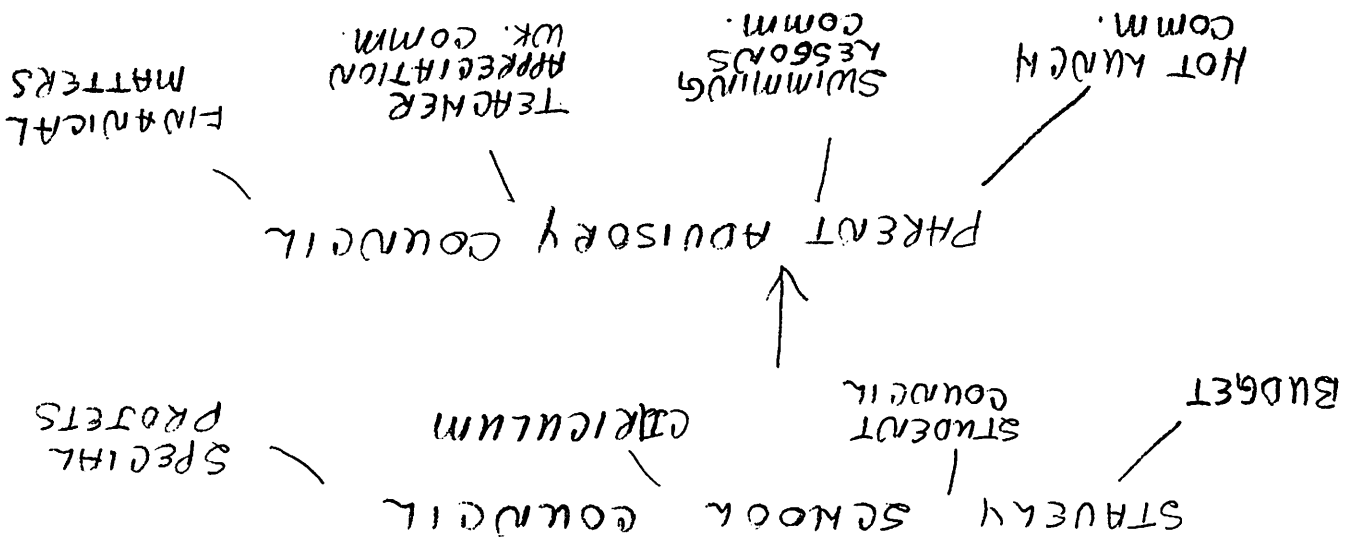


NOVEMBER 13/95 ESTABLISHMENT MEETING FOR STAVELY SCHOOL COUNCIL

Darriel Gatz called the establishment meeting of the Stavely School Council to order at 7:30 P.M. by welcoming all in attendance. There were 20 people in attendance including Guy Cochlan, school board trustee, and Lyle Riquaux, teaching staff representative. He then went on to explain the functions of a school council as outlined by the provincial government. He stressed that the elected school council would work with and provide advice to the school principal and sometimes to the school board, among a variety of other duties.

Howard Paulsen moved that the Stavely School Council meet eight times a year. Motion was seconded by Ian Sundquist. Carried. Discussion followed on the total number of members to be on the School Council. There must be a minimum of seven people. Of these, one must be the Principal, one must be a teacher representative and one must be a community member who has not got any children attending Stavely Schools. Howard Paulsen moved that there be nine members on the Council, four of which be elected for a one year term and four of which would be elected for a two year term. (Principal would remain constant). Berva Cochlan-Sawley seconded this motion. A discussion was held and the motion was defeated after being put to a vote. Howard Paulsen then ammended the motion to read: That Stavely School Council be composed of nine members of which six would be elected for a one year term, the two appointed members for a one year term and the school Principal. Trudy Andrews seconded this motion. Carried.



A suggestion of an organizational chart is outlined below:

1. Programming/Curriculum
2. Discipline
3. Teacher's Performance (advice only)
4. Budgeting
5. Extra-curricular Activities
6. Communication
7. Community Relations
8. Upgrading Facilities (Building and Equipment)

may advise the school principal on were:

Some suggestions on the matters on which the Staveley School Council

motion. Carried.

with two general meetings per year. Terry Olsen seconded the amended

read: That Staveley School Council would use the "Representative Model"

Discussion followed whereby David Bolduc amended the above motion to

Staveley School Council. The motion was seconded by Shelley Needham.

Tracy Ohler moved that the "Representative Model" be used by the

Darriel Gatz then called for nominations for the six elected members. David Bolduc moved nominations cease.

They were elected by secret ballot as follows:

Marg Bolduc
Berva Cochlan-Sawley
Ian Sundquist
Brenda Bond
Terry Olsen
Arletta Cross

Howard Paulsen moved that all ballots be destroyed. David Bolduc seconded this motion. Carried.

A general discussion followed re: Parent Advisory Councils' role on the Stavely School Council. It was decided that P.A.C. would hold their annual general meeting and elect a new executive. The new executive then would be a sub-committee of the School Council. Judy Lewis moved that meeting be adjourned. Seconded by Glen Hall. Carried.

Acting Secretary: Judy Lewis

MINUTES OF STAVELY SCHOOL COUNCIL MEETING
MAY 1, 1996

Present: Ian Sundquist, Darriel Gatz, Lyle Rigaux, Florence Husted,
Brenda Bond, Marg Bolduc, Terry Olsen
Absent: Berva Cochian - Sawley, Arleta Cross

1. Call to Order: 7:15p.m. by Ian.

2. Review of Minutes of Previous Meeting: Lyle moved and Brenda
seconded the minutes be accepted as presented. Carried.

3. Old Business:

a. Code of Ethics: Brenda reported she had approached D. Bishop for
legal advice regarding our concern of misrepresentation by Council
members. He recommended that we include our clause in our Code of
Ethics, but also we needed to include other statements in our
bylaws as he has prepared.
- it was decided to include the proposed clause in the Code of
Ethics with the deletion of the phrase " by majority vote".
- it was also decided at this time in Section 4.1 we should delete
the phrase in part d. " in accordance with Section 4.4 " .

4. New Business: Bylaws and Constitution:

5.0 Officers

5.1 The officers of the School Council shall be the chair,
vice-chair, secretary, and treasurer.

5.2 Elections of Officers

a. Every member of the School Council is eligible to be elected
as an officer of the School Council.

b. Elections of officers shall be held at the first regular
meeting of the School Council.

c. The term for all officers is one year. (May serve only two
consecutive terms as Chair.)

5.3 Duties of Officers

a. Chairman - The Chair of the School Council;

- (i) calls and chairs meetings of the School Council and prepares agendas for meetings in consultation with the Secretary;
- (ii) is responsible for the overall functioning of the School Council;
- (iii) shall prepare and provide to the Board annually a report setting out the activities of the School Council in the year including a financial statement relating to money handled by School Council in the year and including a copy of the minutes for each meeting of the School Council held in the year;
- (iv) provides liaison with the Board;
- (v) represents School Council at external functions;
- (vi) is an ex - officio member of all committees.

b. Vice - chair shall assist the Chair and assume the duties of the Chair in his or her absence.

c. Secretary - shall record and be the custodian of the minutes of the School Council and shall prepare and file correspondence of the School Council as required by the Chair.

d. Treasurer - shall be responsible for all financial transactions, of the School Council, ensuring maintenance of accurate accounts, presents a financial statement at all meetings of the School Council and prepares an annual statement of receipt and disbursements.

6.0 Meetings and Voting

6.1 Definitions

a. A general meeting shall be defined as one specifically called by Council to include the entire community.

b. A regular meeting shall be defined as routine meetings of Council which are open to the public, but at which only Council members may vote.

6.2 The first regular meeting of the School Council shall be called not later than sixty (60) days after the start of the school year.

6.3 The School Council shall have a minimum of five (5) regular meetings in each year.

6.4 General Meetings

a. A general meeting shall be called as required by the School Council.

b. A general meeting shall be held in September of each year for the purpose of electing parent members as described in Section 4.1

c. The quorum for a general meeting is ten (10) parents of students enrolled in the school.

6.5 A special meeting of the School Council may be called as necessary at the discretion of the Chair and shall be called by the Chair upon the request of three (3) members of the School Council.

6.6 All parents^{of students in May 196} enrolled at the school and all School Council members shall be given notice of all meetings.

6.7 Notice of meetings is sufficiently given to parents if it is distributed to the students enrolled in the school at least two (2) days before the Council meeting and if mailed or delivered personally to a School Council member who does not have children enrolled in the school.

6.8 A quorum for regular and special School Council meetings shall be five (5) School Council members of which a majority are parent members.

6.9 Meetings of the School Council shall be held at the A.J. Nowicki Junior High School Library at 7:00 p.m.

6.10 All parents of students enrolled at the school and interested community members are entitled to attend all meetings of the School Council.

6.11 Only parents of students enrolled at the school are entitled to vote at all general meetings of the School Council.

7.0 Committees

7.1 The School Council shall designate the powers and terms of the committees.

7.2 The School Council shall have the following standing committees: Budget, Communication, Student's Union, Parent's Advisory Committee (fund raising), Student Achievement and Roles and Responsibilities.

7.3 The School Council may appoint ad hoc committees to perform particular non - continuing functions.

8.0 General

8.1 No acting member of the School Council shall receive any remuneration for acting as a member of the School Council.

8.2 Where an internal School Council dispute arises, the Council may establish an ad hoc committee to review the dispute and report to the School Council with recommendations. In case of conflict between School Council and the principal, respecting disputes on policies proposed or adopted by the school, the principal may appeal to the Superintendent of Schools for assistance in resolving the dispute. If the Superintendent cannot resolve the dispute, the Superintendent shall refer the matter to the Board of Trustees who may appoint an ad hoc committee to investigate and bring back to the Board recommendations for resolving the dispute.

8.3

8.3.1 Where it appears that a member of Council has acted in contravention of the Code of Ethics, or in any manner not consistent with the spirit and mandate under which the Council was established, then , upon majority vote of the Council members at a special meeting called for the purpose of considering the same, the member shall be removed from Council and shall forfeit the remainder of his or her term of office.

8.3.2 A special meeting as herein contemplated shall be called by written notice to each Council member, at least seven (7) days in advance, setting out the reason for the meeting and the effect of majority vote for dismissal.

8.3.3 A member accused of wrongful conduct shall be afforded every reasonable opportunity to present his or her defense, though no right to legal Council shall be granted as this is neither a judicial nor quasi - judicial procedure, but rather a matter of internal administration only.

8.3.4 By simple majority vote, the Council may decide to fill any vacancy created by this dismissal procedure through a by-election, or to leave the seat vacant until the next general election.

8.4 In these bylaws 'parents' shall include the guardians of the students enrolled in the school and parents of students enrolled in the ECS program of the school.

8.5 These bylaws shall come into force upon approval by a majority of parents who vote at a general meeting of the School Council called for that purpose.

8.6 These bylaws shall continue in force from year to year unless amended at a special meeting of the School Council called for that purpose and the amendment is approved in accordance with Section 8.5.

5. Other Business:

- a. Discipline: Darriel was questioned re: this matter. He reported fewer students were being sent to the office. Feels the school is quieter. Still not complete parenteral support.
 - b. Slack for Rodeo: Brenda questioned if the school was encouraging attendance at the slack. Darriel replied the school is not encouraging - it will be counted as an absence. Parents must send a note stating student may attend.
 - c. Principal Selection Committee: Ian reported the Superintendent has requested 3 teachers and 3 Council members be appointed to review qualities that they would like to see in the principal. Will meet. Ian, Brenda and Marg volunteered to be on the Committee.
6. Next Meeting: Special Meeting May 8, 1996 7:00 p.m. to review Bylaws and Constitution.

Regular Council Meeting June 10 @ 6:45 p.m.
General Meeting June 10 @7:30 p.m.

7. Adjournment: Florence moved at 9:40 p.m.

REPORT OF CHAIRMAN
STAVELY SCHOOL COUNCIL
1995-96

The Stavely School Council is now a fully functional council complete with constitution and by-laws. It got off to a start at a general meeting called by the school on December 5, 1995. Those of the community elected to the council at that meeting were:

Margaret Bolduc
Brenda Bond
Berva Cochlan-Sawley
Arletta Cross
Terry Olsen
Ian Sundquist

The representative chosen by the teachers was Lyle Rigaux. Darriel Gatz was automatically on as principal.

A monthly synopsis of our activities is as follows:

DECEMBER 5, 1995

-Election of officers was held with the following officers being elected:

Chairman	Ian Sundquist
Vice chairman	Arletta Cross
Secretary	Margaret Bolduc
Treasurer	Terry Olsen

-Florence Husted was appointed as community representative to complete the nine members required.

-Standing Committees were set as follows:

Budget
Communication
Roles and Responsibilities
Parents' Advisory Committee
Students' Union
Student Achievement

-Two Ad-hoc Committees were established:

Christmas Introduction Program
Constitutions and By-laws

-Council members were appointed to the several committees

-Council members greeted the parents at the door at the Christmas concert

JANUARY 8, 1996

-progress on the constitution and by-laws as well as some of the other tasks was somewhat slowed by the fact that we were waiting for council information packages to come from Alberta Education.

-the need for upgrading the computer RAM was brought to our attention and addressed

FEBRUARY 7, 1996

-class room representatives were appointed to improve communications

-school discipline problem was brought to council's attention

MARCH 12, 1996

-council met with Dr. Cavers and Trustees Guy Cochran and Nina Shimp to meet the new superintendent and discuss areas of concern that Dr. Cavers may have encountered on his visit to the schools. The discipline problem was discussed at this time.

-a meeting of parents was set up with Assistant Superintendent Ernie Patterson to discuss and deal with the discipline problem. A set of discipline guide lines was established to be implemented by the school.

-computer networking was completed

APRIL 3, 1996

-our mission statement was developed

-our "vision" was stated

-work commenced on the constitution and by-laws

MAY 1, 1996

-the constitution and by-laws were completed

-a code of ethics of council members was developed and included in the constitution and by-laws.

JUNE 10, 1996

-a general meeting was called to adopt the new constitution and by-laws.

We had a bit of a rocky start with the discipline problem coming upon us before we even had our constitution and by-laws in place to govern our activities but council worked reasonably well as a team to overcome the problem and get on with our main tasks.

It has indeed been a learning experience for the parents this time and I feel confident that the new council will have an easier time now that the "bull work" is done.

Respectfully submitted,

Ian Sundquist, Chairman
Stavelly School Council

MINUTES OF THE STAVELY SCHOOL COUNCIL MEETING
DECEMBER 5 ,1995

PRESENT: DARRIEL GATZ, LYLE RIGAUX, BRENDA BOND, BERVA
COCHLAN-SAWLEY, TERRY OLSEN, IAN SUNDQUIST, ARLETTA CROSS, MARGARET
BOLDUC

NEW BUSINESS:

1. ELECTION OF OFFICERS - NOMINATIONS FOR THE FOLLOWING POSITIONS
WERE HELD WITH THE NAMED INDIVIDUALS ELECTED INTO THE POSITIONS:

CHAIRMAN - IAN SUNDQUIST
VICE CHAIRMAN - ARLETTA CROSS
TREASURER - TERRY OLSEN
SECRETARY - MARGARET BOLDUC

2. COMMUNITY MEMBER - NAMES OF PEOPLE WILLING TO LET THEIR NAMES
STAND AS COMMUNITY MEMBER WERE DISCUSSED. THREE FINAL CANDIDATES WERE
SELECTED - FLORENCE HUSTED, DON WILLIAMS, GEORGE TAYLOR. AFTER
DISCUSSION FLORENCE HUSTED WAS DECLARED AS APPOINTED TO THE POSITION
OF COMMUNITY REPRESENTATIVE. THE COUNCIL REQUESTED A LETTER OF THANKS
BE SENT OUT TO THOSE WHO ALLOWED THEIR NAME TO STAND.

3. COMMITTEES - DISCUSSION OF RECOMMENDED COMMITTEES WAS HELD. THE
COUNCIL DECIDED ON THE FOLLOWING COMMITTEES:

3.1 STANDING COMMITTEES

BUDGET
COMMUNICATION
STUDENT'S UNION
PARENT'S ADVISORY COMMITTEE
STUDENT ACHIEVEMENT
ROLES AND RESPONSIBILITIES

3.2 AD HOC COMMITTEES

PROGRAM
CONSTITUTION AND BYLAWS

- IT WAS DECIDED THAT THERE WOULD NOT HAVE TO BE A SET NUMBER OF
MEMBERS ON EACH COMMITTEE.

- IT WAS DECIDED THAT EACH COMMITTEE HAVE AT LEAST ONE MEMBER FROM
THE COUNCIL AND THE REMAINING MEMBERS BE FROM THE COMMUNITY AS
INTERESTED.

- COUNCIL MEMBERS VOLUNTEERED THEIR SERVICES AS LISTED BELOW:

BUDGET - D GATZ, I SUNDQUIST, M BOLDUC
COMMUNICATION - B BOND, M BOLDUC
STUDENT'S UNION - D GATZ
P.A.C. - A CROSS
STUDENT ACHIEVEMENT - T OLSEN, L RIGAUX
ROLES AND RESPONSIBILITIES - B COCHLAN - SAWLEY

- THE COUNCIL FEELS WE NEED TO RECRUIT MEMBERS FOR THESE COMMITTEES
AND THAT COMMUNICATION IS IMPORTANT.

- IT WAS DECIDED TO PROMOTE THE COUNCIL AND ITS COMMITTEES AT THE
CHRISTMAS CONCERT THROUGH INFORMATION ON THE BACK OF THE CONCERT

PROGRAM AND BY COUNCIL MEMBERS GREETING FAMILIES AT THE DOOR.
- WAYS OF COMMUNICATION WAS ALSO DISCUSSED WITH SUGGESTIONS TO USE
THE COMMUNITY NEWSLETTERS AS WELL AS THE MONTHLY SCHOOL NEWSLETTERS.

4. INFORMATION BINDERS FOR COUNCIL MEMBERS - P.A.C. WILL PURCHASE THE
INFORMATION BINDERS FOR THE COUNCIL MEMBERS. D. GATZ WILL MAKE
ARRANGEMENTS FOR THEM TO BE ORDERED. MEMBERS WILL RECEIVE THEIR
BINDERS AS QUICKLY AS POSSIBLE AND ARE ASKED TO REVIEW THEM FOR THE
NEXT MEETING.

5. MEETINGS - TO BE HELD THE SECOND MONDAY OF THE MONTH. NEXT MEETING
TO BE HELD JAN 8 , 1996 AT 7 P.M. (SCHOOL LIBRARY)

6. ADJOURNMENT - 9 P.M. MOVED BY A CROSS.