



**Title: SCHOOL COUNCIL**

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Authorization: Ontario Regulations 612, 613 and “A Guide to Members”

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## **POLICY**

It is the policy of the Bloorview School Authority that the school shall establish and maintain a School Council.

## **OPERATING PROCEDURES OF THE SCHOOL COUNCIL**

1. The Supervisory Officer of Education is authorized to establish operating procedures to support and implement this policy.
2. Objectives of the School Council:
  - to place the overall interests of the school and all of its students first
  - to act in an advisory capacity and as a resource to the school principal and, when appropriate, to the Board
  - to facilitate the contributions of all School Council members, parents and partners in order to share responsibility and accountability for the success of all students
  - to enhance parent and community engagement in the school
  - to promote effective consultation, collaboration and communication among home, school and community
  - to provide a forum for dialogue and collaboration concerning the School Success planning
  - to take initiative in meeting shared educational goals
  - to enable the viewpoints of parents and members of the community to be heard
  - to foster good relationships among parents, school staff, students, the local community and the school Board
3. Code of Ethics
  - the School Council shall operate in a non-judgmental manner, respecting confidentiality, employing constructive discussions. Every attempt should be made to reach decisions a through consensus.

- council members shall recognize and respect the rights and responsibilities of individual students and board staff
- Council meetings are to remain free of discussion about individual parents, students, staff, trustees or other council members
- Council members will identify all agenda items and/or issues with which they have a possible conflict of interest
- Council members will focus on school-wide issues and what is best for the school and its students

#### Structure and Composition of the School Council

4. The principal of the school shall facilitate the establishment of and shall assist in the operation of the School Council and be responsible for providing the advice necessary to enable the council to operate
5. Members of a School Council shall include:
  - parents and guardians of students enrolled in the school
  - community representative(s). A person who is employed by the Board cannot be appointed as a community representative
  - a student (at discretion of the school principal)
  - the school principal
  - a teacher
  - a support staff member
6. Parents and guardians shall form the majority of the council
7. The size of the School Council, unless vacancies exist, shall not be less than 9 where there is no student representation or 11 with a student representative. If positions remain vacant, the council shall function and continue to seek the required members. These numbers are determined so as to ensure that the number of parents on the committee is a clear majority of the membership.
8. It is expected that the membership of the council will reflect the diversity of the school community. Diversity could include demographics, divisional representation (primary, junior, intermediate, senior) and school programs. The council shall consider the issue of balance in the selection of the community representative(s)
9. The Supervisory Officer and trustees may act as a resource to the council and its committees
10. A person is not qualified to be a parent member of a School Council if he or she is employed at the school
  - Membership in the School Council shall be determined in the following ways:
    - Parents/guardians shall be elected by parents and guardians of students enrolled in the school
    - The chair of the council shall be a member who is also a parent/ guardian and shall be elected by the council
    - The community representative(s) shall be appointed by the council once it is

established

- The student representative shall be appointed by the principal
- The school principal shall be a designated member
- The teacher representative shall be elected by members of the teaching staff
- The support staff member shall be elected by members of the support staff

11. The term of office for elected and appointed positions on the council is one year. A person elected or appointed as a member of a School Council holds office from the date of the first meeting of the School Council after elections, until the date of the first meeting of the School Council after the elections are held in the next school year.

12. In the event of an election or appointment part way through the school year, the term of office will run from the date of the election or appointment, to the date of the first meeting of the School Council after elections are held in the next school year.

13. There will be no honorarium paid or lieu time granted to members of the School Council.

14. The principal will support an effective liaison among the school and the School Council.

#### Role of the School Council

15. The role of the School Council is to provide ideas and suggestions to assist the principal and, where appropriate, school board trustees in their decision-making on educational issues. The advice should be based on the general views of the school community, and the best interests of all students in the school. The council is accountable to the school community it represents.

16. The School Council must operate within the Education Act and its regulations, Ministry of Education guidelines and Bloorview School Authority policies, operating procedures and contractual agreements. Both the council and individual members can incur personal liability if they exceed their mandate.

#### Advisory Responsibilities

17. The School Council will deal with issues of particular relevance to the communities, and establish its priorities on an annual basis. The school principal, and where relevant, the Supervisory Officer and trustees of the Board, will seek advice from the School Council as part of the process of making decisions with regard to the following general areas:

- the local school activity calendar within the Board school year calendar
- the school code of conduct and dress code
- school program goals and priorities and curriculum delivery
- school budget priorities
- strategies for communication and reporting between the school and community
- allocation of funding for the School Council

- criteria for the selection and placement of principals and vice-principals
- extracurricular activities in the school
- school-based services and community partnerships related to social, health, recreational, and nutritional programs
- fundraising policies
- conflict resolution policies for internal school council disputes
- local coordination of services for children and youth
- development, implementation, and review of Board policies
- the establishment or amendment of Board policies and guidelines that relate to student achievement or to the accountability of the education system to parents
- the development of implementation plans for new education initiatives that relate to student achievement or to the accountability of the education system to parents.

As well, the School Council will provide input to the school profile, which describes the different groups represented in the school population and the neighbourhood and may also collect details about the school's activities and educational priorities.

#### Other Responsibilities

18. In addition to its advisory responsibilities, the School Council shall:
- establish and review annually the council's goals, objectives, action plans and procedures
  - share council meeting dates, agendas and minutes with trustees
  - organize information and training sessions to enable members of the council to develop their skills as council members
  - consult with parents to gather their views and preferences on matters under consideration by School Council; report on the activities of council to the school community
  - set up a communication plan, communicate regularly with parents and other members of the community and, where appropriate, ensure that communication is available in the languages of the school community
  - hold a minimum of four meetings per year (all meetings shall be public)
  - ensure that School Council fundraising activities are conducted in accordance with policies established by the board and that funds raised are used for a purpose approved of by the board or authorized by board policies
  - advise the principal about spending School Council funds and make decisions on purchases
  - ensure the financial statement is included in the annual report. The financial statement must include School Council activities for the entire academic year, from September 1 to August 31 inclusive
19. The Supervisory Officer shall include in his/her annual report, as approved by the Board, a section on the operation of School Councils.

#### Roles and Responsibilities of School Council Members

20. A School Council shall maintain a school-wide focus on all issues.

a) Members of the School Council shall:

- 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
- encourage the participation of parents and community members
- fulfill their duties. A council member who fails to do so may, after the involvement of a facilitator, be removed by a 2/3rds vote of the members of the full council
- strive to make decisions by consensus; however, if a vote is necessary, all council members, with the exception of the principal, are equal and can vote. A majority vote of those members present is required for approval. A tie vote is a loss

### The Chair

21. Annually, the School Council elects the Chair from among the parent members of the School Council. A person who is employed by the board cannot be the chair or co-chair of the council.

22. The Chair or Co-chair of the School Council shall:

- establish and communicate, in consultation with the principal, a meeting schedule for the year
- call School Council meetings
- prepare the agenda for meetings in consultation with the council members and Principal
- chair the meetings and be responsible for the time management of the agenda
- ensure that the minutes of all meetings and records of all financial transactions are kept at the school for a period of four years. The minutes and records shall be available for examination without charge
- participate in information and training programs (where available)
- communicate with the principal (i.e., involve the principal in the planning of all School Council activities and/or initiatives that will involve or impact upon the school's staff or students)
- ensure diversity in sub-and ad-hoc committees. Every committee of a School Council must include at least one parent member of the council. A committee of a School Council may include persons who are not members of the council.
- facilitate collaborative decision-making
- ensure that there is regular communication with the school community;
- consult with the Supervisory Officer and trustee(s), as appropriate
- prepare and submit, in order to maintain effective communication, an annual report, including the financial report, to all council members and make it available to all parents. The report will be kept on file at the school and the principal shall share it with the Supervisory Officer of Education and the Board of Trustees.

23. The Chair, in consultation with the council, shall be responsible for making public statements on behalf of the School Council.

24. The Chair, in consultation with the council, may develop procedures for the rules of order for the meetings

#### Other Officers

25. A Co-chair, Vice-Chair, Secretary and/or Treasurer may be elected, from the council members, if the council so decides.

#### The Principal

26. In compliance with Ontario Regulation 612/00, Section 14. (3), the principal of the school is not entitled to vote in votes taken by the School Council or by a committee of the School Council.

27. The Principal of the school shall:

- attend all School Council meetings
- facilitate the establishment of the School Council and assist in its operation
- support and promote the council's activities
- act as a resource on laws, regulations, Board policies and collective agreements
- obtain and provide information required by the council to enable it to make informed decisions
- maintain regular communication with the chair of the council
- assist the council in communication with the school community
- encourage the participation of parents, students as appropriate, and other people within the school community
- approve all printed materials from the School Council distributed through the school as per Board policy
- support an effective liaison among the school, the various organizations within it and the School Council
- Include a short summary of the School Council's annual report in the school newsletter with a notation that copies of the full report are available upon request
- Provide for the prompt distribution to each member of the School Council of any materials received by the principal from the Ministry that are identified by the Ministry as being for distribution to the members of School Councils.
- Post any materials distributed to members of the School Council in a location that is accessible to parents.
- Solicit the views of the School Council on:
  - the establishment or amendment of Board policies and guidelines that relate to student achievement or to the accountability of the education system to parents
  - the development of implementation plans for new education initiatives that relate to student achievement or to the accountability of the education system to parents

#### Recommendations and Communications of School Councils

28. Recommendations and decisions of School Councils that are specifically related to the school shall be referred by the Chair to the school principal.

29. Recommendations and decisions which are broader in scope than the local school maybe referred by the Chair either to the school principal for direction or through the principal to the appropriate Board official or Board committee. The Board shall consider each recommendation made to the Board by the council and shall advise the council of the action taken in response to the recommendation in the same way that the Board responds to delegation.
30. Communications to the community must be reviewed by the principal and the council.
31. The council is responsible for setting up its own communication plan.
32. All communications should be, where necessary, available in the languages of the community

#### Role of Trustees

33. School Councils represent a very real opportunity for establishing new relationships and for creating a broadened consensus around the purpose of public education and around student learning as the key focus of schools.
34. Trustees can facilitate and support the workings of the School Council by:
  - supporting the work of the School Council in the community
  - assisting in the establishing of contacts with the community
  - acting as an additional resource to the council with respect to the sharing and discussion of ideas and proposals
  - being available for consultation and advice on Board policies or on drafting a recommendation for Board consideration
  - providing a communication link and liaison between the council and the Board School Councils and trustees. The School Council, as part of its overall communication plan, shall support a meaningful School Council/ trustee relationship by sharing meeting dates, agendas and minutes with trustees.

#### Framework for school council elections

35. The current School Council shall establish a School Council Elections Committee. The Committee must ensure that elections of members shall be held during the first 30 calendar days of the school year.
36. Election of Parent Representatives
  - Parents/guardians of a student enrolled at the school are eligible both to vote for and to run as a parent representative. Self-nomination will suffice
  - No additional qualifiers or quotas may be used to restrict eligibility either to vote for or run as a parent candidate. (For example, child's program, grade, location of home, etc.)
  - Candidates should be prepared to summarize, to the school community, their reasons for running

- Parent Candidate Nomination forms shall be filed by all candidates for elected positions on the School Council
- No individual campaign literature for School Council elections may be distributed or posted in the school
- The principal shall conduct a lottery to determine the ballot position for each candidate
- Elections for School Council shall be conducted by secret ballot
- Every effort shall be made to provide voters with the opportunity to vote electronically while maintaining confidentiality
- All eligible voters shall be entitled to cast one vote for each of the candidate positions available at their school. Casting more than the maximum number of votes permitted in the category spoils the ballot
- If there is a tie for the final position for a representative on the School Council, the winner shall be determined by lot
- School resources, both human and material, may not be used to support particular candidates or groups of candidates
- The election day proceedings shall be supervised by the school principal
- If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed
- If all elected positions have not been filled at the end of the election process and vacancies exist, the newly constituted School Council should follow the Vacancies in Membership section of this procedure
- The principal shall call the first meeting of the School Council within the first 35 days of the school year
- The chair of the School Council, who must be a parent, shall be elected by members of the School Council. This election shall occur within thirty (30) days of the first School Council meeting

#### Election of Staff Representatives

37. The principal, will make the necessary arrangements for staff representatives to be elected.

38. Anyone assigned to the staff of the school (full or part-time) may be a candidate.

#### Student Representatives

39. The school principal shall determine if there will be a student representative appointed to the School Council.

#### Vacancies in membership

40. Vacancies occur:

- a. when positions on the school council have not been filled after election and selections, or
- b. when a member resigns, or
- c. when a member is unable to fulfill the roles and responsibilities.



41. If there is a vacancy, the Council may appoint a representative, or hold an election, to fill the position until the next election.

42. If an executive member resigns from their executive position (Chair, or any other executive position created by the council in their bylaws), then the executive position should be filled by another parent member of council. If more than one member is interested in the position, the council shall select by secret ballot. If the executive member resigns from the council all together, then the executive position should be filled by another parent member of council and the vacant parent member position on council should be filled as described in number 2 above.

43. All appointments to the School Council are by majority vote of the members at the meeting then serving on the School Council. Appointments shall be made at a public meeting with appropriate public notice of the meeting.

44. If appointments or elections fail to fill all positions, the School Council shall continue to function as long as quorum is achieved.

#### Procedure at council meetings

45. Absence of Chair or Secretary

a. The council will appoint an acting chair/secretary for the meeting.

46. Quorum

A meeting of a School Council cannot be held unless,

a. a majority of the current members of the council are present at the meeting; and  
b. a majority of the members of the council who are present at the meeting are parent members.

47. Absence of Quorum

a. No motions may be considered or approved.

b. If a majority of parents wish the meeting to proceed in the absence of a quorum, the council will continue the meeting for purposes of discussion of issues.

48. Protocol for Decision Making

a. Consensus - The School Council is advisory in nature, and every attempt should be made to reach consensus. Consensus is a form of group decision-making based on the willingness to consent and support. Consensus is reached when all or most members of the council are willing to accept and support an idea or concept as the best choice.

b. Motions Any member of the council may make a motion at any meeting, with no seconder required.

- each member of a School Council is entitled to one vote in votes taken by the council.
- each member of a committee of a School Council is entitled to one vote in votes taken by the committee.
- A member of the School Council may abstain from voting on any motion.
- A motion is approved if a majority of the School Council members present at the meeting vote in favour of it.
- In compliance with Ontario Regulation 612/00, Section 14. (3), the principal of the school is not entitled to vote in votes taken by the School Council or by a committee of the School Council.

### Public Meetings

49. School Council meetings are open to the public. If requested, interested members of the public or council members themselves may participate in the meeting via teleconference, skype or other audio-visual means.
50. Parents of the school, who are not elected members of the School Council, can, at the discretion of the chair and council, participate in dialogue during School Council meetings; however, are not able to vote should a vote be required
51. Members of the public, who are not community representatives on the School Council and who are not parents of the school, are not able to participate in the dialogue during meetings. Members of the public are able to ask questions during the Public Question Period.
52. Members of the public may participate in council dialogue when they have been invited by the council to attend and provide input about a specific topic on the agenda (e.g., settlement service provider in the community who provides information about resources for parents).
53. Parents and members of the public attending the meeting, who are not School Council members, can make a recommendation to the Chair that a particular item be placed on the agenda of a subsequent meeting. The council can support or deny the request at their discretion.

### School council bylaws

54. The school council shall create bylaws to address dispute resolution, conflict of interest, filling vacancies and the school council election process. The School Council may wish to create additional bylaws, including:
  - a Code of ethics
  - General expectations for meetings
  - Membership of council
  - Role of the executive
  - Committees
55. School Council bylaws must align with the Education Act and its regulations, Ministry of Education and Training guidelines and Board policies, operating procedures and contractual agreements.
56. School Councils shall review and revise bylaws as needed. Revisions should be reviewed, discussed and approved by council.

#### Dispute-resolution

57. If at any time four members of the council are of the opinion that the council has become non-productive such that its operation is significantly impaired, they may deliver a written petition signed by them to all council members, and the following will apply:
- a. the chair will call a special meeting of the council;
  - b. if a resolution is not reached at the special meeting then the Chair, in consultation with the principal, shall request assistance from the Supervisory Officer of Education.

#### The school council's advisory role and the principal

58. The Principal shall receive advice from the council as part of the process of making decisions.
59. In the case where the principal does not accept, does not agree with or does not act upon the advice received, the principal shall provide the School Council with the reasons for the decision.
60. If the School Council is considering any proposal with respect to the solicitation of donations, the Chair should consult with the Principal.

#### Liability insurance for the school council

61. The School Councils is to act in an advisory capacity and as a resource to the principal and, when appropriate, to the Board. This contribution is recognized by and covered within the Board's liability insurance which extends coverage to members of the School Councils while they are working on behalf of the Board on Board-authorized and approved activities. In the case of school activities, the activity would require the approval of the principal.

#### Funding for the school council

62. Funding will not be provided for the School Council.

#### School council annual report

63. The chair of the School Council, no later than September 30th of the following school year, shall submit to the Supervisory Officer of Education and Trustees an annual report which shall include:
- a list of members
  - a summary of meeting dates
  - a summary of the council's activities for the past year and may include such other matters that the School Council deems appropriate
  - a financial statement summarizing financial transactions that occurred between September 1 and August 31