

St. Patrick's Community School Council

Agenda

Date: August 21, 2018

Time: 4:00pm-5:00pm

Location: Band Room at St. Patrick's Community School

Establishment Meeting

Chair: Mrs. Mundorf

1. **Call School Council Meeting to Order-** Mrs. Mundorf
2. **Prayer-** Mr. Adam Sia
3. **Introductions**
4. **Additions to Agenda:**
5. **Business items:**
 - Hot lunch- We will review and discuss our hot lunch options for this school year.
 - Milk Program- We will review and discuss our milk program options for this school year.
 - Friendship Meal: Motion: To purchase the food for the Friendship Meal hosted by St. Patrick's Community School on August 24 @ Sacred Heart Parish.
6. **Confirmed School Council fees for 2018-2019 and fundraising implications -**
Mrs. Mundorf
7. **Modernization update-** Mrs. Mundorf
8. **Reports- These reports are part of each meeting:**
 - a. Hot Lunch Coordinator's Report
 - b. Treasurer's Report
 - c. Trustee's Report
 - d. School LIFT Report

[Please note: Formal reports will begin at our next meeting]
9. **School Council Executive (1 year) positions for 2018-2019- Mrs. Mundorf**
 - Chair :
 - Vice Chair:

- Secretary :
- Treasurer :

School Council descriptions

A) School Council President:

1. Set up the agenda for each meeting: be the collection point for info that needs to be on the agenda
2. Be the main spokesman at each meeting, ensure the meeting flows, ensure each person is heard and acknowledged, try to keep everyone on track, keep meetings timely if possible.
3. Sign off on receipts for PAC for Marion if needed.
4. Be visible at as many PAC events as possible.
5. Be prepared to volunteer at any event that needs a volunteer.
6. Attend joint board meetings if available.
7. Be a spokesman for our school/ be a school representative.
8. Be available to all parents/ admin/ other council members to have ideas bounced off of.
9. Be the determining vote if ever a tie arises amongst voting parties. The only time the chair can vote is in the event of a tie, other than that, chairperson does not vote.
- 10) Ensure motions are presented properly: next year you will likely need to look back at the notes from this year.
11. Assist in coordination of events.
12. Present new ideas.
13. Present historical information if it is available.
14. Attend all PAC meetings. If unavailable for a meeting, coordinate another person to chair the meeting!
15. Be involved in all School Council initiatives (Fundraising)

B) Recording Assistant:

1. Take minutes of each meeting.
2. Pass around a sign-in sheet for all parents attending.
3. Email the minutes to the school principal for review. Once they are approved the principal will post the minutes on our school website under the parent tab.

C) School Council Treasurer Roles and Responsibilities:

1. Obtain an updated print out of School Council accounts from Marian Foster, approximately 1 week in advance for the Council meeting.

2. Review the status of each account (is it in the positive or negative) and ensure that all expected expenses have occurred.

3. Summarize information for the meeting in a Treasurer's Report.

4. Once Central Office has the books updated from the previous year (expect around November) check to see that the numbers the school has kept track of and the numbers from Central Office align. If they do not compare reasonably well then investigate with the help of school admin.

5. Create and present a budget for the current school year using the current accounts as a guideline and creating new accounts as the current council sees fit.

10. Next meeting date: TBD