



## KENORA CATHOLIC DISTRICT SCHOOL BOARD

### 100 General Administration Procedures

#### AP 108: School Council

---

The Director of Education recognizes that the education of young people is a shared responsibility involving schools, students and their families, the Church, and members of the community. Parents and guardians have the right, as well as the responsibility, to participate in the education of their children, and can contribute to their children's development in a wide variety of ways.

#### 1. Establishment

The principal shall establish a school council as an organization in each school so that it conforms to the requirements of the regulations and this procedure.

#### 2. Membership and Term of Office

2.1 Members of a school council shall include, but not be limited to (a member may serve as the representative of one constituent group only):

2.1.1 parents and guardians of students enrolled in the school (the majority of parent/guardian representatives shall be Catholic);

2.1.2 a community representative;

2.1.3 a grade 6 student (at the discretion of the principal in an elementary school in consultation with the school council);

2.1.4 a student of St. Thomas Aquinas High School shall be mandatory (chosen from grades 7 – 12 inclusive);

2.1.5 the school principal;

2.1.6 a teacher;

2.1.7 a non-teaching staff member;

- 2.1.8 the local parish priest and/or designate, or a representative from the local Parish Council;
- 2.1.9 a First Nation parent representative.
- 2.2 Parents and guardians shall form the majority of the council.
- 2.3 It is expected that the membership of the council will reflect the diversity of the school community.
- 2.4 Where a minimum of ten percent of the students in any school are First Nation, the First nation may elect a parent/guardian representative to the school council.
- 2.5 Trustees shall not be eligible for membership on a school council.
- 2.6 The chair/co-chair of the council shall be a member who is also a Catholic parent and shall be elected by the council. Where there are two co-chairs, one of them may be non-Catholic.
- 2.7 Membership on the council shall be voluntary. No honorarium will be paid to members. Staff members serving on the council shall not be eligible for pay.

### **3. How Membership is Determined**

- 3.1 Parents and guardians of students enrolled in the school shall elect parents/guardians.
  - 3.1.1 An election of parent members shall be held during the first 30 days of each school year;
  - 3.1.2 The principal shall give written notice of the date, time and location of the election 14 days in advance through a home note or an accessible internal posting.
- 3.2 The community representative shall be appointed by the council and shall be a person who is not a parent/guardian of a student attending the school.
- 3.3 The elementary student representative, where provided for, shall be elected by the students from Grade 6.
- 3.4 Members of the non-teaching staff shall elect the non-teaching staff member.
- 3.5 The members of the teaching staff shall elect the teaching staff member.

**3.6** The school principal shall be a non-voting designated member with full participation privileges.

#### **4. Term of Office**

**4.1** The term of office shall be one year.

**4.2** Elected and appointed members may seek additional terms of office.

**4.3** The term of office for the Principal shall be continuous.

**4.4** All school councils shall be in place by October 15<sup>th</sup> of each year.

#### **5. Vacancies in Membership**

##### **5.1 Vacancies occur:**

**5.1.2** When positions on the school council have not been filled after election and selections; or

**5.1.3** When a member resigns; or

**5.1.4** When a member is unable to fulfill the roles and responsibilities.

**5.2** Vacancies in the membership of a school council shall be filled by election or appointment.

**5.2.1** Members who are elected/appointed to fill vacancies will hold that position until the end of the term of office.

**5.2.2** A vacancy in the membership of a school council does not prevent the council from exercising its authority.

#### **6. Officers**

**6.1** The school council shall have a chair, or if the by-laws of the council so provide, two co-chairs.

**6.2** A person employed by the Board cannot be the chair or co-chair of the council.

**6.3** The school council may have such other officers as are provided for in the by-laws of the council.

#### **7. Remuneration**

The board shall reimburse members and officers of the council for expenses they incur as members or officers.

## 8. By-Laws

8.1 The school council shall make the following by-laws.

- 8.1.1 A by-law that governs election procedures and the filling of vacancies in the membership;
- 8.1.2 A by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest;
- 8.1.3 A by-law that establishes a conflict resolution process for internal council disputes.

## 9. Minutes and Financial Records

- 9.1 A school council shall keep minutes of its meetings and records of all of its financial transactions.
- 9.2 The minutes and records shall be available at the school for examination without charge by any person.

## 10. Roles and Responsibilities

### 10.1 School Council:

- 10.1.1 School councils are advisory bodies.
- 10.1.2 A school council may make recommendations to the principal of the school or to the board on any matter.
- 10.1.3 A school council shall meet at least four (4) times during the school year.

### 10.2 School Council Members

#### 10.2.1 Chair

The chair of the school council shall:

- call 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 and maintained;
- participate in information and training programs;
- communicate with the school principal;

- ensure that there is regular communication with the school community;
- consult with senior board staff and trustees, as required.

#### 10.2.2 **Co-Chair**

The Co-Chair of the School Council shall:

- assume the duties of the Chair in his/her absence; and
- fulfill the duties of a council member.

#### 10.2.3 **Council Members**

The members of the School Council shall:

- 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 from all groups and of other people within the school community;
- seek to arrive at decisions through consensus.

### **11. Principal**

#### **11.1** The principal of the school shall:

- facilitate the establishment of the school council and assist in its operation;
- support and promote the council's activities;
- seek input from the council in areas for which it has been assigned advisory responsibility;
- 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;
- communicate with the chair of the council, as required;
- keep the director of education fully apprised of all activities of the council;
- ensure that copies of the minutes of the council's meetings are kept at the school;
- assist the council in communicating with the school community;
- encourage the participation of parents from all groups and of other people within the school community.

- 11.2** In addition to his/her obligations to solicit the views of the school council under the Act and regulations, the principal shall solicit the views of the school council with respect to:
- 11.2.1 the establishment/amendment/implementation of school policies and guidelines relating to pupil achievement or to the accountability of the education system to parents, including;
    - a local code of conduct;
    - appropriate dress for students;
  - 11.2.2 school action plans for improvement, based on the EQAO's assessment results of pupils and the communication of these plans to parents.

## **12. Director**

- 12.1** In addition to its obligations to solicit the views of school councils under the Act, the director of education will solicit the views of the school councils with respect to the following matters:
- 12.1.1 the establishment/amendment of board policies and procedures that relate to pupil achievement or to the accountability of the education system to parents, including:
    - conduct of persons in the board's school;
    - appropriate dress for pupils;
    - allocation of funding to school councils;
    - conflict resolution processes for internal school council disputes;
    - reimbursement of expenses incurred by members and officers of school councils.
  - 12.1.2 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:
    - conduct of persons in the board's schools;
    - appropriate dress for pupils.
  - 12.1.3 board action plans for improvement, based on the EQAO's assessment results of pupils and the communication of these plans to the public.
  - 12.1.4 the process and criteria applicable to the selection and placement of principals and vice-principals.
  - 12.1.5 After considering each recommendation the board shall advise the council of the action taken in response to the recommendation.

## **13. Annual Report**

- 13.1** Every school council shall submit an annual written report on its activities, including fundraising, to the board for their June Board meeting held in the third week of June.

- 13.2** The principal shall ensure that the school council annual report is given to each parent or posted in an accessible location in the school.

**Legal References:**

Education Act S. 302-303 Consider Views of School Councils  
Ontario Regulation 298 S. 11 (12) to (20) Duties of Principal: School Council  
Ontario Regulation 612/00 School Councils  
Ministry of Education Policy/Program Memorandum 122  
Ministry of Education: School Councils: A Guide for Members

Effective Date: June 25, 2001  
Latest Review Date: November 2009