



# SIR ARTHUR CURRIE SCHOOL COUNCIL OPERATING PROCEDURES and BY-LAWS





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Sir Arthur Currie Public School  
2435 Buroak Drive  
London, ON

Regarding: Sir Arthur Currie School Council Constitution and By-laws (Operational Framework)

Date of 1<sup>st</sup> draft : December 18, 2017

Date of revised draft: May 2018

Official Name: Sir Arthur Currie School Council (SACSC)

### Operational By-laws

SACSC exists to support student learning at [Sir Aurthur Currie Public School](#) and establish a good relationship between school and community.

School Councils are advisory bodies; the advice should be based on the general views of the school community and the best interests of all the students in the school. The school council is accountable to the school community it represents. A productive and valuable school council should always put the students first. Council members should always present themselves with honesty and respect and never become a spectacle. Each school council member should always be moving the school council's objective forward with integrity and have those same expectations of their fellow members.

**Mission:** The SACSC shall provide a forum for parents, educators, students and the community to actively contribute to the achievement, success and well being of all students, for the benefit of all students. SACSC involvement in fundraising shall be with the intent to provide equal encouragement and benefit to all students.

**Operating Mandate:** The SACSC must operate within the [Education Act](#) and may make recommendations to the Principal and/or to the TVDSB, on any matter, in accordance with [Regulation 612/330 of the Ontario Education Act](#). Council chair(s) should make an effort to initiate and maintain a relationship with the [Thames Valley Parental Involvement Committee \(TVPIC\)](#) Chairperson (PIC groups are mandated for each school board by the Ontario Ministry of Education as a resource for school councils, parent councils and parent committees). This is an invaluable resource and can help steer council in the appropriate direction(s), as TVPIC's main objective is to encourage parental involvement; they are knowledgeable in school council protocol and can be called upon when in doubt.

Sir Arthur Currie School Council members shall maintain a general view, with the best interests of all students' academic achievement as the goal while fostering open communication with staff in the school, and school-wide focus on all issues, by consulting with parents, committees, Home and School Association, educators and stakeholders (as applicable) in the school community.

**Notification** of council meetings, carpooling and childcare provided should be done via hard copies sent home, mass texting, email and website.

**The SACSC Agenda**, including the Treasurer's monthly balance sheet, shall be provided to the community at least 48 hours prior to the meeting.

**In addition to its advisory responsibilities the School Council shall: Establish and review the council's goals, priorities and procedures on an annual basis. This review must take place during the first meeting of the school year, after the elections have taken place.**



Objectives/Purpose “Why are we together”

- To enhance the accountability of the education system.
- To promote and develop strategies for parental involvement in the education of their children.
- To share information (communicate) with parents and the community and to seek their ideas and views about matters under consideration by the council (consult).
- To generate funds all students will benefit from through events and services.

### **Membership:**

The following shall be members of the school council, elected or appointed, in accordance with [Regulation 612](#)

**Note:** *These roles and associated duties are not to be confused with roles or responsibilities of community partners, parent volunteers, volunteer committees, parent committees, Home & School Association members or any other non-School Council individual or group*

- Not less than seven parents/guardians (of pupils enrolled at Sir Arthur Currie Public School); one of which shall be the elected Chair(person).
- Parents/Guardians not employed by the TVDSB shall hold the majority on the council.
  - *TVDSB employees serving on Council cannot serve as a Chair, Vice Chair, Treasurer, Secretary, or Committee-Chair*
- The School Principal
- One teacher other than the Principal or Vice-Principal
- One or more community representative
- One or more persons appointed by an association of this school that is a member of another established organization (PTA or Home and School Association)
- Non-voting representation of one grade seven and one grade eight students enrolled at Sir Arthur Currie Public School serving no more than a two year term, at the Principal's discretion.

**Note:** Should a situation exist where there are not sufficient candidates to fill the vacancies, the council will continue to operate and will attempt to find an individual(s) who will agree to an appointment.

**Elections:** Shall be held during the first 30 days of the school year, on a date that is fixed by the SACSC and in consultation with the Principal. SACSC must announce the new school year's elections (to be held in September) by no later than June of the current school year. This must be done via texting, newsletter and hard copy home to the parents (and school bulletin board inside, and in the future, outside. )

**Term of Office:** Council members should serve a minimum two year term, with a 4 year maximum placement (providing all other requirements are met). Executive members vacating a position after 1 year should complete their term in another position, or as a non-assigned school council member. If no one can fill the vacancy, an attempt should be made to move non-assigned members to adhere to the by-laws.



## Officers and Duties

- **Parent Members** - SACSC parent members shall form the majority by election or acclamation. Parent Member duties shall include, but not be limited to:
    - Maintain a school-wide perspective on issues
    - Participate in all council meetings, as well as information and training programs
    - Act as a link between the school council and the community
    - Encouraged the participation of parents and community members ☑ Attend council meetings and fulfill duties
  
  - **Chair or Vice Chair** - The SACSC shall elect a chair and a vice chair, if determined by parent majority, from the parent/guardian members who are not employed at TVDSB. When possible, the chairperson shall be elected from the school council parent members with a minimum of one year service as a SACSC parent member. Chairperson or Vice Chairperson Duties shall include but not be limited to:
    - Approve the agenda in partnership with the Principal (and with assistance from Secretary) and post a minimum of 48 hours before a meeting
    - Ensure the Secretary has recorded the meeting minutes with the Treasurer's and Principal's reports and that they are uploaded to the website and kept as a hardcopy (SACSC binder to be current up to 4 years).
    - Participate in information and training programs (Get on the TVPIC email list for information on upcoming parent engagement events)
    - Encourage all council members to participate with the chair. Communicate with the school principal on behalf of the council. N.B. The Chair must work towards a civil relationship with the Principal. There may come a time where a Principal is not in line with the goals and work of council, there are many ways in which a productive relationship can be assumed. Please refer to the TVPIC chairperson if you find it difficult moving your school council agenda forward. There is legislation in place that provides all school councils with the tools and ideas to help a council be productive in all situations.
    - Facilitate collaborative decision-making N.B. A productive chair always gives parents the chance to speak their point, act as a mediator if the conversation takes a negative turn, urge the group to maintain respect for everyone and rely on a thorough discussion, followed by a vote to maintain transparency and fairness
    - Ensure that there is regular communication with the school community: texting, bulletin board, website, hard copies, newsletters and email are all effective ways to stay in communication with the community. If using Social Media, be sure to encourage and expect a positive and/or constructive tone from all participants. If the proper information is being sent to the community on a regular basis with the traditional modes, the large open forum can be avoided. Council must be dedicated to stay on course and not become involved in 'social media discourse'.
    - Term of 1 year as Chair, with minimum 2 year term on Council (up to a maximum 4 years).
- Past Chair** - Participate as required ex-officio member of all committees: Chair to stay on one full year after completing their term to help guide the new Chair.
- Vice Chair** - The SACSC shall elect a Vice Chair, as determined by the majority of parent members. The Duties of the Vice Chair shall include, but not be limited to:
- Assumes the Chairperson's responsibilities in his/her absence
  - Assist the Chairpersons in the performance of his/her duties ☑ Maintain effecting communication with the TVPIC Chairperson ☑ Perform other duties as delegated



- **Treasurer** - The SACSC shall elect a Treasurer. This position has a four year maximum term. Two year minimum (if possible). The Treasurer duties shall include, but not be limited to:
  - Provide a previous month's bank statement printed from the online banking (if possible using new TVDSB funds administration process).
  - Year to date accounting
  - Monthly reconciliation report (detailing cheque date issued, issued to whom, cheque number, date that it was cashed including official bank statement with all notes on the master copy submitted to council each month).
  - Treasure will also submit a special balance sheet that will detail profit loss for the event, including all transactions relating to the event – for purposes of council oversight
  - TVPIC is creating a new Treasurer's reporting system for councils – update?
  - All Treasurer's reports will be approved by council.
  - Any changes or updates to the Treasurer's duties shall be discussed and approved by council.
  
- **Secretary** - The SACSC shall elect a Secretary. The duties of the Secretary shall include but are not limited to:
  - Secretary will assist with the council agenda
  - Asks for motions to approve previous meeting minutes and the current agenda – passes meeting over to Chair for opening greetings.
  - Record accurate proceedings at meetings. Maintain file copies of agendas, minutes and correspondence.
  - Ensure the minutes are recorded and kept at the school (posted online).
  - Maintain effective communication with Chairperson.
  - Update monthly SACSC website content to be emailed to Principal for posting on the website.
  - Working with Chair, will prepare a year at a glance calendar by month to show school community upcoming events, when payments are due for hot lunch day and dates for special events etc., this will be posted to the website (by Principal) and updated as required.
  - Circulate all Chair and Principal approved emails to the school community via approved means (email, or \_\_\_\_\_), as well as forward any correspondence from school community to appropriate parties ie. Chair or Principal.
  - Term of 1-2 years.

**Vacancies** for the above SACSC representatives before April 1st may be filled by an appointment of a parent/guardian until the end of the term. Appointments are made through consensus of the council members.

## Meetings

The SACSC shall meet monthly, and a schedule of meeting dates and times will be made available on [the SAC website](#).

**Quorum:** A quorum shall consist of the parent members being in majority. The school Principal or delegated Vice Principal must be in attendance. All meetings are open to the public and shall be held in a public place, such as the Sir Arthur Currie Library Learning Commons. The SACSC shall meet within the first 35 days of the school year, on a date fixed by the Principal of the school, in consultation with the SACSC Chairperson. The Principal shall, on behalf of the SACSC give written notice of the date, time and location to all enrolled school families:

- Giving notice in the school newsletter, texting and emailing

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- Posting notice in the school, at an accessible location

Minutes shall be taken at all council meetings (by the Secretary). The minutes shall be posted online, and kept in a SACSC binder kept for a maximum of four years. In the decision making process, **every effort will be made to make decisions by consensus**. In the event that a vote is required, every member is given one vote with the exception of the Principal, or other SAC teaching staff. In efforts aimed at keeping council moving forward, if a situation arises in the time between meetings that requires a consensus or vote, the Chair shall contact the council members via email and ask for consensus/vote and this shall stand. Once a consensus/vote is observed (at council or via email) and written into the meeting minutes it will be observed as the will of the council. If a member feels the need to re-visit an issue, they can bring that to the table in the “New Business” section of the next council meeting.

**\*\*Try to encourage a balanced discussion at the time of the vote and explain that is the time to voice your concerns.**



### **Sub-Committees:**

- The SACSC may establish committees to make recommendations to the SACSC
- Every committee of the school council shall include at least one parent member of the council
- The committee of a school council may have members who are not members of the council

### **Conflict of Interest**

A SACSC member shall declare at the beginning of each meeting if the agenda presents a conflict of interest for that member. The Chair and/or Principal will advise the secretary to note the conflict and ensure it is accurately recorded in the meeting minutes. Conflict of Interest explained: Conflicts of interest are not always obvious. A conflict of interest is any situation that may cause an impartial observer to reasonably question whether your actions are influenced by considerations of private interest. “Private Interests” can include financial interests, interests related to your personal relationships, or interests related to your other outside activities.

### **Conflict Resolution**

In the event of an internal dispute the SACSC will seek the advice of the Principal. The SACSC will comply with the TVDSB School Council Conflict Resolution Policy. SACSC can contact the TVPIC chairperson for advice as well. It is important to promote the importance that all things can be worked out with respect and kindness. Council should never be held back from its goals and objectives because of disputes or drama.

### **Fundraising**

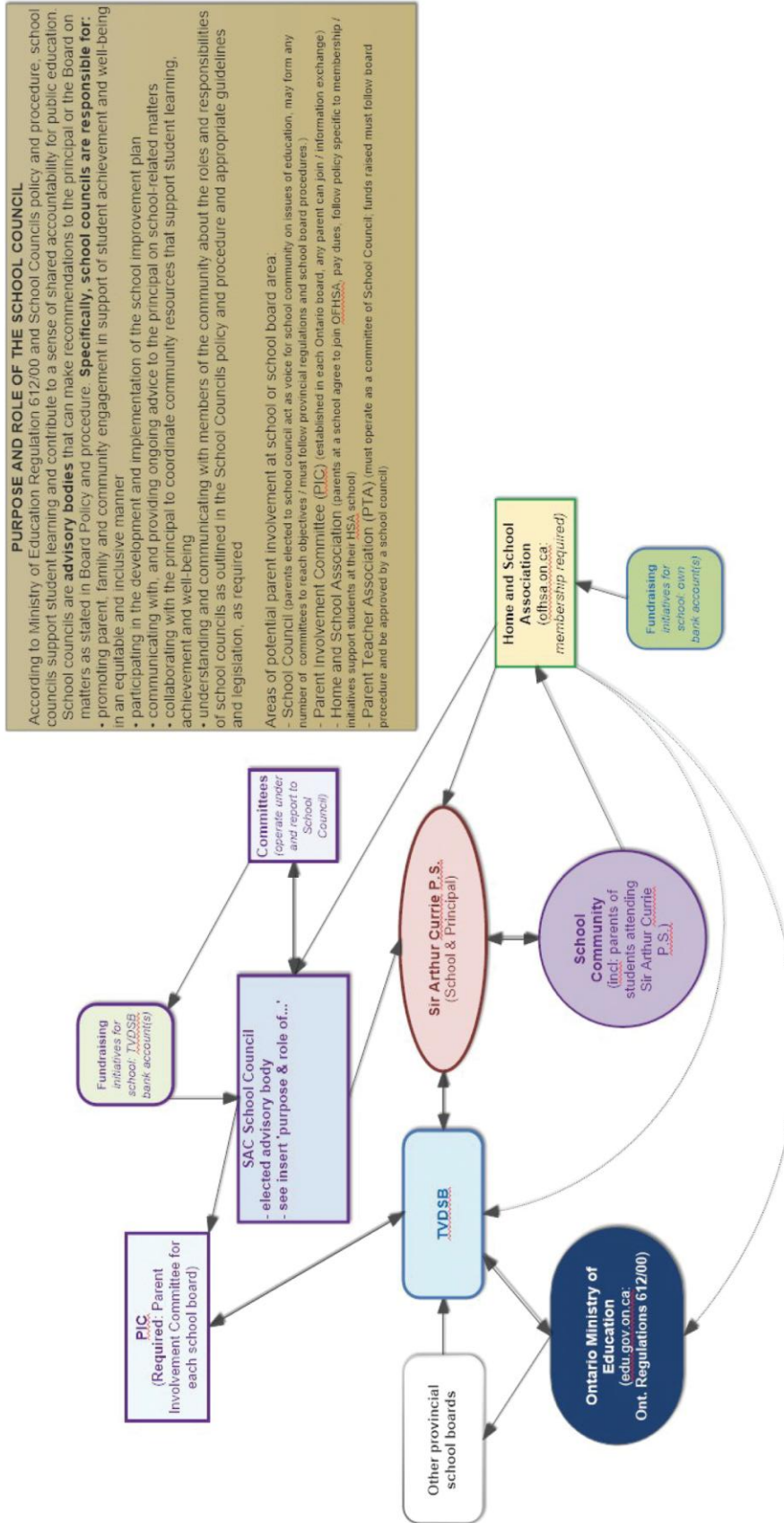
The SACSC may engage in fundraising activities as set forth in reg.612. If such a time arises that a singular group of students will be the intended beneficiaries of a specific fundraiser, SACSC should make all efforts to make the school community aware of that intention before the event takes place.

### **Annual Report**

The Chair, Treasurer and Secretary shall prepare and submit a written annual report on all activities to the Principal and the school board and to the school families. Also the SACSC annual report is to be posted at an accessible location in the school and filed in the SACSC binder (by SACSC Secretary or designate).



Layers of Involvement in school community



Parent Involvement Flowchart example



## Resources and References for SAC School Council

1. Ontario Education Act  
[Ontario Regulation 612/00](#)
2. Ontario Ministry of Education  
[Parent Involvement Committees \(PIC\)](#)  
[Parent Engagement Policy for Ontario School Councils: A Guide for Members](#)
3. Thames Valley District School Board  
[TVPIC](#) - Thames Valley Parent Involvement Committee (PIC)  
[TVDSB School Generated Funds Manual](#) (Aug.2017)  
[TVDSB School Council Fundraising & Donations](#)  
TVDSB School Council Policy  
[Internal Conflict Resolution](#)



## Thames Valley District School Board School Council Policy(ies)

**Administered By: TVDSB - Learning Support Services**

**Policy: School Councils / Ontario Regulations 612/00**

It is the policy of the Board that every school will establish and maintain a school council in compliance with Ontario Regulation 612/00

The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. O. Reg. 612/00, s. 2 (1).

A school council's primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the principal of the school and the Board that established the council. O. Reg. 612/00, s. 2 (2).

### 1.0 Role of School Councils

#### 1.1 School Councils:

- place the overall interests of the school and all of its students first;
- focus on student learning, achievement and well-being;
- act in an advisory capacity and as a resource to the school principal and, when appropriate, to the Board;
- are actively involved in setting school priorities for improving student achievement;
- promote meaningful parental and community involvement and actively seek the views of their school communities;
- keep well informed about school and board policies and procedures;
- communicate with the community about their activities; and
- may engage in fundraising to support student achievement and well-being in accordance with applicable Board policies.

1.2 A School Council shall not engage in fundraising activities unless,

- (a) the activities are conducted in accordance with any applicable policies established by the board; and
- (b) the activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the board.

1.3 A School Council shall ensure that any funds raised are used in accordance with all applicable policies established by the board.

1.4 A School Council who engages in fundraising activities or financial transactions must follow the TVDSB School Generated Fund Policy and Procedure.

### 2.0 Composition

Parents/guardians shall form the majority of the School Council. 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, and demographics.

2.1 Membership of a School Council shall include:

- a minimum of 7 and up to a maximum of 15 parents/guardians of students enrolled in the school (except in the adult day school where parent/guardian positions shall be held by students);
- the principal of the school;

### 3.0 Elections

3.1 The current School Council may establish a School Council Elections Committee. The committee should have representation from parents, teaching staff, support staff and students (mandatory in secondary schools; in elementary schools, at the discretion of the principal).



3.2. In the case of a new school, the principal may form and chair an Elections Planning Committee. The committee should have representation from parents, teaching staff, support staff and students (mandatory in secondary schools; in elementary schools, at the discretion of the principal).

### 3.3. Election of Parent/Guardian Representatives

3.3.1 Parents/Guardians of a student enrolled at the school are eligible both to vote for and to run as a parent/guardian representative. Self-nomination is allowed.

3.3.2 Parent Candidate Nomination forms shall be filed by all candidates for parent/guardian positions on the School Council.

3.3.3 No individual campaign literature for School Council elections may be distributed or posted in the school. School Councils

3.3.4 School resources, both human and material, may not be used to support particular candidates or groups of candidates, with the exception of the candidate rationale for running which may be shared through the Principal.

3.3.5 If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.

3.3.6 The Principal shall conduct a lottery to determine the random ballot position for each candidate.

3.3.7 Elections for School Council shall be conducted by secret ballot. Voters must be present at the school on the election day(s), during the preset hours (day and evening).

3.3.8 All eligible voters shall be entitled to cast one vote for each of the candidate positions available at their school.

3.3.9 If there is a tie for the final position for a representative on the School Council, the winner shall be determined by lot.

3.3.10 The election day proceedings shall be supervised by the school Principal.

3.3.11 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.

## 4.0 Vacancies

4.1 A vacancy in the membership of a School Council shall be filled by election or appointment in accordance with the by-laws of the council.

4.2 If an election is held to fill a vacancy in the membership of a School Council, section 3.0 above, as the case may be, applies, with necessary modifications, to the election.

4.3 A vacancy in the membership of a School Council does not prevent the council from exercising its authority.

4.4 If a member does not attend three consecutive regular meetings, without prior approval of the council, the position may be deemed to be vacated by the council.

## 5.0 Term of Office

5.1 The term of office for elected and appointed positions on the School Council is one year.

A person elected or appointed as a member of a School Council holds office from the School Councils date of the first meeting of the newly elected School Council (after elections of parent members), until the date of the first meeting of the School Council after the elections of parent members are held in the next school year.

5.2 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.

## 6.0 Officers

6.1 A School Council shall have a chair or, if the by-laws of the council so provide, two co-chairs.

6.2 A chair or co-chair of a School Council must be a parent/guardian member of the council, and shall be elected by the members of the council at the first meeting of the newly elected School Council.

6.3 An employee of the board that established the council cannot be the chair or co-chair of the council.

6.4 A School Council may have such other officers as are provided for in the by-laws of the council.

6.5 A School Council that engages in fundraising and/or financial transactions shall have a Treasurer. This office may be combined with another office, if the by-laws of the council so provide.

6.6 Vacancies in the office of chair, co-chair or any other office of a School Council shall be filled in accordance with the by-laws of the council.



## **7.0 Meetings**

- 7.1 A School Council shall meet at least four times during the school year.
- 7.2 The first meeting of the newly elected School Council shall be held within the first 35 days of the school year.
- 7.3 All meetings, including committee meetings, of a School Council shall be open to the public.
- 7.4 All meetings, including committee meetings, of a School Council shall be held at a location that is accessible to the public.
- 7.5 The principal of a school shall, on behalf of the School Council, give written notice of the dates, times and locations of the meetings of the council to every parent of a pupil who, on the date the notice is given, is enrolled in the school.

## **8.0 Quorum**

- 8.1 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/guardian members. O.Reg. 612/00 s.12(3)

## **9.0 Committees**

- 9.1 A School Council may, in accordance with its by-laws, establish committees to make recommendations to the council.
- 9.2 Every committee of a School Council must include at least one parent/guardian member of the council.
- 9.3 A committee of a School Council may include persons who are not members of the council.
- 9.4 Minutes of committee meetings are to be maintained and provided to the School Council.

## **10.0 Voting**

- 10.1 Each member of a School Council is entitled to one vote in votes taken by the council.
- 10.2 Each member of a committee of a School Council is entitled to one vote in votes taken by the committee.
- 10.3 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.

## **11. By-laws**

- 11.1 Every School Council shall have a set of by-laws.
- 11.2 The by-laws of a council must include the following:
- (a) a by-law that governs election procedures and the filling of vacancies in the membership of the school council;
- (b) a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest; and
- (c) a bylaw that, in accordance with any applicable policies established by the board that established the council, establishes a conflict resolution process for School Councils internal school council disputes.
- The by-laws of a council should also include the following:
- a by-law regarding general expectations regarding meetings (e.g., attendance, promptness);
  - a by-law regarding the number and scheduling of meetings;
  - a by-law regarding the number of parent members;
  - a by-law regarding the number, description, and duties of officers of the School Council;
  - a by-law regarding the establishment and roles of committees;
  - a by-law regarding the process for seeking input from the community; and
  - a by-law containing a code of conduct for School Council members.

- 11.4 It is important to ensure that by-laws created by the School Council do not conflict with any of the provisions of Ontario Regulation 612/00, nor the TVDSB School Council's policy and procedure.

## **12.0 Minutes and Financial Records**

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12.1 A School Council shall keep minutes of all of its meetings, including committee meetings, and records of all of its financial transactions.

12.2 The minutes and records of the current and past 4 years shall be available at the school for examination without charge by any person.

### 13.0 Annual Report

13.1 Every School Council shall annually submit a written report on its activities to the Principal of the school and to the board that established the council.

13.2 If the School Council engages in fundraising activities and/or financial transactions, the annual report shall include a report on those activities.

13.3 The annual report shall be prepared and submitted no later than September 30 of the subsequent school year.

13.4 The Principal shall, on behalf of the School Council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school. This may be accomplished by:

- (a) giving the report to the parent's child for delivery to their Parent/Guardian(s);
- (b) posting the report in the school in a location that is accessible to Parent/Guardian(s); and
- (c) posting the report on the school website.

### 14.0 Conflict of Interest

14.1 A conflict of interest for a School Council representative is any situation in which the individual's private interests may be incompatible or in conflict with their council responsibilities. A conflict of interest may exist whether or not a monetary advantage has been or may be conferred on the School Council member or their family.

A conflict of interest may be actual, perceived, or potential:

Actual: When a School Council member has a private interest that is sufficiently connected to their duties and responsibilities as a council member that it influences the exercise of these duties and responsibilities.

Perceived: When reasonably well-informed persons could reasonably believe that a School Council member has a conflict of interest, even where, in fact, there is no real conflict of interest.

Potential: When a School Council member has a private interest that could affect their decision about matters proposed for discussion.

A School Council member should try to avoid situations in which:

- a conflict of interest is likely to result;
- the member's ability to carry out their duties and responsibilities on the council may be jeopardized;
- the council member or their relatives gain or benefit indirectly;
- favours or economic benefits are accepted by the council member from any individuals, organizations, or entities known to be seeking business contracts with the school;
- any family member, friend, or person, organization, or business entity associated with the council member will be favoured.

14.2 Should an issue or agenda item arise during a council meeting where a council member is in a conflict of interest situation, they shall declare conflict of interest immediately and not participate in the discussion and resolution.

### 15.0 Conflict Resolution

15.1 From time to time a dispute may arise amongst the members of a School Council. It is expected that the members of that council will make every effort to resolve the conflict themselves.

15.2 Should an internal dispute require outside intervention to achieve resolution, the Superintendent of Student Achievement for that school will assess the unique needs of the situation and determine an appropriate approach. Such an approach may include, but is not limited to, the following:

- Assistance by a Board facilitator, trained in dispute resolution techniques;
- Assistance by an outside trained facilitator;
- Assistance by the Associate Director of Learning Support Service and/or Associate Director of Organizational Support Services; and

- Assistance by the Director of Education.



## 16.0 Responsibilities

### 16.1 Responsibilities of the School Council

The School Council shall:

- act in an advisory capacity and as a resource to the school principal and, when appropriate, to the Board;
- place the overall interests of the school and all of its students first;
- focus on student learning, achievement and well-being;
- focus on school-wide issues and what is best for the school and its students;
- operate in a non-judgmental manner, respecting confidentiality, employing constructive discussions and reaching decisions ideally through consensus;
- recognize and respect the rights and responsibilities of individual students and Board employees;
- ensure meetings remain free of discussion about individual parents, students, Board employees, trustees or other council members;
- 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;
- promote meaningful parental and community involvement and actively seek the views of their school communities;
- keep well informed about school and board policies and procedures;
- communicate with the community about their activities;
- determine, in consultation with the school based Home and School Association (if applicable), how Parent Involvement Funds will be utilized; and
- submit, no later than September 30 of the subsequent year, a **written report** to the principal, and to the Board, outlining its goals, activities, and achievements. If the school council engages in fundraising activities and/or financial transactions, the annual report shall include a report on those activities.

The School Council may:

- make recommendations to the Principal of the school or to the board that established the council on any matter; including, but not limited to the following:
  - determination of the local school year calendar;
  - scheduling significant school events;
  - revisions to the school code of student behaviour;
  - curriculum and program goals and priorities;
  - the school's achievement in provincial and school board assessments to support and improve programs delivered in the school;
  - the school profile and the overall growth plan for the school;
  - the principal profile for consideration by the Board in its selection of school Principal;
  - the school's budget priorities including the local capital improvement plan, for consideration during the Board's annual budget review;
  - school-based services and community partnerships related to social, health, recreational and nutritional programs;
  - school-community communication strategies;
  - extra-curricular activities in the school;
  - the community use of school facilities; and
  - Board policy and procedure;
- organize information and training sessions to enable members of the council to develop their skills as council members;

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- apply for Parent Reaching Out grants; and
- may engage in fundraising to support student achievement and well-being in accordance with applicable Board policies and procedures.

Each School Council Member shall:

- maintain a school-wide perspective on issues;
- participate in council meetings, contributing positively and functioning as a team member;
- identify all agenda items and/or issues with which they have a possible conflict of interest;
- ensure that the rights to privacy of students, staff and parents will be respected and protected;
- observe the council's code of ethics and established bylaws; and
- evaluate the success in achieving the shared goals for the school.

Each School Council Member may:

- participate in information and training programs; and
- participate on any committees established by the School Council.

### 16.2 Responsibilities of Chair/Co-Chairs

The Chair of the School Council shall:

- adhere to the responsibilities of School Council Members as noted in 16.1;
- arrange for School Council meetings;
- 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;
- communicate with the school Principal;
- ensure that there is regular communication with the school community;
- facilitate the resolution of conflict;
- participate as ex-officio member(s) of all committees established by the School Council;
- consult with senior board staff and trustees, as required;
- adhere to the responsibilities of Parent/Guardian members in section 16.4; and
- perform other roles and responsibilities as indicated in the council by-laws.

### 16.3 Responsibilities of other Officers

Other Officers of the School Council shall:

- adhere to the responsibilities of School Council Members as noted in 16.1; and
- perform other roles and responsibilities as indicated in the council by-laws.

### 16.4 Responsibilities of Parent/Guardian Members

Parent/Guardian Members shall:

- adhere to the responsibilities of School Council Members as noted in 16.1;
- solicit the views of other parents and members of the community to share with the School Council; and
- encourage the participation of parents/guardians within the school community.

### 16.5 Responsibilities of the Student Member

The Student Member shall:

- adhere to the responsibilities of School Council Members as noted in 16.1;
- solicit the views of other students to share with the School Council; and
- communicate information back to other students.



#### 16.6 Responsibilities of the Teaching Staff Member

The Teaching Staff Member shall:

- adhere to the responsibilities of School Council Members as noted in 16.1;
- solicit the views of other teaching staff to share with the School Council; and
- communicate information back to other teaching staff.

#### 16.7 Responsibilities of the Non-teaching Staff Member

The Non-teaching Staff Member shall:

- adhere to the responsibilities of School Council Members as noted in 16.1;
- solicit the views of other non-teaching staff to share with the School Council; and
- communicate information back to other non-teaching staff.

#### 16.8 Responsibilities of the Community Member

The Community Member shall:

- adhere to the responsibilities of School Council Members as noted in 16.1;
- represent the community's perspective, including those of other community groups;
- solicit the views of other community groups to share with the School Council; and
- communicate information back to other community groups.

The Community Member may:

- assist with building partnerships and links between the school and community.

#### 16.9 Responsibilities of the Home and School Association Representative Member

The Home and School Association Representative Member shall:

- adhere to the responsibilities of School Council Members as noted in 16.1;
- represent their Home and School Association;
- solicit the views of their Home and School Association to share with the School Council; and
- communicate information back to their Home and School Association.

#### 16.10 Responsibilities of the Principal

The Principal shall:

- adhere to the responsibilities of School Council Members as noted in 16.1;
- ensure that a School Council is established and maintained as per Ontario Regulation 612/00 and the TVDSB School Council policy and procedure at all times;
- conduct elections for Parent/Guardian Members of the School Council;
- conduct the election of the Chair/Co-Chairs of the School Council from among the newly elected Parent/Guardian Members;
- forward a list of the elected and appointed School Council members to the Director of Education (or designate) no later than 30 days following each election or change of membership in the School Council;
- ensure that the list and contact information for each School Council member is:
  - (a) posted in the school in a location that is accessible to parents, and
  - (b) posted on the school website;
- be accountable for all funds raised by the School Council in accordance with the TVDSB School Generated Funds Procedure;
- ensure that copies of the minutes and financial records of the council are maintained and available per section 12 above;



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- ensure that annual reports are completed as per section 13 above;
- assist the Council in communicating with the school community;
- attend all School Council meetings, if the Principal is unable to attend a meeting this responsibility may be delegated to the Vice-Principal;
- distribute promptly to each council member material identified by the ministry for distribution to School Council members and post the material in a school location accessible to parents;
- solicit views on matters pertaining to the establishment or amendment of school and/or TVDSB policies and procedures;
- solicit views on matters pertaining to the School Improvement Plan;
- solicit views on matters pertaining to school budgets;
- solicit views on matters pertaining to the accountability of the education system to parents;
- solicit views on matters pertaining to the communication of school plans to the public;
- consider each recommendation made by the School Council and report to the council with the action taken in response to the recommendation;
- act as a resource to the council on laws, regulations, and board policies and procedures;
- engage in internal conflict resolution activities in accordance with section 15 above;
- support and promote the council's activities and advice;
- obtain and provide information required by the council to enable it to make informed decisions;
- communicate with the Chair or Co-chairs of the Council;
- maintain a school-wide perspective on issues;
- participate in council meetings, contributing positively and functioning as a team member;
- identify all agenda items and/or issues with which they have a possible conflict of interest;
- ensure that the rights to privacy of students, staff and parents will be respected and protected;
- observe the council's code of ethics and established bylaws; and
- evaluate the success in achieving the shared goals for the school.

The Principal may:

- solicit the views of the School Council on any matter;
- participate in information and training programs; and
- participate on any committees established by the School Council.

### 16.11 Responsibilities of the Superintendent of Student Achievement

The Superintendent of Student Achievement shall:

- ensure that each Principal has fulfilled their responsibilities regarding School Councils per Ontario Regulation 612/00 and the TVDSB School Council policy and procedure;
- ensure that each school has a School Council established and maintained as per Ontario Regulation 612/00 and the TVDSB School Council policy and procedure at all times;
- ensure that the Principal has forwarded a list of the elected and appointed School Council members to the Director of Education (or designate) no later than 30 days following each election or change of membership in the School Council;
- ensure that copies of the minutes and financial records of the council are maintained and available per section 12;
- ensure that annual reports are completed as per section 13;
- engage in internal conflict resolution activities in accordance with section 15; and
- provide support to Principals in responding to School Councils matters.

### 16.12 Responsibilities of the Thames Valley Parent Involvement Committee

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The Thames Valley Parent Involvement Committee shall:

- communicate with and support School Councils of schools of the board;
- communicate information from the Ministry to School Councils of schools of the board and to parents of pupils of the board;
- work with School Councils of schools of the board and, through the board's Director of Education, with employees of the board to,
  - share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning;
  - identify and reduce barriers to parent engagement;
  - help ensure that schools of the board create a welcoming environment for parents of its pupils, and
  - develop skills and acquire knowledge that will assist the Parent Involvement Committee and School Councils of the board with their work.

### 16.13 Responsibilities of the Director of Education, and Associate Directors of Education

The Director of Education, and Associate Directors of Education shall:

- support and promote the role of School Councils; and
- engage in internal conflict resolution activities in accordance with section 15.

### 16.14 Responsibilities of the Board of Trustees

The Board of Trustees shall:

- support and promote the role of School Councils;
- solicit the views of the School Councils established by the board with respect to the following matters:
  - the establishment or amendment of board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
    - (a) policies and guidelines established under subsection 302 (1) of the Education Act with respect to the conduct of persons in schools within the board's jurisdiction,
    - (b) policies and guidelines established under subsection 302 (5) of the Education Act respecting appropriate dress for pupils in schools within the board's jurisdiction,
    - (c) policies and guidelines respecting the allocation of funding by the board to School Councils,
    - (d) policies and guidelines respecting the fundraising activities of School Councils,
    - (e) policies and guidelines respecting conflict resolution processes for internal School Council disputes, and
    - (f) policies and guidelines respecting reimbursement by the board of expenses incurred by members and officers of School Councils;
  - the development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including:
    - (a) implementation plans for policies and guidelines established under subsection 302 (1) of the Education Act with respect to the conduct of persons in schools within the board's jurisdiction, and
    - (b) implementation plans for policies and guidelines established under subsection 302 (5) of the Education Act respecting appropriate dress for pupils in schools within the board's jurisdiction;
      - Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public;
      - the process and criteria applicable to the selection and placement of principals and vice-principals.

The Board of Trustees may:

- solicit the views of School Councils on any other matter; and
- an individual Trustee may attend a School Council meeting, provided that both the School Council Chair/Co-Chairs and the Principal of the school have issued an invitation.



- 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;
- in the case of a school with one or more secondary school grades, one pupil enrolled in the school;
- in the case of a school with no secondary school grades, one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of the School Council, that the council should include a pupil;
- one community representative appointed by the other members of the School Council; and
- one person appointed by an association that is a member of the Ontario Federation of Home and School Associations, if the association that is a member of the Ontario Federation of Home and School Associations, is established in respect of the school.