

Nicholas Sheran Elementary School Council Annual General Meeting

Tuesday, June 10th, 2025 @ 6:30pm in Community Room

In the spirit of reconciliation, we acknowledge that we are meeting here tonight on the traditional land of the Siksikaitsitapi (Blackfoot people). We are grateful to be here and will endeavor to honour, respect, and uplift the traditions of people who have cared for this land since time immemorial. We also recognize the Métis people of Alberta Region 3 who call Treaty 7 their home.

Call to Order: by Sarah at 6:32

WELCOME & Introductions: Tricia M, Karma VS, Brette T, Meggen H, Nichole H, Tyler W, Sarah H, Aaron F, Steve W, Danica F,

Purpose of School Council (ASCA website <https://www.albertaschoolcouncils.ca/school-councils/school-councils-in-alberta>)

School councils are structured groups of parents, principals, teachers, secondary students, and community representatives who work together to effectively support and enhance student learning. They provide a method for members of the school community to consult with and offer advice to the principal and the school board.

Parents play a vital role in student success and can participate in decisions that impact student learning through school council. By contributing knowledge, perspective and ideas at school council or COSC meetings, parents are actively contributing to school community and school district success.

DUTIES OF THE EXECUTIVE MEMBERS (From NSCS Bylaws May 2017)

A. Chair

It is expected that the School Council Chair will be a Parent. Unless otherwise delegated, the Chair of the School Council will:

- i. Direct all meetings of the School Council;
- ii. Coordinate with the Principal to establish meeting agendas;
- iii. Cause the meeting agenda to be circulated among the Executive and published on the School website at least three days prior to the date of the meeting;
- iv. Communicate with the Principal on a regular basis;
- v. Decide all matters relating to rules of order at the meetings;
- vi. Ensure that these Operating Procedures are current and followed;

- vii. Be the official spokesperson of the School Council;
- viii. Ensure that there is regular communication with the whole School Community;
- ix. Stay informed about School Board policy that impacts School Council;
- x. Have signing authority, if required, on any financial accounts together with the Treasurer, Principal, and Vice Principal;
- xi. Prepare and provide an annual report to the School Board, with such report complying with the School Board's requirements;
- xii. Have general responsibility for all activities of the School Council;

B. Vice-Chair

Unless otherwise delegated, the Vice-Chair of the School Council will:

- i. Assume the role of Chair in the event of the Chair's resignation or incapacity;
- ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- iii. Assist the Chair with duties, as assigned by the Chair;
- iv. Ensure the appropriate management, in compliance with Personal Information Protection Act, of any personal information collected on behalf of the School Council;
- v. Assume responsibility, in consultation with the School Council, for communicating with the "society" or other Parent groups within the School;
- vi. Stay informed about School Board policy that impacts School Council;

C. Secretary

Unless otherwise delegated, the Secretary of the School Council will:

- i. Act as a recorder at each meeting and ensure that attendance is recorded and that the meeting minutes are prepared accurately to reflect the meeting;
- ii. 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;
- iii. Maintain a dated record of all the Members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- iv. Distribute, as determined by the School Council, minutes, notices of meetings and notices of other events;
- v. Create and maintain a list of the names, positions, and contact information of all Executive Members of the School Council; In the absence of the Secretary at a meeting, the School Council shall choose a recording Secretary for that meeting;

D. Treasurer (if required – see Fundraising clause)

Unless otherwise delegated, the Treasurer of the School Council will:

Keep accurate records of all financial transactions;

- i. At each Council meeting, present a report of all recent financial activities;
- ii. Ensure that records are available upon request of the School Board, public or School Community;
- iii. Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order;
- iv. Have signing authority on any financial accounts together with the Chair, Principal, and Vice Principal;
- v. Present a full, detailed account of receipts and disbursements to the School Council as required by the School Council, and prepare the financial statements for the annual report, with such report complying with the School Board's requirements;

E. Past Chair (Optional)

If willing, the Past Chair of the School Council may serve in an advisory capacity to the new School Council;

10. DISTRICT REPRESENTATIVE(S)

One or two members of the School Council shall be elected at the Annual General Meeting to represent the School at the District School Council. Unless otherwise delegated, the District

Representative will:

- A. Attend all meetings of the School Council;
- B. Attend all meetings of the District School Council. If unable to attend, the District Representative shall arrange for an alternate Council member to attend the District School Council meeting;
- C. Report to the School Council any pertinent or applicable information from the District School Council;
- D. Report any School highlights to the District School Council at their monthly meeting;

11. COMMITTEES

The School Council may appoint committees consisting of School Council Members and/or the School Community. Committees meet outside of School Council meetings to complete their assigned tasks as per the direction of the School Council and report their activities at the School Council.

Any Additions: vote to reimburse Tyler for treats from this meeting.
Set dates for meetings.

Approval of AGENDA/Second: motion by Meggen, second by Nicole.

Approval of MINUTES/Second: motion by Meggen, second by Brette

AGM – Election of Officers

Chairperson: Sarah H nominates Danica F. Danica F. accepts. Appointed by acclimation.

Vice Chairperson: Meggen nominates Karma VS. Karma accepts. Appointed by acclimation.

Secretary: Nichole H nominates herself. Appointed by acclimation.

Treasurer: Meggen H nominates herself. Appointed by acclimation.

Division Council Reps: Tyler W nominates himself. Appointed by acclimation. Sarah H self-nominated as an alternate for division council rep.

Request for Hot Lunch Committee: Stephanie P. volunteered to head the hot lunch committee.

Staff Appreciation: no volunteers tonight. Will ask again at first meeting in September.

New Business: motion by Danica to reimburse Tyler W up to \$130 for the money spent on treats from our \$250 division grant. Second by Meggen. Motion passed.

Dates for meetings. All meetings will be at 6:30pm

September 16

October 21

November 18

January 20

March 17

April 21

May 26

June 9 - AGM

Motion to Adjourn/Second: Motion by Meggen at 7:19pm. Second by Tyler.