

## **Cranston School Advisory Council**

AGM Advisory Council - Minutes  
Tuesday September 15, 2026, 6:30 PM

**Attendance:** Stephanie Andrews, Jenna McLean, Valerie Waddell, Ryland Brennan, Gayon Cummings, Jammet Atig, Abhishek Kanjilal, Sara Rapposelli, Scott Patridge, Leisha Taylor. Administration - Jennifer George, Andrea Bodley

**1. Call to Order** at 6:37pm.

Motion to accept the minutes from previous AGM, held on September 16, 2025.

1st - Jenna

2nd - Valerie

**2. Acknowledgment of the Land.**

**3. Elections** - Role descriptions and election of positions (see below).

- Chair - Valerie. 1st. Ryland 2nd - Jenna
- Vice-Chair - Ryland. 1st - Sarah, 2nd - Valerie
- Secretary - Jenna (Stephanie as backup). 1st - Ryland, 2nd - Sarah
- Treasurer - Leisha. 1st - Sarah, 2nd - Scott
  
- Key Communicator - Valerie. 1st - Stephanie, 2nd - Aby
- Casino Coordinator - Ryland. 1st - Sara, 2nd - Jenna

**4. New Business:**

Next AGM Meeting- Tuesday, September 21, 2027 at 6:30 pm

**5. Motion to Adjourn** meeting at 6:52pm 1st - Ryland, 2nd - Sarah

## **School Council/Parent Society Roles - from the [CBE School Council Handbook](#).**

Common Roles Membership in the school council is defined in regulation and in the Education Act. AR5001-School Councils will support school council members in understanding membership options of the council.

The majority of the members of a school council must be parents or guardians of students or children at the school. Common school council positions are:

**Principal** – The principal is responsible for the school’s instructional leadership, day-to-day operations, and promoting cooperation between the school and community. Some typical duties include: holding an establishment meeting where no school council exists as outlined in the School Councils Regulation; establishing advisory committee if fewer than five parents at establishment meeting. seeking input from parents and community on major decisions that affect the school. establishing, facilitating and communicating opportunities for parent and community involvement; and providing information on school programs and the needs of students.

**School Council Chair** – The school council chair needs to be a parent of a student in the school. The chair actively encourages others to become involved in meaningful ways and organizes both programs and people. Some typical duties include: ensuring school council is represented at Community of School Councils (COSC) meetings; chairing and organizing meetings; ensuring responsibilities for council members are clearly defined; striving to ensure the diversity of the school community is represented on council; communicating regularly with the school principal; ensuring regular communication with the school community; ensuring an annual report is submitted to the Board of Trustees; and staying informed about policies that impact school councils

**School Council Vice-Chair** – This role may be shared with the chair through the creation of co-chairing positions. The vice-chair assists the chair and prepares to become the school council chair in the future. Some typical duties include: chairing meetings in the absence of the school council chair; helping to prepare for school council meetings; and preparing to assume role of chair in the future.

**Key Communicator** – The key communicator works to build and enhance a connection between parents/school communities and Calgary Board of Education. Key communicators liaise with school councils, enable more informed citizen input and share information, ideas and concerns as part of a system-wide network of involved parents. Some typical duties include: attending

Community of School Councils (COSC) meetings throughout the year; and attending school council and executive meetings.

**Secretary** – The secretary records meeting minutes and ensures accuracy of minutes. Some typical duties include: acting as recorder at meetings and ensuring the minutes accurately reflect discussion; keeping minutes, correspondence, and records (including copies of school council annual reports) filed in an orderly, publicly accessible fashion, in accordance with the Personal Information Protection Act; possessing working knowledge of school council bylaws/operating procedures; and distributing meeting and event notices.

**Treasurer** – If the school council is handling money, the treasurer keeps an accurate record of funds and financial transactions. Some typical duties include: keeping accurate records of all financial transactions; reporting to school council on the receipt and expenditure of funds; and ensuring records are available upon the request of the school district.

**Teacher** – Each school council must have at least one teacher who is elected or appointed by the teachers at the school. Some typical duties include: working with school principal to provide information to the school council. Note | the teacher role can be rotated amongst various teaching staff throughout the year.

### **Roles not mentioned on the CBE site but have been used in the past:**

#### **Casino Coordinator**

- Liaison with AGLC and ensure all paperwork is completed regarding gaming licenses.
- Hire Casino Advisor.
- Find casino cash cage and gaming coordinator hired positions.
- Update AGLC with executive changes and address changes
- Work with school on casino funds use of proceeds.
- Work with volunteer coordinator (if applicable) to ensure all positions and volunteers are filled.
- Work with treasurer and accountant to ensure all financial reporting is completed.

**Officers and Directors** (at Large) (A maximum of 17 Directors will be elected for the Fundraising Society). These positions are for voting on fund requests from the school/administration.

## Additional Information on Councils and Societies

[Partner | Unique Role of School Council Parents and community members are important partners in public education.](#)

Through school councils, our partners can make significant and meaningful contributions to the learning opportunities provided to CBE students.

**Under the Education Act, Alberta Education defines school councils as a collective association of parents, secondary students, the principal, teachers, and community representative(s) whose purpose is to advise the principal and the Board of Trustees respecting matters related to the school. School councils have legislated advisory and decision-making authority defined within the Education Act and the School Councils Regulation.**

Every CBE school community is required to establish a school council. Working in collaboration with the principal and school community, school councils can help foster a supportive learning environment and create valuable opportunities for students to meet the standards of education set by the minister.

### How School Councils Differ from Other Parent Groups

***School councils*** exist to advise the principal and the Board of Trustees on school matters. The school principal and at least one teacher at the school must be members of the school council.

***Parent societies*** are a formal group of parents, incorporated under the Societies Act **for the purpose of raising funds for the school**. A society is a separate legal entity from the school council. The school principal is not a member of this group but may participate in the meetings.

Other parent groups or associations may also exist at CBE schools, which are not incorporated and are not school councils.

School council meetings must be kept separate and distinct from the meetings of other parent groups. Meetings of parent groups can be held on the same date providing the meeting of one group officially comes to an end before the other meeting begins (e.g., school council meeting 7-8 p.m. and parent society meeting 8-9 p.m.). Meeting minutes must also be recorded separately.