



# OCASC Assembly Meeting Agenda

*Sharing Information • Facilitating Communication • Representing Our Membership*

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## 18 May 2017

Meeting Location: Fisher Park Public/Summit Alternative School, Library  
250 Holland Avenue, 2<sup>nd</sup> floor  
Meeting Time: 7:00 - 8:00 p.m.

### Agenda

1. Welcome and Approval of Agenda and Minutes .....7:00 – 7:05
2. From Your Executive .....7:05 – 7:10
3. Committee Reports .....7:10 – 7:20
4. Presentation – Specialist High Skills Major (Renald Cousineau).....7:20 – 7:40
5. *Chalk It Up* (Member Knowledge Exchange) .....7:40 – 8:00
6. Adjournment for Annual General Meeting (AGM) .....8:00

## 18 May 2017

Meeting Location: Fisher Park Public/Summit Alternative School, Library  
250 Holland Avenue, 2<sup>nd</sup> floor  
Meeting Time: 8:00 - 9:00 p.m.

### **Agenda**

1. Welcome and Opening Remarks .....8:00 – 8:05
2. Approval of the Agenda and Minutes of the previous AGM (16 May 16) .....8:05 – 8:10
3. Executive Reports .....8:10 – 8:30
  - a. Co-Chairs (Malaka Hendela and Dale Childs)
  - b. Membership Secretary (Cathy Babyak)
  - c. Treasurer (Ellen Dickson)
  - d. Communications (Helen Norman)
4. Meetings During the 2017-2018 School Year .....8:30 – 8:40
  - a. Scheduling of the SSC and Assembly Meetings
  - b. Confirmation of the Meeting Schedule
5. Presentation of Executive Slate and Elections .....8:40 – 9:00
6. Adjournment .....9:00

## **4 – Scheduling of the SSC and Assembly Meetings**

There are two, traditional options available:

<b>Option A – Same Night</b>	<b>Option B – Different Nights</b>
<p>SSC and Assembly would meet the same night providing the opportunity for joint sessions (i.e. the practice this year). Meetings would be the third Thursday of each month.</p>	<p>Assembly would meet on the third Thursday and the SSC the second Thursday (or another date).</p>
<p>Proposed Meeting Nights for 2017-2018:</p> <ul style="list-style-type: none"> <li>• 21 September 2017 (First Day 5 September)</li> <li>• 19 October 2017 (Thanksgiving 9 October)</li> <li>• 16 November 2017</li> <li>• 21 December 2017</li> <li>• 18 January 2018</li> <li>• 15 February 2018 (Family Day 19 February)</li> <li>• 22 March 2018 (March Break 12-16 March)</li> <li>• 19 April 2018 (Easter 30 March – 2 April)</li> <li>• 17 May 2018 – Proposed Joint AGM</li> <li>• 21 June 2018 (if required)</li> </ul>	<p>SSC Meetings in addition to Assembly Meetings outlined under Option A:</p> <ul style="list-style-type: none"> <li>• 14 September 2017 (First Day 5 September)</li> <li>• 12 October 2017 (Thanksgiving 9 October)</li> <li>• 9 November 2017</li> <li>• 14 December 2017 (Last School Day 22 December)</li> <li>• 11 January 2018 (First School Day 8 January)</li> <li>• 8 February 2018 (Family Day 19 February)</li> <li>• 8 March 2018 (March Break 12-16 March)</li> <li>• 12 April 2018 (Easter 30 March – 2 April)</li> <li>• 17 May 2018 – Proposed Joint AGM</li> <li>• 14 June 2018 (if required)</li> </ul>



# OCASC Annual General Meeting Agenda

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## 5 – Election

The positions to be considered for our AGM are as follows:

- **Chair (or Co-Chair)**
- **Vice-Chair**
- **Recording Secretary**
- **Membership Secretary**
- **Treasurer**
- **Communications Office**
- **Liaison Officers**
- **Secondary School Council**

The duties of all said positions are as follows:

- **Chair.** The Chair administers the affairs of the assembly and ensure that all policies and actions approved by the general membership are implemented. The chair presides at meetings of the Assembly and prepares the agenda for such meetings with advice from other executive officers and committees. The Chair also represents the views of the Assembly to the Board, the Ministry of Education, the media and elsewhere as required.
- **Vice Chair.** The Vice-Chair fulfills the duties of the Chair when that person is temporarily absent or otherwise unable to perform the duties of the office. The Vice-Chair also performs specific duties assigned by the Chair, or requested by the Executive Committee or the general membership.
- **Recording Secretary.** The recording secretary is responsible for the general correspondence of the Assembly including preparing and distributing minutes of all general meetings and of the executive committee.
- **Membership Secretary.** The membership secretary is responsible for maintaining a current list of member school councils including the names and contact information for school delegates. The Membership Secretary registers the attendance at general meetings, determines quorum and counts the votes.
- **Treasurer.** The treasurer is responsible for the care and custody of the funds and other financial assets of the Assembly and for making payments for all approved expenses incurred by the Assembly. The treasurer maintains books of the accounts that shall be made available for inspection by members at any reasonable time on request. At each AGM, the treasurer presents an account of the finances of the Assembly and a budget for the following fiscal year including any recommendations for change to the annual dues of member councils. The treasurer also maintains a record of dues paid by member school councils.
- **Communication Officers.** The communication officer prepares communications on behalf of the assembly, to the media and elsewhere as directed by the Executive. The communications officer may undertake additional tasks such as monitoring the media coverage of education generally at the suggestion of the executive or their own initiative.
- **The LO Position.** We have begun to look at the LO position more as a Member at Large which allows an individual to attend and participate in Executive and Assembly meetings and may choose areas of specialization with the agreement of the Executive.
- **Secondary School Council (SSC).** *The SSC is a sub-committee of the OCASC Assembly that focuses primarily on secondary schools and conducts its own meetings (although some meetings may run jointly with the Assembly). The Chair of the SSC is a member of the OCASC executive.*

We are looking for people who want to become a little more involved in OCASC, who are interested in how other school councils work, who want to expand their knowledge regarding school councils and share it with other schools. The LO position is not about knowing everything or anything for that matter, it is about finding answers together through the executive and letting school councils know they have a support system.