



Hillhurst School
1418 7 Ave NW
Calgary, AB T2N 0Z2

SCHOOL COUNCIL OPERATING PROCEDURES

Latest Revision: March 2026
Nisha Nayyar, Chair of Hillhurst School Council

Hillhurst School Council Mission and Vision

The Hillhurst School Council works collaboratively with school Administration and staff to support and enhance our vibrant learning community. We aim to create a welcoming and inclusive network of advocates who support our school's mission and goals, ensuring that all members of our learning community can grow and thrive during their time at Hillhurst School.

Our mission includes:

1. Support and collaborate with Hillhurst Administration and staff in ensuring that all students have equitable access and opportunity to participate in every aspects of their school experience
2. Incorporate and prioritize supports for all students' learning, well-being, and long-term quality of life
3. Ensure effective communication between council, families, staff and community stakeholders, while promoting a safe, nurturing community for all students and families
4. Represent the collective voice of all parents in our diverse community to advise the school and board.

Definitions:

In this document

- a. "Parent" means in respect of a student, the legal guardian, guardian under temporary or permanent guardianship. The authority of a guardian to act under this constitution is subject to any limitation imposed by law on the authority of the guardian, and where a person claims to be a parent or guardian or claims the existence of any limitation on the authority of a parent or guardian, the onus is on that person to provide proof of the claim.
- b. "Principal" means a teacher designated as a principal or acting principal under this constitution.
- c. "Officers" means elected or appointed chair, vice chair and secretary.
- d. "School council" will be referred to as "council"

1.0 Hillhurst School Council

1.1 Governance Model:

The Governance model of the Hillhurst School is through consensus, and representative when needed. The School Council (elected positions limited number of people) represents the larger school community. The School Council is responsible for communicating to the school community. The precedent is a weekly communication (Fridays through administration). The School Council (Representatives and Executive) as well as any other parent or members in attendance of a School Council meeting can participate in the meeting, discussion, and vote on specific agenda items.

1.2 Purpose:

The purpose of the council is to advise the principal representing matters relating the school. The council represents the interests of parents of the students Hillhurst Elementary School and the community members who are public school supporters to enhance student learning. Input into operation of the school can be achieved via:

1.2.1 Annual General Meeting Attendance

1.2.2 Attending and raising concerns at regular council meetings

1.3 Roles and Responsibilities of the council

1.3.1 Advise the principal respecting any matter relating to the school or concerns/issues of the community. All instructional and operational decisions are made by School Administration alone.

1.3.2 The School Council must have a minimum of 8 meetings per year and must hold the first meeting within the first month after the start of the school year

1.3.3 The School Council must have an Annual General Meeting open to the public with notice of the meeting at least 14 days in advance (21 days for special resolution) and be within the first month after the start of the school year

1.3.4 The council must retain copies of the minutes for each meeting – these are stored in the Google Drive and made accessible to the Hillhurst staff, council, and any members that attend the regular council meetings

2.0 Structure of the Council

2.1 Executive Structure

2.1.1 Executive of the council includes:

Chair: Incumbent - Nisha Nayyar

Vice Chair: Incumbent – Kristin Chow

Secretary: Incumbent – Alex Mann

Treasurer: Incumbent – Trisha Woodlock

Members at Large include the following representatives (which are fluid and subject to change year on year):

Year book, social media/communications, fun lunch, casino, nest egg, fundraising, Key Communicator, and GATE representative

2.1.2 Election of the executive will occur at the first council meeting of the school year

2.1.3 Terms of the elected council members are two-year

2.2 Elections

a) The chair, vice chair, secretary, and treasurer will be nominated and elected at the Annual General Meeting.

b) Members at Large will be voted by those in attendance at the designated scheduled School Council meeting with the agenda item including elections of Members at

Large or any outstanding Executive positions. This meeting will be communicated at least 7 days in advance to all members of the school.

- c) The administrative team includes the principal and vice principal

2.3 Vacancies

In the event that a position becomes vacant, the Council may appoint an interim replacement to serve until the next scheduled meeting. At that meeting, a member will be elected to fill the position for the remainder of the term. The position will then be open for election with all other open positions at the designated annual Council election meeting.

2.4 Duties of Executive

2.4.1 The Chair shall:

- a) Convene and preside at all meetings at the council and assign a delegate if unable to attend
- b) Ensure that all decisions of the council are carried out
- c) Represent the council at school functions and any meetings that represent Hillhurst school council members
- d) Single point of contact to the principal when issues/concerns arise with school matters
- e) Complete and submit insurance renewal for the year – broker will reach out (can be delegated to Vice-Chair)

2.4.2 The Vice-chair shall:

- a) Assist the chair in carrying out his/her duties
- b) Assume the responsibilities of the chair in the absence of the chair
- c) Assume other duties and responsibilities as assigned by the Council

2.4.3 The Secretary shall:

- a) Attend all council meetings and take attendance/minutes
- b) Distribute the previous minutes and current agenda to the chair 1 week in advance for approval
- c) Seek administration updates from the principal
- d) Retain meeting minutes in Google drive

2.4.4 The Treasurer shall:

- a) Complete the annual financial statements for the year and find 2 auditors to review
- b) Working with Council Executive and the administrative team, complete and present the annual budget for approval
- c) Monthly school reimbursements - review receipts, categorize, enter into spreadsheet, write cheques, identify GATE receipts for reimbursement by the GATE Parent Association

- d) Re-certify Benevity donations to Hillhurst Elementary School Nest Egg
- e) Complete Annual Return, Charity Return and AGLC Return annually

2.5 Duties of Members at Large:

2.5.1 Key Communicator:

- a) Attend school of school council meetings with Board of Trustees
- b) Liaison with CBE and school councils as required to understand ideas/concerns of council members across the CBE
- c) Share the information at school council meetings

2.5.2 GATE Representative:

- a) The GATE Representative has one or more GATE children at Hillhurst School and is therefore a member of the GATE Parent Association and can attend their meetings.
- b) The GATE representative on the school council will attend these meetings and stay current on all other GATE related matters and keep the school council informed on how it can best continue to help the GATE program and its students at Hillhurst school.

2.5.3 Communications and Social Representative:

- a) Gather all school council updates for the week and send to school admin for weekly updates (provided to Admin by Thursday, to be sent Friday)
- b) Update School Council Facebook page with weekly/monthly updates

2.5.4 Fundraising Volunteers:

- a) Nest Egg lead – lead the nest egg fundraising initiative for school year
- b) Other past fundraising initiatives – can assign leads to each
 - a. Art cards – Christmas/Spring time
 - b. Growing Flowers
 - c. Hillhurst Apparel – design and release of apparel availability
 - d. Casino lead – ensure application with Alberta Gaming Commission for every other year and seek volunteers to fill the allocated time slot for Hillhurst school

2.5.5 Yearbook Lead:

- a) Take pictures for yearbook during school events with permission from administration (can delegate or assign multiple representatives)
- b) Gather all pictures in Google drive and share with administration/teachers– work with vice principal (as she is the school lead on this)
- c) Ensure Lifetouch to design the yearbook
- d) Deliver by end of June to Lifetouch

3.0 Council Bylaws

3.1 Meetings

- a) The chair will decide with the principal the dates of the meetings and these will be held in the school with a virtual option
- b) The Council shall meet a minimum of eight (8) times each year subject to the dates and times established by the Council at its first meeting
- c) The Annual General Meeting must take place in the first month of the start of the school year

3.2 Agenda

- a) The agenda will be prepared by the chair, principal, and secretary and will be published and circulated by the school office to all parents/caregivers of students in the school approximately 3 days prior to the next scheduled meeting
- b) The agenda package will include past minutes, updates from school council members, administration updates, and any other new business that may arise from community or administration

3.3 Decision Making

- a) All decisions made by the Executive Council shall be made by consensus. If consensus cannot be achieved, a vote will occur, the majority will provide the decision.
- b) In the event that a vote results in a stalemate, the matter shall be referred to the principal, who will provide direction or make the final decision

3.4 Removal of an Executive or Member at Large from council:

- a) A member of the School Council may be removed from their position only through a majority vote of the Executive
- b) Any such action must be supported by documented evidence and accompanied by formal endorsement from the school

3.5 Conflict Resolution Procedures:

The School Council shall abide by the Conflict Resolution Procedures outlined in the Board's policies and regulations, and the School Council Code of Conduct. If none exist, the School Council will make every effort to resolve internal conflicts using the steps outlined herein.

- 3.5.1 Should conflict arise between the School Council and the Principal that cannot be resolved, the decision can be appealed to the Divisions' Associate Superintendent; if unresolved followed by the Divisions Superintendent of Schools, the decision can be appealed to the Divisions' Board of Trustees.

- 3.5.2 If at any time the School Council is in a state of conflict such that its operation is significantly impaired, any member of School Council may deliver, signed and in writing, a request for a Special Meeting, and the following will apply:
- a. The Chair will call a Special Meeting of the School Council.
 - b. The School Council will provide a minimum of five (5) days 'written notice to all Parents and School Council Members of the date, time, and location of the Special Meeting.
 - c. At the Special Meeting, School Council Members present will have the opportunity to hear and discuss the issues causing conflict.
 - d. On motion, and seconded by any School Council Parent Member present at the Special Meeting, a vote shall be held regarding a proposed resolution to the conflict.
 - e. If the majority of School Council Parent Members present vote in favour of the proposed resolution, the School Council will immediately act upon the resolution.

Appendix: School Council Code of Conduct

School Council Code of Conduct (as outlined by Alberta Council of School Councils and the Government of Alberta:

Alberta School Council Codes of Conduct require members to act with honesty, integrity, and confidentiality, focusing on the best interests of all students. Members must follow school policies, respect diverse views, maintain positive communication, and avoid conflicts of interest. They work collaboratively with the school community to support student learning.

Key Principles of the Alberta School Council Code of Conduct

- **Ethical Standards:** Practice high standards of honesty, accuracy, and integrity.
- **Confidentiality:** Respect confidential school business and private information.
- **Collaboration:** Foster a positive, respectful, and inclusive atmosphere.
- **Conflict of Interest:** Disclose any personal interests that conflict with council duties.
- **Role Definition:** Act within the scope of the School Council's role, which is to advise and support, not to manage daily school operations.
- **Communication:** Use appropriate channels for concerns and communicate with respect.

Core Responsibilities

- **Focus on Students:** Consider the best interests of the entire student body.
- **Adherence to Policies:** Follow school district policies and regulations.
- **Community Representation:** Encourage input from the school community.

These codes are designed to ensure school councils operate effectively and professionally within the Alberta School Act. For more information, please visit:

<https://education.alberta.ca/media/3273179/school-council-resource-guide-2016-final.pdf>