

OBK School Council AGM (Meeting Minutes) Meeting # 1

Date:	Thursday, September 22, 2016
Time:	7:00 PM – 8:00 PM
Place:	Upper Floor in the open space of CIS OBK Campus 225 – 28 th Street SE, Calgary
Participants:	School Administration and School Parents

Attendees:

Name	Positions	Email Addresses
Raiha Idrees	Principal CIS – OBK Campus	raiha.idrees@pallisersd.ab.ca
Ousama Kadri	Vice Principal CIS – OBK Campus	ousama.kadri@pallisersd.ab.ca
Abdullah Omar	CIS - CEO	omara@cislive.ca
Ahlam Sadden	Chairperson – OBK School Council	ahlamsadden@hotmail.ca
Nida Aziz	Vice Chair – OBK School Council	nida_salman@hotmail.com
Nada Merhi	Treasurer – OBK School Council	nadamerhi@hotmail.ca
Huda Birani	Secretary – OBK School Council	hbirani_87@hotmail.com
Farzana Akbar	Parent	farzanaakbar81@yahoo.com
Asghar Khan	Parent	asgharmkhan@hotmail.com
Anjum Dawood	Parent	anjdwad@yahoo.ca
Nadia Harati	Parent	harati.jeha@gmail.com
Zia Shaikh	Parent	ziashaikh72@gmail.com
Mustafa Laghari	Parent	mustafa@laghari.ca

Minutes:

Opening Dua by Mr. Ousama Kadri

Opening speech by Ahlam Sadden:

- Overview of the structure of a School Council.
- Position and duties of School Council's executive members quoted from the School Council Manual (2015 – 2016).

1. DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

A. Chairperson

It is expected that the School Council Chairperson will be a parent of a student attending the school. Unless otherwise delegated, the Chairperson of the School Council will:

- 1) Chair all meetings of the School Council;
- 2) Coordinate with the principal to establish meeting agendas;
- 3) Communicate with the principal on a regular basis;
- 4) Call regular School Council meetings;
- 5) Decide all matters relating to rules of order at the meetings;
- 6) Follow existing School Council operating procedures;
- 7) Ensure that minutes are recorded and maintained;
- 8) Have general supervision of all activities of the School Council;
- 9) Be the official spokesperson of the School Council;
- 10) Ensure there is regular communication with the school community, beyond those who attend meetings;
- 11) Stay informed about school board policy that impacts School Council;
- 12) Have signing authority, if required, on any financial accounts together with the vice-chair and/or the treasurer;
- 13) Submit an annual report in conformance with the Regulations.

B. Vice Chairperson

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

- 1) In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities;
- 2) In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council;
- 3) Work with and support the Chairperson in agenda preparation;
- 4) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- 5) Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;
- 6) Promote teamwork and assist the Chairperson in the smooth running of the meetings;
- 7) Keep informed of relevant school and school board policies;
- 8) Prepare to assume the position of Chairperson in the future;
- 9) Have signing authority, if required, on any financial accounts together with the Chairperson and/or the treasurer;

10) Aid the Chairperson and undertake tasks assigned by the Chairperson.

C. Secretary

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

- 1) Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting;
- 2) Keep minutes, correspondence, records and other School Council documents;
- 3) Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- 4) Distribute notices of meetings and other School Council events as required;
- 5) Ensure all materials relating to the School Council including resources (Alberta School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the School;

In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.

D. Treasurer (if required – see Fundraising clause)

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

- 1) Keep accurate records of all financial transactions;
- 2) Ensure that records are available upon request of the school board or public;
- 3) Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order;
- 4) Have signing authority on any financial accounts together with the Chairperson and/or Vice Chairperson;
- 5) Present a full, detailed account of receipts and disbursements to the School Council whenever requested by the School Council and prepare the financial statements for the annual report;
- 6) Supervise the affairs and preside at any meetings of the financial committee.

- School Council positions dissolve automatically by the end of a School Year.
- All executive positions are empty and will be filled based on parents votes present at the AGM.
- Description of possible sub committees.
- Current nominees based on the election notice sent on September 8, 2016.
- Ideally School Council should have 12 meetings in a year which can be set up by the new Council members.

- Next meeting will include topics such as school goals and summary of School Council financials.
- Contribute in organizing special events that foster special needs of the students.
- Collaboration with Akram Jomaa School Council, Palliser and Society members.
- Individual contributions from parents and community members are valued.
- Collaboration with other Alberta School Councils.
- Formal school evaluations
- Quarterly newsletter and survey of School Council performance sent to the parents and school staff.
- Comply with School Council Operating Procedures.
- Encourage parents to come to School Council meetings and get involved.
- Some of the last few year's goals were to install Library book ends, contributing in Eid al Adha Celebration, purchase and installation of cafeteria high end foldable tables, Parent Representative Program, pot luck and spa night, contribution towards Quran competition rewards and opening line of communication between the society members.
- Society members are very interested in forming an advisory education committee between MCC, MCFC, and CIS School Councils in order to provide collaboration and transparency from the Society members to the school parents and the community at large.
- School Council has a separate bank account with Royal Bank and needs to have a Treasurer.
- Nada Merhi and Ahlam Sadden have access to the School Council bank account.

Electing School Council Executive Committee - Voting taking place.

Final Nominees of the School Council by vote for the year 2016 – 2017:

- ✚ Chairperson: Ahlam Sadden
- ✚ Vice Chair: Nida Aziz
- ✚ Secretary: Huda Birani
- ✚ Treasurer: Nada Merhi
- ✚ Fundraising Committee Lead: Nadia Harati
- ✚ Parent Representative Coordinator: Anjum Dawood
- ✚ Sports committee: Zia Shaikh

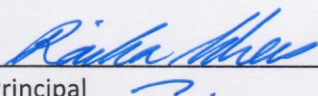
Principal Raiha:

- Explained the importance and procedure of acquiring police clearance for parent volunteers.
- Police Clearance will be free for Parents if they request a form from the Front Office. The form requested through the school will completely waive the police clearance fees which is approximately \$30.

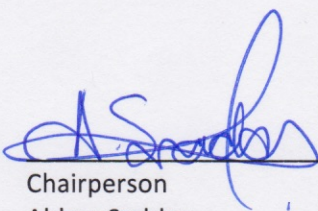
- Talked about starting Wellness Empowerment Program and various other workshops and events like yoga night for daughters and mothers.
- Ms. Noreen Bashir will be the Teacher Representative this year and will be attending our meetings from November 2016.

Meeting adjourned @ 8:00 PM.

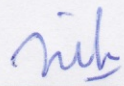
Minutes Approved by:



Principal
Raiha Idrees



Chairperson
Ahlam Sadden



~~Secretary~~ Vice Chair
~~Huda Birani~~ Nida Aziz