

Meeting #1: OBK CIS School Council Meeting Minutes

Omar bin Al-Khattab School Council Meeting	
Date:	Oct. 1, 2015
Time:	6:30pm
Location:	225 – 28 Street, SE Calgary
Participants:	Raiha Idrees (raiha.idrees@pallisersd.ab.ca) Ousama Kadri (ousama.kadri@pallisersd.ab.ca) Dalal Kandil (dalal.kandil@pallisersd.ab.ca) Abdullah Omar (abdullah.omar@pallisersd.ab.ca) Sh. Hassan Khalil (hassan.khalil@pallisersd.ab.ca) Bassam Mahfouz (bassam.mahfouz@hotmail.com) Asghar Khan (asgharmkhan@hotmail.com) Fahmy (fahmyji@yahoo.com) Zakaria (zloukili@gmail.com) Rida (ridha@msn.com) Ahlam Sadden (ahlamsadden@hotmail.ca) Nada Merhi (nadamerhi@hotmail.ca) Zobaria Masroor (z_a_masroor@hotmail.com) Nida Aziz (nida_salman@hotmail.com) Habib Malik (mhabibmalik@hotmail.com) Elaram Rhomari (elorabi.rhomari@gmail.com) Alim Riad (r_alim@hotmail.com) Qasim (mohan.balachandran@telus.com)

MINUTES:

1. Meeting Agenda

- Opening Duaa
- Overview of school council and positions
- Vote in School Council members
- Closing Duaa

2. Topics Discussed

Opening Duaa: Principal Raiha Idrees

Overview of school council positions (Asghar Khan)

DUTIES OF THE EXECUTIVE

The Executives of the School Council will be comprised of the Chair, Vice-Chair, Secretary and Treasurer (if required).

1) THE CHAIR The chair plans meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Alberta Schools Councils 'representative. The chair ensures the school board receives an annual report from school council.

2) THE VICE-CHAIR The vice-chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of school council and manages personal information in compliance with PIPA. The vice-chair assumes responsibility, in consultation with school council, for communicating with the fundraising society.

3) THE SECRETARY The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications and keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all materials relating to the School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the school.

4) THE TREASURER (if required) The treasurer keeps financial transactions of the school council, reports to the school council and complies with school council and school board policies.

OBK School Council Positions appointed by vote

- Chair – Bassam Mahfouz (Interim chair until permanent chair confirmed)
- Vice Chair – Nida Aziz (Interim vice chair until permanent vice chair confirmed)
- Secretary – Nida Aziz
- Treasurer – Ahlam Sadden

Fundraising Subcommittee Lead – Nada Merhi

- Zobaria Masroor to help with fundraising subcommittee activities.

Other Topics:

- Collaboration is encouraged between the AJ School Council and the OBK school council.
- Email distribution list should be completed as soon as possible to provide timely communication to parents.

Closing Duaa: Sh. Hassan Khalil

3. Actions

Please see attached Action Log.

4. Next Steps

- Next council meeting to be held on Oct. 22, 2015 at 6:30 pm at the OBK Campus.

Minutes Approved by:

Principal
Raiha Idrees

Chairperson
Rima Saghir

Secretary
Nida Aziz

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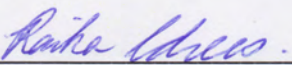
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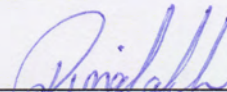
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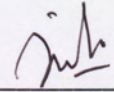
Minutes Approved by:



Principal
Raiha Idrees



Chairperson
Rima Saghir



Secretary
Nida Aziz