions may be considered or approved.
 - 2. If a majority of School Council members in attendance agree to proceed in the absence of a quorum, the School Council will continue the meeting for purposes of discussion of issues but point 7.B.1 above will continue to apply.

8. **EXECUTIVE COMMITTEE and TERMS OF OFFICE**

The positions of the Executive Committee shall consist of: a Chairperson, Vice Chairperson and Secretary

- A. All Executive Committee positions must be filled by parents as defined in 1C above.
- B. Every parent is eligible to be elected to an Executive Committee position on the School Council.
- C. The terms of office are from the Annual General Meeting to the following Annual General Meeting. Any elected member may serve consecutive terms in the same position.
- D. The Executive Committee 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, appointed at the first School Council meeting after the Annual General Meeting or at Special Meeting called for that purpose.
- E. The Executive Committee, through the Chairperson and in consultation with the principal, will provide the agenda for all meetings and circulate minutes of the same.
- F. The Executive Committee will carry out the day-to-day operation of the School Council.

9. DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

A. Chairperson

It is expected that the School Council Chairperson will be a current parent. Unless otherwise delegated, the Chairperson of the School Council will:

1. Chair all meetings of the School Council.
2. Communicate with the principal on a regular basis.
3. Call regular School Council meetings.
4. Decide all matters relating to rules of order at the meetings.
5. Follow existing School Council operating procedures.
6. Ensure that minutes are recorded and maintained.
7. Have general supervision of all activities of the School Council.
8. Be the official spokesperson of the School Council.
9. Ensure there is regular communication with parents and the school community, beyond those who attend meetings.
10. Stay informed about school board policy which impacts School Council.
11. Have signing authority, if required, on any financial accounts together with the treasurer and/or Food Program coordinator.
12. Assemble and maintain copies of all records and information pertinent to the School Council; this information shall be made available to any member at School Council meetings upon request.
13. Submit an annual report which conforms with the Regulations.

B. Vice Chairperson

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

1. In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities.
2. In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council.
3. Work with and support the Chairperson in agenda preparation.
4. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council.
5. Promote teamwork and assist the Chairperson in the smooth running of the meetings.
6. Keep informed of relevant school and school board policies.
7. Prepare to assume the position of Chairperson in the future.
8. Aid the Chairperson and undertake tasks assigned by the Chairperson.

C. Secretary

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

1. Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting.
2. Keep an organized account of all School Council minutes for the last seven years.
3. Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA.
4. Ensure all meeting minutes and any relevant documents are available to the public in an accessible location in the School.

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

D. Members at Large / ECS Parent Representative / Classroom, Grade or Division Representatives/Community Members/Parents' Fundraising Association Liaison

These individuals will be key members of School Council who:

1. Share their professional knowledge, expertise and life experience with other School Council members.
2. Encourage feedback and participation from community groups and individuals.
3. Communicate information of interest to the School Council and the school community.
4. Share information from School Council meetings with the community.
5. Have a clear understanding of the School Council 's goals and purpose;
6. Respect confidentiality as per FOIP.
7. Attending School Council meetings.
8. Identify possible topics for agendas.
9. Serve as a liaison between the School Council and their organization or area of responsibility/expertise.

10. MEETINGS

A. Regular Meetings

A minimum of 8 regular School Council meetings will be held per school year or as called by the Executive Committee.

B. Special Meetings

The School Council Executive Committee may at any time give notice of a Special Meeting. Notice will be given at least 5 days before the meeting by email to the Principal, the Executive members, and the parent liaisons for school groups. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with. At any Special Meeting all parents in attendance shall have the right to vote.

C. Annual General Meetings

Where the School Council hasn't been operational the year prior, an Establishment Meeting will be held in accordance with Section 3 of the School Councils Regulation, otherwise an Annual General Meeting of the School Council will take place once each school year.

1. The Annual General Meeting of the School Council will be held in the month of September. The meeting will be advertised throughout the school and the community no less than 2 weeks beforehand and will state the business to take place at the Annual General Meeting.
2. All parents as defined in 1C above are eligible for election.
3. All parents as defined in 1C above are eligible to vote at the Annual General Meeting.
4. The business of the Annual General Meeting shall include:
 - a. the election of School Council Executive Members
 - b. any proposed bylaw amendments.
 - c. a summary of the past year's activities, initiatives, and concerns addressed.
 - d. The financial statement for the previous year.
5. The Annual General Meeting may also include:
 - a. plans and budget 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; school policy; or other major changes in the school program or focus;
 - c. a formal evaluation of the School Council.

- d. reports from parent group liaison's, teachers, the principal, and/or School Board Trustee.

13. **MEETING AGENDAS**

The Chairperson will work in partnership with the school community to establish the priorities for agendas for all meetings. Agenda item requests must be made through the Chairperson, who will, if necessary, consult with the Executive Committee and principal as to the appropriateness of including the requested item in the agenda.

14. **COMMITTEES**

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

15. **POLICIES**

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

- A. The School Council may develop a policy for the duration of their term.
- B. 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.
- C. Topics on which School Council may wish to develop guiding policies include but are not limited to: Communication (Internal and External), Record Keeping, Fundraising, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, School Council Evaluation, and social media.
- D. Policies shall be kept together with the Operating Procedures/Bylaws. One copy of each shall be stored at the school, with the second held by the Chairperson. Any member may request a copy at any time from the Chairperson.

16. **SCHOOL COUNCIL FUNDRAISING**

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

- A. The School Council will, where possible, encourage the fundraising society to do the fundraising for the School, the School Council and the School Community.

17. **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 fundraising society and/or other groups of parents to support their activities and to solicit support for School Council activities.
- B. The School Council may, in cooperation with the groups involved, develop policies to promote a productive, open and transparent relationship with the fundraising society and/or other groups of parents.
- C. The School Council will observe and respect the autonomy of the fundraising association and other parent groups.

18. **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 disclosing 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.

19. **CONFLICT RESOLUTION**

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

A. If at any time, six parents, or fifty percent (50%) of the Executive Committee 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 written request signed by them to all School Council members, and the following will apply:

- 1. The Chairperson will call a Special Meeting of the School Council.
- 2. The Secretary will provide a minimum of five (5) days' written notice to all parents and School Council members of the date, time, place and purpose of the Special Meeting.
- 3. At the Special Meeting, all parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict.
- 4. On motion, seconded by any parent or School Council member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
- 5. If the combined majority of parents and School Council members present vote in favour of the resolution proposed, the School Council will immediately act upon the resolution.

20. **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.

21. **DISSOLUTION**

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve the 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.

22. **REVIEWS and AMENDMENTS**

Subject to any provincially or 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 Committee or a committee established expressly for that purpose. A report of that review shall be presented at the AGM.
- b. Notice of proposed changes to the Operating Procedures will be provided to the School Community no less than 5 days before the meeting.
- c. 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.