

HIGHVIEW SCHOOL
SCHOOL COUNCIL

1.0 *MISSION STATEMENT*

In an advisory role, the School Council will share in the responsibility of the education of students by helping create a safe, positive learning environment and acting as a liaison between the educational facilitators and the school community at large.

The School Council will work toward optimizing the school environment for our students by encouraging all parents to assume a responsible and active role in educational programmes and services offered.

The School Council will provide opportunities for the sharing or exchanging of knowledge, opinions, and ideas on topics which affect the entire school community - students, staff, parents and the local community.

2.0 *SCOPE AND OBJECTIVES OF THE SCHOOL COUNCIL*

Our objective is to improve the level of student achievement by providing advice to the School Principal and, where appropriate to the Hamilton Wentworth District School Board Executive Staff and Trustees on any matters that are covered by the HWDSB and the Ministry of Education and Training. Examples include policies, procedures and regulations including the delivery of curriculum, improving the School's environment, participating in the School Improvement Plan (SIP) and to enhance the accountability of the education system to our parent community. We will help organize and support our staff with funded activities. All money raised will go to support student achievement, extra curricular activities, program material and enhancing our community and school environment.

The School Council will act within the scope of the duties that are outlined in the Provincial Regulation 612 , the School Council Handbook for Council Members and the HWDSB policies and procedures.

The School Council will identify current problems and concerns within the School and discuss appropriate action for change and for improvement.

The School Council will promote and encourage communication between home and the School.

The School Council will maintain a School Council Manual for community access to include:

- ! School Council Constitution and Bylaws
- ! Standing/Sub Committees and information
- ! Procedures to manage the affairs of the School Council
- ! Minutes and Financial records of the School Council Meetings, Sub Committees and funded activities reporting all financial transactions at School Council meetings, in the newsletters and on our school web site.

Two duplicated Manuals are maintained. One copy is located in the School Office for use by members of the community. The second copy is for Highview School Council use.

3.0 MEMBERSHIP SHALL INCLUDE A MAXIMUM OF 21 REPRESENTATIVES:

3.1 Parent Representatives (15)

A maximum of 15 Parent Representatives may hold office at one time. If the parent representative is an employee of the HWDSB he/she must inform the Principal of his/her employment prior to their appointment or nomination to School Council.

Parent Representatives are selected by election or acclaimed from parents or legal guardians of students enrolled at Highview School.

Parent Representatives must form the majority of the School Council.

Each Parent Representative is entitled to one (1) vote per council issue.

3.2 Highview School Principal (1) and Vice Principal (1)

The School Principal is a School Council Member. The School Principal or VP is not entitled to vote on any School Council issues or any Sub Committee of School Council.

3.3 Community Representative (1)

One Community Representative may be elected or appointed to the School Council. The Community Representative cannot be an employee of Highview School. If the Community Representative is an employee of the HWDSB he/she must inform the Principal of his/her employment prior to their appointment/nomination to School Council. The Community Representative is entitled to one (1) vote per Council issue.

3.4 Teacher Representatives (2)

Two Teachers that are employed with the School shall be members of the School Council. Teaching staff must elect representatives. The Teacher Representatives are entitled to one (1) vote each per Council issue.

3.5 Non-Teaching Representative (1)

One employee at Highview School shall be a member of the School Council. The non-teaching staff must elect a representative. The Non-teaching Representative is entitled to One (1) vote per Council issue.

3.6 SCHOOL COUNCIL EXECUTIVE

The Principal will facilitate the voting procedure and the School Council will vote by secret ballot and elect from the parent representatives at the first Meeting in September:

! One (1) Chair or (2) Co-Chairs

! One (1) Recording Secretary

! One (1) Vice Secretary should be nominated or appointed to ensure that minutes will be recorded should the Secretary be absent from any meetings

Ballots will be counted by the Principal, a Teaching Representative and a parent not standing for an executive position on the Council.

! One (1) Treasurer

3.7 TERM OF OFFICE

All School Council Members serve a one (1) year term from September to September. Any School Council Member may be re-elected or re-appointed to seek an additional term provided the maximum parent representative positions of fifteen (15) is not met.

4.0 ROLES AND RESPONSIBILITIES

4.1 ALL SCHOOL COUNCIL MEMBERS SHALL:

- ! participate in a minimum of 4 meetings per year, sub committees and orientation, training and inservices
- ! abide by School Council Code of Ethics Policy
- ! act as a link between the School, Home and the Community
- ! encourage participation of all individuals or groups of the School Community
- ! notify the Chair or Co-Chairs if unable to attend a scheduled meeting
- ! maintain a school wide perspective focussing on increasing student achievement

4.2 CHAIR/CO-CHAIRS SHALL:

- ! meet with the Principal 2 weeks prior to the Council Meeting to set the agenda
- ! call and chair School Council Meetings a minimum of 4 per year
- ! prepare and distribute the agenda to all School Council members at least 7 days in advance of the Council Meeting
- ! ensure that Council Meeting minutes are recorded, posted and distributed to members 10 days after a Meeting proof reading minutes before distribution
- ! ensure that the minutes are distributed to the tech teacher in charge of computer services for posting on the school web site.
- ! orientate Council members on regulations 612/613 - Constitution & Policies
- ! communicate and consult with the school community through the school and School Council newsletters, the web site, Principal, Sr. Executive Board Staff and Trustees as necessary
- ! ensure the School Council Manual is up to date reflecting any changes in policies
- ! manage the School Council's e-mail account, posting minutes on the SC Board
- ! write an annual School Council report to the School Community, the Principal and the HWDSB on Council's goals and accomplishments. Include all events, accountability and a summary of monies charged or raised for any events.
- ! when possible attending any Executive Meetings of School Council

4.3 RECORDING SECRETARY SHALL:

- ! record the minutes of School Council meetings by lap top computer, audio taped or written
- ! ensure the Chair/CoChairs reviews the minutes before distributed or posted
- ! post and distribute minutes within 10 working days of meetings
- ! update School Council Manual when required
- ! contact the Chair and the Vice-Secretary the day before a scheduled meeting if he or she is going to be absent

4.4 TREASURER SHALL:

- ! comply with and complete the School Generated Funds “Funds Received” report forms and submit the cash and forms to the Office Administrator for deposit if not depositing the funds immediately to the bank
- ! if immediately going to the bank and depositing funds into the school bank account fill out the appropriate bank deposit form. Submit the bank slip regarding deposit to the Office Administrator.
- ! when possible count funds received at school events with School Council and teacher reps overseeing each sub committee
- ! enter the financial transactions in Highview’s “Funded Activities Financial Record” binder located in the office ensuring it corresponds with the Office Administrator’s computer Quicken Program
- ! prepare, submit and present a signed complete financial report in June of all School Council activities
- ! prepare monthly reports for documentation and report transactions at School Council meeting, in the newsletters and on the web site.
- ! communicate regularly with the Chair/Co-Chairs and Principals of raised funds.
- ! not take funds off site unless for direct depositing into the bank

4.5 THE TEACHER and NON-TEACHING REPRESENTATIVES SHALL:

- ! contribute to discussions of School Council, soliciting views from their staff groups to share with School Council
- ! report at School Council Meetings

4.6 THE PRINCIPAL SHALL:

- ! facilitate and assist the operation of the School Council
- ! support and promote the activities of School Council
- ! seek input from the School Council in areas for which it has been given advisory responsibility
- ! communicate with the Chairs/Co-Chairs of the School Council as required
- ! act as a resource of information, law, regulations, HWDSB policies and collective agreements required by School Council to make informed decisions
- ! ensure that School Council Meeting minutes, Sub Committees and special announcements are posted in the school and an original copy is kept in the School Council Manual in the School Office
- ! organize School Council Elections
- ! make all final decisions on any issue but must consult with School Council on key matters and report back to Council on his/her final decision and how Council’s advice or recommendations has been taken into account. Regulation 613
- ! have mandatory attendance at Council Meetings
- ! involve School Council in the development of the School profile
- ! involve the School Council on the School Improvement Plan (SIP) and EQAO
- ! ensure School Council prepares and submits a written annual report to the school community and the HWDSB reporting any financial transactions and accomplishments.

5.0 SCHOOL COUNCIL MEETINGS

School Council must meet within the first 35 days of the School year on a fixed date set by the Principal.

A minimum of 4 meetings will be held during the year, more meetings may be scheduled if necessary through the Principal and the School Council Chair/Co-Chairs. Any School Council member may request a meeting through the Chair or Co-Chair. The final decision to hold a meeting is at the discretion of the Principal, Chair/Co-Chairs.

Meeting dates will be published in a School Newsletter, on the School web site and a notice posted on the School Council Board outside the Office.

All Meetings are open to the public and held on School property.

5.1 SCHOOL COUNCIL MINUTES

School Council shall keep all the current year's meeting minutes in the School Council Manual located in the office. School Council Minutes from the previous four (4) years shall be kept archived in the supply room clearly labelled. This is to ensure that anyone within our community has easy access to our minutes. School Council shall keep any financial records in the office a minimum of (7) years.

All Minutes will be approved at the next scheduled School Council Meeting after posting and distribution. If there are any discrepancies to the minutes it will be noted under "Approval of the Minutes" posted and distributed as part of that meeting's minutes.

All items resolved or not shall be reported in the minutes. Unresolved items may be deferred until the next meeting.

A reminder in the School newsletter that the minutes are available in the office, on the School web site and posted on the School Council Board for parents to obtain.

5.2 AGENDA

The Agenda will be set by the Chair/Co-Chairs and the Principal 2 weeks prior to the School Council Meeting. A suggested Agenda Format is included in the School Council Manual. The Chair/Co-Chairs will distribute a copy to each Council member 1 week prior to the Council Meeting. Through the School Newsletter, postings and web site, Agenda items are requested and must be submitted 1 week prior to the Agenda setting meeting. It is the Chair/Co-Chairs responsibility to announce if anyone has a declaration of conflict of interest after welcoming and opening every meeting, then the meeting proceeds. If the Chair/Co-Chairs suspect that there is a member that is in a conflict of interest, it must be documented in the minutes what transpired and if that person participated in a vote. After the meeting it must then be brought to the attention of the Principal and Superintendent. No personal issues pertaining to individual students or parents shall be put on the Agenda. The Chair/Co-Chairs shall provide a copy of the agenda to all parents within the community by way of the School Newsletter, on the School web site, and posted on the School Council Board as they are entitled to attend School Council Meetings.

5.3 REQUEST FOR PRESENTATIONS TO SCHOOL COUNCIL

Requests must be submitted to the Chair/Co-Chairs and Principal 3 weeks prior to the meeting date so that the topic may be considered for the Agenda building.

5.4 NON-COUNCIL MEMBERS

Any individual may attend the School Council meeting and ask questions or participate when addressed by the Chair/Co-Chairs of the Meeting. All individuals must adhere to the School Council Code of Ethics and Meeting Format Guidelines. Non-members of School Council are not entitled to vote.

5.5 DECISION PROCEDURES

Decisions will be made on the basis of what is best for all students. School Council Members should try to reach decisions on consensus. If consensus is not possible, the current School Council Committee members, excluding the Principal, will vote by secret ballot to reach a majority. A majority vote cannot be held unless there is half the current Committee members present, plus one. The Chair/Co-Chairs will initiate the voting process and announce the results.

5.6 QUORUM

A quorum is based on elected, acclaimed or nominated members of the School Council. A quorum shall be half of the current school year's Council Committee plus one. Of that quorum half, plus one must be parent representatives of the School Council in order to form a majority and conduct a meeting. If a quorum is not established or the Principal is unavailable the meeting shall be rescheduled.

6.0 SELECTION OF PARENT REPRESENTATIVES - ELECTION

An election of parent members must be conducted within the first 30 days of September. The School Principal and School Council Chairs/Co-Chairs (if not standing for election) will follow the Election Bylaw outlined in the School Council Manual and Ministry Guidelines.

The results of the Election will be announced and published to the School Community through the School and School Council Newsletters, the web site and posted on the School Council Board outside the office.

6.1 SCHOOL COUNCIL EXECUTIVE ELECTIONS See 3.7 School Council Executive

7.0 SUB COMMITTEES OF SCHOOL COUNCIL

During the first Meeting in September, School Council goals will be set for the year. In order to comply with our Board's School Generated Funds Procedure Sub Committees will be struck at that time. Sub Committees will require one Chair and Secretary if size permits. If the sub committee requires a Secretary he/she may be elected or appointed at the sub committee's first meeting. Annual scheduled events where a sub committee requires fundraising the Chair of the sub committee may be appointed or elected at the first goal setting school council meeting of the year. If any sub committee requires expenses, a budget and a list of fundraising activities must be submitted to the Principal and School Council for approval prior to expenses. Three verbal or written quotes must be obtained from Companies when considering fundraising events. Three verbal or written quotes must be obtained when expenditures exceed over \$200.00. All fundraising events or expenditure quotes must be included in a verbal or written report to Council at School Council Meetings. Any fundraising money raised over the approved budget must be transferred back to School Council after the event. School Council must decide by vote on how the excess funds are spent. The Chair of the sub committee should be a School Council representative in order to ensure that our Board's policies and procedures are followed. All meetings of Sub

Committees will be held on school property and minutes recorded. All Sub Committees will report regularly at School Council meetings and distribute or present their minutes to all School Council members. The Treasurer on School Council automatically becomes Treasurer for all sub committee. When possible he/she will count and document all monies raised by Sub Committees and provide a financial statement at all School Council meetings, in school newsletters and on Highview's web site of money raised and what was purchased.

Any parents or students wishing to organize a funded school event and raise funds must present to School Council in order to comply with the School Generated Funds Procedure and follow School Council's Bylaw on School Generated Funds. Additional Sub or Ad Hoc Committees may be formed as the need arises.

It will be well communicated to the community that you do not have to be a School Council representative to sit on a Sub Committee. A volunteer all call will be put out to the community in the newsletters, through the P.A. system or on the web site for volunteers. A teacher rep and School Council representative will already be assigned to the Sub or Ad Hoc Committee.

8.0 REPORT REQUIREMENTS

The School Community has access to the Office Copy of the School Council manual. All material can be copied for the requester. Call the School Office during School hours.

Annual Report

The School Council Chair/Co-Chairs are required to write an annual report to the School Community and the HWDSB on the state of Council affairs, goals and accomplishments. Included in the report are Council's recommendations and goals for the coming school year. The Chair/Co-Chairs, Treasurer and School Administrator are responsible for reporting all financial events that Sub or Ad Hoc Committees of School Council engage in. Monies raised for each event are included in the School Council Annual Report and submitted to the Hamilton Wentworth District School Board upon school year end. Copies of budgets, income and expenditures for events are available in the "Funded Activities Financial Binder" located in the office. All financial transactions are to balance with the Office Administrator's computer quicken program.

9.0 AMENDMENTS TO THE CONSTITUTION

The School Council Constitution shall be reviewed annually by the Chair/Co-Chairs and all members of the School Council or when Ministry or HWDSB directives necessitate a change.

Amendments may be suggested by the members and must have a majority vote by Council at a Meeting. The vote shall be by secret ballot. Debate and in depth discussion must take place prior to the vote to ensure every Council member has an opportunity to express his/her opinion.

Revised October, 2005

Approved: January 2006 Revised and Approved May, 2006

HIGHVIEW SCHOOL COUNCIL
FIRST SCHOOL COUNCIL MEETING IN SEPTEMBER

PROCEDURE:

At the First Meeting in September the Principal will facilitate the voting procedure to elect the following Executive positions for Highview's School Council:

Chair/Co-Chair

Recording Secretary/Vice Secretary

Treasurer

Community Representative may be elected or appointed

The newly elected Chair/Co-Chairs should orientate the new School Council Members on their individual roles and responsibilities within the Council.

The orientation session should also include:

Clarifying the meeting quorum for current committee members present.

Clarifying a majority quorum of committee members present in order to vote on issues.

School Council Advisory Role focussing on improving student achievement within our School. Review Ontario Legislation 612 and 613.

Review Highview School Council Constitution and Bylaw Procedure Manual

Members exchanging information eg: phone numbers/email address mailing list developed

School Council Goal Setting including the formation of any School Council Sub Committees that are required. Eg: Highview School Improvement Plan, Communication Committee, Parental Involvement Committee or Curriculum Committee.

Set future School Council and Sub Committee Meeting dates.

September, 2004

Revised October 2005

Approved January, 2006

