

# Highview School Council Constitution

## Legislation and By-Laws



School councils are governed by Ontario Regulation 612, which sets out the purpose, membership and election requirements for school councils. Under section 2(1), the purpose of the school council is

*“through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.”*

# HIGHVIEW SCHOOL COUNCIL OVERVIEW

## 2018-2019 SCHOOL YEAR

### ***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 programs 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.

### ***SCOPE AND OBJECTIVES OF THE SCHOOL COUNCIL***

The objective of School Council is to improve the level of student achievement by providing advice to the 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 supporting student achievement, extracurricular activities, program materials, 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 improvement.

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

The School Council will maintain a School Council Manual for community access. It will 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 website.

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.

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

**Reg. 612/00, s. 2 (2).** 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.



## AN OVERVIEW FROM THE HWDSB

The Ministry of Education states that the purpose of School Council is “to enhance student learning through the co-operative efforts of parents, students, staff members and others in the community.”

School Councils provide advice to both the Principal and the School Board. Every school must have a School Council and members must include parents, the Principal, a teacher, a student (only mandatory in high schools), a non-teaching staff member, and a community representative. The majority of members must be parents, including the School Council Chair. A Chair, or Co-Chairs, are required by legislation; all other Executive Positions are only required if included in By-Laws.

The role of Council is to advise the Principal, and where appropriate, the School Board (e.g., Parent Involvement Committee - PIC), to place student interests first, and support school success planning goals. Council must encourage parent and community involvement and promote positive attitudes towards public education.

School Councils play a significant role and work with the Principal and staff to review the school’s priorities and support the development and implementation of plans to achieve desired goals. It is the collective commitment of staff, parents and the community that breathes life into a school plan.

The School Council acts as an advisory body providing ideas and suggestions to assist the Principal, Trustee, and Superintendent in making decisions on:

- School events calendar
- Code of conduct/dress code
- Budget priorities
- Extracurricular activities (where volunteers are available)
- Fundraising
- School improvement planning

School Council must maintain school-wide perspective and is legally required to operate and follow the Education Act and HWDSB policies. Council must record and make available meeting minutes and financial transactions, act in the best interest of the school and all students, and foster good relationships.

Some ways to ensure Council is diverse and represents the school:

- Form an Election Planning Committee in the spring
- Mentor existing school council members
- Recruit parent leaders and active volunteers
- Seek out parents who represent diverse communities
- Ask teachers to suggest parents they think might be interested

### **Responsibilities of the Principal:**

- Attend, support, and promote Council’s operations, meetings, and other activities
- Act as an important source of information and advise the council when they are not in compliance with Board policies and procedures
- Solicit Council’s views, and consider/respond to their recommendations
- Notify the community and post materials for parents
- The Principal must consult School Council on school policies regarding:
  - Code of Conduct
  - Appropriate dress for students
  - School plan for continuous improvement
- The Principal may also wish to involve School Council and the community in conversations around a variety of other subjects, and report how this advice has been considered

### **Responsibilities of Parents:**

- Regularly attend School Council meetings
- Maintain a school-wide perspective
- Act as a link between the Council and the community
- Encourage participation of all parents
- Participate in information and training programs, sub-committees
- Assist with tasks of Council

School Councils must have a minimum of four meetings each school year. The first meeting must be within 35 calendar days of the start of the school year. All Council meetings and Council Sub-Committee meetings are open to the public; every meeting must have a question period. Agendas and minutes of all meetings must be available to all parents via the School website, newsletters, or social media.

### **The Principal Profile**

All School Councils will be invited to complete Principal profiles to help HWDSB select and place Principals at individual schools. Council ensures Superintendents have up-to-date information when making decisions regarding administrative transfers. These profiles will form part of the criteria considered by the Board when making administrative changes.

### **By-Laws**

Ontario Regulation 612 states that School Councils must have by-laws to address the following:

- election procedures
- filling of vacancies
- conflict of interest
- conflict resolution procedures
- Reg. 612, s.15 (2)

*“Parent involvement in almost any form produces measurable gains in student achievement.”*

- Dixon (1992)

# HIGHVIEW SCHOOL COUNCIL CONSTITUTION

*“Parental involvement is one of the most significant factors contributing to a child’s success in school. When parents are involved in their education, the level of student achievement increases.”*

- Education Improvement Commission

## **Election Procedures (Mandatory by Legislation)**

1. Elections
  - a. Must take place within the first 30 calendar days of the school year (legislation).
  - b. The Principal must inform parents of the date, time and location of the School Council election at least 14 days before the election.
  - c. The Principal must inform all parents of the opportunity to run for a parent position on School Council.
  - d. Entire Highview parent population can vote for Parent Representatives.
  - e. The term of office for School Council Members is one year from the point of election to the election of the next year - Reg. 612, s.6 (1)
  
2. Elections Committee (must be established in May of each school year for the following school year.)
  - a. The Elections Committee will consist of the Principal (or designate) and a maximum of two additional current school council members who will not be standing for election in the next year. Members may be parents, teachers, support staff or students (where applicable).
  - b. The Elections Committee will create an Elections Plan which includes:
    - i. date, time, and location for election of School Council parent members;
    - ii. schedule (when and how) of communication regarding School Council Elections to the broader parent community (before the end of June and in September);
    - iii. development/review of a School Council Nomination/Self-Nomination Form (which includes criteria for parental membership);
    - iv. date of communication to parent community regarding date, time, and location for election (must be 14 days before the election);
    - v. date School Council Nomination/Self-Nomination Forms are due;
    - vi. date on which a list of parent nominees with brief biographies are sent home to parents (one week before elections) with a reminder of the Election date details and process;
    - vii. election day process and date to share with parents;
    - viii. process to determine teacher, non-teacher and student representatives (where applicable);
    - ix. process to determine Community Representative;
    - x. invitation for a Home and School Representative (where applicable) to join School Council;
    - xi. post-election communication including the names of elected members and the first School Council meeting date (within the first 35 calendar days of the school year).
      1. Results of the Election will be announced and published to the School Community through the School and School Council newsletters, the website, and posted on the School Council Board outside the office.

### **Filling Vacancies (Mandatory by Legislation)**

1. The total number of voting members (and quorum) on School Council is determined following the election (legislation).
2. Vacancies are created if (legislation):
  - a. minimum membership (if defined in By-Laws) is not filled after an election;
  - b. a member resigns;
  - c. a member is unable to fulfil his/her roles and responsibilities (e.g. illness).
3. Council may continue to meet and make decisions if there is quorum and the majority of voting members are parents (legislation).
4. Parent Representative vacancies will be filled by election (legislation) and all other positions, by appointment.
  - a. If any School Council positions become vacant because of resignation, inability of a member to fulfil his or her roles and responsibilities, or other cause, the remaining members shall constitute the School Council, unless a parent/guardian majority is not maintained.
  - b. If the majority of parents on the Council is not maintained, the School Council shall instruct its nominating committee to send home nomination forms for the vacant position(s) for parents and to hold an election for the purpose of filling the vacancy.
  - c. Vacant positions, other than for Parent Representatives, may be filled by appointment of the Council for the remaining term of office, from among members of the school community who meet the requirements set for the vacant positions.

### **Conflict of Interest (Mandatory by Legislation)**

1. A conflict of interest may be actual, perceived, or potential (legislation).
2. Members of Council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly (or indirectly) by decisions of the Council (legislation).
3. A member shall exclude themselves from discussions in which (legislation):
  - a. a conflict of interest is likely to result;
  - b. the member's ability to carry out his or her duties and responsibilities as a member of the School Council may be jeopardized;
  - c. the member, their relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly from the outcome.
4. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

### **Conflict Resolution (Mandatory by Legislation)**

1. Individuals often have different viewpoints which may lead to conflict. In most cases this conflict can be resolved informally.

2. If you have a conflict with another individual, often the most effective resolution method is to approach the individual and discuss the matter privately. Clearly describe to the individual the behaviour which is causing the conflict and ask that the behaviour cease and obtain a commitment that the behaviour will stop.
3. Each party must engage in active listening to resolve any issues. In most cases, this will resolve the conflict, if each party is able to articulate the position of the other.
4. In situations where an individual may feel unsafe or uncomfortable in meeting privately they should discuss alternatives with the Chair and/or Principal.
5. If the two parties involved have been unable to resolve an issue, one or both parties may ask the Chair and/or Principal to help resolve the outstanding issue.
6. The goal is to identify practical solutions which will allow the parties to continue to co-exist in a positive and productive atmosphere. The parties may agree upon a confirmed resolution in writing, signed by both parties involved.

## **Membership and Voting**

1. Membership
  - a. Parent Representatives (14)
    - i. A parent member is a parent, guardian or caregiver who has a child enrolled in the school (legislation).
    - ii. Parent members must form the majority of the School Council (legislation).
    - iii. A Board employee who works at their child's school is not allowed to be a parent member. This person may serve as the teaching or non-teaching representative (legislation).
    - iv. A Board employee who does not work at their child's school can be a parent member, but must inform School Council and/or the Principal of their employment at the first meeting, prior to their appointment or nomination to School Council.
    - v. Parent Representatives are selected by election if more than 14 are interested in holding a position.
    - vi. Each Parent Representative is entitled to one (1) vote per Council issue.
  - b. Teaching Representative (1)
    - i. Must be an employee of the school (legislation).
    - ii. Membership is voted on by the teaching staff of the school (legislation).
    - iii. Entitled to one (1) vote per Council issue.
    - iv. Must contribute to discussions of School Council, soliciting views from their staff groups to share with Council.
    - v. Must report at School Council meetings.
  - c. Non-Teaching Representative (1)
    - i. Must be an employee of the school, for example, an ECE, EA, etc.
    - ii. Membership is voted on by the Non-Teaching staff of the school (legislation).
    - iii. Entitled to one (1) vote per Council issue.
    - iv. Must contribute to discussions of School Council, soliciting views from their staff groups to share with Council
    - v. Must report at School Council meetings.
  - d. Community Representative (1)

- i. Must be determined in accordance with the election by-laws.
    - ii. Cannot be an employee of the school.
    - iii. 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.
    - iv. Entitled to one (1) vote per Council issue.
  - e. Student Representative (1) - if applicable, not mandatory
    - i. Determined by Principal appointment (if applicable).
    - ii. Entitled to one (1) vote per Council issue.
  - f. Home and School Representative (1) - if applicable, not mandatory
    - i. Appointed by the Home and School Association, if applicable (legislation).
  - g. Principal (1) and Vice-Principal (1)
    - i. The School Principal and Vice-Principal are School Council Members who facilitate and assist with its operation, as well as support and promote its activities.
    - ii. Neither the School Principal nor the Vice-Principal are entitled to vote on any School Council or Sub-Committee issues.
  - h. Non-Council Members
    - i. Any individual may attend the School Council meeting and ask questions or participate when addressed by the Chair/Co-Chairs of the Meeting.
    - ii. All individuals must adhere to the School Council Code of Ethics and Meeting Format Guidelines.
    - iii. Non-members of School Council are not entitled to vote.
2. Denied Membership
- a. The following individuals are not permitted to be members of School Council:
    - i. MPPs;
    - ii. Trustees;
    - iii. someone who is both a parent and a staff member at the school.
      - 1. Such parents could act as a teaching / non-teaching staff representative
3. Voting Composition
- a. A maximum number of 14 Parent Representatives (including all holding Executive Positions) may hold office at one time (50% [7 of 14] + 1 makes quorum [8 of 14] to vote).
  - b. One (1) Teaching Representative
  - c. One (1) Non-Teaching Representative (if applicable)
  - d. One (1) Community Representative
  - e. One (1) Student (if applicable)
  - f. One (1) Home and School Representative (if applicable)

### **Executive Positions**

- 1. Annually the School Council will determine the Executive Positions to be filled by/at the second meeting of the school year (within 35 days of the Parent Representative Election). Executive Election cannot be combined with Parent Representative Election. Only Parent Representatives can vote for the following Executive Positions:
  - a. Chair (or Co-Chair, if applicable)
    - i. Cannot be an employee of the School Board.
    - ii. Must be a Parent Representative of School Council
    - iii. Must have served a minimum of one year on Council.



- b. Secretary
  - c. Treasurer
2. In the case of multiple nominees for the Executive Positions:
    - a. An allotted time of five minutes shall be given to each nominee to present his/her reasons for seeking this position.
    - b. Voting shall be by secret written ballot and all present voting members of School Council may vote.
    - c. A clear majority, being one vote more than one-half of members present and voting, shall be required to win. If no nominee receives this on the first ballot, the nominee receiving the lowest number of votes shall be dropped and a further ballot or ballots taken until a clear majority is received by one nominee who shall be declared the winner.
    - d. The election will be facilitated by the Principal and one non-parent member selected by the Principal.

### **Member Attendance**

*Note: This section of the Bylaws acts as a reminder and highlights a process for nonattendance. It is important to remember that Ontario Regulation 612/00 contains no provision for the discretionary removal of a duly elected or appointed School Council member before the end of their term. Bylaws created by a School Council must not conflict with the provisions of the regulation. A School Council member is, therefore, entitled to hold his or her position until the term expires.*

1. The expectation is that School Council members will endeavor to attend monthly meetings. When absent, regrets should be made to the Chair.
2. After two consecutive missed meetings, the Chair will contact the member and inquire about their ability to fulfill their commitment.
3. If the member resigns, the position will be filled according to the Vacancy Bylaws.
4. Any School Council Member may be re-elected or re-appointed to seek an additional term.

### **Roles and Responsibilities**

1. All School Council Members:
  - a. shall participate in a minimum of 4 meetings per year;
  - b. must notify the Chair (or Co-Chairs) if unable to attend a scheduled meeting;
  - c. are encouraged to participate in sub committees;
  - d. are encouraged to attend orientation, training, and inservices if needed or required;
  - e. must abide by School Council Code of Ethics Policy;
  - f. act as a link between the School, Home and the Community;
  - g. encourage participation of all individuals or groups of the School Community;
  - h. maintain a school wide perspective focusing on increasing student achievement.
2. The Chair (and/or Co-Chair) shall:
  - a. chair every School Council meeting. If unable to attend, the chair shall appoint another Council member to take his/her role for that meeting;
  - b. resign if unable to fulfill their role;

- c. correspond with the Principal two weeks prior to the Council Meeting to set the agenda (no personal issues pertaining to individual students or parents shall be put on the agenda);
  - d. call for agenda items at least seven days in advance of the Council Meeting
  - e. prepare and distribute the agenda to all School Council members at least five days in advance;
  - f. proof read minutes before distribution, then post and distribute to all members, via email, ten days after a meeting;
  - g. ensure that the minutes are distributed to the appropriate person in charge of computer services, so that they can be posted on the school web site;
  - h. orientate Council members on regulations 612/613 - Constitution & Policies, if required
  - i. communicate with school families and staff, through a School Council newsletter and/or the website as necessary;
  - j. ensure the School Council By-Laws are up to date reflecting any change in policy;
  - k. manage the School Council's e-mail account, if necessary;
  - l. collaborate with School Council Secretary and Treasurer to write an annual School Council report for the School Community, the Principal, and the HWDSB summarizing Council's goals and accomplishments for the year. Include all events, accountability and a summary of funds charged or raised for any events.
  - m. announce if anyone has a declaration of conflict of interest after welcoming and opening every meeting;
  - n. if, suspecting that there is a member that is in a conflict of interest, must ensure what transpired is documented in the minutes, and whether that person participated in a vote (after the meeting it must then be brought to the attention of the Principal and Superintendent).
3. The Secretary shall:
- a. record the minutes of School Council meetings by lap top computer, audio tape, or written;
  - b. ensure the Chair (or Co-Chair) reviews the minutes before being distributed or posted;
  - c. shall send the minutes to the Chair within 10 days following the meeting;
  - d. update the School Council by-laws when required;
  - e. keep all the current year's meeting minutes in the School Council Manual located in the office;
  - f. keep minutes from the previous four (4) years archived in the supply room, clearly labelled (this is to ensure that anyone has access to minutes).
  - g. ensure minutes are approved at the next scheduled School Council Meeting before posting and distribution.
    - i. if there are any discrepancies to the minutes, they will be noted under "Approval of the Minutes," and distributed as part of that meeting's minutes.
  - h. report all items (resolved or otherwise) in the minutes.
    - i. unresolved items may be deferred until the next meeting.
  - i. ensure that each School newsletter contains a reminder that the minutes are available in the office, on the School website, and posted on the School Council Board for parents to obtain.
4. The Treasurer shall:
- a. comply with, and complete, the School Generated Funds "Funds Received" report, and submit the cash and forms to the Office Administrator for deposit (if not depositing the funds immediately to the bank);

- b. fill out the appropriate bank deposit form and submit to the Office Administrator (if immediately going to the bank and depositing funds into the school bank account);
  - c. when possible count School Council Generated funds (or delegate sub-committee head);
  - d. prepare, submit and present a signed, completed financial report in June of all School Council activities;
  - e. prepare monthly transaction reports, to be presented at School Council meetings, and shared in the newsletter and on the website.
  - f. communicate regularly with the Chair (or Co-Chair) and Principal with financial updates
  - g. not take funds off site unless for direct deposit into the bank;
  - h. keep any financial records in the office a minimum of (7) years.
5. The Principal shall:
- a. facilitate and assist the operation of the School Council;
  - b. support and promote the activities of School Council;
  - c. seek input from the School Council in areas for which it has been given advisory responsibility;
  - d. communicate with the Chair (or Co-Chair) of School Council as required;
  - e. act as a resource of information, laws, regulations, HWDSB policies, and collective agreements required by School Council to make informed decisions;
  - f. ensure that School Council meeting minutes and special announcements are posted in the school and that an original copy is kept in the School Council Manual in the School Office;
  - g. organize School Council elections;
  - h. make final decision 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 have been taken into account (legislation - Regulation 613).
  - i. have mandatory attendance at Council Meetings;
  - j. involve School Council in the development of the School profile;
  - k. involve the School Council on the School Improvement Plan (SIP) and EQAO;
  - l. ensure School Council prepares and submits a written annual report to the school community and the HWDSB reporting any financial transactions and accomplishments.

### **Request for Presentations to School Council**

Requests must be submitted to the Chair (or Co-Chair) and Principal three (3) weeks prior to the meeting date so that the topic may be considered for the agenda building.

### **Decision Procedures**

1. Decisions will be made on the basis of what is best for all students.
2. If consensus is not possible, the current School Council committee members, excluding the Principal, will vote by secret ballot to reach a majority.
3. A majority vote cannot be held unless half the current committee members are present, plus one (quorum).
4. The Chair (or Co-Chairs) will initiate the voting process and announce the results.

## **Quorum**

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

## **School Council Sub-Committee**

1. During the first Meeting in September, School Council goals will be set for the year.
2. In order to comply with the 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.
  - a. Each Sub-Committee must have Parent Representatives.
  - b. If the Sub-Committee requires a Secretary he/she may be elected or appointed at the Sub-Committee's first meeting.
3. Examples of Sub-Committees:
  - a. Fundraising
  - b. Communication Recruitment/Elections
  - c. Parents Reaching Out (PRO) Grant Initiatives
  - d. Outreach
  - e. Constitution & Bylaws
  - f. Special Events (i.e. Reunions, Orientations)
  - g. Volunteer Recognition
4. 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.
5. Three verbal or written quotes must be obtained:
  - a. from companies when considering fundraising events;
  - b. when expenditures exceed \$200.00.
6. All fundraising events or expenditure quotes must be included in a verbal or written report to Council at School Council Meetings.
7. Any fundraising money raised over the approved budget must be transferred back to School Council after the event.
  - a. School Council must decide by vote on how the excess funds are spent.
8. The Chair of the Sub-Committee should be a School Council Representative in order to ensure that the Board's policies and procedures are followed.

## **Report Requirements**

1. The School Community must have access to the Office Copy of the School Council manual.
  - a. All material can be copied for the requester.

- b. Call the School Office during School hours.
2. Annual Report
- a. The School Council Chair (or Co-Chair) is required to write an annual report to the School Community and the HWDSB on the state of Council affairs, goals and accomplishments.
  - b. Included in the report are Council's recommendations and goals for the coming school year.
  - c. The Chair (Co-Chair), Treasurer, and School Administrator are responsible for reporting all financial events that Sub or Ad Hoc Committees of School Council engage in.
  - d. 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.
  - e. Copies of budgets, income and expenditures for events must be available for reference in the "Funded Activities Financial Binder" located in the office.
  - f. The Principal must provide a copy of this report to every parent of a student enrolled in the school at the time of the report (this may be posted on the school's website).

### **Amendments to the Constitution**

1. The School Council Constitution shall be reviewed annually by the Chair and/or co-chair, and all members of School Council, or when the Ministry of Education of the HWDSB directives necessitate a change.
2. Amendments may be suggested by School Council members and must have a majority vote by Council at a meeting.
  - a. The vote shall be by secret ballot.
  - b. Debate and in depth discussion must take place prior to the vote to ensure that every Council member has an opportunity to express his or her opinion.

*Revised: October, 2005*

*Approved: January, 2006*

*Revised: May 2006*

*Approved: May 2006*

*Revised: April, 2018*

# **HIGHVIEW SCHOOL COUNCIL**

## **FIRST 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
- Secretary
- Treasurer
- Community Representative (may be elected or appointed)

The newly elected Chair/Co-Chair 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 focusing 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, e.g., phone numbers, email address
- Develop mailing list
- School Council Goal Setting including the formation of any School Council Sub-Committees that are required, e.g., Highview School Improvement Plan, Communication Committee, Parental Involvement Committee, Fundraising Committee, or Curriculum Committee.
- Set future School Council and Sub Committee Meeting dates.

*September, 2004*

*Revised October 2005*

*Approved January, 2006*

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