

URSULA FRANKLIN ACADEMY



Tuesday September 26th SAC Meeting 7:00 pm in the UFA Library

Everyone is welcome to attend.

Welcome

- Report of Student Reports
- Report of Teacher /Staff
- Report of Principal
- PAO group
- New SAC Executive Team Election

Please email your questions and/or concerns by Monday September 27th by the end of the day to the following email: ufa.sac@gmail.com

ELECTIONS

If you want to nominate yourself or somebody for any SAC position, please contact us by Monday September 25th, by emailing a name and short description to ufa.sac@gmail.com. The voting procedure will be described at the meeting

School Council Executive positions for school year 2023/24

- **Chair - 2 positions for co-chairs** - responsibilities: calling regular school council meetings. preparing agendas for school council meetings. chairing and maintaining meeting decorum, maintain communication between school staff and parents, maintain PRO Grant funding and other school related applications.
- **Vice chair - 2 positions for vice chairs** - responsibilities: calling regular school council meetings. preparing agendas for school council meetings. chairing and maintaining meeting decorum in absence of co-chairs
- **Recording Secretary – 2-3 position for recording secretary** - responsibilities: take a minute of the meeting, create document based of notes and additional material provided on meeting if any. Send document to co-chairs in timely manner, not later than week after the meeting
- **Ward 7 Rep - 2 position for Reps** - responsibilities: attend Ward 7 meetings which are held once a month at different schools / locations / video conference. Report topics back to school same as express concerns and questions related to UFA to Ward 7 parents and Trustee
- **Communication - 2 positions for communication** - responsibilities: Using Mail Chimp school account maintain SAC Mailing list and create and distribute Newsletters to the SAC community. Frequency: 2-3 newsletters per month

If this e-mail was forwarded to you and you would like to sign-up to receive it please visit: <https://mailchi.mp/41410d8c170f/ufa-school-advisory-council-newsletter-sign-up>

We welcome all opinions and questions, but please remember that all communications should be done respectfully.

For further info contact ufa.sac@gmail.com