
**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 175	
Effective	
Revision Date	

SCHOOL COUNCIL

PURPOSE

This administrative procedure has been developed to support the commitment of the Moose Factory Island District School Area Board to enhancing the relationships between Ministik School and its community through the work of the school council. The school council serves as an ongoing mechanism for effective communication and consultation among the school community, the staff in Ministik School, school and system administrators, and the Board of trustees.

This administrative procedure provides for the establishment and operation of the school council in keeping with requirements of the *Education Act* and attendant Regulations and the Board policy, Parent and Community Relations.

DEFINITION

School Council: A school council is a legislated committee established in Ministik School to promote the active participation of parents in improving student achievement and well-being. The council acts in an advisory capacity to the principal and/or Board according to applicable legislation.

PROCEDURES**1. Establishment of the School Council**

1.1. The principal, in consultation with the school council, will be responsible for the establishment of the council and for providing the support necessary to enable the council to operate within board policies, administrative procedures, the *Education Act* and attendant regulations.

1.2. As set out in Ontario Regulation 612/00, and further specified in Board policy, the school council shall be composed of the following people:

- a minimum of six parent members;
- the principal of Ministik School;
- one teacher who is employed at the school, other than the principal or vice-principal;
- one person who is employed at the school, other than the principal, vice-principal or any other teacher;
- one pupil, if the principal determines, after consulting the other members of the school council, that the council should include a pupil; and

- two community representatives.

2. Election of Parent Members

- 2.1. At the beginning of each school year potential new council members will be recruited from the parents or guardians of the students attending the school.
- 2.2. A person is qualified to be a parent member of the school council if he or she is a parent of a student who is enrolled in the school.
- 2.3. Notwithstanding subsection 2.1, a person is not qualified to be a parent member of a school council if:
 - he or she is employed at the school; or
 - he or she is not employed at the school but 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.
- 2.4. A person is qualified to vote in an election of parent members if he or she is a parent of a student who is enrolled in the school at the time of the election.
- 2.5. Elections will be held within the first thirty days of school.
- 2.6. The principal of a school shall, at least fourteen (14) calendar days before the date of the election of parent members, give written notice of the date, time and location of the election to every parent of a student who, on the date notice is given, is enrolled in the school. This written notice is to be provided by giving the notice to the parent's child for delivery to his or her parents, electronic communication, or posting the notice in the school in a location accessible to parents.
- 2.7. The election of parent members shall be by secret ballot.
- 2.8. The school council chair must be a parent member of the council, elected by majority vote of the members of the council present and voting at the first meeting following the election/ appointment of the council members.

3. Other Elections and Appointments

- 3.1. The election of the teacher, non-teacher, and student members (if applicable) shall be held by the respective constituent groups during the first thirty (30) calendar days of each school year.
- 3.2. A person is qualified to vote in an election of a member of the school council:
 - for the teacher member, if he or she is a teacher, other than the principal or vice-principal, who is employed at the school;
 - for the non-teacher member, if he or she is a person, other than the principal, vice-principal or any other teacher, who is employed at the school;
 - for the student member, if he or she is a student enrolled in the school.

- 3.3. The determination of teacher, non-teacher, and student members by their constituent groups, unless otherwise provided for by the group for which the member is the representative, shall be election by secret ballot.
- 3.4. The school council shall appoint the two community representatives at the first meeting held after the elections.
- 3.5. Members will serve a term of one year.
- 3.6. A member of the school council may be re-elected or reappointed unless otherwise provided for in the by-laws of the council.

4. Vacancies

- 4.1. A vacancy in the membership of the school council shall be filled by election or appointment in accordance with the by-laws of the council. If an election is held, sections 2 or 3 of this procedure apply, as the case may be, with necessary modifications.

5. Records and Decision-Making

- 5.1. The school council shall keep minutes of all meetings and records of all financial transactions including transactions associated with fund-raising.
- 5.2. Any recommendations to the principal or to the Board through the principal shall be recorded in the minutes as a resolution approved by the school council.
- 5.3. The minutes and financial records shall be available at the school office during normal working hours for examination by any person.
- 5.4. The minutes, once approved by the school council, shall be forwarded by the principal to the supervisory officer.
- 5.5. The council will generally operate in a manner that uses consensus and compromise as the preferred method of decision-making. If an issue on the agenda has not been resolved by consensus after two consecutive meetings of the school council, it shall be resolved by majority vote at a subsequent meeting.

6. Roles and Responsibilities

6.1. Chairperson

The chairperson of the school council shall:

- call school council meetings;
- prepare the agenda for school council meetings;
- chair the school council meetings;
- ensure that the minutes of the school council meetings are recorded and maintained at the school;
- participate in information and training programs;

- communicate with the school principal; and
- ensure that there is regular communication with the school community through the principal.

6.2. School Council Members

The members of the school council shall:

- understand their role is advisory and that this advisory function is vested in the school council as a body rather than in its individual members;
- understand they cannot have access to confidential information regarding students or staff (*Freedom of Information and Protection of Privacy Act*);
- participate in council meetings;
- participate in information and training programs;
- act as a link between the council and the community; and
- encourage the participation of parents from all groups, and of other people within the school community.

6.3. The Principal

The principal shall:

- facilitate the establishment of the council and assist in its operation;
- submit a list of the school council members to the supervisory officer by October 31st;
- provide training to council members regarding jurisdiction and liability issues;
- support and promote the council's activities;
- attend meetings of the council as a non-voting, ex-officio member;
- seek input from the council in areas for which it has been assigned advisory responsibility;
- obtain and provide information required by the council to enable it to make informed decisions;
- communicate with the chairperson of the council as required; and
- ensure that copies of the minutes of the council meetings are kept at the school and are forwarded to the appropriate supervisory officer.

Notwithstanding any of the above, the principal continues to be responsible for the day-to-day operations of the school under the *Education Act* and its regulations, Board policies, collective agreements, and any other related requirements.

SPECIFIC DIRECTIVES

7. Reimbursement of Expenses

- 7.1. A person shall not receive any remuneration for serving as a member or officer of the school council.

7.2. School council members will be reimbursed for out of pocket expenses for activities pre-authorized by the principal or Board and in accordance with Board policy.

8. Supplies

The school will allocate a portion of its administrative budget to the school council for supplies as follows: \$200.00

REFERENCE DOCUMENTS

Legal References:

Education Act, section 170 Duties of Boards—School Councils

Education Act sections 302-303 Boards to Consider Views of School Councils

Ontario Regulation 298—Operation of Schools, subsections 11(12-20) Duties of Principals Regarding School Councils

Ontario Regulation 612/00—School Councils, Parent Involvement Committees

Ministry of Education Policy/Program Memorandum 122 School Councils

Municipal Freedom of Information and Protection of Privacy Act

Board References:

Board Policy GOV-01 Vision, Mission, and Values

Board Policy GOV-07 Learning and Working Environment: Equity and Inclusion

Board Policy GOV-11 Parent and Community Relations

Resources:

Ministry of Education: School Councils: A Guide for Members