



GORDON SCHOOL COUNCIL

Wednesday September 30, 2015.

6:30 p.m.

Agenda

- 1) Call to order & Welcome
- 2) Adoption of last meeting's minutes
- 3) Elections for:
 - Chair –
 - Vice Chair –
 - Secretary –
 - Treasurer –
 - Members –

(Newly elected Chair will oversee the meeting at this point)
- 4) Financial Report
- 5) Administrator's Report
- 6) Parent Involvement opportunities – Carried over from last year and new opportunities
- 7) Old Business (if applicable)

Next Meetings: November 24, January 26, March 29, May 24

The chairperson shall:

- Call meetings
- Prepare the agenda for Council meetings in consultation with the principal and input from the Council members
- Chair the meetings and, if he/she cannot attend, arrange for the Vice-chair to preside at the meeting
- Ensure that the minutes of each meeting are recorded and filed with any changes
- Participate in training sessions
- Communicate with the principal, senior board staff and trustees, as required
- Aid in co-operative decision making
- Be responsible for dealing with missed meetings of a Council member and the possibility of loss of membership
- Attend at least one (1) meeting per year of another local school council

The chairperson may serve as an ex-officio member of the Council when his/her term expires. The chairperson may serve as an ex-officio member of any subcommittee.

The Vice-Chairperson shall:

- Act as Chairperson in the chairperson's absence
- Chair at least one meeting during his/her term and be responsible for that meeting's agenda.

The Secretary shall:

- Keep a full and accurate account of the proceedings and transactions of council meetings
- Provide to the principal and all council members a copy of the complete minutes of the meeting no later than one (1) week prior to the next council meeting
- Maintain a council file in the school's administration office containing copies of all minutes, council correspondence, current by-laws, current reports
- Maintain a list of the Council membership with current telephone numbers; and/or additional contact information
- Maintain attendance records.

The Treasurer shall:

- Keep an accurate account of the fund raising money raised through the fund raising sub-committee
- Be one of two signing officers for the bank account called "Gordon School Fund Raising", the other signer shall be a member of council who is on the fund raising sub-committee
- Give a report at the Council meetings of the fund raising monies
- Be an ex-officio of the fund raising sub-committee and/or a member of the fund raising sub-committee

Members shall:

- Miss no more than three (3) consecutive meetings without a legitimate reason conveyed to the chair of the Council in advance of such meeting
- Attend all scheduled meetings of the Council in the absence of a reason for absence as above
- Participate in council activities to the best of their abilities
- Always remember the students' best interests first when making decisions
- Act as a link between parents and other persons in the school community
- Be compassionate, honest, fair and respect their partners in the school community
- Act only on the basis of accurate and first-hand information after thoughtful consideration
- Be given equal opportunity in any and all decision-making and be expected to support the Council's final decision.