

Ohpaho Secondary School Council

Wednesday January 21, 2026 / 6:30 PM to 8:00 PM / OSS Library

Agenda

- 1. Welcome & Call To Order**
- 2. Agenda Approval**
- 3. Approval of Meeting Minutes - November 19, 2025**
- 4. Reports**
 - a. **Council January Activities:**
 - i. Operating Procedures Review
 - ii. 2025-26 School Budget Review
 - iii. 2025-26 Goal Setting:
 1. Volunteer Survey - Results
 - a. Community Event - decision
 2. Other School Community Engagement
 - a. ASCE Grant - ASCA Course - Effective Engagement in Your School Community - decision
 - b. **Principal's Report**
 - i. Draft Dress Code Policy - Update
 - ii. Learner Activity - Update
- 5. New Business**
 - a. Trustee Report
- 6. Old Business**
 - a. Theatre Show - Update
 - b. Student Council - Update
 - c. Fundraising Society Insurance - Update & Next Steps
- 7. Upcoming Events**
 - a. Upcoming Meetings - Third Wednesday of the month - 6:30 to 8pm
 - i. February 18
 - ii. March 18
 - iii. April 15

Ohpaho Secondary School Council

Meeting Minutes

September 17, 2025

In Attendance: Sandra Jory (Chair), Dannika May (staff), Dan Lake (staff), David Froland (staff), Kim Terry, Pamela Rowe, Aishe Syed, Theresa Theberge, Chantelle Riddel, Cole Newman, Amanda Saunders, Tracy Schulz, Amy Farrer, Kim Sauneuf

1. Welcome & Call to Order

Sandra called the meeting to order at 6:30 pm and introductions were made.

2. Agenda Approval

Two additions to the agenda were requested. Requests were made to include an update on the 2026 Theatre Show (included as Old Business) and to provide an update on the student council.

3. Approval of Meeting Minutes

The May 21, 2025 meeting minutes were reviewed for accuracy and will be approved at the next annual general meeting. No changes noted.

4. Reports

Chair's Report

1. Vacant Positions

Sandra discussed the two vacancies from the AGM and requested volunteers. Theresa Theberge offered to be Council Secretary and Tracy Schulz volunteered for the event coordinator position. Sandra welcomed Theresa and Tracy to the positions and thanked them for volunteering.

2. School Calendar of Events

Sandra discussed the purpose of the calendar is to outline the School Council's planned activities for the year. An inquiry was made about the purpose of the assurance plan and Mr. Lake outlined the reasons for the plan that details priorities of the school, annual education results and tracks progress on priorities.

3. Volunteer Sign-up Form

Sandra advised the purpose of the form is to create a database of volunteers that teachers could draw upon when assistance is needed in the school, classrooms and for extra-curricular activities.. The group discussed adding an overview section discussing the purpose, a section for sponsorships and adding examples for how parents could share their skills and expertise. Sandra will provide an updated survey to provided to Mr. Lake, who will gather feedback from teachers on the survey at the next PD day (Friday September 19).

4. Community Special Events

- a. Career Night - will be planned after the volunteer survey is sent out, ideally when another post-secondary event is occurring.
- b. Prom 2026 planning meeting - will be planned in October. Mr. Lake advised that dates have been set as follows:
 - Prom (Students only) - Saturday June 6, 2026
 - Graduation Ceremony (Winspear) - Tuesday June 23, 2026

5. **Principal's Report**

- a. Draft Dress Code Policy: Mr. Lake presented the policy and parents discussed feedback on the policy. Mr. Lake is also getting feedback from student school council and teachers.
- b. Other
 - Population - student enrollment was 875 last year, currently at 922 students.
 - With increase in enrollment an additional AP, Mr. Keven Hancock, was hired this fall.
 - The family school liaison worker is currently presenting information around internet safety.
 - School has had less online bullying, although some student group chats continue to present challenges at school.
 - OSS is a diverse school culture so a speaker will be brought in to discuss OSS zero tolerance policy for discrimination/racism.
 - Operating budget is \$290K, and a carryforward for \$36K from 2024-25 school year will be added to current year budget.
 - ELL kids funding will go directly to staffing budget, along with an additional \$14K revenue from other activities. Summer school and physical education rentals will be disbursed to school programs.
 - In prior year over budget on photocopying so looking at how to better manage with staff this year.
 - There are still school start up funds remaining that will be used up this year (e.g. larger expenditures such as chromebook carts, security cameras).
 - Junior high classes are now semestered with year-round numeracy and literacy and these classes will make up 10% of the students grade. Diagnostics are being done and the platform IXL is being used to develop skills.
 - Academic awards will be done this year and a teacher committee is being formed.
 - Athletics fundraiser is currently ongoing.

Accolades were given on the 2024-25 year back and an inquiry was made on whether photos can be submitted for yearbook and Mr. Lake said the links will be sent out via email so this can be done.

c. Learner Activity:

Mr. Lake asked the group: What is a good learner? Responses from the group were as follows:

- Focussed
- Listen more than speaks
- Takes initiative to find out the answers
- Asks for help when required
- Someone who is helpful to the rest of the group
- Committed
- Driven
- Ambitious
- Eager
- Diligent
- Observant
- Dedicated
- Open-minded
- Learns from mistakes
- Not afraid to make mistakes

5. Old Business

- a. Parent Fundraising Society - no update
- b. 2026 Theatre Show = Mr. Froland is looking for parents to help with building of the set, ticket sales in the community (i.e. news article, QR codes), looking for advertising and sponsorship, request for use of network for business, letters for sponsorship starting in November. These items will be added to the parent volunteer survey.

6. New Business

- a. Student Council

Ms. May provided an update activities with a winter dance being planned, the creation of a Tik Tok page, and fall Food Bank drive.

7. Adjournment

Sandra adjourned the meeting at 8:05 pm.



OHPAHO SCHOOL COUNCIL ANNUAL ACTIVITY CALENDAR

2025-2026

Nov

- Review and update operating procedures and website.
- Outline and discuss 2025-26 goals.
- Outline possible use of ASCE Grant.

Jan

- Overview of 2025-26 School Budget.
- ASCE Grant - Decision.
- Finalize 2025-26 goals.

Feb

- Review 2024-2025 School Assessment Results.
- Evaluate progress on goals.

Mar

- Review 2026-27 School Budget.

Apr

- Review 2026-27 Assurance Plan.
- Recruit for positions for 2026-27 school year.
- Evaluate progress on goals

May

- Annual General Meeting- Elections.
- Presentation of Annual Report.

Legend

Red - Principal
Black - Council

**Ohpaho Secondary School – School Council
Operating Procedures
Approved - November 20, 2024**

DEFINITIONS

1. In these Operating Procedures, the following definitions apply:
 - a. "School" means Ohpaho Secondary School;
 - b. "Council" means the School Council for the School;
 - c. "Division" or "Board" means Black Gold School Division;
 - d. "Parent" means any parent, guardian, or primary caregiver of any student attending an educational program at the School;
 - e. "Regulation" means the *School Councils Regulation* under the *Education Act*; and
 - f. "School Community" means parents, principals, teachers, students, and any other persons other than members (as defined in 1.d above) who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the School.

AUTHORITY

2. The School Council derives its authority to participate in the education of students through Alberta Provincial Legislation, specifically *Section 55 of the Education Act*, and the *School Councils Regulation* which supports it and *Black Gold Administrative Procedure 110*.
3. The decision making authority of the school council is limited to:
 - a. determining the School Council's operating procedures;
 - b. setting policies, goals and plans to govern school council activities, as described in the *Education Act*;
 - c. planning School Community engagement activities that align with the school council's legislated purpose;
 - d. providing advice to the principal, the Division and Alberta Education or other provincial organizations on education issues to enhance student learning and well-being.

ROLE & PHILOSOPHY

4. The Council will undertake discussions and activities that support and enhance student learning and foster the well-being and effectiveness of the School Community.
5. The Council will act in an advisory capacity to the Principal and Division, through meaningful involvement in planning and decision making including but not limited to the following:
 - a. School and Division long-term plan;
 - b. School foundation statements regarding vision, beliefs and principles;
 - c. School policies and procedures;
 - d. School budget;
 - e. School provincial assessment results.

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6. As the Council's primary role is advisory, the School is not eligible to incorporate as a Society and it is not the Council's primary role to either fundraise or lobby. Further, the School Council will not take on any roles that include school governance, employment issues, school management or listening to complaints.
7. The Council will create a positive atmosphere where individual contributions are encouraged and valued. Members will participate in a respectful and collaborative manner, adhering to the School Council's Code of Ethics (see section below).

SCHOOL COUNCIL FUNDRAISING

8. As the primary role of Council is advisory, the School Council will, where possible and applicable, encourage the fundraising society to do the fundraising for the School, the School Council, and the School Community.
9. Subject to any provincially or board-mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (i.e., not casinos, bingos, raffles, etc.).
10. Should the School Council choose to fundraise, the Council will be subject to the *Division's Administrative Procedure 110*, whereby all funds raised belong to the School Community, but it is the responsibility of the Division to monitor and account for those school generated funds. The Council may not have its own bank accounts, and any funds raised are to be tracked through School Generated Funds.
11. School Council funds given to the School will be subject to the school board's policy on School Council fundraising and/or School Generated Funds.

CORE ACTIVITIES

12. The core activities of the School Council, in keeping with the *Education Act* and the *School Councils Regulation*, are:
 - a. Facilitating regular meetings with the School Community on topics and issues affecting the School;
 - b. Communicating and consulting regularly with the School Community;
 - c. Establishing and reviewing the School Council's policies, goals, objectives, and action plans;
 - d. Participate in the Division's Council of School Councils;
 - e. Comply with School Councils Regulations by providing the Division with an annual report, summarizing the School Council's activities for the previous school year, including a financial statement related to any fundraising activities, if any, handled by the School Council no later than September 30th of each year.

GOVERNANCE, MEMBERSHIP and DECISION MAKING

13. The School Council uses a Town Hall Model of Governance.

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14. The membership of the School Council shall consist of the following:
 - a. Voting Members - parents as defined in 1.d. above;
 - b. Advisory Members – will participate in an advisory capacity only and are not entitled to vote, where decisions are made by vote.
 - A minimum of two advisory members being the Principal and one Teacher or the Principal's designated representative
 - School Staff
 - Student
 - Any other community members as decided by Members.
15. Decisions at School Council meetings, including the Annual General Meeting, will be made by consensus as much as possible.
16. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
17. If a decision is made by a vote, the motion must be moved and passed by a simple majority of School Council voting members present at the meeting.

QUORUM

18. A Quorum at any meeting will consist of five (5) Voting Members.
 - a. In the absence of a quorum, no motions may be considered or approved, however, the School Council may continue the meeting for purposes of discussion of issues.

EXECUTIVE COMMITTEE AND TERMS OF OFFICE

19. The positions of the Executive Committee shall consist of a Chair, Vice Chair, and Secretary.
20. Every Voting Member is eligible to be elected to an Executive Committee position on the School Council.
21. All Executive Committee positions must be filled by Voting Members as defined in 1.d. above.
22. The terms of office are from the Annual General Meeting to the following Annual General Meeting. Any elected member may serve four (4) consecutive terms in the same position.
23. The Executive Committee of the School Council will be elected by Voting Members attending the Annual General Meeting or, in the event of vacancies after the Annual General Meeting, appointed at the first School Council meeting after the Annual General Meeting.
24. The Executive Committee, through the Chair and in consultation with the Principal, will provide the agenda for all meetings and circulate minutes of the same.
25. The Executive Committee will carry out the day-to-day operation of the School Council.

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DUTIES OF THE EXECUTIVE COMMITTEE AND SCHOOL COUNCIL MEMBERS

26. Chair

- a. Unless otherwise delegated, the Chair of the School Council will perform the following:
 - i. Chair all meetings of the School Council;
 - ii. Coordinate with the Principal to establish meeting agendas;
 - iii. Communicate with the Principal on a regular basis;
 - iv. Call regular, special and annual School Council meetings;
 - v. Decide all matters relating to rules of order at the meetings;
 - vi. Follow existing School Council operating procedures;
 - vii. Ensure that minutes are recorded and maintained;
 - viii. Have general supervision of all activities of the School Council;
 - ix. Be the official spokesperson of the School Council;
 - x. Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;
 - xi. Ensure there is regular communication with the School Community, beyond those who attend meetings;
 - xii. Stay informed about Division policy that impacts School Council;
 - xiii. Have signing authority, if required, on any financial accounts;
 - xiv. Submit an annual report in conformance with the Regulations.

27. Vice Chair

- a. Unless otherwise delegated, the Vice-Chair of the School Council will perform the following:
 - i. In the event of resignation, incapacity, or leave of absence of the Chair, fulfill the Chair's responsibilities;
 - 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 *Personal Information Protection Act (PIPA)*, of any personal information collected on behalf of the School Council;
 - v. Promote teamwork and assist the Chair in the smooth running of the meetings;
 - vi. Keep informed of relevant School and school board policies;
 - vii. Prepare to assume the position of Chair in the future;
 - viii. Have signing authority on any financial accounts and
 - ix. Aid the Chair and undertake tasks assigned by the Chair.

28. Secretary

- a. Unless otherwise delegated, the Secretary of the School Council will do all of the following:
 - i. Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting;
 - ii. Keep minutes, correspondence, records, and other School Council documents;

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- 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 notices of meetings and other School Council events as required; and
 - v. Ensure all materials relating to the School Council—including resources (such as the *Alberta School Council Resource Manual*), all meeting minutes, and any relevant documents—are available to the public in an accessible location in the School;
- b. In the absence of the Secretary, the School Council shall choose a recording secretary for the meeting.

EXECUTIVE COMMITTEE VACANCIES

29. Where required, the School Council may appoint School Council members to fill executive community vacancies until the election at the next Annual General Meeting.

MEETINGS

30. Regular Meetings

- a. A minimum of six (6) regular School Council meetings will be held per school year or as called by the Executive Committee, with the preference is for regular School Council meetings to occur monthly during the school year.
- b. The meetings will take place at the School, unless otherwise advertised.

31. Special Meetings

- a. The School Council Executive Committee may at any time call a Special Meeting of the School Council by providing at least ten (10) days' notice in writing in the School newsletter or website or three (3) days' notice by telephone or email to all members.
- b. The notice will state the time, date, and place of the meeting and describe the matters to be dealt with.
- c. At any Special Meeting, all School Council Members in attendance shall have the right to vote.

32. Annual General Meetings ("AGM")

- a. The AGM will be held each at a minimum 14 months from the last AGM, as determined by the Executive Committee. The meeting will be advertised throughout the School Community for at least ten (10) days in writing in the school newsletter or website or three (3) days by telephone or email and will state the business to take place at the Annual General Meeting. The business of the Annual General Meeting shall include the following:
 - i. Election of School Council Executive Members;
- b. The business of the Annual General Meeting may also include the following:
 - i. Any proposed operating procedure amendments;
 - ii. Any formal evaluation of the School Council.

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MEETING AGENDAS

33. The Chair will work in partnership with the Principal to establish the agendas for all meetings. Agenda item requests must be made through the Chair who will, if necessary, consult with the Executive Committee and Principal as to the appropriateness of the item requested.

COMMITTEES

34. The School Council may appoint committees that consist of School Community members.
35. Committees may meet outside of School Council meetings to complete their assigned tasks and present a report of their activities at School Council meetings.

POLICIES

36. Subject to any provincially or board-mandated policies and/or regulations, the School Council may make and implement policies in the School that the School Council considers necessary to carry out its functions.
37. The School Council may develop policy for the duration of its term.
38. The policies of the School Council will be reviewed at the beginning of every new School Council term to decide if each policy will be implemented for the new School Council and its term.
39. Topics on which the School Council may wish to develop guiding policies include, but are not limited to, communication (internal and external), record keeping, fundraising, privacy, location of meetings, new member orientation, school council evaluation, and social media.

CODE OF ETHICS

40. All School Council Members shall do all of the following:
- a. Adhere to the Personal Information Protection Act (PIPA);
 - b. Abide by the legislation that governs them;
 - c. Be guided by the foundation statements of the School and the role and philosophy of the School Council;
 - d. Endeavour to be familiar with the School's policies and operating practices and act in accordance with them;
 - e. Practice the highest standards of ethical practice including but not limited to acting with honesty, accuracy, integrity, and truth;
 - f. Recognize and respect the personal integrity of each member of the School Community;
 - g. Declare any conflict of interest;
 - h. Consider the best interests of all students;
 - i. Respect the confidential nature of some School business and respect limitations this may place on the operation of the School Council;

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- j. Not disclose confidential information;
- k. Limit discussions at School Council meetings to matters of concern to the School Community as a whole;
- l. Use the appropriate communication channels when questions or concerns arise, following the School Policies regarding communication of these concerns.

CONFLICT RESOLUTION

41. The School Council shall abide by the Conflict Resolution Procedures outlined in the Division's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.
42. If, at any time, ten (10) Members, or fifty percent (50%) of the Executive Committee members of the School Council, are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written request signed by them to all School Council members, and the following will apply:
- a. The Chair will call a Special Meeting of the School Council.
 - b. The Secretary will provide at least ten (10) days' notice in writing in the school newsletter or website or three (3) days' notice by telephone or email to the School Community of the date, time, place, and purpose of the Special Meeting.
 - c. At the Special Meeting, all Parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict.
 - d. On motion, seconded by any Parent or School Council member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
 - e. If the combined majority of Parents and School Council members present vote in favour of the resolution proposed, the School Council will immediately act upon the resolution.

PRIVACY

43. The School Council shall adhere to the *Personal Information Protection Act (PIPA)* and shall not use or share personal information for purposes other than those of School Council business.

LIABILITY

44. Members of the School Council are covered by the District's liability insurance while they are acting under the direction of an authorized school employee.

DISSOLUTION

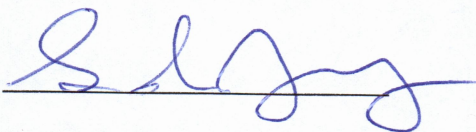
45. As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council.

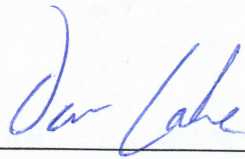
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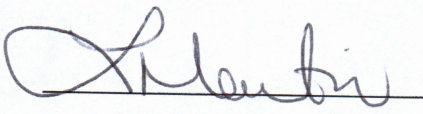
REVIEWS and AMENDMENTS

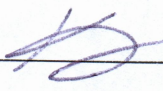
- 46. Subject to any provincially or board-mandated policies and/or regulations, the School Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.
- 47. The Operating Procedures will be reviewed for their relevance and effectiveness annually, by the School Council Executive Committee or a committee established expressly for that purpose.
- 48. The School Community will be given at least ten (10) days' notice in writing in the School newsletter or website or three (3) days' notice by telephone or email of proposed changes to the Operating Procedures.
- 49. The Operating Procedures of the School Council may be amended by a majority vote of the Voting Members present at any scheduled meeting of the School Council.

These Operating Procedures have been accepted by a majority of the voting members at a meeting of the School Council on November 20, 2024.


Chair **Sandra Jory**


Principal


Vice Chair **LEANNE MARTIN**


Secretary **Karen Stiles**

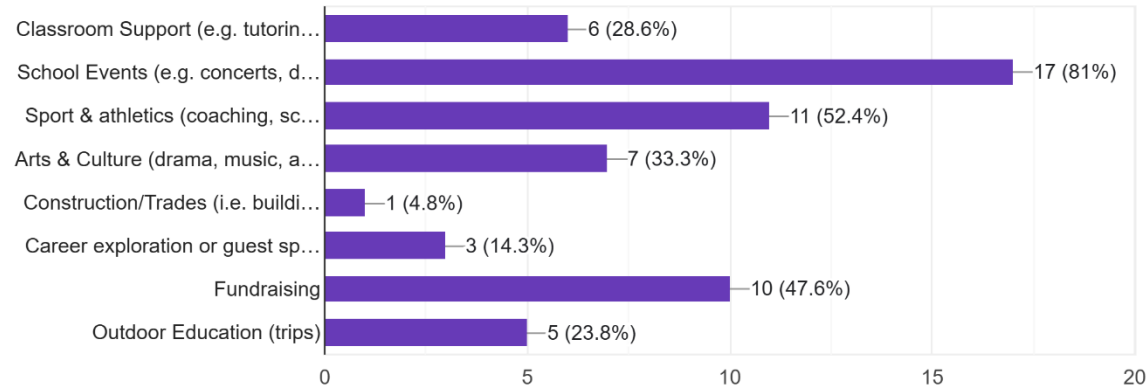
Ohpaho Secondary School Council

2025 Volunteer Survey Results

○ 21 responses received

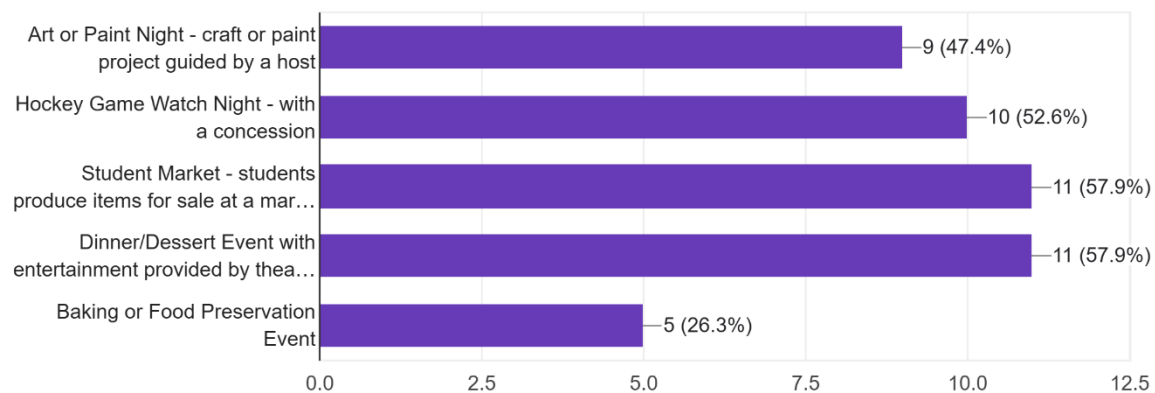
Areas you are interested in supporting:

21 responses



School community events help strengthen relationships between families and the school, boost school spirit, support fundraising efforts, and encourage the school council to host (select one or more):

19 responses



Do you have any special skills, hobbies or professional experience that could benefit the school:

Are you interested in participating in a career night to promote your profession or any life/special skills? If so please list what you would be interested in speaking to students about.

- Nursing
- Veteran
- Lawyer

Do you have any special skills, hobbies or professional experience that could benefit the school?

- Logistics supply Chain background
- I am a Sport First Responder, personal and group fitness trainer, Zumba certified instructor and barre instructor. I am also a Lifesaving Society First Aid instructor, Trainer, and Lifeguard/ Swim Instructor. If those skills are useful, I would definitely be willing to volunteer some time.
- Travel agent
- Planning events
- Nutrition and running
- Strong knowledge of rugby. Have coached forwards before. Have been in technical sales management for the last 10 years if it could be of any value.

✦ Tools for Effective School Councils Resources, tips, templates and tools will be provided to help participants to understand the culture of their local community and basic volunteer psychology. An exploration of school community culture/barriers, volunteer motivation, and strategies to increase the effectiveness of school councils will be offered.	A school council with a clear understanding of its legislated role, seeking to obtain strategies and tools related to fulfilling the role.	February 24, 2026
Fundraising Association Partnership Purpose Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of who has authority for what, is essential.	A school community recognizing the need for two distinct groups and seeking to form a society for the purposes of fundraising, or with one in place needing assistance to understand their boundaries and role.	NA
Fundraising Association Roles & Relationships Parent participation in Fundraising Associations is an important contribution to their child's school. Covered in this Learning Opportunity: the role of the Board members, the decision-making process, the role of the School Principal, and the role of the Association membership. Learn how the stakeholders work together for the benefit of all students.	A school community seeking a deeper understanding of how a Principal, a School Council, and a Fundraising Association can, and should, work together towards common goals.	October 28, 2025 November 17, 2025 December 10, 2025
Chair Basics: Not Just for Chairs! Chairing a school council meeting can be exciting, confusing or down-right scary! Having confidence with a clear understanding of Chair responsibilities and processes will help to keep meetings focused, productive and fun! Overview of the roles of the Chair, agenda preparation, duties of other members, communication, meeting management tools and skills.	School Council Chairs (new or experienced, current, or aspiring) with or without their principals, and any other interested parties.	November 3, 2025
Masterful Minutes Minutes are among the most important documents used to conduct business in a transparent and accountable manner. However, taking minutes can be daunting. Minute-takers are often expected to produce minutes out of chaotic and disorganized meetings. Understanding how much is too much, and what format is best in a school council setting will reduce stress and minimize conflict. Participants will learn about the various types of minutes, the ideal format for school councils, and how to create and use templates efficiently.	School Council Secretaries (new or experienced, current, or aspiring) and any other interested parties.	NA

For the following ✦ FIVE workshops – it is strongly recommended to have taken “School Council Purpose” within the previous two years.

*indicates only available by individual request – not Scheduled Learning Opportunities (SLO) or through Division Wide Learning Opportunities

School Councils Enhancement Learning Opportunities

Price per SCHOOL COUNCIL: \$500 +GST per

Enhancement	2 - 2.5 hours each	Audience	SLO Dates 25-26
✦ Effective Engagement in Your School Community School councils would like their school community to be dynamic, exciting places, where parents feel authentically engaged in supporting and enhancing student learning. Using local context, define effective engagement, identify existing challenges, explore possible solutions and create goals and plans focused on creating engagement opportunities for the school community which align with the expectations of the Assurance Framework.		A school council seeking to involve and engage the school community in supporting and enhancing student learning.	February 9, 2026 March 30, 2026
✦ Managing School Council Meetings Meaningful school council meetings require strong leadership and clear, easy to follow processes for all participants. Having a solid <i>Agenda</i> , some simple <i>Rules of Order</i> and learning how to <i>Direct Discussion</i> will help to ensure the school council meetings are not a waste of anyone's valuable time. Exploration of some common challenges for school council meetings and introduction of important solution-oriented tools are provided. Every meeting participant will benefit from this workshop!		A school council aware of its legislated role seeking to increase the efficiency and effectiveness of its meetings.	November 12, 2025 April 8, 2026
✦ School Council Operating Procedures* A school council has discretion to decide what works best for them, within the context of legislation and their community. Topics include model of governance, membership, decision making, terms of office, conflict resolution. Create Draft Operating Procedures with wording of clauses relevant to the school community for review and feedback.		A school council with a clear understanding of its legislated role, seeking to create operating procedures for the first time, or replace existing bylaws.	NA