



## ADMINISTRATIVE GUIDELINE

Title: School Councils

Effective Date: January 10, 2002      Responsibility:



## 2.0. School Council Membership

Parents/guardians shall form the majority of the school council except in adult day schools where parent positions shall be held by students. It is hoped that the membership of the council will reflect the diversity of the school community. All members of the council are equal members.<sup>2</sup>

Membership	Elections/Appointments
<p><u>Parent Members</u></p> <ol style="list-style-type: none"> <li>1. A person is qualified to be a parent member if he or she is a parent or guardian of a pupil who is enrolled in the school with exceptions as outlined in #2 and #3 below.</li> <li>2. A person is not qualified to be a parent member if he or she is employed at the school.</li> <li>3. A person is not qualified to be a parent member if he or she is employed elsewhere by the Board unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment. "Reasonable steps" shall be specified in the bylaws of the school council.</li> <li>4. The number of parent members of the school council shall not exceed 10 members, unless the school council establishes a bylaw to specify the number of parents, and, in all cases, the number of parent members shall form the majority of the school council members.</li> </ol>	<ol style="list-style-type: none"> <li>1) A person is qualified to vote in an election of parent members of the school council if he or she is a parent or guardian of a pupil who is enrolled in the school.</li> <li>2) The election of parent members of a school council shall be held during the first 30 calendar days of each school year, on a date that is fixed by the chair or co-chairs of the school council after consulting with the school principal.</li> <li>3) Despite section 2), if a new school is established, the first election of parent members to the school council shall be held during the first 30 calendar days of the school year on a date that is fixed by the school principal.</li> <li>4) At least 14 days before the date of the election of parent members, the principal shall, on behalf of the school council, give written notice of the date, time and location of the election to every parent/guardian of a pupil who, on the date the notice is given, is enrolled in the school.</li> <li>5) The notice of the election may be b04(m)-6(a.)T)) t(t) TwTc 042510(4)(876. 2)TJ</li> </ol>



Membership	Elections/Appointments
<u>One Association Member</u>	If an official Ontario Federation of Home and School Association is established in respect of the school, that school association has the right to appoint one person to the school council.

### 3.0 Remuneration

- 3.1 No person shall receive any remuneration for serving as a member or officer of a school council.
- 3.2 The Board policy respecting the reimbursement of members and officers of school councils for expenses they incur as members or officers of the council is as follows:
  - 3.2.1 Allowable expenses are defined as those expenditures authorized by the Principal
  - 3.2.2 Reimbursements will be limited in total to Board monies identified for school council expenses by the Ministry of Education.

### 4.0 Term Of Office

- 4.1 The person elected or appointed to the school council holds office from the later of,
  - a) the date he or she is elected or appointed, and
  - b) the date of the first meeting of the school council after the elections in the current school year, until the date of the first meeting of the school council after the elections in the next school year.
- 4.2 A member of a school council may be elected or reappointed, unless otherwise provided by the bylaws of the council.

### 5.0 Vacancies

- 5.1 A vacancy in the membership of a school council shall be filled by election or appointment in accordance with the bylaws of the council.
- 5.2 If an election is held to fill a vacancy in the membership of a school council, Section 1 of these regulations applies with any necessary modifications, to the election.
- 5.3 A vacancy in the membership of the school council does not prevent the council from exercising its authority.

### 6.0 Officers

- 6.1 The school council shall have a chair or, if the bylaws of the council so provide, two chairs.
- 6.2 The chair or chairs must be parent members of the council, and shall be elected by the members of the council.
- 6.3 A person who is employed by the Board cannot be the chair or chair of the council.
- 6.4 The school council may have such other officers as are provided for in the bylaws of the council.
- 6.5 Subject to subsections 5.2 and 5.3 above, vacancies in the office of chair, chair or any other officer of a school council shall be filled in accordance with the bylaws of the council.

## 7.0 Meetings

- 7.1 The school council shall meet at least four times during the school year.
- 7.2 The school council shall meet within the first 35 calendar days of the school year, after the elections are held, on a date fixed by the principal of the school.
- 7.3 A school council meeting cannot be held unless:
  - 7.3.1 majority of the current members of the council are present at the meeting;
  - and
  - 7.3.2 a majority of the members of the council who are present at the meeting are parent members.
- 7.4 All school council meetings shall be open to the public.
- 7.5 The school council is entitled to hold its meetings at the school.
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- 10.1.6 procedures for fundraising that comply with Board administrative guidelines
  - 10.1.7 procedures for the development of school council agendas
  - 10.1.8 other procedures as deemed appropriate by the school council
  - 10.2 Every school council shall make the following bylaws:
    - 10.2.1 a bylaw that governs election procedures and the filling of vacancies in the membership of the school council.
    - 10.2.2 a bylaw that establishes rules respecting participation in school council proceedings in cases of conflict of interest.
    - 10.2.3 a bylaw that, in accordance with any applicable policies or administrative guidelines established by the Board, establishes a conflict resolution process for internal school council disputes.
  - 11.0 Minutes and Financial Records
    - 11.1 The school council shall keep minutes of all of its meetings and records of all its financial transactions.
    - 11.2 The minutes and records shall be available at the school for examination without charge by any person.
    - 11.3 Subsections 10.1 and 10.2 do not apply to minutes and records that are more than four years old.
    - 11.4 The school council shall ensure that the principles and parameters of all Near North policies and administrative guidelines are applicable to the records and Financial transactions of the school council. Among the specific administrative guidelines to be followed and/or adapted to school council finances are: Purchasing, Fundraising and Board Fund Accounting.
  - 12.0 Incorporation
    - 12.1 A school council shall not be incorporated.
  - 13.0 Role and Responsibilities of the School Council
    - 13.1 Schools Councils are advisory bodies. A School Council may provide advice to the school principal and to the school board on any matter. The following list suggests some matters that the Council may wish to address and to provide recommendations or advice to the principal or to the Board.
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13.2 School councils will not deal with matters such as: the legal liability issues of the Board; personnel matters involving efficiency, discipline, termination of employment, extension of employment beyond retirement age and medical reports; Board negotiations for the purchase, lease or other acquisition of properties; negotiation of wage schedules of employees; and matters concerning individual staff members or students.

13.3 In addition to its advisory responsibilities, the School Council should:

- f* establish its goals, priorities and procedures
- f* organize information and training sessions to enable members of the Council to develop their skills as council members
- f* communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the Council and to report on the activities of the Council to the school community
- f* promote the best interests of the school community
- f* supervise the election procedures for School Councils

#### 14 0. Roles and Responsibilities of School Council Members

14.1 The Chair of the School Council shall take the following and other actions as provided for in Board guidelines and/or the bylaws of the school council:

- f* call School Council meetings
- f* prepare and circulate the agenda for School Council meetings in consultation with the principal and with the principals assistance
- f* chair School Council meetings
- f* ensure that the minutes of School Council meetings are recorded and maintained
- f* participate in information and training programs
- f* communicate with the school principal
- f* ensure that there is regular communication with the school community
- f* consult with senior board staff and trustees, as required, and
- f* ensure that an annual, written report of the school council's activities is prepared and submitted to the principal and to the Director of Education. If the school council engaged in fundraising activities, the annual report shall include a report on







- 16.2 The Ministry may disclose information collected under subsection 15.1 to the Ontario Parent Council, which may use the information for the purpose of consulting and communicating directly with members of school councils.
  - 16.3 The Ministry shall report annually to members of school councils on education in the province.
  - 16.4 The Ministry may make other reports to school councils and provide information to members of school councils respecting the roles and responsibilities of school councils.
- 17.0 Transition
- 17.1 Every school council currently in place for the school year ~~2000~~ is continued.
  - 17.2 The first annual school council report to the Director of Education is due in June 2001. This report includes descriptors of the council's general activities and any fundraising activities
  - 17.3 Requirements for elections of school council members and the composition of School councils, as described in this document, will come into effect in September 2001.