

Coalbanks Elementary School
School Council Meeting

Agenda – February 25, 2020
6:30 pm – 8:00 pm

* indicates written report/attachment provided

1. **Call to order**
 2. **Review of the Agenda** **5 Min**
 3. **Approval of the Minutes, as presented (OR as amended)** **5 Min**
[Link minutes from January 23rd](#)
 4. **Elections of Chair:** **20 Min**
 - a. Mr. Gentile will identify the names that have been submitted
 - b. Call for nominations from the floor
 - c. Speeches/ Questions (3-5 mins each)
 - Tell us a little about yourself that would help us understand why you would be a strong candidate for this position.
 - Tell us a little background of your experience that would make you a strong candidate for this position.
 - How do you plan to work collaboratively with the school principal if you are the successful candidate?
 - d. Elections if applicable
*Chairperson Duties See Appendix A.
 6. **Elections of Vice-Chair:**
 - a. Mr. Gentile will identify the names that have been submitted
 - b. Call for nominations from the floor
 - c. Speeches/ Questions (3-5 mins each)
 - Tell us a little about yourself that would help us understand why you would be a strong candidate for this position.
 - Tell us a little background of your experience that would make you a strong candidate for this position.
 - How do you plan to work collaboratively with the school principal if you are the successful candidate?
 - d. Elections if applicable
*Vice Chairperson Duties See Appendix B.
- *Mr. Gentile will briefly meet with the new Executive after the School Council meeting to book a time to go over the Operating Procedures with Alberta School Councils**
7. **Financial Report*: Treasurer – Dina Mustendanagic** **5 Min**
Financial Transactions / Status to date:
 8. **Committee Reports** **5 Min**
Hot Lunch Update

Coalbanks Elementary School
School Council Meeting

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| 9. Principal's Report: Principal – Joey Gentile | 30 Min |
| <ul style="list-style-type: none">• Celebration of Learning March 19 from 1:00 p.m. – 8:00 p.m. Teachers will have a dinner break from 5:00 – 5:30 p.m.• Power School Parent portal will be closed on February 24th for teachers to input grades and comments. Report cards will go live on March 13th at noon.• The 2020-2021 School Calendar has been approved by the Board https://www.lethsd.ab.ca/download/230684• Motivational Magic: “Bucket Filler” has been booked for March 5th @ 9:00 a.m. This event is for the entire school body. Afternoon programs are welcome to attend with parent supervision.• The traversing wall has been ordered. Our maintenance department is hoping to have it installed over the Easter break or sooner.• Amendments to the Operating Procedures from last meeting have been updated and posted on the website. | |
| 10. Old Business | 5 Min |
| 11. Trustee's Report: Trustee – Jan Foster | |
| 12. New Business | 5 Min |
| 13. Next Meeting(s) | 5 Min |
| <ul style="list-style-type: none">• March 16th @ 6:30 pm-8:00 pm | 5 Min |
| 14. Adjourn | |

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Appendix A.

CHAIRPERSON DUTIES

It is expected that the School Council Chairperson will be a parent of a student attending the School. Unless otherwise delegated, the Chairperson of the School Council will:

1. Chair all meetings of the School Council;	8. Have general supervision of all activities of the School Council;
2. Coordinate with the principal to establish meeting agendas;	9. Be the official spokesperson of the School Council;
3. Communicate with the principal on a regular basis;	10. Ensure there is regular communication with the school community, beyond those who attend meetings;
4. Call regular School Council meetings;	11. Stay informed about school board policy that impacts School Council;
5. Decide all matters relating to rules of order at the meetings;	12. Have signing authority, if required, on any financial accounts together with the vice-chair/co-chair and the treasurer;
6. Follow existing School Council operating procedures;	13. Submit an annual report in conformance with the Regulations.
7. Ensure that minutes are recorded and maintained;	

Appendix B.

VICE CHAIRPERSON DUTIES

Unless otherwise delegated, the Vice-Chairperson/Co-Chairperson of the School Council will:

1. In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities;	6. Promote teamwork and assist the Chairperson in the smooth running of the meetings;
2. In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council;	7. Keep informed of relevant school and school board policies;
3. Work with and support the Chairperson in agenda preparation;	8. Prepare to assume the position of Chairperson in the future;
4. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;	9. Have signing authority, if required, on any financial accounts together with the Chairperson and the treasurer;
5. Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;	10. Aid the Chairperson and undertake tasks assigned by the Chairperson.
