

MINUTES

SGCHS School Council – Establishment Meeting

October 17, 2023 | *Meeting called to order by* Cam Robertson

In Attendance

Cameron Robertson, Dorcas Kilduff, Anne Montgomery, Meg Dmytry, Amy Smart,
Heather Donovan, Tracy Lebel, Krista Auch Called to order: 7:02

Approval of Minutes

N/A – Establishment Meeting

Chair– Dorcas Kilduff (Alberta School Councils’ Association)

Secretary–Cam Robertson

Establishment Meeting Minutes

- 1) **Overview** of School Council benefits, values, purpose and tasks (see attached slides from ASCA presentation)
 - a. “The purpose of School Council is: to enhance student learning and participate in school improvement planning”
- 2) **Model of Governance** for School Council: Town Hall or Representative models of School Council
 - a. Town Hall: Model All parents who have children enrolled in the school are automatically (by default) members of the School Council. The School Council is all the parents in the school. All parents who attend meetings are welcome to participate, share ideas/input, and vote. A School Council Executive Committee (Chair, Vice Chair, Secretary, etc.) is elected by the members (parents) to manage meetings and coordinate School Council work. This model is meant to be inclusive and gives all parents a voice. All parents have equal opportunity to participate and share ideas/input. All parents have an equal vote.
 - b. Representative Model:
 - c. Motion: That the SGCHS School Council adopt the Town Hall model of School Council governance. PASSED
- 3) **Size of School Council:**
 - a. Quorum will be 5 school council members including one member of Executive
- 4) **Term of Office** for each member of the School Council and SGCHS School Council Executive
 - a. Motion: That the SGCHS School Council have a one-year Term of Office for members of School Council as well as a one-year Term of Office for Executive/Table Officers. PASSED

5) **Overview** of School Council Positions

a. Chairperson

- i. It is expected that the School Council Chairperson will be a parent of a student enrolled in the school. The Chair should be someone who can work collaboratively and knows how to organize programs and people. The Chair should actively encourage others to become involved in meaningful ways.
- ii. Typical Chairing duties include:
 1. Chair all meetings of the School Council;
 2. Coordinate with the Principal to co-create meeting agendas;
 3. Communicate with the Principal on a regular basis;
 4. Decide all matters relating to Rules of Order at the meetings;
 5. Ensure that School Council Operating Procedures are current and followed;
 6. Be the official spokesperson of the School Council;
 7. Ensure there is regular communication with the whole school community,
 8. Review any communication to the school community prior to distribution and include the Principal in same;
 9. Stay informed about School Board policy that impacts School Council;
 10. 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, no later than September 30th;
 11. Have general responsibility for all activities of the School Council;

b. Vice-Chair

- i. On School Councils, the Chair depends on the Vice-Chair to undertake part of the work.
- ii. Typically, the Vice-Chair's duties are to:
 1. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities (while remaining in Vice-Chair position);
 2. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
 3. Work with and support the Chair in agenda preparation;
 4. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
 5. Assume responsibility, in consultation with the School Council, for communicating with the fundraising association or other parent groups within the School;
 6. Promote teamwork and assist the Chair in the smooth running of the meetings;
 7. Keep informed of relevant School and School Division policies;
 8. Assist the Chair and undertake tasks assigned by the Chair.

c. Secretary

i. The School Council Secretary typically will:

1. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
2. Keep minutes, correspondence, records and other School Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of 7 years;
3. Maintain a dated record of all the members of the School Council who have knowingly provided their contact information (Permission to Contact Form), in compliance with PIPA;
4. Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events;

6) SGCHS School Council Executive (3) Member Elections

a. Chairperson

i. Meg Dmytry

1. Put name forward for consideration as Chairperson
2. Seconded: Heather Donovan
3. Acclaimed

b. Vice Chair

i. Amy Smart

1. Put name forward for consideration as vice-chairperson
2. Acclaimed

c. Secretary

i. Heather Donovan

1. Put name forward for consideration as secretary
2. Acclaimed

Next Meeting

March 15, 2022 at 7:00pm

Meeting adjourned 8:35 pm