



William Aberhart High School

School Council



"Established in 1995 under the School Act, Alberta Education defines school councils as a collective association of parents, secondary students, principal, teachers, and community representative(s) whose purpose is to advise the principal and the Board of Trustees respecting matters related to the school."

<https://www.cbe.ab.ca/get-involved/school-councils/Pages/school-councils.aspx>

Current executive:

Chair: Farouk Gillani	Principal: Christos Sagriotis	Assistant Principals: Veronique Brunelle, Michael Scott, Jocelyn Vryenhoek
Vice-Chair: Olga Tourin	Secretary: Tracy Duncan	
Key Communicator: Travis McIntosh	Teacher Rep: Rotating	Student Rep: Rotating

Annual General Meeting (AGM)

Meeting Date: September 23, 2024 at 7 pm

In-person meeting at the school

7:00 pm	School Council Annual General Meeting Agenda	Action by
a)	Call to Order. - Privacy Consent: Please sign in - Welcome & introductions - Voting Procedures - online voting will be by indicating opposition only.	
b)	Consent Agenda - Approval of the Agenda - Approval of September 15, 2023 AGM meeting minutes Link	
c)	Student Report	
d)	Principal Report	



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e)	School Council Communications: ● Review and approve school 2023/24 school council report. Draft on the parent council page of the Aberhart website. ● Regular School Council business meetings for the remainder of the 2024-2025 school year are posted on the school website and will be held on: ○ October 28, 2024 ○ November 25, 2024 ○ January 27, 2025 ○ February 24, 2025 ○ March 31, 2025 ○ April 28, 2025 ○ May 26, 2025	
f)	2024-2025 school year executive nominations and election – see role descriptions in the appendix: ● Seeking nominations for the following roles: ○ Chair ○ Vice-Chair ○ Secretary ○ Key Communicator Once all nominations are presented at the meeting, we are seeking a motion to approve.	
g)	New Business	
7:15 pm	Adjournment of AGM	



APPENDIX I: LIST OF ROLES FOR SCHOOL COUNCIL

A. Chair

It is expected that the School Council Chair will be a parent of a student enrolled in the School. Unless otherwise delegated, the Chair of the School Council will:

- i. Chair all meetings of the School Council;
- ii. Coordinate with the Principal to co-create meeting agendas;
- iii. Communicate with the Principal on a regular basis;
- iv. Decide all matters relating to Rules of Order at the meetings;
- v. Ensure that School Council Operating Procedures are current and followed;
- vi. Be the official spokesperson of the School Council;
- vii. Ensure that there is regular communication with the whole School community;
- viii. Review any communication to the School community prior to distribution and include the Principal in same;
- ix. Stay informed about School Board policy that impacts School Council;
- x. Have signing authority, if required, on any financial accounts together with the Vice-Chair and/or the Treasurer;
- xi. Comply with the School Councils Regulation by providing the School Board with an annual report that summarizes the School Council's activities for the previous School year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30th;
- xii. Have general responsibility for all activities of the School Council.

B. Vice-Chair

Unless otherwise delegated, the Vice-Chair of the School Council will:

- i. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities (while remaining in the Vice-Chair position);
- ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- iii. Work with and support the Chair in agenda preparation;
- iv. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- v. Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School;
- vi. Promote teamwork and assist the Chair in the smooth running of the meetings;
- vii. Keep informed of relevant School and School Board policies;
- viii. Prepare to assume the position of Chair in the future;
- ix. Assist the Chair and undertake tasks assigned by the Chair.



C. Secretary

Unless otherwise delegated, the Secretary of the School Council will:

- i. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- ii. Keep minutes, correspondence, records and other School Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of 7 years;
- iii. Maintain a dated record of all the Members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- iv. Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events.

E. Key Communicator

Unless otherwise delegated, the Key Communicator of the Council will:

- i. work to develop and maintain a Parent engagement strategy in order to encourage ongoing parental involvement in the School;
- ii. act as liaison between the CBE and Council;
- iii. attend or send an alternate, to system wide and Key Communicator meetings and workshops;
- iv. read and make available to Parents and teachers publications received as a Key Communicator;
- v. relate new information learned at Key Communicator meetings in a monthly report to Council; and
- vi. submit information to the School newsletter that is deemed of interest to all members of the School Community.

F. Members at Large

The School Council may have unlimited Members-At-Large elected by the Parents at the AGM and/or appointed by the Executive.

- a) The Members-At-Large may have specific duties in areas such as: Volunteer Coordinator or otherwise determined by the Council/ Society