

**South Carleton High School  
SCHOOL COUNCIL MEETING**  
Date: Tuesday, Oct 3<sup>rd</sup> at 7:00 pm  
Location: Online [HERE](#)

### Agenda

|    | Agenda Item  | Speaker            | Estimated Time |
|----|--|--------------------|----------------|
| 1  | Welcome, Role Call & Land Dedication   | Paula Harris       | 5 minutes      |
| 2  | Approval of Agenda   | All                | 2 minutes      |
| 3  | Approval of May Minutes  | All                | 1 minute       |
| 4  | 2023/2024 Elections*   | All                | 15 minutes     |
| 5  | Chair's Report <ul style="list-style-type: none"> <li>• Financial Summary from last school year</li> </ul> | Paula Harris       | 15 minutes     |
| 6  | Principal's Report   | Jessica Young      | 20 minutes     |
| 7  | Teacher's Report   | Sheri Eady         | 10 minutes     |
| 8  | Community Representative's Report  | Elizabeth Douville | 5 minutes      |
| 9  | OCASC Update   |                    | 5 minutes      |
| 10 | Matters of Action  | N/A                | N/A            |
| 11 | New Business/Round table <ul style="list-style-type: none"> <li>• Frequency of meetings</li> </ul>         | All                | 5 minutes      |
| 12 | Adjournment  |                    |                |

**Next Meeting: TBC**

**\* Council positions include:**

**Chair**

The chair of Council performs the following:

- arranges for meetings
- acts as chair at Council meetings
- ensures the minutes of Council meetings are recorded and maintained
- ensures communication between Council and the school community
- facilitates the resolution of conflict and participates as an ex-officio member of all committees established by the Council
- acts on behalf of all parents of students at SCHS, by liaising with the principal, staff and Board representatives to work with them to enhance the quality of life for all students.

**Vice Chair**

The vice-chair:

- works closely with the chair to assist in the day-to-day operation of the Council
- stands in for the chair as to chair meetings or to undertake other duties of the Council on the chair's behalf

**Past Chair**

The past chair will remain an officer of Council until replaced by a new past chair. The past chair:

- acts as a resource to the current chair, to maintain continuity and assist in planning the budget and implementing programs
- stands in for the chair, vice-chair or secretary to assist in the smooth operation of Council meetings and programs

The past chair automatically has a seat on Council and does not stand for election.

### **Secretary**

The secretary of the Council is

- responsible for the administrative activities of Council ensuring that adequate notice of meetings is provided and documentation is circulated to all members within prescribed time lines
- prepares meeting agendas
- takes, distributes and maintains accurate minutes of all Council meetings, including the recording of any motions introduced or resolutions passed by Council
- required to attend all Council meetings, or appoint another Council member as a designate to undertake secretarial responsibilities

### **OCASC Representative**

Council sends one representative to the Ottawa-Carleton Assembly of School Councils. The OCASC Representative is

- responsible for representing the views of SCHS' Council to the larger body of school councils, and pursuant to their meetings, reporting back to, or seeking input from, Council regarding the activities of OCASC
- is required to attend approximately ten OCASC meetings a year or appoint other Council members as designates.

### **Members at Large**

Parents wanting to become Council officers but not wanting to hold an office may do so by becoming elected as Members at Large. These Members at Large are responsible for:

- attending Council meetings
- participating in information and training programs
- acting as a link between the School Council and the community
- encouraging the participation of the parents from all groups and of other people within the School community.