

St. Francis of Assisi School Council
ANNUAL GENERAL MEETING AGENDA
St. Francis Learning Commons
September 22, 2025 – 7:00-8:00 pm

1.0 Call to Order

- [Acknowledging the Land](#) & Opening Prayer - [Welcome Prayer](#)
- Introductions - School Administration & Council Executive (*current*)
 - Chair - Carrie Keylock
 - Treasurer - Jamie Flett
 - Secretary - Laura Oster
 - Vice-Chair - vacant (**optional position*)
- Verification of quorum- number of parent attendees

2.0 Approval of Agenda

3.0 School Council Executive Positions - Voting of members

- a) Chair (2 year term)
- b) Vice-Chair (**optional*) (2 year term)
- c) Treasurer (2 year term)
- d) Secretary - (2 year term)

Please note: our current Chair, Treasurer, and Secretary are all in their final year at the school. If re-elected, they would only be able to serve for one year. To support a smooth transition, we are open to mentorship opportunities or shared roles with new members.

4.0 Reports

- 4.1 [School Administration Report](#) -School Administration
- 4.2 School Council Report - Carrie Keylock
- 4.3 Budget Report (2024-25 final) - Jamie Flett

5.0 Budget 2025-2026 (*proposed*)

- Discussion of budget for the 2025-2026 school year
 - Increase in School Council fees approved last year.
 - Proposed budget to be voted on at October Council meeting.

6.0 Parent Volunteers and Engagement

- The following are ways our parents can get involved in our school community:
 - a) Attend council meetings to provide feedback on discussion topics with school Admin
 - b) Coordinators for special events (Shrove Tuesday, school dance, grade 9 farewell)
 - c) Staff Appreciation Coordinator
 - d) Donation of items for staff appreciation, classroom and program donations
 - e) Volunteer for special events (school dance, Shrove Tuesday, staff appreciation)
 - f) Faith Representative - with the church

7.0 Set Date for Next Council Meetings

- 5 meetings per year - September (AGM), October, January, March, May

8.0 Meeting Adjournment

9.0 Council Executive Meeting to draft budget - (*newly elected executive*)