

HWDSB Ray Lewis School Council 2021

The Hamilton-Wentworth District School Board's Mission is to:

“Empower students to learn and grow to their full potential in a diverse world.”

Our mission as a school is:

*“To create a future where all students at **Ray Lewis Elementary** are prepared to pursue their dreams and to educate students to become lifelong learners and contributing citizens in a challenging, changing, multi-cultural world.”*

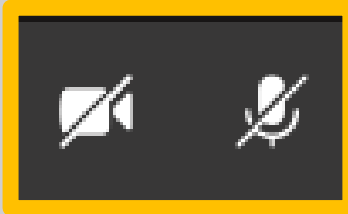
curiosity

creativity

possibility

Ray Lewis School Council - Meeting Norms

1. Mute your microphone.
2. Turn off your video.
3. Open the chat and let us know you're here!
4. Feel free to turn on your video when speaking.

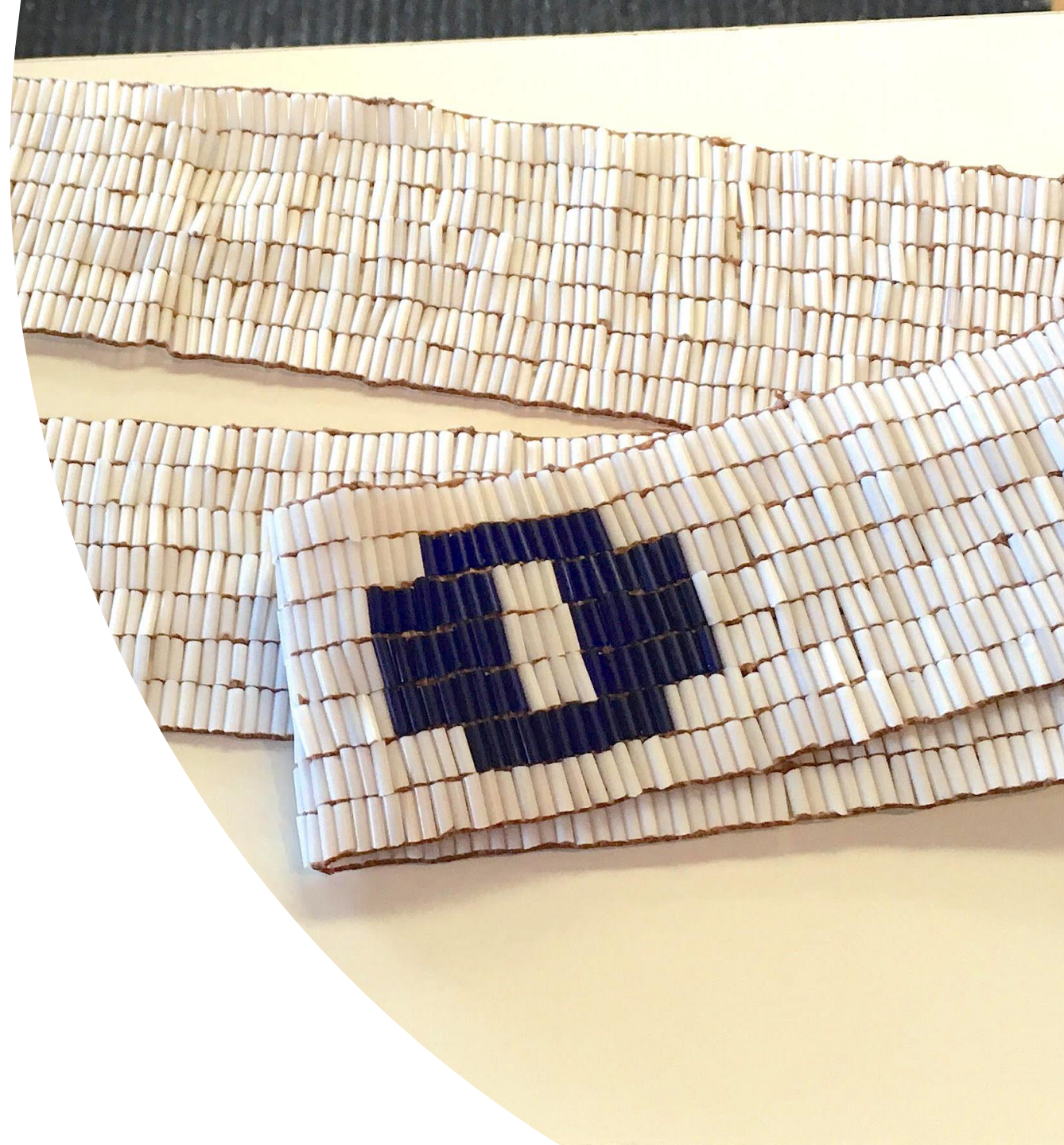


Land Acknowledgement

Hamilton-Wentworth District School Board acknowledges our presence on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty.

The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully and sustainably in perpetuity.

We respect the long-standing relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.



- Let's go around and have everyone who is present introduce themselves.
- Please feel free to turn on your camera and unmute your mic if you feel comfortable.
- Please tell us who you are and if you are a parent/caregiver, a teaching staff member, non-teaching staff member, or a community representative.

- Under the Education Act Regulation 612, school boards in Ontario are required to establish a School Council for each school within the board. 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.**”
- THE ROLE OF THE SCHOOL COUNCIL IS TO:
 - Place students’ interests first.
 - Support school success planning goals.
 - Encourage parent and community involvement.
 - Promote positive attitudes towards public education.

School Councils provide input to the principal or the board. The Principal is ultimately responsible for activities related to the school and therefore is responsible for school council activities.

- School councils are governed by Ontario Regulation 612 which sets out the purpose, membership and election requirements for school councils. Under section 2(1),
- COMPOSITION/MEMBERSHIP:
- Every school must have a School Council and members (the majority whom are parents) include:
 - Parents (must comprise the majority of the membership)
 - Principal
 - Teachers from the school
 - Non-teaching staff member
 - Community representative(s) appointed by the council (if wanted)

- School Councils have voting members:
 - Chair or Co-Chairs (must be parent members)
 - Other possible roles (Treasurer, Secretary, Member at Large)
 - One school staff member (teacher rep)
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- Note: Once voting membership is established, School Council must have quorum to vote. Quorum is 50% of the voting membership plus one.

Principals & Vice Principals do not vote on School Council decisions.

- The School Council chair is a parent/guardian who is not employed by the school board. The School Council chair is elected annually and, in addition to performing the same duties as other

School Council members, are responsible for the following:

- Arrange and chair meetings
- Prepare meeting agendas (in consultation with the Principal). Post the agenda on the school website 48 hours before the meeting and circulate to School Council membership.
- Ensuring meeting minutes are recorded and maintained. Minutes should be shared with the larger school community after approval by the school council at the subsequent meeting. The Chair and Principal should approve the minutes before they are brought forward to the meeting for approval.
- Facilitate the resolution of conflict
- Communicate with the Principal on behalf of the council. Note: HWDSB will provide each School Council Chair with an email address. Principals will provide information about this email account to the chair after the election of the Chair within the first 30 calendar days of the school year.
- Additional responsibilities of the School Council Chair could include Secretary or Treasurer if positions are unfilled.

- Distribute material to school council members on behalf of the Board and Ministry of Education. This material should also be posted in an area accessible to parents.
- Attend, support and promote council's operations, meetings and other activities. Note: A Vice-Principal may attend in a Principal's place.
- Act as an important source of information on laws, regulations and Board policies and procedures including advising the council when they may be in breach of Board policies and procedures.
- Solicit council's views; consider and respond to their recommendations.
- Notify the community and post materials for parents (e.g., posting of School Council meeting minutes on school website).

- A person is qualified to be a parent member of a school council if they are a parent of a pupil who is enrolled in the school. Ideally, the membership of the school council will reflect the diversity of the school community. Parent membership is not restricted to any number of parents, however, the number of parent members on the council should be stipulated by a School Council bylaw.
- An HWDSB employee cannot be a parent member on the council of their child's school if they are employed at that school. If an HWDSB employee is employed elsewhere in the board, they can be on council if they take reasonable steps to inform people qualified to vote in the election of parent members of their employment.
- Before we begin the voting we would like to confirm the self nominations.

DURING THE ELECTION

- Elections must be conducted by secret ballot. Leanne has created an electronic ballot using Microsoft forms.
- Only parents or guardians of a student enrolled at the school can vote.
- All eligible voters may cast one vote for each parent position.
- Voters must be present at the school for in-school meetings, or online or via phone for remote meetings on the election day(s) during the hours of the election.
- Attendance should be taken in order to account for number of voting individuals.
- Prior to the vote, an informal discussion can occur to discuss roles and confirm attendees, self-nomination, and expressed interest.

AFTER THE ELECTION:

- Announce names of elected council members to the school community within 30 days of the election via as many communication methods as possible. We will send home communication via email and post on our school website.
- Principals message and any questions or concerns from the parents
- Our next meeting will take place on Tuesday October 26th
- Leanne and/or myself will connect with our chair or co-chairs prior to our council meeting to review the agenda.

SCHOOL COUNCIL MEETINGS:

- SEPT 28
- OCT 26
- NOV 23
- JAN 25
- FEB 22
- APRIL 26
- MAY 31

COMMUNICATIONS AND ANNOUNCEMENTS:

- School Council Meeting dates and times will be communicated to the membership and school at large via a **variety of methods** which can include: newsletters, school messenger, school sign, school website

COUNCIL MEETING AGENDAS:

- The agenda is the responsibility of the school chair and co-chair with input from other members and school administration. The purpose is to outline what is intended to be discussed and in what order and a timeframe for the discussion. Agenda items should reflect the concerns and interests of the school community. A Sample School Council Agenda is available in Appendix 1. A Sample Principals' Report is available in Appendix 2.

MEETING FACILITATION:

- Usually the Chair will lead the membership through the agenda items in order. Some chairs will delegate various portions of the meeting to others.

MINUTES:

- To help keep the membership informed, minute should be taken, edited/reviewed, and share back to the membership. The School Council Secretary will be tasked with this important job.

We are so thrilled to have Ms. Tovey our new VP with us this year. She has done an exceptional job of getting to know our staff and students and we are very lucky to have her co-leading in our school. She is 0.5 with us (for now). She has been with HWDSB for over 20 years and her previous school as an administrator was Billy Green and remote learning. Her knowledge, expertise, and experience is a welcomed addition to our school community.

Overall, the school seems to be running very well, Covid protocols are being implemented and students are being reminded and encouraged to follow them daily.

Communication will continue to go home so that families are informed and feel as though they are part of the school community.

Thank you for your continued support at home – doing the screener each day, talking to students about our safety protocols around wearing a mask, water bottles, lunches, cohorts, etc. We appreciate your support as we continue to work together.

Return to School - Focus on Mental Health - The boards 3 x30 Reimagining Wellness continues to be implemented in classes as supporting our students mental health and well-being is a critical component and priority for our students this year as they've moved from remote to in-person once again.

- Reorganization - I am happy to report that the school did not have to undergo reorganization. This means that all of our classes and teaching staff will remain the same.
- Extra-Curriculars – Our board is excited about getting students inspired and involved again this school year. As we follow the safety guidelines we are eager to see our staff and students reconnect, engaged in activities, and focused on building a positive, safe, and accepting school environment.
- So far we are running cross-country, yearbook committee, our positive space group, student action team, student council, and new to our school this year is the NyaWeh Program.

THIS WEEK:

- On Thursday the school will be participating in Orange Shirt Day as we recognize the National Day of Truth and Reconciliation and honour those who were lost and also the survivors of residential schools. Announcements will be made each day as
- All classes will be having conversations after the announcements about the residential schools and how we can reflect and remember.
- We will also be having our annual Terry Fox walk/run this Thursday as well as we celebrate the brave efforts of Terry Fox and raise money and awareness for cancer research.
- Students are encouraged to wear orange if they can and classes will walk/run with their cohort during their scheduled time.

FUNDRAISING:

- For the 2021-22 school year, fundraising must be kept to a minimum.
- To adhere to Public Health Covid-19 restrictions, there will be a pause in third-party food providers as a means of fundraising (ie. Pizza and milk)
- All fundraising transactions must be completed online.
- In-person volunteers, handling of fundraising materials and the collection of money for fundraising activities is not permitted.

- As Public Health restrictions change, the Board may review the types of fundraising activities permitted.
- Examples of acceptable fundraising for the 2021-22 school year include:
 - Commissions from Online Vendors – Orders/transactions occur online and deliveries are sent directly to purchases
 - Virtual Events or Auctions
 - Local Business Fundraising - Proceeds from local business fundraising are donated directly to the school

The Hamilton Foundation for Student Success can support the schools in regards to online platforms for fundraising events. Similar to prior years, the Hamilton Foundation for Student Success will provide tax receipts for donations received at the school.



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