

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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*Section*                   SCHOOLS AND STUDENTS

*Policy Name*           SCHOOL COUNCILS & PARENT INVOLVEMENT COMMITTEES           515

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## **POLICY**

It is the policy of the Superior-Greenstone District School Board that each school establish a school council to act in an advisory capacity to the school's principal and the Board for the continued promotion of excellence throughout the system, and will place the overall interests of the school and students first.

## **Regulations**

### **1.0 Mandate**

The mandate of the school council is through active participation of parents to improve student achievement and to enhance the accountability of the education system to parent. School council's primary means to achieving its purpose is by making reports and recommendations to the school administration and the board relating to matters affecting students of the school.

Although the school is the primary concern of the school council, system issues as they affect the school may also be considered.

Every school community shall establish and maintain a school council.

### **2.0 Terms of Office**

a) With the exception of the Principal, the community representative(s), and the student representative(s) a member is elected/appointed for a one-year term.

b) Elected and appointed members may seek additional terms of office. A maximum of three consecutive terms is recommended.

## **Procedures**

### **1.0 Structure and Composition of School Councils**

#### **1.1 Official Name**

The official name of a school council for a school shall be "The \_\_\_\_\_ School Council" or "The School Council for the \_\_\_\_\_" (Insert the name of the school in the blank.)

#### **1.2 Membership**

Membership of a school council shall include but not be limited to:

- Parents and guardians of students enrolled in the school;
- One to three community representatives;

- Two students (recommended for secondary schools);
- One (optional for grade 7 and 8 students);
- The school principal; or the Vice-Principal (if applicable)
- One teacher assigned to the school; and
- One non-teaching employee assigned to the school.

1.3 Parent Members

Parents/Guardians shall form the majority on the Council (refer to Appendix 1.)

1.4 School Community

It is expected that the membership of the Council will reflect the diversity of the school community. In defining a school community, considerations may include such aspects as geography, language, cultural, ethnic, economic, business, demographics, seniors or school boundaries.

1.5 Selection of Membership

Membership on the school council shall be determined in the following manner:

- Parents/Guardians shall be nominated and elected by parents and guardians of students enrolled in the school;
- It is recommended that no employee of the Superior-Greystone District School Board may sit as a parent member of a school council;
- Student representatives shall be nominated and elected by students enrolled in the school;
- Teacher representatives shall be nominated and elected by members of the teaching staff;
- Non-teaching employees shall be nominated and elected by non-teaching employees assigned to the school;
- The school principal; or the Vice-Principal (if applicable) shall be a designated member; and community representatives shall be appointed by the Council.

1.6 Chair or Co-Chair /Vice-Chair

The Chair and the Vice-Chair will be a parent/guardian member elected by the Council at the first meeting following the elections by the Council as a whole. In the absence of the Chair, the Vice-Chair will assume the duties of the Chair.

The parent/guardian elected as chair may not be an employee of the school board assigned to that school.

1.7 Recording Secretary

The Council will elect a recording secretary.

1.8 Executive

The executive of the school council consists of Chair or Co-Chair, Vice-Chair, secretary and treasurer (optional).

1.9 Number of Members

The membership of the school council shall not exceed 21 (refer to Appendix 1.)

1.10 Honorarium

There will be no honorarium paid to members of the school council.

1.11 Expenses

School council funding is to be determined in accordance with the legislation. School-council finances are the responsibility of the school-council and are subject to the board audit process.

The board shall reimburse members and/or officers of council in accordance to applicable board policy for authorized expenses incurred in the conduct of their role as a member and/or officer of the school council

**2.0 Elections**

2.1 Nominations

Persons shall be elected to the school council by nomination and secret ballot voting. A School Council Nomination Form (see Appendix 2) must be completed and returned to the principal at least 14 days prior to the election period. If the number of nominees is equal to or fewer than the number of election positions, then the nominees fill those positions by acclamation.

2.2 Election

The election period for balloting may extend over ten consecutive school days. The ballot must indicate the number of positions to be filled.

Nominations and elections for council members will be completed by May 30 every year (See Election Protocol - Appendix 3.) Eligibility for positions and voting are based upon the coming school year.

Election of the school council executive will be held during the first 30 days of the new school year.

2.3 Vacancies

If vacancies remain after the nomination process, the elected members of the Council may fill the vacancies by appointing eligible persons. A position vacated during a term may be filled by the school-council members selecting an eligible person to complete the vacating member's term of office. If a member does not attend three consecutive regular meetings, without a reason acceptable to the Executive and Principal, the position may be deemed to be vacant by the Council.

2.4 Roles and Responsibilities

As advisory bodies, school councils will provide advice to the Board on any matter that has been identified as a priority by the school council, as per the mandate of the school council specified in Ministry of Education and Training Policy and Program Memorandum 122 and outlined in the following section.

School councils may wish to provide advice to the principal, and where appropriate, to the Board on any of the following matters:

- School Year Calendar
- Board Strategic Plan
- Board Improvement Plan for Student Achievement and Well-Being
- School Code of Behaviour
- Curriculum Planning and Program Development
- Provincial Assessment Programs
- School Improvement Plan for Student Achievement and Well-Being

- Annual School Budget
- Annual Board Budget
- Capital Improvement Plans
- Preparation of the School Profile
- Criteria for Selection of Principals
- Communication Plans and Strategies
- Reporting Methodologies, including Reports of Student Progress
- Extracurricular Activities and Co-Curricular Programs
- Community Programs for Health, Social Service, Recreation and Nutrition
- School-Community Partnerships
- Community Use of the School Facilities
- Community Services for Children and Youth
- Field Trips
- School Policies
- Local Issues
- Development, implementation and review of Board policies at the local level.

Council members are to maintain a school-wide focus on all issues. Council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members.

### **3.0 Roles and Responsibilities of School -Council Members**

#### **3.1 Chair or Co-Chair**

The Chair of the school council shall:

- Call school council meetings;
- Ensure that all members are notified of their election/appointment to council;
- Ensure that the board office is notified of changes in executive positions;
- Prepare the agenda for school council meetings in consultation with the principal;
- Chair school council meetings;
- Ensure that the minutes of school council meetings are recorded and maintained;
- Participate in information and training programs;
- Communicate with the school principal;
- Ensure that there is regular communication with the school community;
- Consult with senior Board staff and Trustees, as required,
- Submit an Annual written report on the council activities to the school principal or vice-principal (if applicable) and to the Board

#### **3.2 Vice Chair**

The Vice Chair of the school council shall:

- Assume duties of Chair in his/her absence;
- Assist Chair as required by council and chair

#### **3.3 Council Members**

The members of the school council shall:

- Seek to reach a consensus in decision making
- Maintain a school-wide perspective on issues;
- Participate in Council meetings;
- Participate in information and training programs;
- Act as a link between the school council and the community; and
- Encourage the participation of parents from all groups and of other people within the school community.

3.4 Recording Secretary

The Recording Secretary of the school council shall:

- Record the minutes of all council meetings,
- Maintain a file of correspondence

3.5 Treasurer (Optional)

The Treasurer of the school council shall:

- Be responsible for all financial records and be one of the two or three signing officers for the council,
- Ensure financial records are current and are made available to the board for inclusion in any internal or external audit preparation of the board

3.6 The Principal or Vice-Principal (if applicable)

The principal of the school shall:

- Attend all meetings of the Council (or a designate)
- Approve all printed materials distributed through the school including all school council materials
- Facilitate the establishment of the School Council and assist in its operation;
- Support and promote the Council's activities;
- Seek input from the Council in areas for which it has been assigned advisory responsibility;
- Act as a resource of laws, regulations, Board policies, and collective agreements.
- Obtain and provide information required by the Council to enable it to make informed decisions;
- Communicate with the Chair or Co-Chair of the Council, as required;
- Ensure that copies of the minutes of the Council's meetings are kept at the school;
- Assist the Council in communicating with the school community;
- Encourage the participation of parents from all groups and of other people within the school community; and
- Supervise elections for all representatives to the School Council.
- Provide feedback as required on how council advice was utilized.

3.7 Parent/Community Organizations

- Schools may continue to support or establish and maintain other parent/community organizations, such as the Home and School Association, if the function of the organization is separate and distinct from that of the school council.

## **4.0 School Council Proceedings**

Committee meetings are not a forum for discussion about individual parents, students, staff, trustees, or other committee members.

4.1 Quorum Requirements

The quorum for a Council meeting is a majority of current members of council of which there is a majority of the council present who are parent members (refer to Appendix 1.)

4.2 Number of Meetings

A council shall hold a minimum of four regular meetings per school year. All meetings shall be open to the public. A council shall meet within the first 35 days of the school year after elections held under section 2.2. Meeting dates and times shall be posted.

4.3 Meeting Agenda

The Chair, in consultation with the Principal, may initiate matters for discussion and the agenda should conform to the matters for which the School Council has an advisory responsibility. The agenda should include an opportunity for public input (Check List - Appendix 3.) Minutes and copies of the agenda shall be kept on file at the school.

4.4 Decision-Making

No decision may contravene the Education Act, its Regulations, Superior-Greenstone District School Board Collective Agreements, or Board Bylaws, Policies and mandate.

Consensus decision-making will be used by the Council to resolve the matter being discussed. Consensus exists when all present can support or accept what is proposed with no one standing in opposition. If consensus cannot be reached by those present, the Council may wish to consider an alternate method of reaching a decision.

4.5 Special Meetings

A special meeting of the Council may be held -

- a) Upon a written request by three members being given to the Principal and Chair of the Council, who must subsequently convene a meeting with a minimum of 24-hours notice by advising the time, date, place and purpose of the meeting to all Council members to be convened within seven instructional teaching days.
- b) The business of any special meeting must be confined to the purpose for which it was convened.

4.6 Annual Report

Annually, the Council shall submit a report on its activities to the principal of the school and to the board. The school principal shall on behalf of the school council give a copy of the report to every parent of a student enrolled in the school.

## **5.0 Recommendation and Communication of School Councils**

- 5.1 Recommendations and decisions of school councils that are specifically related to the school should be referred to the school Principal.
- 5.2 Recommendations and decisions which are broader in scope than the local school shall be referred to the school principal for direction and to the appropriate Board official or Board committee.

**SCHOOL COUNCIL MEMBERSHIP SIZE  
AND CONFIGURATION CHART**

<i>Designated</i>	<i>Elected (E)</i>	<i>Elected (E)</i>	<i>Elected (E)</i>	<i>Appointed</i>	<i>Elected (E)</i>	
<i>Principal</i>	<i>Teachers</i>	<i>Non-Teaching</i>	<i>Students</i>	<i>Community Members</i>	<i>Minimum Parent Members</i>	<i>Total</i>
1	1	1	4	3	* 11	<b>21</b>
1	1	1	3	3	10	<b>19</b>
1	1	1	3	2	9	<b>17</b>
1	1	1	2	1	8	<b>14</b>
1	1	1	2	3	9	<b>17</b>
1	1	1	2	2	8	<b>15</b>
1	1	1	2	1	7	<b>13</b>
<i>(Participation Is Optional For Grade 7 And 8 Students)</i>						
1	1	1	-	3	9	<b>15</b>
1	1	1	-	3	8	<b>14</b>
1	2	1	-	2	7	<b>13</b>
1	1	1	-	1	7	<b>11</b>
1	1	1	-	1	6	<b>10</b>
1	1	1	-	3	7	<b>13</b>
1	1	1	-	2	6	<b>11</b>
1	1	1	-	1	5	<b>9</b>

\* In this case, this is the maximum number of parents.

**SCHOOL COUNCIL NOMINATION FORM**

***I, THE UNDERSIGNED DO HEREBY NOMINATE:***

Name: \_\_\_\_\_  
*Print full name*

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

for the position of \_\_\_\_\_ representative.  
*(Parent, teacher, student, non-teaching)*

***NOMINATOR***

Name: \_\_\_\_\_  
*(Print full name)*

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

***CANDIDATE TO COMPLETE***

I accept the nomination and am prepared to serve as a member of the:

\_\_\_\_\_ School Council.

Signature of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

***NOMINATION RECEIPT FORM***

The nomination form for parent representative on the School Council for:

\_\_\_\_\_ has been received.  
*(School Name)*

\_\_\_\_\_ Date: \_\_\_\_\_  
*(School Official)*

***Copy to be given to nominator and candidate.***



**Election Protocol**

1. Elections for School Council shall be conducted by secret ballot.
2. Parents and legal guardians of a student enrolled at the school are for the coming school year eligible both to vote for and to run as a parent representative.

No employee of the Superior-Greenstone District School Board may run for the position of parent member at the school to which they are assigned.

No employee of the Superior-Greenstone District School Board shall run for a position of parent member if he/she is employed elsewhere than the assigned school, unless he/she informs people qualified to vote in the election of parent members, of that employment.

3. Nomination forms as prescribed by the Superior-Greenstone District School Board shall be filed by all candidates for elected positions on the School Council.
4. All eligible voters shall be entitled to cast one vote for up to a total of the number of candidate positions available in the specific category (teacher, parent, etc.) at their school. Casting more than the maximum number of votes permitted in the category spoils the ballot.
5. No individual campaign literature for School Council elections may be distributed or posted in the school.
6. School resources, both human and material, may not be used to support particular candidates or groups of candidates.
7. The elections proceedings shall be supervised by the school principal or vice-principal (if applicable).

**Post-Election Meeting Protocol****Quick Check List**

- |   |  |
|---|--|
| <input type="checkbox"/> Provide ample lead-time                            | <input type="checkbox"/> Get active participation    |
| <input type="checkbox"/> Start on time                                      | <input type="checkbox"/> Avoid ambiguities           |
| <input type="checkbox"/> Agree to procedure in advance                      | <input type="checkbox"/> Learn to read silence       |
| <input type="checkbox"/> Develop an agenda and keep part of the agenda open | <input type="checkbox"/> Manage hostility            |
| <input type="checkbox"/> Understand the task and stay on task               | <input type="checkbox"/> Talk straight               |
| <input type="checkbox"/> Keep presentations short                           | <input type="checkbox"/> Respect differences         |
| <input type="checkbox"/> Make the meeting room ready for the meeting        | <input type="checkbox"/> Protect confidentiality     |
|   | <input type="checkbox"/> Invite participant feedback |