# 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- Meghan  Brynn McMahon  Kim Monaghan  Milva Calla  Janice Vanderwel  Mark 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** |  |
| 8:30 p.m. | **Adjournment** | Mark McMahon |