



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2013	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2018	<i>Page</i> 1 of 13
<i>Contact Person/Department</i> Superintendent of Elementary School Improvement and Operations	<i>Identification</i> OP - 6016

SCHOOL COUNCILS

1.0 PURPOSE

- 1.1. Trillium Lakelands District School Board recognizes the importance of a strong partnership between the school board members and parents of students and community members in our school district.
- 1.2. By active participation through the local School Council, parents, community members, and staff will have opportunities to improve student learning by increasing educational accountability in a positive learning environment.

2.0 REFERENCES / RELATED DOCUMENTS

- 2.1 Education Act – Ontario Reg. 612/00;
- 2.2 Ministry of Education Document “School Councils: A Guide for Members”
- 2.3 Ontario Parent Involvement Policy “Developing Partners in Education” December 1, 2005;
- 2.4 TLDSB District School Council / Parent Involvement Committee Procedure BD-2008;
- 2.5 TLDSB Fundraising Policy/Procedure ES-5005/5006;
- 2.6 TLDSB School Funds Policy/Procedure BU-3529/3530;
- 2.7 TLDSB Records Retention Policy/Procedure BD-2035/2036;
- 2.8 TLDSB Financial Services document “School Generated Funds Accounting Procedure Handbook”.

3.0 DEFINITIONS

- 3.1 Meeting – a regularly scheduled meeting of the School Council as prescribed in the local school constitution.
- 3.2 Parent – includes a guardian as defined in Section 1 of the Education Act.
- 3.3 Parent Member – a member of the School Council who is elected to the council in accordance with The Education Act, Board Policy, and the local school constitution.

- 3.4 The School Council – the local body which will support and advise the Board and the school in efforts to encourage enhanced parent involvement in children’s education in consultation, where necessary with the TLDSB District School Council / Parent Involvement Committee as well as funds provided by the Ministry of Education. Funding allocations allow School Councils to support local efforts to communicate with and engage parents.
- 3.5 District School Council / Parent Involvement Committee – all school council chairs , trustees, principals, and the director meet a minimum of four times a year to focus on supporting schools in the planning and implementation of strategies to involve parents at the school and the district level.
- 3.6 Parent Involvement – includes, but is not limited to, a wide range of activities from parenting workshops, helping with homework, attending school functions or events, serving on School Councils or provincial/local committees, communicating with and meeting with teachers, and volunteering in the classroom or on school trips.
- 3.7 Central Office – the administrative offices for Trillium Lakelands DSB which consist of departments headed by senior administration.
- 3.8 School Improvement Plan – a plan developed annually which includes goals for improving student achievement and well-being as well as for enhancing a safe and caring school culture.

4.0 PROCEDURE

4.1 RESPONSIBILITIES

- 4.1.1 School Councils will endeavour to support the direction and activities of the TLDSB District School Council / Parent Involvement Committee;
- 4.1.2 School Councils, as advisory bodies, may make recommendations to the school principal or to the Board on any matter that will improve student achievement or enhance the accountability of the education system to parents.
- 4.1.3 School Councils will focus on engaging parents and fostering involvement in their school community as a key factor in improving student achievement and success. Strategies will be developed to:
- a) Encourage and broaden opportunities for parents;
 - b) Remove barriers for parents who find involvement more challenging;
 - c) Recognize active members among the parent community;
 - d) Recognize parent and community volunteers;
 - e) Report on levels of parent involvement;
 - f) Report on Parent Engagement Fund allocation.

4.1.4 School Councils shall not be incorporated.

4.2 COMPOSITION OF SCHOOL COUNCILS

The following members shall be qualified to be a member of School Council:

- a) Parents of students in the school who must form the majority of the School Council membership;
- b) The principal of the school, or the vice-principal as designated by the principal;
- c) One teacher employed at the school;
- d) One other person employed at the school other than the principal, vice-principal, or teacher;
- e) At the secondary level, one student who is appointed by the student council executive;
- f) At the elementary level, one student appointed by the principal, or as deemed appropriate by the School Council;
- g) One community representative appointed by the other members of the council. A person employed by the Board can only be appointed as a community representative if he or she is not employed at the school, and further, other members of the School Council must be informed of the person's employment status before the appointment;
- h) One person appointed by the Ontario Federation of Home & School Association, if the Association is represented in the school;
- i) Trustees may not be members of any School Council.

4.3 SCHOOL COUNCIL CONSTITUTION

4.3.1 Each School Council shall develop a constitution. Under the bylaws of the School Council constitution, the constitution may include bylaws that address:

- a) The inclusion of two or more community representatives on the School Council;
- b) A means of ensuring that parents constitute a majority of members of the School Council;
- c) Methods to fill vacancies on the School Council;
- d) Conflict of interest;

- e) A dispute resolution process;
- f) A voting procedure.

4.3.2 Members of the School Council shall not receive any remuneration for serving as a member or officer of the School Council.

4.3.3 The Board may reimburse members of the School Council for expenses incurred as a direct request by the Board to participate in School Council activities beyond the Board's jurisdiction.

4.4 ELECTION OF PARENT MEMBERS

4.4.1 A person is qualified to be a member of the School Council if he or she is a parent of a student enrolled in the school;

4.4.2 A person is qualified to be a member of the School Council at a site operating as a Trillium Lakelands Alternate Education and Training Centre, if he/she is 18 years of age and enrolled as a student in the Centre;

4.4.3 The following persons are not qualified to be parent members of the School Council:

- a) employees at the school;
- b) employees of the Board, unless they take responsible steps to inform people through the election process of their employment status with the Board.

4.4.4 A person is qualified to vote in an election of parent members of the School Council if he/she is a parent of a student enrolled in the school;

4.4.5 An election of parent members shall be held during the first 30 days of each school year on a date established by the chair, after consultation with the principal of the school;

4.4.6 The principal shall give written notice of the date of elections of parent members at least fourteen (14) days before the day of the elections. The notice, including the date, time, and location of the election, shall be distributed to every parent who has a student enrolled in the school and posted in the school, in a location accessible to parents;

4.4.7 The election of parent members shall be by secret ballot;

4.4.8 Teachers in the school, excluding the principal and vice-principals, will elect a teacher representative to the School Council;

- 4.4.9 An employee representative in the school, other than the teachers, principal or vice-principal, shall be elected by those employed at the school, excluding teachers, principal, and vice-principals.

4.5 TERM OF OFFICE

- 4.5.1 Until the date of the first School Council Meeting after the election, as outlined in section 4.0, the current school council members shall be deemed to constitute the School Council;
- 4.5.2 After elections have been held in accordance with this policy, a person, who has been elected or appointed as a member of the School Council, shall hold office from the date of the election or appointment until the date of the first meeting after elections in the next school year;
- 4.5.3 A person may be re-elected or re-appointed unless the School Council constitution states otherwise;
- 4.5.4 A vacancy in the membership of School Council members shall be filled by an election or appointment, in accordance with the School Council constitution;
- 4.5.5 A vacancy in the membership does not prevent the School Council from continuing to function.

4.6 OFFICERS

- 4.6.1 Each School Council shall have a chair who must be a parent elected by the members of the School Council. The Chair will automatically become a member of the District School Council Parent Involvement Committee and will be invited to attend a minimum of 4 meetings of this Committee per school year. The Chair may delegate this role to another member of School Council;
- 4.6.2 School Council constitutions may include bylaws that allow for co-chairs, a secretary, a treasurer, and other positions stated in the School Council constitution;
- 4.6.3 A person employed by the Board may not fill the position of chair or co-chair;
- 4.6.4 Any vacancies shall be filled in accordance with the School Council constitution.

4.7 MEETINGS

- 4.7.1 A School Council shall meet at least four times during the school year;

- 4.7.2 The first meeting shall take place within thirty-five (35) school days of the school year after the election;
- 4.7.3 The principal shall establish the date of the first meeting;
- 4.7.4 A meeting can only be constituted if a majority of parents on the School Council is present, and further, a majority of the entire membership of the School Council is present;
- 4.7.5 All meetings of the School Council shall be held at the school or in a location accessible to the public;
- 4.7.6 All meetings are open to the public;
- 4.7.7 The principal shall provide written notice to parents, on behalf of the School Council, as to the date, time and location of a meeting. Meeting information shall also be posted in a location in the school accessible to parents.

4.8 COMMITTEES

- 4.8.1 As required by the School Council constitution, subcommittees of the School Council may be established under the following guidelines:
 - a) Each subcommittee must include at least one parent member of the council;
 - b) Subcommittees may include persons who are not members of the School Council;
 - c) All subcommittees of the School Council must comply with meeting requirements stated in 4.7.

4.9 VOTING PROCEDURES

- 4.9.1 Each member of the School Council, or subcommittee, is entitled to one vote on matters requiring a voting process;
- 4.9.2 The principal is not entitled to voting privileges on matters of the School Council or subcommittee.

4.10 MINUTES / FINANCIAL RECORDS

- 4.10.1 Each School Council shall keep minutes of all regular meetings of the School Council and each subcommittee shall keep minutes for each meeting held. The subcommittee minutes will be provided at the next meeting of the School Council;
- 4.10.2 All financial transactions shall be recorded;

4.10.3 Records of all meetings and financial transactions shall be kept for seven (7) years - six (6) years plus the current year - in a place known to the principal at the school and readily accessible to all school council members;

4.10.4 All minutes of School Council and subcommittee meetings shall be made available for examination, upon request by any person, without charge.

4.11 FUNDRAISING

4.11.1 School Councils may engage in fundraising in accordance with Board Fundraising Policy ES-5005 and Procedure ES-5006;

4.11.2 All funds raised must be used to enhance learning for the pupils enrolled in the school. The purpose to which the funds are used must be approved by the Board or authorized by any applicable policies by the Board;

4.11.3 Should fundraising activities be undertaken by the School Council, a treasurer must be appointed, who is a parent on the School Council to oversee the financial activities of the Council;

4.11.4 All School Council financial activities must flow through the school's bank account using the Board approved school banking software; the Principal will provide the school council with regular updates (print-outs) of School Council financial activities;

4.11.5 The School Council will provide advice to the principal about the expenditure of any funds raised in accordance with the School Improvement Plan;

4.11.6 Alcohol will not be served or sold on or off-site at any fund- raising event organized by the school or School Council.

4.12 EXPENDITURE OF GRANTS FOR PARENT ENGAGEMENT

4.12.1 In consultation with the Principal, School Councils will approve expenditures for mobilization and outreach activities funded with the annual Ministry of Education allocation after seeking out the advice and ideas of other parents and partners;

4.12.2 With these funds, in consultation with the Principal, School Councils will plan and implement strategies to involve more parents at the school level (e.g. broadening the number of school events that include parents and the number of parents who attend; diversification of communication tools to meet the varied needs of parents);

4.12.3 Schools must maintain a record which includes the allocation of the funding, the rationale for this allocation, and receipts for monies spent. The Parent Engagement Grant must be completed and submitted to the Manager of the Director's Office by June 15, of the school year (see Appendix B).

4.13 DISPUTE RESOLUTION

4.13.1 Once the dispute resolution process has been fully implemented, the principal or the School Council chair may request the area superintendent acts as a mediator to assist with the resolution of the dispute within the School Council.

4.13.2 Should the School Council become dysfunctional due to unresolved internal conflicts, the Board may disband the School Council, upon recommendation by the area superintendent, until the next election.

4.14 CONSULTATION WITH THE BOARD

4.14.1 The Board shall solicit the views of School Councils, on matters related to student achievement, well-being and accountability of the education system with respect to:

- a) code of behaviour;
- b) dress code for students within the Board's jurisdiction;
- c) funding of School Councils;
- d) fundraising activities of School Councils
- e) conflict resolution process for School Councils;
- f) reimbursement of expenses incurred by members and officers of School Council;
- g) Board Improvement Plans and School Improvement Plans, ;
- h) a process and criteria applicable to the selection and placement of principals and vice principals;
- i) annual Board budget;
- j) other matters of interest to the Board.

4.15 COMMUNICATION WITH SENIOR ADMINISTRATION

4.15.1 Issues identified by the School Council will be dealt with in partnership with the school principal who can forward questions and concerns to the appropriate central office department;

4.15.2 School Councils wishing to communicate with central office staff will forward their correspondence to the appropriate superintendent. A list of superintendents and their responsibilities is available on the board website.

4.15.3 Any communication shared with central staff from a School Council will include a copy to the school principal and will be provided on the School Council's letterhead or on a blank page;

4.15.4 Requests received by superintendents will be dealt with in a timely manner. Any correspondence generated by central office staff will include a copy to the school principal.

4.16 COMMUNICATION

4.16.1 Councils may provide a written recommendation(s) to the Board for consideration which includes a copy to the school principal and the school superintendent;

4.16.2 The Board shall consider each recommendation from School Council;

4.16.3 The Board will provide a response to the School Council, with a copy to the school principal and the school superintendent, on the recommendation(s), within a timeline not to exceed two regular meetings of the Board.

4.17 CONSULTATION WITH PARENTS

4.17.1 The School Council has the responsibility to consult with parents of pupils enrolled in school on all matters under consideration.

4.18 ANNUAL REPORT

4.18.1 Each year the School Council shall prepare and submit a written report on all activities undertaken during the school year.

4.18.2 This annual report shall be submitted to the principal and forwarded to the Board not later than June 15 of each year (see Appendix C).

4.18.3 The annual report shall include an account of all School Council fundraising activities and how the funds were used.

4.18.4 A copy of the School Council annual report shall be shared with parents of the pupils enrolled in the school, and posted in a location in the school, accessible to the parents.

4.19 PRINCIPAL RESPONSIBILITIES TO SCHOOL COUNCIL

The following is a list of responsibilities for principals in support of School Councils:

4.19.1 Provide for prompt distribution of materials to members of School Councils from:

- a) the Board;
- b) the Ministry of Education;
- c) all material shall be posted in a location easily accessible by parents.

- 4.19.2 Ensure that the School Council meets within 35 school days following the election of members of the School Council;
- 4.19.3 Attend all School Council meetings unless unable to do so for medical or reasons beyond personal control;
- 4.19.4 Act as a resource person to the School Council by providing information on relevant functions of the council, Board policies and procedures, and Ministry regulations;
- 4.19.5 Consider all recommendations made by the School Council on actions taken relating to:
- a) Code of Conduct and implementation plans for all persons in the school;
 - b) Appropriate dress code for pupils and appropriate implementation plans;
 - c) Action plans for school improvement based on EQAO reports;
 - d) Communication regarding improvements;
 - e) Other school matters of significant interest to the School Council.

4.20 COLLECTION OF INFORMATION BY THE MINISTRY OF EDUCATION

4.20.1 For the purpose of consultation and communication directly with members of the School Councils, the Ministry of Education may collect the names, mailing addresses, telephone numbers and email addresses of the Chairs of School Councils and other members of the School Council, as deemed appropriate.

4.20.2 All information collected shall be in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

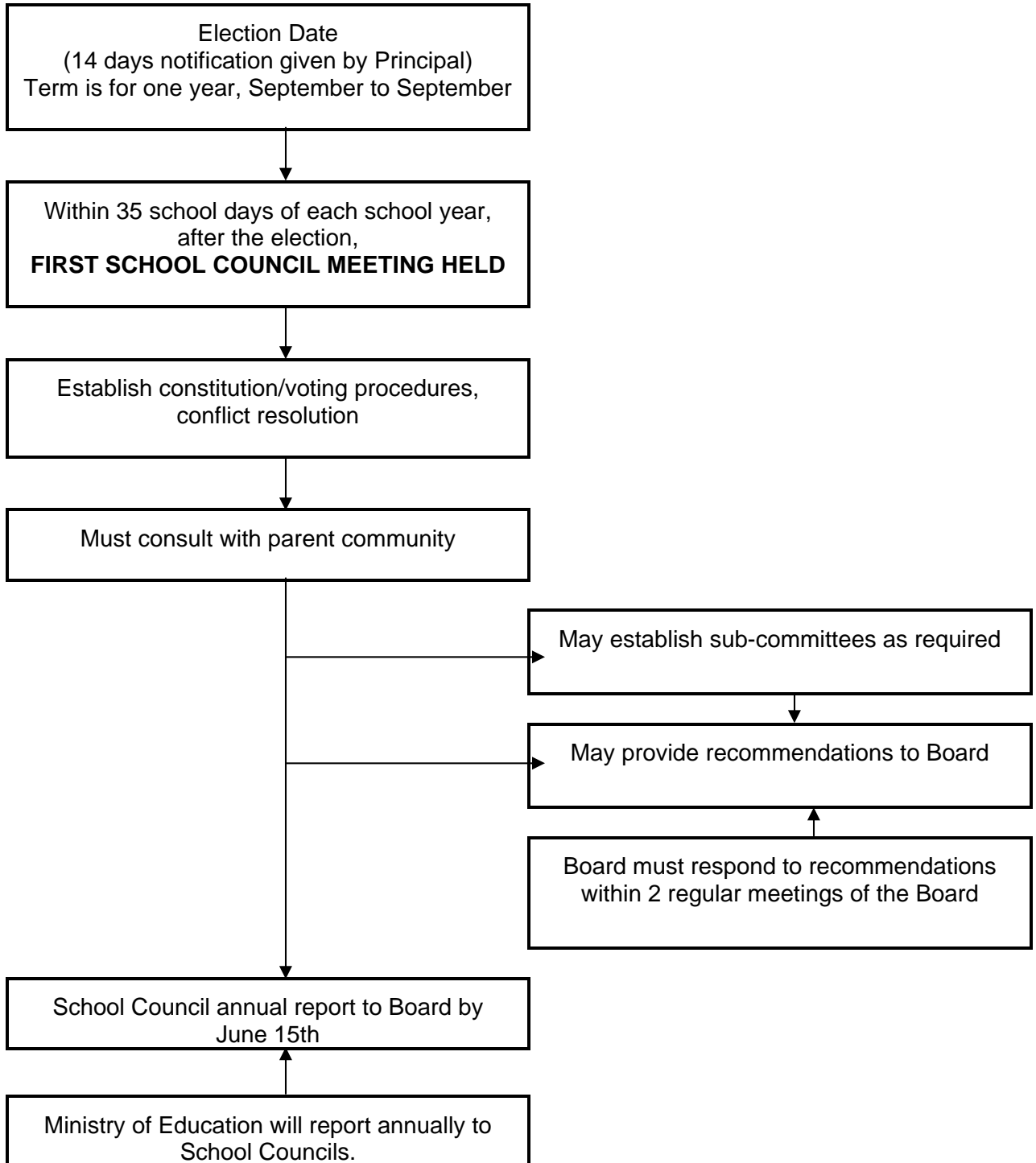
4.21 MINISTRY OF EDUCATION REPORTS:

The Ministry of Education shall report annually to members of the School Council.

5.0 APPENDICES

- 5.1 Appendix A – School Council Procedure
- 5.2 Appendix B – Parent Engagement School Grants
- 5.3 Appendix C – School Council Annual Report

School Councils Procedure





TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
SCHOOL COUNCIL ANNUAL REPORT

Name of School _____ School Year _____

Dates of School Council meetings:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fundraising Activities and Events:

How were School Council funds used in this school year?

School Council Chair _____

Phone _____ **Email** _____

Please submit to the Director's Office by June 15th