



Calgary Arts Academy Rosscarrock School Council

Establishment Meeting Minutes

December 18, 2025

6:00 p.m.

Attendees

Suzanne Lynch | Alberta School Councils Association

Kim Hoey | Principal RC

Sarah Birch | Principal KH

Amanda Bonnell | Assistant Principal EC

Parents | Bob M., Denise & Will, Erin W., Hayley N., Gwen P., Janett J., Kate R., Katie A., Melissa R., Oasis H., Paige S.

1. Call to Order and Welcome

- 1.1. The meeting officially commenced at 6:00 PM.
- 1.2. The primary objective of the meeting was the formal establishment of the RC School Council.

2. Organizational Appointments

- 2.1. Principal Kim H. nominated Suzanne L. (ASCA) to serve as the Chair for the establishment meeting.
- 2.2. Amanda B. and Sarah B. were designated to record the minutes and monitor the Zoom chat.

3. Regulatory and Legislative Overview

- 3.1. Establishment Requirements: Under standard legislation, a 40-day notice period is required for the establishment of a council; however, it was noted that this is a unique situation.
- 3.2. Quorum: It was confirmed that the meeting met the mandatory requirement of having at least five parents and one Principal in attendance.
- 3.3. Compliance: The Chair clarified that while there is no formal "school council procedures" for meetings such as this, the school intends to follow all best practices and available guidelines to ensure compliance with the Education Act.

4. Voting Rights and Agenda

- 4.1. Eligibility: Suzanne L. reviewed the legislative requirements regarding voting rights, confirming that all parents with children currently enrolled in the school are eligible to vote during the establishment meeting.
- 4.2. Agenda: The meeting agenda was formally presented to the attendees for review.

5. Model of Governance

- 5.1. Discussion of Models: Suzanne L. presented two primary options: the Representative model (often used for Societies) and the Town Hall model (recommended for school councils).
- 5.2. Member Feedback: Oasis H. spoke in favour of the Town Hall model, and Kate R. agreed.
- 5.3. Clarification: Erin W. inquired about the benefits of the Representative model. Suzanne noted that, in her experience, only one school council had ever selected that style.
- 5.4. Decision: The attendees formally elected to adopt the **Town Hall model of governance**.

6. Size of School Council and Executive Roles

- 6.1. Recess: A brief pause was taken at 6:20 PM, with the meeting reconvening at 6:23 PM.
- 6.2. Executive Composition: Following a discussion, it was determined that the executive would consist of a **Chair, Vice-Chair, and Secretary**.
- 6.3. Additional Roles: Oasis H. suggested the inclusion of a Fundraising Coordinator. Kim H. also suggested a Parent Engagement/Parent Professional Development (PD) role.
- 6.4. Committee Structure: Suzanne L. highlighted the benefits of committee work, noting that it allows the executive to share the workload and encourages more parents to engage in flexible roles.

7. Terms of Office

- 7.1. Proposed Duration: Suzanne L. advised that a two-year term for the Chair, to ensure continuity and build leadership confidence, is a successful model.
- 7.2. Member Discussion: Hayley N. noted that most parents she had spoken with agreed with a two-year term, despite the complexities of transitioning between campuses. Oasis H. supported the two-year term for stability, expressing concern that frequent

changes could lead to uncertainty. In response to an inquiry from Paige S., it was clarified that an executive member could step down mid-term if necessary.

- 7.3. Decision: **A two-year term was established for all executive roles.**

8. Initial Elections

- 8.1. Chair: Oasis H. put her name forward. After calling for further volunteers three times with no other candidates, **Oasis Heart was named Chair.**
- 8.2. Vice-Chair: Kate R. volunteered. Following three calls for further nominations, **Kate Rhodes was named Vice-Chair.**
- 8.3. Secretary: No members present at the meeting volunteered. Principal Kim H. informed the group that Amisha P. had expressed interest before the meeting. Suzanne confirmed Amisha could be officially elected at the next council meeting. Amisha is to be nominated at the next school council meeting.

9. Open Discussion and Procedural Clarifications

- 9.1. Handout Review: Suzanne L. reviewed the council handout package with the attendees.
- 9.2. Operating Procedures: Oasis H. requested clarification regarding the voting process for the operating procedures. Suzanne L. explained that while the operating procedures must be voted in, this does not need to occur at the very next meeting and advised that the vote should take place once the documents are fully prepared for presentation to the parent community.
- 9.3. Drafting Efficiency: Suzanne L. recommended limiting the number of contributors to the Operating Procedures to ensure the document remains clear and brief.
- 9.4. Council vs. Society: Erin W. sought clarification on the functional differences between a school council and a parent society.
- 9.5. Current Fundraising Structure: Principal Kim Hoey clarified that the K-12 Society currently serves as an "umbrella" organization to manage fundraising and money/budget for all three campus councils.
- 9.6. Future Vision: Moving forward, the goal is to establish three independent societies, one for each campus, once the roles and expectations are more firmly established.

The RC School Council establishment meeting was officially adjourned at 7:10 p.m.

Calgary Arts Academy Knob Hill School Council Establishment Meeting Minutes

December 18, 2025

7:00 p.m.

Attendees

Suzanne Lynch | Alberta School Councils Association

Kim Hoey | Principal RC

Sarah Birch | Principal KH

Amanda Bonnell | Assistant Principal EC

Parents | Hayley N., Janett J., Oasis H., Paige S., Guillermo C., Sharon C., Marianne A-B., Wairimu K., Charles S., Ernest F.

1. Call to Order and Welcome

- 1.1. The meeting officially commenced at 7:12 p.m.
- 1.2. The primary objective of the meeting was the formal establishment of the Calgary Arts Academy Knob Hill School Council.

2. Organizational Appointments

- 2.1. Principal Sarah B. nominated Suzanne L. (ASCA) to serve as the Chair for the establishment meeting.
- 2.2. Kim H. and Amanda B. were designated to record the minutes and monitor the Zoom chat.

3. Regulatory and Legislative Overview

- 3.1. Establishment Requirements: Under standard legislation, a 40-day notice period is required for the establishment of a council; however, it was noted that this is a unique situation.
- 3.2. Quorum: It was confirmed that the meeting met the mandatory requirement of having at least five parents and one Principal in attendance.
- 3.3. Compliance: The Chair clarified that while there is no formal "school council procedures" for meetings such as this, the school intends to follow all best practices and available guidelines to ensure compliance with the Education Act.

4. Voting Rights and Agenda

- 4.1. Eligibility: Suzanne L. reviewed the legislative requirements regarding voting rights, confirming that all parents with children currently enrolled in the school are eligible to vote during the establishment meeting.
- 4.2. Agenda: The meeting agenda was formally presented to the attendees for review.

5. Model Of Governance

- 5.1. Suzanne L. presented the difference between the Representative and Town Hall models, noting that the Town Hall model ensures all parents have an active voice.
- 5.2. The participants discussed the options, noting that the RC council had already selected the Town Hall model.
- 5.3. Following a unanimous preference expressed in the chat, the **Town Hall model was formally adopted.**

6. Communication Best Practices

- 6.1. Membership Inclusion: Suzanne L. explained that under the Town Hall model of governance, every parent in attendance at a meeting is considered a member of the School Council.
- 6.2. Streamlined Communication: It was noted as best practice for the council to send all formal communications to the school administration first, which will then facilitate distribution to the entire parent body.
- 6.3. Transparency and Outreach: Because all parents are stakeholders, Suzanne emphasized the importance of using multiple communication channels to ensure the parent community remains fully informed and engaged.

7. Size Of School Council & Terms of Office

- 7.1. Suzanne L. recommended a two-year term for the Chairperson to ensure continuity and stewardship.
- 7.2. Charles S. proposed a two-year term for the Chair and one-year terms for the Vice-Chair and Secretary, with an option to renew.
- 7.3. Principal Sarah B. supported the idea of two-year continuity to avoid uncertainty during transitions.
- 7.4. Decision: The council established a **two-year term for the Chair and one-year terms for the Vice-Chair and Secretary** (with an option to renew for a second year), to be reflected in the Operating Procedures.

8. Election of Initial Executive Members

- 8.1. **Chair: Charles Scott** was nominated in the chat and accepted the role, noting his commitment to establishing the council and developing operating procedures.
- 8.2. **Vice-Chair: Marianne Arquillano-Baptie** put her name forward and was elected with support from the assembly.
- 8.3. **Secretary: Wairimu Kihuyu** volunteered for the position; no other volunteers came forward. Wairimu was elected secretary.

9. Open Discussion and Procedural Clarifications

- 9.1. Handout Review: Suzanne L. reviewed the council handout package with the attendees.

The RC School Council establishment meeting was officially adjourned at 7:48 p.m.

Calgary Arts Academy Knob Hill School Council Establishment Meeting Minutes

December 18, 2025

8:00 p.m.

Attendees

Suzanne Lynch | Alberta School Councils Association

Kim Hoey | Principal RC

Sarah Birch | Principal KH

Amanda Bonnell | Assistant Principal EC

Parents | Stav B., Cindy L., Nathan M., Christy F., Courney H., Hayley N., Charles S., Jannet J., Oasis H.

1. Call to Order and Welcome

- 1.1. The meeting officially commenced at 8:04 PM.
- 1.2. The primary objective of the meeting was the formal establishment of the Calgary Arts Academy Knob Hill School Council.

2. Organizational Appointments

- 2.1. Assistant Principal Amanda B. nominated Suzanne L. (ASCA) to serve as the Chair for the establishment meeting.
- 2.2. Kim H. and Sarah B. were designated to record the minutes and monitor the Zoom chat.

3. Regulatory and Legislative Overview

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4. Voting Rights and Agenda

- 4.1. Eligibility: Suzanne L. reviewed the legislative requirements regarding voting rights, confirming that all parents with children currently enrolled in the school are eligible to vote during the establishment meeting.
- 4.2. Agenda: The meeting agenda was formally presented to the attendees for review.

5. Model of Governance

- 5.1. The assembly discussed the Representative versus Town Hall models.
- 5.2. Amanda B. shared that the RC and KH councils had both selected the Town Hall model.
- 5.3. The group reached a unanimous decision to adopt the **Town Hall model**.

6. Terms of Office & Size Of School Council

- 6.1. Initial discussion favoured a three-person executive (Chair, Vice-Chair, and Secretary) with committees added as needed.
- 6.2. Discussion on term length included feedback from Courtney H., who noted that a one-year term might be less daunting for families.
- 6.3. Amanda B. spoke in favour of a two-year term for consistency, though noted the stability of the student body.
- 6.4. Decision: The council opted for **one-year terms of office with the option to run for a second year**.

7. Election of Initial Executive Members

- 7.1. **Co-Chairs: Cindy Luterbach and Courtney Hinks** both expressed interest and were elected as Co-Chairs.
- 7.2. **Secretary: Nathan Munro** volunteered for the role and was elected.

8. Open Discussion and Procedural Clarifications

- 8.1. Handout Review: Suzanne L. reviewed the council handout package with the attendees.

The Erickson Centre School Council was formally established at 8:35 PM.