



Alternative High School Parents Association

Parents / Guardians,

The Parents Association would like to **welcome** new and returning students and staff to the 2025-2026 academic school year. A new academic year brings with it many new opportunities for the Parents Association to continue to be involved in the Alti community and support the students and staff to make this year great! New students and staff will see, as we already have experienced, the supportive community that Alternative High brings to your student's lives.

Get Involved By:

- Attend meetings
- **Donate** your bottles to Alti Parents Association at [SkipTheDepot](#)

November 18 Meeting

We hope that parents and guardians of Alti students will come to our Tuesday, November 18th meeting to learn how they can help students as board members of the Parents Association and Council. The Alternative High School Parents Association plays an important role in strengthening the school programming throughout the school year. The association's main source of financial support for the students occurs during a two-day casino volunteer event every 18- to 24-months. This money funds most of the costs involved with all courses including Art supplies, Phys. Ed outings, Foods class costs, and computers. Our goal is to minimize the impact of school fees on students and allow them to focus on taking classes they want without barriers.

Annual General Meeting

The AGM will be held in the coming weeks, including the election for the new 2025-2026 board. There are key roles that are required to be filled in order to ensure the continued financial support of Alternative High School activities and programming by the Parents Association. The **association plays a vital role in the school community** and we want to ensure that we can continue to support the student population in the year ahead. The work of the Parents Association does not require significant, specialized skills or a dramatic investment of time. However, it **does require membership**. Currently, there are a number of roles being held by parents of previous students including Treasurer and Vice President and some with grade 12 students moving on at the end of June. We are inviting parents to play a role in the school programming by volunteering one or two hours roughly six times a year to continue the work of the association. The information on the following pages provides more details on the Boards and their board member positions.

School Council and Parents Association Positions:

Parents Association

Parent societies are a formal group of five or more persons, incorporated under the **Societies Act** (<https://open.alberta.ca/publications/s14>) for the purpose of raising funds for the school and students. A society is a separate legal entity from the school council. More information can be found in our **CBE Administrative Regulation 5001 – School Councils and School/Parent Societies** at <https://www.cbe.ab.ca/GovernancePolicies/AR5001.pdf>

President (required): This role requires approximately one to three hours a month. Time fluctuates depending on the typical duties required to be completed.

Some typical duties include:

- ensure regular school association meetings are held;
- chair association meetings and AGM;
- chair and maintain meeting decorum;
- ensure the needs of the school community are being met and align with all requirements set out in the regulations and guidelines governing the society;
- ensure that minutes are recorded and maintained by secretary or appointed member during meeting;
- communicate with the principal/vice principal on a regular basis;
- work with the vice president and secretary in agenda preparation;
- work with treasurer and vice president to prepare financial reports and review monthly financials;
- may develop communications for associations newsletters or in association with a Board Director;
- ensuring there is regular communication with the school community beyond the scheduled association meetings;
- work with the school administration to post meeting notices, news letters and meeting minutes;
- ensuring roles and responsibilities are clearly defined; and
- soliciting input from all members.

Vice President: This role requires dedicated time of approximately an hour a month depending on the requirements of the duties as they work with the president.

Some typical duties include:

- chair meetings, in the event the chair is unavailable;
- work with and support the chair in agenda preparation;
- work with president and treasurer to prepare financial reports; and
- promote teamwork and assist the chair in the smooth running of the meetings.

Treasurer (required): This role requires roughly one hour monthly to management of the association's financial status. There will be increased time commitment to complete annual financial reports during key annual return months (roughly two to five hours depending on amount of pre-work done each month)

Some typical duties include:

- keep accurate records of all transactions;
- monitor banking information and file in an orderly, publicly accessible fashion, in accordance with the Personal Information Protection Act the statements documents and expenditures images;
- report to the Parents Association on the receipt and expenditure of funds;
- work with the president and vice president to prepare the financial reports;
- submission of annual CRA report and provincial financials; and
- ensure that records are available, upon request of the school board.

Secretary (required): This role requires dedicated time in the days around meetings to perform this role.

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;
- working knowledge of school council bylaws/operating procedures; and
- distributing meeting and event notices to the school council president for publication

Director – Casino Chair: This role plays an important role approximately every 18- to 24-months. Leading up to the casino event there is a small amount work roughly three to six months from the date to secure the dates and provide information the AGLC. There is a larger time commitment to organize the volunteers and run the event.

Some typical duties include:

- working with AGLC to secure a casino date;
- securing casino advisors in accordance with AGLC requirements;
- securing the key positions three to five months before the event; general manager, banker, cashier, chip runner, and count supervisor.
- securing the required volunteers for two casino dates;
- develop a sign-up process for managing volunteers;
- and ensuring all aspects of the casino dates are managed as expected.

Director at Large: This role requires minimal time effort.

Some typical duties include:

- attend association meetings and AGM; and
- be available to perform financial audits when required.

School Council

Under the Education Act, a school council is a collective association designed to advise the principal and the CBE Board of Trustees on matters related to the school. It is a collective association of parents, principals, staff, secondary students (where applicable) and community representatives that seeks to work together to promote the well-being and effectiveness of the entire school community, to enhance student learning and to facilitate cooperation among the concerned participants in the local school. School councils have legislated advisory. They are different from Parent Societies & Associations, whose main function is to raise funds for the school. You can find more details in the CBE School Council Handbook at <http://www.cbe.ab.ca/FormsManuals/School-Council-Handbook.pdf>

School Council President (required) – The school council **president 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 Council 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 President – 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. This role must be a parent of a student at the school.

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.

Secretary – The secretary acts as a recorder at each meeting and ensures meeting minutes are accurate.

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;
- working knowledge of school council bylaws/operating procedures; and
- distributing meeting and event notices to the school council president for publication.

Current Board and Upcoming Election:

The Annual General Meeting will hold an election for each position in the School Council and Parents Association. The positions are voted on by all members in attendance to the online meeting in November AGM. Current board members may re-run for their current position but all members are welcome to put their name forward during the election period at the AGM. We are required to ensure the key positions are filled to form each board. These positions are President, Treasurer and Secretary for Parent Association and President for School Council.

School Council:

Position	2024 -2025
President*	Gary Davies
Vice President	vacant
Secretary	Stepped down in 2025

Parent Association:

Position	2024 -2025
President*	Nik Thierry
Vice President	Shelley Barter
Treasurer*	Beth Johnson
Secretary*	Stepped down in 2025
Director - Casino Chair	Laurie Wilson-Temple
Director at Large	vacant

* Required positions

We hope to see you all at the **Tuesday, November 18th** Alternative High School Parent Association to **answer questions you may have on the board positions**. Watch for an email notice or the Parent Society webpage closer to the event for meeting details on the **AGM date and time**.

Sincerely,

Shelley Barter
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Vice President, Alternative High School Parent Association