# http://www.ottawacatholicschools.ca/images/schoolbanners/emi-banner-logo.jpg

# St. Emily School Council Meeting

## September 19, 2017

**St. Emily Learning Common**

## 6:30 p.m. to 8:30 p.m.

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| 6:30 p.m. | Call to Order | Mark McMahon |
|  | **Prayer** | Lori Ann Hannigan |
|  | **Approval of Agenda** | Mark McMahon |
|  | **Approval of June Minutes** | Mark McMahon |
|  | **Carnival report****Treasurer Report****Lunch Report****Parish Report****CSPA Report****Wrap Up of 2016-17 Business** | Monica – Janice- MeghanBrynn McMahonKim MonaghanMilva CallaJanice VanderwelMark McMahon |
|  | **Principal’s Report*** **Dissolvement of 2016-17 Council**
* Election of 2017-2018 School Council Chair
* Communicates on an on-going basis with the School Principal
* In consultation with the Principal:
	+ Sets the dates and times of meetings
	+ Establishes the meeting agenda
* Chairs school council meetings
* Ensures minutes of meetings are recorded and maintained
* Ensures that the school community is kept informed on Council proceedings and activities
* Represents the council at special functions
* Acts as a spokesperson for the Council
* Consults with senior board staff and trustees, as required
* Ensures follow-up on items raised by council members
 | Tracy Mertz |
|  | **Election of Council****Vice-Chairperson:*** Assumes acting role in the absence of the chairperson
* Shares the duties of the chairperson as determined by the chairperson
* Ensures ongoing communications with the school community, including updates to social media and annual Council Report Card

**Treasurer:*** Maintains a record of Council funds and financial activities as required by Board policy, and in keeping with generally accepted accounting practices
* Co-signs cheques for payment of goods and services
* Prepares an annual, written financial statement for review and approval of the Council
* Ensures access to Council financial records by the school community
* Ensures that a copy of the financial records is provided to the school for access by the school community
* Maintains a budget

**Assistant-Treasurer*** Co-signs cheques for payment of goods and services
* Ensures all monies are deposited in a bank/trust company approved by the Council.

**Secretary:*** Records, distributes and maintains records of Council meetings and correspondence
* Ensures that a copy of the records is provided to the school for access by the school community
* Ensures access to Council records by the school community

**Catholic School Parent Association (CSPA) Representative:*** Reports and consults with Council on issues referred by the Board and/or by the Parent Association
* Represents opinions of parents in their school community
* Represents and expresses the majority view of the Council
* Attends the CSPA meetings

**Parish Representative:*** Brings the concerns of the parish regarding Catholic Education to Council
* Serves to disseminate the suggestions, orientations, activities and concerns of the Council to the parish
* Assists in promoting, aligning and coordinating the liturgical celebrations and other activities of the parishes and school, as required

**Fundraising Chair*** Responsible for Chairing the Fundraising Committee
* Responsible for the coordination of all fundraising events

**Lunch Chair*** Responsible for arranging and coordinating the weekly school lunches
* Responsible for the management of volunteers for the delivery of lunches
 | Chair of Council |
|  | **Teacher’s Report** | Sarah Eady |
|  | **Committee Reports*** Lunch Committee
* Fundraising Committee
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|  | **New Business*** **Website**
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| 8:30 p.m. | **Adjournment** | Mark McMahon |