

LCHS School Council Yearly Activities

The School Council goals are to work with the local school community (LCHS Administration, Black Gold, community people) to provide parent and student perspective on specific school matters (vision, policies, programs, etc.) that impact teaching and learning. We also work with other school councils and provincial educational organizations on broader educational issues. (The official goals, from our operating procedures, are at the end of this document.)

September

- Hold AGM.
 - Prepare documents: agenda, last year's minutes, sign-in sheet
 - Advertise AGM: 10 days in advance on web site; 3 days in advance via email
 - At AGM, review SC activity for last year
 - At AGM, elect officers (1-year terms; max 5 terms)
- If new chair selected, notify Black Gold (cindy.villeneuve@gshare.blackgold.ca) and ASCA (<https://www.albertaschoolcouncils.ca/contact/current-contact-information>) of new chair's name. For ASCA, we use lchs.council gmail and school office phone number.
- Previous year's chair file annual report with Black Gold by Sept 30 and copy to principal.

October

Suggest do not hold this meeting on first Wed of October, as that is ELJHS awards night.

- Review this year's AGM minutes (they are not adopted until next AGM)
- Make motion to establish Standing Committees (e.g., Grad Banquet, AFTERGrad, Vocational Showcase). Black Gold provides insurance to School Council, and by having the committees fall under School Council, they fall under SC insurance.

November or December

- As requested by Black Gold, review proposed calendar for next year
- As requested by LCHS principal, review 3 Year Educational Plan

February or March

- Some members attend Council of School Communities hosted by Black Gold

March

- Have representatives available at registration events for next year (with displays, etc.)

May/June

- Graduation Events

June

- Consider drafting yearly report (due Sept 30) for review
- Determine if any major items (e.g. operating procedure amendments) need to be on the AGM agenda (might need more advance notice for such items)
- Run staff appreciation lunch/event

August/September

- Advertise for the AGM as necessary

Ongoing

- Review correspondence and interact with parents, LCHS Administration, Black Gold, ASCA, and other groups as required
- Prepare agenda and documents for meetings
- Maintain agendas/minutes in an organized fashion in online Google Drive

From Leduc Composite High School School Council Operating Procedures (of Sept 2015)

5. The goals of the School Council, in keeping with the School Act and the School Councils Regulation, are to do all of the following:
 - a. Represent the parent and student perspective by providing advice to and consulting with School administration and the school board on matters relating to the School such as the School philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs;
 - b. Develop special events which will foster the participation and well-being of the School Community;
 - c. Develop a communication plan to share information with the School Community and facilitate communications with all educational stakeholders;
 - d. Consult with other school councils and provincial organizations;
 - e. Advise school boards, Alberta Education, or other provincial organizations on broader educational issues;
 - f. Encourage a positive atmosphere where individual contributions are encouraged and valued;
 - g. Stimulate continuous improvement in meaningful involvement by all members of the School Community;
 - h. Facilitate collaboration among concerned participants of the School Community;
 - i. Support an approach to education in which decisions are made collaboratively and, wherever possible, at the School and classroom level;
 - j. Facilitate the development of a common vision for the School;
 - k. Facilitate a formal performance evaluation of the School Council and communicate the results of this evaluation to the school board and the School Community;
 - l. Support the School in its efforts to focus teachers' time and School resources on the essential tasks of teaching and learning;
 - m. Facilitate communication with educational stakeholders and the general community; and
 - n. 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.
 - o. Adhere to School Council's Code of Ethics.