

BEYNON FIELDS PUBLIC SCHOOL

SCHOOL CONSTITUTION

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BEYNON FIELDS PUBLIC SCHOOL

SCHOOL CONSTITUTION

ARTICLE 1: NAME AND ADDRESS

The organization will be known as Beynon Fields School Council. The members of the School Council shall be responsible for maintaining the constitution.

Beynon Fields School Council
258 Selwyn Drive
Richmond Hill, Ontario
L4E 0R9
905-508-7060

ARTICLE 2: MISSION STATEMENT

Our School Council is a partnership of parents, staff, community, and students. Our goal is to actively promote a positive learning environment in French. Our aim is to achieve the highest possible standards of education in an open, healthy, and positive environment that promotes learning in our diverse community.

ARTICLE 3: PURPOSE AND OBJECTIVES

The purpose and objective of School Council is to:

1. Provide a means for regular communication and dialogue between all partners in education.
2. Participate in the school improvement planning process.
3. Provide meaningful consultation and extensive involvement of all members of the school community.
4. Encourage, welcome, and support effective parental and community involvement in the education of our students and actively seek the engagement of our school community.
5. Provide input into decisions made by the school administration, the Board and the Ministry.
6. Assist with co-ordination of services for the school, family and community partnerships related to social, health, recreational and nutrition programs that assist in the education of children.
7. Facilitate the building of a viable school community, which works together in the best interests of our students and their education.

ARTICLE 4: PROCEDURES AND OPERATING GUIDELINES

The operational procedures of this Council are outlined in York Region District School Board Policy (YRDSB) and Procedure #262. See Appendix 1.

All recommendations and activities of the Council shall comply with all Ministry of Education Acts, York Region District School Board Policies and Procedures and Staff Collective Agreement.

ARTICLE 5: MEMBERSHIP

Parent members must constitute a majority of the members of School Council. There shall be no more than one member on the School Council from any one household.

5.1 Number of Parent Members

- i. The minimum number of elected/acclaimed parent members on council shall be three (3) and shall hold the positions of Chair, Treasurer and Secretary.
- ii. The council shall consist of the greater of a minimum of three (3) parent members and up to 15 parent members standing for election at any given school year.
- iii. Council may subsequently vote to include up to three (3) additional members to over compliment membership knowing there will be a loss of members through the school year through attrition.
- iv. The total number of parent council members are not to exceed eighteen (18) in any given year.
- v. Elected/acclaimed parent members referenced in this section shall have voting rights per Section 9.4.
- vi. The number of members referenced in Section 5.1(iv) is not inclusive of the members identified in Sections 5.2, 5.3, and 5.4.

5.2 Number of Community Representatives

The number of community representatives shall be 1.

5.3 Student Representative

The Principal will appoint 1 student representative, should the need arise.

5.4 Teacher and Support Staff Representatives

There shall be 1 teacher representative and 1 support staff representative elected/appointed in accordance with YRDSB Policy #262.

ARTICLE 6: ELECTIONS

6.1 Acclamations

Parent elections shall be by acclamation when the number of candidates is equal to -or less than the number of parent member positions on the Council.

6.2 Election Procedures for Parent Members

- i. Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the Board.
- ii. Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the Council.

6.3 Election Procedures for School Administration

The School Office shall plan the election process, gather nomination forms and run the election. Furthermore, the School Office shall:

- Provide nomination forms
- Ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen days in advance of the election;

- Request a profile from all candidates and make these available to the parents of the school;
- Conduct the elections by secret ballot;
- Count the ballots;
- Help the principal notify all candidates of the results;
- Keep all the results and related information confidential;
- Only release the names of successful candidates. A list of candidates and the vote results will be kept on file for use in the event of vacancy on the Council.
- Notify all individuals standing for election of the results before the results are released to the school community.
- Securely dispose of such confidential information at the end of school year

6.4 Terms of Office

The term of office is for the school year.

Council members hold their elected/acclaimed position from the first meeting of the school year until election held at the first meeting of the following school year. Elected and appointed members may seek additional terms of office.

6.5 Vacancies in Membership

- i. A vacancy in the membership of a School Council does not prevent the Council from exercising its' authority.
- ii. If parent member positions remain vacant on Council, after the election, the Council may appoint parent members.
- iii. Positions that become vacant due to resignation or removal shall be filled as soon as possible by:
 - a. Offering the person with the next largest number of votes who was not elected, the opportunity to accept the position.
 - b. Where there are not enough candidates to fill the vacancies, notice will be sent to all parents informing them of the vacancies and application by interested volunteers sought.
 - c. If there are more applications than positions, an election will be called.
 - d. When no more candidates are available, Council may appoint parent members.
- iv. Vacancies will only be filled until June of the current year, at which time the vacant positions will be filled through September elections.

6.6 Resignations

Any Council member, except the principal, may resign their position by writing a letter of resignation to the chair. If a member resigns, the position vacated will be filled according to Article 6.5.

6.7 Removal

The Council may choose to remove from Council any member who misses (2) consecutive meetings and shall undertake to replace that person according to Article 6.5.

ARTICLE 7: EXECUTIVE POSITIONS

At the first meeting of the school year, an election shall be held to first secure all elected Parent Council positions as referenced in Section 5.1. Within the elected members, Council shall further elect members for the position of Chair/Co-Chair, Treasurer and Secretary.

7.1 Elected Parent Members

All members holding these positions shall have voting rights.

7.2 Chair/Co-Chair

At the first meeting of the school year, Council shall elect one (1) Chair or two (2) Co-Chairs.

An employee of the Board cannot be Chair or Co-Chair.

i. Duties of Chair/Co-Chairs of School Council

The Chair/Co-Chairs of the School Council shall carry out the following tasks in accordance with Board policies and procedures:

- Prepare and distribute the agendas for School Council meetings in consultation with Principal and other members of Council.
- Chair School Council meetings according to the agendas and in accordance to Article 9.
- Ensure that minutes of School Council meetings are recorded by the Secretary on Council and are delivered.
- Ensure fundraising activities, management of the proceeds of fundraising and all expenditures are in accordance with applicable Board policies and procedures.
- Delegate tasks.
- Maintaining a liaison relationship with the appropriate YRDSB personnel and trustee.
- Financial and budget oversight.
- Member of Expenditure sub-committee, along with the Treasurer.
- Complete an annual report on the activities of School Council.

7.3 Secretary and Treasurer

At the first meeting of the school year, the Council will elect or appoint members to perform specific roles as Secretary and Treasurer.

i. Duties of Secretary of School Council

- Attends all School Council meetings
- Determine eligibility to vote at the outset of each meeting.
- Confirm that a quorum is present at a School Council meeting if a formal vote is required, according to Section 9.2 below.
- Record, maintain and distribute meeting minutes (including attendance) to School Council members according to Section 11.2 below.
- Prepare correspondence report itemizing all correspondence to School Council, distribute to members of School Council.

ii. Duties of Treasurer of School Council

- Attends all School Council and budget planning meetings and/or sends reports.
- Manages budget planning cycle at the beginning and end of the school year.

- Monitors School Council fiscal budget and provides monthly updates to the sub-committee chairs and the members of the School Council.
- Ensures that all disbursements of funds are approved by School Council and accompanied by an authorized requisition form.
- Member of the Expenditure sub-committee, along with the Chair/Co-Chairs
- Should be familiar with bookkeeping practices.

7.4 Vacancies in Office

Member vacancies will be filled as soon as possible according to Article 6.5.

ARTICLE 8: SUB-COMMITTEES

8.1 Establishment

At the first meeting of the school year, sub-committees may be formed to:

- Conduct more detailed or in-depth work than is possible during Council meetings,
- Make recommendations to the Council,
- Keep the Council informed of issues and developments in its particular area.
- Additional sub-committees will be formed by Council as the need arises. Sub-committees may be disbanded as the need arises.

8.2 Sub-Committee

Sub-committee roles may comprise of, but are not limited to, the following Council functions:

- Fundraising
- Governance
- Character and Well Being
- Education
- Student Programs
- Communications
- Community/Member-at-Large
- Environment

8.3 Sub-Committee Membership

The chair of each sub-committee shall be appointed within the elected members as the need arises.

Each sub-committee must contain at least one parent member of Council. Persons, who are not members of Council, may be general members of sub-committees.

ARTICLE 9: MEETINGS

9.1: Timetable of Meetings

At the first meeting of the new school year, a timetable will be created which states the meeting dates agreed to for that school year. It is recognized that the timetable may change at any time.

A copy of these dates and times will be included in communication(s) to the families of the school.

A copy of the list of dates and times of meetings will be sent to the local trustee.

9.2: Quorum

A meeting will have quorum if:

- i. The majority of Council members are present. Majority is defined as 50% +1 of the school council members of the given year in attendance at the meeting; and
- ii. The majority of those present are parents.
- iii. For the purposes of voting, quorum of 50% + 1 of the voting School Council members in attendance at the meeting during which the vote occurs is required.

A meeting of Council can be held if there is no quorum but all voting will be deferred.

9.3 Decision-making

The preferred method to resolve issues on Council is by consensus. Consensus is a collective opinion or general agreement by ALL the Council members.

In the case where a decision cannot be reached through consensus, the chair may decide on one of the following:

- To have a vote by way of a show of hands or a silent vote by those present per Section 9.4: Voting.
- To defer the issue to the next meeting
- To defer the issue to a special meeting
- To defer the issue to a sub-committee

9.4 Voting

While decisions of the Council are best reached by consensus, when voting is necessary the following applies:

- i. Quorum to hold the meeting is met. Quorum as referenced in Section 9.2(i): Quorum.
- ii. 50% +1 majority of those in attendance of the meeting shall carry the vote.
- iii. Each parent member of School Council is entitled to one vote in votes taken by School Council.
- iv. Each parent member of a sub-committee on School Council is entitled to one vote in votes taken by the sub-committee.
- v. The Principal and Vice Principal of the school are not entitled to vote in votes taken by School Council or by a committee of School Council.
- vi. Members under Section 5.2, 5.3, and 5.4 are not entitled to vote in votes taken by School Council or by a committee of School Council.
- vii. All parents are invited to attend School Council meetings and speak to issues, but voting is restricted to active School Council members.

As referenced in Article 12.2 below, any decisions voted on by the School Council must be clearly reflected in the Minutes.

ARTICLE 10: CONFLICTS

10.1 Conflict of Interest

If individual Council members perceive themselves to be in conflict of interest, they are honour bound to declare their conflict at the earliest possible opportunity and at the time of the meeting, so the minutes may reflect this declaration. Council members cannot receive any remuneration for their work as a member of Council.

10.2 Conflict Resolution

The Council will undertake to resolve all internal conflicts within its mandate in a timely manner. The Council will abide by any conflict resolution policy issued by the York Region District School Board.

ARTICLE 11: FINANCIAL

11.1 Signing Authorities

The Principal along with Chair or Treasurer will be signatories for disbursement of funds from School Council account.

11.2 Disbursement and Allocation of Money

- i. All money must be collected by the end of the year.
- ii. Funds should be dispersed or allocated to a specific purpose by the end of the year.
- iii. The executive and sub-committee chairs will establish a list of ongoing expenditures and yearly priorities towards which funds will be allocated annually by ensuring budget sessions are part of the agenda.
- iv. Budgets will be completed by the end of the 45th day of the school year. Each committee chair will be responsible for the creation and administration of their budget component.
- v. All expenditures eligible for reimbursement must be accompanied by a receipt and copy of the completed and authorized Cheque Request Form.
- vi. Any request for expenditure that is in excess of an approved budget line item will require voting approval of School Council.
- vii. Any request for reallocation of budgeted funds within a sub-committee budget must be presented by the sub-committee chair and approved by a majority vote of the executive and sub-committee chairs.

11.3 Annual Auditing and Reviews

Each year, all School Council financials will be submitted to the board as per their desired format. School Council will respond to any auditing inquiring from the board and where possible School Council will perform its own independent audit.

11.4 Bank Account

Council will not hold it's own account. All funds will exist in a sub-ledger category within the main School account.

ARTICLE 12: AGENDAS AND MINUTES

12.1 Agendas

Agenda items should be submitted to the chair one week prior to the Council's next meeting. The Chair will set the agenda with the principal, prior to the meeting.

12.2 Minutes

Minutes shall be posted in the school prior to the next meeting of the Council. The minutes shall include motions, decisions, and actions to be taken. Members of the Council must inform the chair if they are going to be absent from a Council meeting.

ARTICLE 13: CONSTITUTIONAL AMENDMENTS

The School Council will review the constitution every two years maximum (as per ministry guidelines) or as the need arises.

A sub-committee can perform the review and bring proposed amendments to the School Council for voting.

Amendments to the constitution must be presented to the Council, at a regularly scheduled meeting. Constitutional amendments require 2/3 majority in favour to be passed.

ARTICLE 14: PROTECTION OF SCHOOL COUNCIL MEMBERS

The YRDSB holds liability insurance undertaken on behalf of all School Councils and, as such, members of the Beynon Fields Public School Council are not personally liable for decisions and activities undertaken in relation to the School Council, with the exception of any willful, destructive or dishonest act or neglect, performed by a particular School Council member for which that person will be held accountable.

BEYNON FIELDS PUBLIC SCHOOL

SCHOOL CONSTITUTION

APPENDIX 1 - Policy and Procedure #262.0, School Councils



YORK REGION DISTRICT SCHOOL BOARD

Policy and Procedure #262.0, School Councils

The School Councils policy and procedure outline the roles and responsibilities for the development and operation of school councils.

Who has responsibilities?

- Board of Trustees
- Director of Education
- Superintendents
- Principals
- School Council Chairs and Members

How is this related to Board priorities?

The School Council procedures supports the goal of advancing student achievement and well-being and the delivery of effective and sustainable educational programs.

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures

Policy Statement

The York Region District School Board believes that collaborative and inclusive partnerships among schools, families and their communities are essential to advancing student learning, achievement and well-being, and to increasing a shared sense of confidence in public education.

Strong and inclusive partnerships are built from a common vision and common goals, and are nurtured through regular communication and meaningful consultation involving all members of the school community.

School councils play an important role in building school, family and community partnerships by providing input into relevant Board and school-level decisions and by encouraging the involvement of all members of the school community in support of student learning, achievement and well-being.

Responsibilities

The Board of Trustees is responsible for:

- reviewing the School Councils policy in accordance with the priorities in the [Trustees' Multi-Year Plan](#) and the approved policy review cycle;
- understanding and communicating with members of the community about the School Councils policy, as required;
- receiving and considering advice from school councils on the establishment and amendment of Board policies that relate to student achievement and well-being and to the accountability of the education system to parents/guardians;
- consulting with school councils on the development of the [Trustees' Multi-Year Plan](#); and
- considering recommendation school councils make to the Board and provide the school council, through the appropriate superintendent, with a rationale for any decisions reached or actions taken in response.

The Director of Education is responsible for:

- implementing and operationalizing the School Councils policy;
- consulting school councils on the development of implementation plans for new education initiatives that relate to parent engagement and its impact on student achievement and well-being and to the accountability of the education system to parents/guardians; and
- consulting school councils on Board planning processes.

Associate Directors, Schools are responsible for:

- providing support, as required, in responding to internal disputes of school councils.

The senior staff member identified to support school councils is responsible for:

- ensuring internal disputes of school councils that are referred by the Superintendent of Schools are responded to in an appropriate manner.

Superintendents of Schools are responsible for:

- providing support to principals in responding to internal disputes of school councils in an appropriate manner;
- referring internal dispute of school councils to the senior staff member identified to support school councils, as required; and
- ensuring the Associate Director, Schools is informed of internal school council disputes, as required.

Principals are responsible for:

- ensuring that a school council is established that represents the school community and promotes improved student learning, achievement and well-being through the development of equitable and inclusive school practices;
- promoting the development of strong and inclusive family and community partnerships;
- communicating and collaborating with school councils;
- encouraging school council members to share their ideas for advancing student achievement and well-being;
- supporting parents/guardians in informing the school improvement plan;
- supporting school councils in understanding the implementation of Board policies and procedures and their role in the review process;
- actively seeking representation of diverse parent(s)/guardian(s) groups on school councils;
- working with the school council to identify opportunities that promote parent(s)/guardian(s) education and strategies to support children's learning at home;
- forwarding information on community resources to school councils;
- engaging in internal conflict resolution activities in accordance with relevant Board policies and procedures, and the school council constitution and/or by-law;
- referring internal disputes of school councils to the Superintendent of Schools, if required; and
- ensuring school councils understand their roles and responsibilities as outlined in the School Councils policy and procedure and appropriate guidelines and legislation.

School councils are responsible for:

- supporting and promoting family and community engagement in advancing student achievement and well-being in an equitable and inclusive manner;
- participating in the development and implementation of the school improvement plan;
- communicating with and providing ongoing advice to the principal on school-related matters;
- collaborating with the principal to coordinate community resources that support student learning, achievement and well-being; and
- understanding and communicating with members of the community about the roles and responsibilities of school councils as outlined in the School Councils policy and procedure and appropriate guidelines and legislation, as required.

Legislative Context

[Education Act](#)

Definitions

School Community

The school community includes, but is not limited to, students, parents/guardians, staff members and members of the local community.

School Councils

School councils are advisory bodies which may make recommendations to the school principal or to the Board on matters as stated in all applicable Board policies and procedures. School councils are comprised of:

- parents/guardians (constituting the majority of members of the school council);
- one student (optional at elementary level);
- at least one community representative;
- the school principal;
- one teaching staff member; and
- one support staff member.

Department

Director's Office

Policy History

Approved 1996
Reviewed 1997
Amended 2001
Amended 2005
Revised 2007
Revised 2011
Working Document February 2015
Revised November 2015

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure #262.0

School Councils

This procedure outlines the roles and responsibilities for the development and operation of school councils.

Application of Procedure

School Council Membership

Community representative

The community representative is appointed by school council members. The representative cannot be employed at the school as a member of a bargaining unit, an administrator or a manager. If the individual is employed as a member of a bargaining unit, an administrator or a manager elsewhere in the Board, they must inform other members of the council of this before the appointment.

School council chair, co-chairs and officers

These members of the school council must;

- be elected by members of the school council,
- be parent(s)/guardian(s) members of the school council, and
- not be a person who is an employee of the Board or who is a member of a bargaining unit at the school.

Parent members

Any parent/guardian with a child enrolled in the school are eligible;

- for election to school council,
- for acclamation to a position on the school council when the number of candidates is equal to, or less than the number of parent(s)/guardian(s) member positions on the council, and
- to be appointed to the school council if additional vacancies exist.

Student representative

The student representative is a member of the school council and will be;

- named by the student council in secondary schools, and
- appointed by the principal after consulting with the school council, where applicable, in elementary schools.

Support staff member representative

The support staff member representative is a member of the school council. This representative must be;

- employed at the school,
- not be the principal or vice-principal, and
- elected by support staff members employed at the school.

Teacher representative

The teacher representative is a member of the school council. This representative must be employed at the school and is elected by teachers employed at the school.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the School Councils policy and procedure; and
- consider advice from school councils on the establishment and amendment of Board procedures that relate to student learning, achievement and well-being and to the accountability of public education in York Region to parents/guardians.

The senior staff member identified to support school councils shall:

- coordinate regional opportunities for school councils to meet at least twice annually, when appropriate;
- in collaboration with school council representatives, offer relevant professional development for council chairs, principals, and council members; and
- appoint school council representatives to ad hoc advisory committees, as required by the Ministry of Education or deemed appropriate by the Board.

Superintendents of Schools shall:

- consider and forward recommendations school councils make to the appropriate person(s) for consideration;
- annually solicit the views of school councils with respect to the process and criteria applicable to the selection and placement of principals and vice-principals, through the development of the Principal Profiles; and
- respond to recommendations made by school councils.

Principals shall:

- be a member of the school council;
- review the [school council handbook](#) and on-line modules with their school council at the beginning of each school year and highlighting best practices for consideration by council;
- work with other staff members and school council members as required to identify community, student, support staff member and teacher representatives on the school council;
- provide guidance to school councils to support their decision-making process; provide learning opportunities for school councils on relevant topics such as, but not limited to, legislation, policies and regulations, meeting records, code of ethics, conflict resolution, fundraising and community engagement;
- not be entitled to vote on matters under consideration by the school council or a committee of the school council;
- attend all school council meetings, unless unable to do so due to illness or other cause beyond their control;
- in extenuating circumstances, if unable to attend a school council meeting, arrange for the vice-principal to attend on their behalf;
- schedule the first school council meeting within the first 35 days of the school year;
- in the case of a new school, identify the date for the first school council election during the first 30 calendar days of the school year;
- provide at least 14 days notice of dates, times and locations of the election of school council members to parents/guardians of students enrolled in the school on the date notice is given;
- communicate the names of members of the school council to parents/guardians of students enrolled in the school within 30 days after school council members have been determined;

- advise school council members when there is a need for volunteers in the school;
- make the dates, times and locations of school council meetings available to members of the school community; ensure that the following documents are available to members of the school community;
 - school council meeting minutes,
 - school council constitution and/or and by-law,
 - school council communications, and
 - school council annual report;
- in accordance with all applicable legislation, Board policies, procedures and [guidelines](#) and best practices, support the school council in creating a constitution and/or by-law that is fair and equitable and includes the following;
 - a code of conduct,
 - the process of making constitutional and/or by-law amendments,
 - electronic participation in school council meetings and decision making,
 - election procedures and the filling of vacancies,
 - participation in school council proceedings in cases of conflict of interest, and
 - a conflict resolution process for internal school council disputes;
- distribute to each member of the school council any materials received from and/or identified by the Ministry of Education or the Board as being relevant for distribution to school councils;
- support the council in obtaining information about the roles, responsibilities and functions of school councils, including information relating to relevant legislation, regulations and policies;
- consider each recommendation the school council makes and provide the council with a rationale for any decisions reached or actions taken in response;
- solicit the views of the school council with respect to;
 - the establishment and amendment of Board policies and procedures that relate to student learning, achievement and well-being and to the accountability of the education system to parents/guardians, and
 - the establishment, implementation, review and communication of the school improvement plan and school profile;
- develop a annual fundraising plan, selecting fundraising activities and managing and administering funds in accordance with Board [School Fundraising and Administration of School Generated Funds](#) policy and procedure;
- ensure that school council financial records are maintained and available for examination for a seven- year period;
- ensure the procurement of materials and services is carried out in accordance with all applicable Board policies and procedures;
- ensure the school council is aware that insurance coverage is provided through the Board for school councils if carrying out a Board-approved event and following applicable Board policies and procedures;
- support and promote the school council's operations and activities;
- support the school council in communicating with the school community; and
- clarify the implementation of Board policies and procedures with school councils to ensure compliance.

School councils shall:

- carry out their responsibilities in accordance with;
 - [Ontario Regulation 612, School Councils and Parent Involvement Committees](#),
 - the School Council policy and procedure,
 - the [School Council Handbook](#),
 - all other relevant Board policies and procedures, and
 - the school council constitution and/or by-law;
- create a constitution and/or by-law regarding;
 - school council member code of conduct,
 - the process of making constitutional and/or by-law amendments,
 - electronic participation in school council meetings and decision making,
 - election procedures and the filling of vacancies,

- participation in school council proceedings in cases of conflict of interest, and
- a conflict resolution process for internal school council disputes;
- be familiar with their responsibilities, as outlined in the School Councils policy and procedure and the [School Council Handbook](#);
- provide annual input into the development and/or review of a Principal Profile;
- hold elections for school council members during the first 30 calendar days of each school year;
- fill membership vacancies by election or appointment in accordance with the school council constitution and/or by-law;
- appoint community representative(s) to the school council;
- ensure that a parent(s)/guardian(s) qualifies to be school council member in accordance with legislative requirements;
- continue its duties even if there is a vacancy;
- meet at least four times during the school year, with the first meeting occurring within the first 35 calendar days of the school year;
- ensure that all meetings are open to the public and in an accessible location;
- ensure the agenda is communicated to members of the school community and available to members of the public within a reasonable amount of time;
- only make decisions when a majority of the members are present and where a majority of the members in attendance are parent(s)/guardian(s) members;
- record and maintain minutes of all meetings for a four-year period;
- ensure that minutes are accessible to any member of the public;
- complete the annual report template by June 30 of the school year;
- support the fundraising plan and activities as outlined in the Board [School Fundraising and Administration of School Generated Funds](#) policy and procedure;
- ensure that all financial transactions are conducted in accordance with all applicable Board policies and procedures;
- consult with parents/guardians of students enrolled in the school about matters under consideration by the school council;
- adhere to the [School Council Communications Protocol](#);
- understand that insurance coverage is provided through the Board for school councils if carrying out a Board-approved event and following applicable Board policies and procedures;
- not be incorporated and not be a registered charity; and
- not provide any remuneration to any members including, but not limited to, the chair, parent members, the community representative, the student member or staff members.

School Councils may:

- when drafting or reviewing the school council constitution and/or by-law, consider;
 - specifying the number of parent(s)/guardian(s) members who will serve on the committee, provided that the number constitutes a majority on the school council, otherwise the number of parent(s)/guardian(s) members shall be six,
 - specifying the number of community representatives, if more than one, who will serve on the committee,
 - outlining eligibility for elected positions,
 - specifying that the school council may have two co-chairs, otherwise there is only one chair,
 - specifying other officers of the school council, and
 - establishing norms and rules for conducting school council meetings and its sub-committees;
- establish sub-committees to make recommendations to the school council provided that the committee includes at least one parent(s)/guardian(s) member;
- identify other school community members to participate in sub-committees to make recommendations to the school council;
- refer internal disputes to the superintendent responsible for school councils for consideration, through the principal; and make recommendations, through the the minutes of school council meetings, to;

- principals, and
- the Board by submitting them in writing to the superintendent of schools.

School council members shall:

- be elected during the first 30 calendar days of each school year, on a date established by the school council chair or co-chairs, after consulting with the principal;
- in the case of a new school, hold the first school council election during the first 30 calendar days of the school year on a date identified by the principal;
- hold office from the later of;
 - the date they are elected or appointed, or
 - the date of the first school council meeting after the election is held;
- hold office until the first meeting of the school council after elections are held in the next school year;
- understand that when a consensus cannot be reached and voting is necessary, or on committees of the school council on which the member sits;
 - each parent(s)/guardian(s) member is entitled to one vote,
 - the principal is not entitled to vote,
 - staff members are entitled to one collective vote, and
 - community representatives are entitled to one collective vote, regardless of the number of community representatives;
- be aware of their roles and responsibilities as outlined in the [School Council Handbook](#);
- adhere to the school council constitution and/or by-law;
- be accountable to the members of the school community they represent;
- maintain a school-wide perspective on issues;
- regularly attend school council meetings;
- participate in information sharing and training programs;
- act as a communication link between the school council and the community;
- encourage the participation of all parents/guardians and other members of the school community;
- receive reimbursement for expenses incurred as members or officers of the school council in accordance with relevant Board policies and procedures; and
- participate on sub-committees and assist with tasks of the school council as appropriate.

School council chairs/co-chairs shall:

- carry out tasks in accordance with Board policies and procedures and their school council's constitution and/or by-laws;
- call a minimum of four school council meetings per year in consultation with the principal;
- ensure that parents/guardians are consulted about matters under consideration by the council;
- in collaboration with the principal, undertake fundraising and decisions about the management and expenditure of such school-generated funds in accordance with [School Fundraising and Administration of School Generated Funds](#) and other relevant Board policies and procedures;
- prepare the agenda for school council meetings in consultation with the principal;
- ensure meeting minutes accurately reflect the discussion and recommendations made by the committee;
- ensure meeting agendas and minutes are accessible to members of the public;
- chair school council meetings according to the agenda;
- ensure that minutes of school council meetings are recorded and communicated with members of the school community;
- communicate with the school principal;
- communicate with senior Board staff members and trustees, as required; and
- ensure that the school council constitution and/or by-law are reviewed annually and are in compliance with all applicable Board policies, procedures and guidelines.

School council vice-chairs shall:

- assist the chair/co-chairs in carrying out their responsibilities; and
- act on behalf of the chair/co-chairs in the event of their absence.

Parents/guardians of students enrolled in the school shall:

- each have one vote in the election of school council members.

Department

Director's Office

History

September 2002
Revised 2007, 2011, November
2015 Working Document
February 2015 Revision drafted:
October 31, 2018

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.