

## Saint John XXIII School Council Meeting Annual AGM & Elections

St. John XXIII Catholic School, 9526 89 St,  
Fort Saskatchewan, AB

Agenda – October 5, 2021 7:00 pm

Googlemeet link: [meet.google.com/kae-rpoe-fmb](https://meet.google.com/kae-rpoe-fmb)

1. Treaty Acknowledgement
2. Call to Order/Prayer- World Teachers' Day
3. Welcome: Chair Alana Seymour
4. Around the room introductions
  
5. Approval of Agenda
  
6. Administrative Report: Mrs. Bonnie-Lynne Boehm & Mrs. Gail Greene
  
7. **2021-2022 School Council Executive Elections**
  - I. **School Council Chair** It is expected that the school council chairperson will be a parent of a student attending the school. The chair should be someone who can work collaboratively and knows how to organize both programs and people. The chair should actively encourage others to become engaged in meaningful ways. Typical chairing duties include:
    - chair all meetings of the school council
    - coordinate with the principal to establish meeting agendas
    - ensure that the operating procedures are current and followed
    - be the official spokesperson of the school council
    - ensure there is regular communication with the whole school community
    - stay informed about school board policy that impacts school council
    - 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**\*Chair's Relationship with the Principal**

The chair's role is key to the success of the school council. An important responsibility is regular and ongoing communication with the school principal. This relationship of mutual trust and respect must be nurtured and supportive of common goals for the learning community.
  - II. **Co-Chair:** Share in chair responsibilities and act in place of chair when they are unavailable.
  - III. **Vice-Chair:** The vice-chair's duties are, in the event of resignation, incapacity or leave of absence of the chair, to fulfill the chair's responsibilities, and in the absence of the chair or co-chair, supervise the affairs and preside at meetings of the school council
  - IV. **Treasurer:** The handling of money through fundraising activities or donations, the treasurer keeps accurate records of all financial transactions and ensure that records are available upon request of the school board or school community.
  - V. **Secretary:** The secretary acts as a recorder at each meeting and ensures that the minutes are prepared accurately to reflect the directions agreed to at the meeting.

8. **Member roles:**

- I. **Parish-School Liason:** communicate between the school and parish upcoming events, share information for the Smore,
- II. **Classroom Rep** - seeking a classroom rep from each classroom.  
Parents of children enrolled at the school form the majority of the members of school council, and:
  - encourage participation of parents and representatives from the school community
  - share their professional knowledge, expertise and life experience
  - encourage feedback and participation from community groups and individuals
  - communicate information of interest to the school council and the school community
  - share information from school council meetings with the community
  - have a clear understanding of the school council objectives
  - attend school council meetings and create an inviting environment
  - identify possible topics for agendas and recommend training sessions on school council effectiveness
- III. **Fundraising Liaison?**

9. Next steps: Administration and Executive meet: Assurance Alignment & Year Plan & Operating Guidelines

10. CEPAC update

11. School Council grant

12. Meeting dates and times for the year

13. Treasurer's Report –

- a. Update on Budget from June 2021

14. New Business

a. Halloween-What can we do?

b. Hopes for the year? Enter in chat

15. Next Meeting:

16. Adjournment