

Welcome to School Council Start Up

Wednesday, October 13,
2021

MS TEAMS

6:30 p.m. – 8:30 p.m.





Land Acknowledgement

The 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 longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.

6:30 p.m. Welcome and Introduction

- Shawn McKillop, Land Acknowledgement and Meeting Norms
- Amanda Fehrman, Chair and Amanda Lloyd, Vice Chair – co-host introduction
- Dawn Danko, Greeting from the Chair of the Board
- Heather Lambert-Hillen – Greetings from Home and School Association

6:45 p.m. Safe Schools Action Plan

- Jason Rizza, Principal of Safe Schools and Sharon Stephanian, Superintendent Responsible for Safe Schools Action Plan

7:15 p.m. School Council Start Up

- School Council fundamentals
- Fundraising
- PRO Grants
- Communication
- Volunteers/Spectators

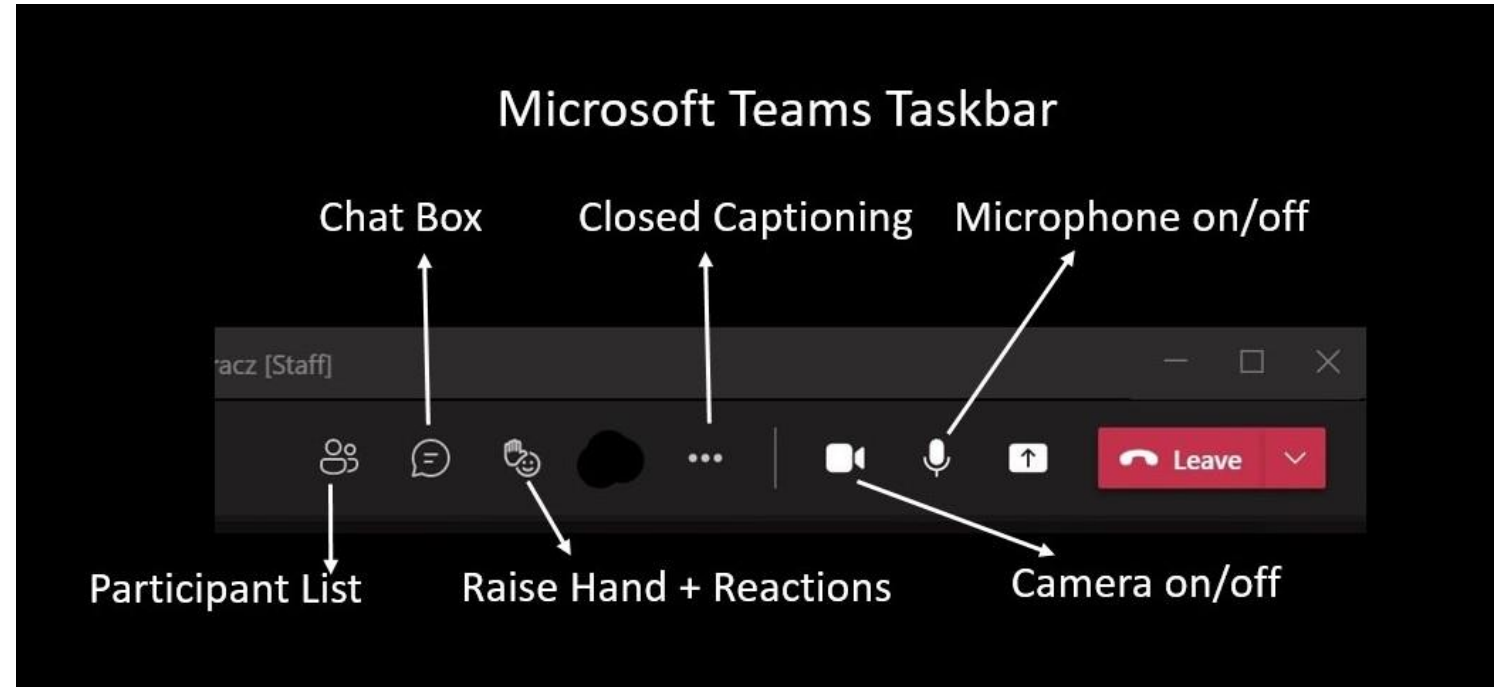
8:00 p.m. Questions

8:30 p.m. End

Please remember to keep your microphone and camera off unless you are commenting. Use the chat. Session will be recorded.

To turn on Closed Captioning:

1. click on the “...” in the toolbar
2. Select “turn on live captions”



Amanda Fehrman
Chair of the Parent
Involvement Committee

Amanda Lloyd
Vice-Chair of the Parent
Involvement Committee

Dawn Danko
Chair of the Board



HWDSB



The Ontario Federation of
Home and School Associations

curiosity

creativity

possibility

Learning Goals

- ☑ Understand the mandate, roles and responsibilities of the school council
- ☑ Understand the membership of school council (who can participate) and the timelines for their election
- ☑ Understand the duties of the principal and the parent members of school council

MISSION

We empower students to learn and grow to their full potential in a diverse world.

COMMITMENT

We are committed to learning, equity, engagement and innovation.

PRIORITIES

POSITIVE CULTURE AND WELL-BEING - We will build student and staff well-being through positive climate strategies and supportive relationships.

STUDENT LEARNING AND ACHIEVEMENT - We will improve student learning and achievement through effective instructional strategies.

EFFECTIVE COMMUNICATION - We will improve our communication through comprehensive strategies.

SCHOOL RENEWAL - We will optimize opportunities to invest in improved school facilities.

PARTNERSHIPS - We will strengthen our collaboration with new and existing community partners to enhance opportunities for students.

HWDSB *Reimagined*



curiosity

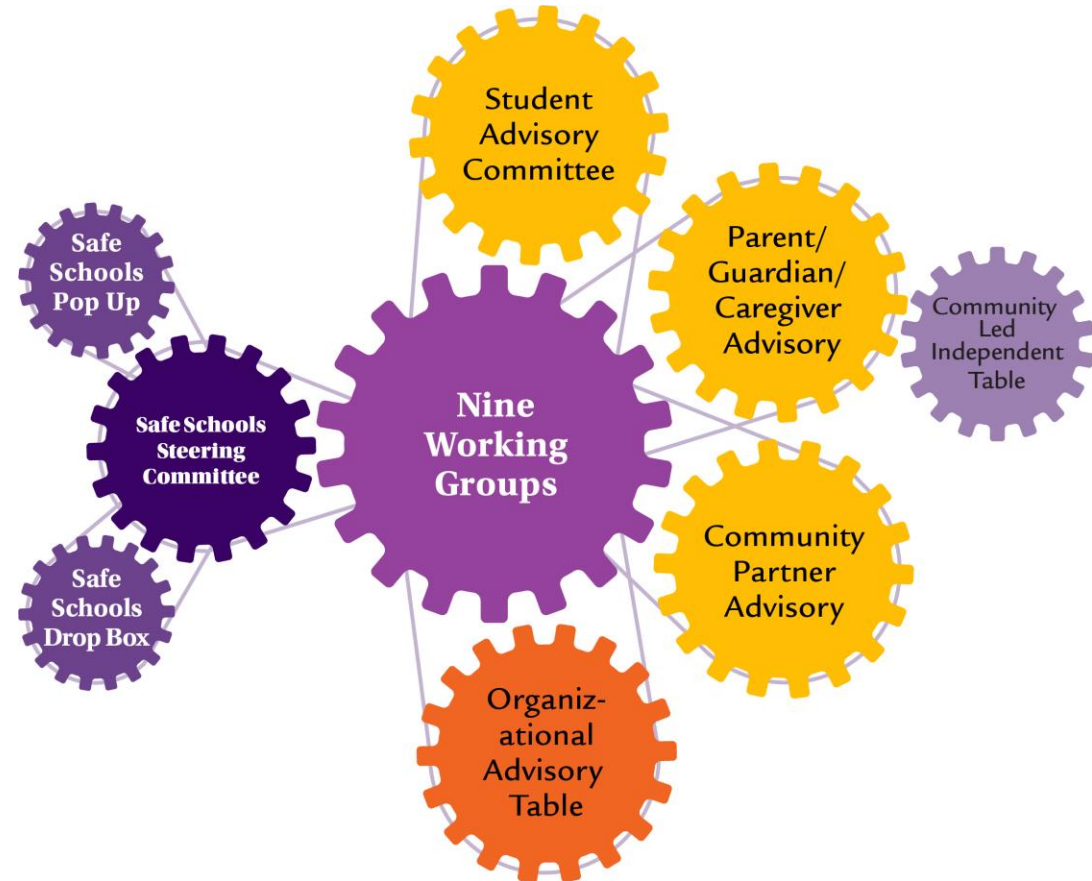
creativity

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Safe Schools Action Plan



HWDSB





To enhance student learning
through the co-operative efforts of parent, students,
staff members and others in the community.

Ministry of Education



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

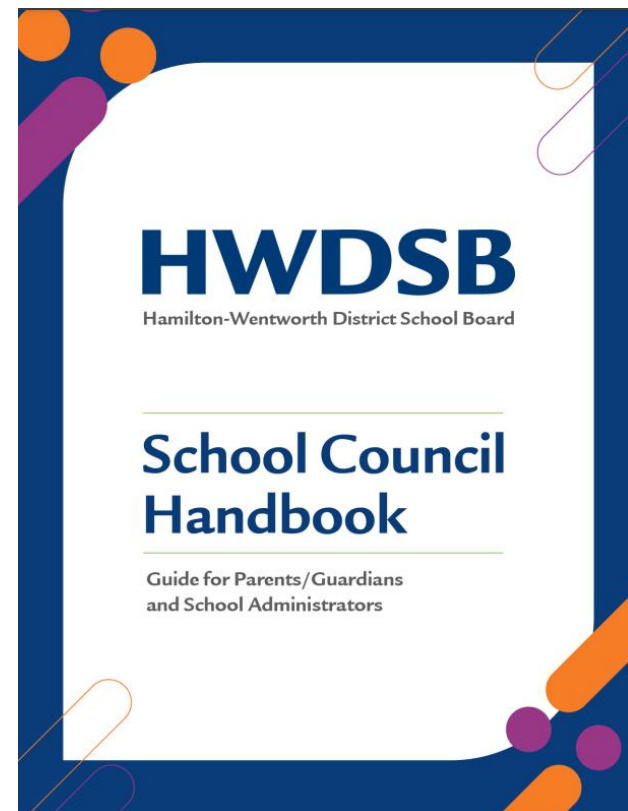
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School Council Handbook Link:
<https://hwdsb.info/SCHandbook21>

- School boards in Ontario are required to establish a school council for each school.
- These councils provide input to the principal or the board on any matter.
- The principal is ultimately responsible for activities related to the school and therefore is responsible for school council activities.

Every school must have a school council and members include:

- Parents
- Principal
- Teacher from the school
- Student (in high schools)
- Non-teaching staff member
- One or more community representatives appointed by the council
- One person representing the Home and School Association at the school (if applicable)

The majority of members must be parents and the chair must be a parent.

- 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.”

- Advise the principal and, where appropriate, the school board. Note: Once voting membership is established, school council must have quorum to vote. Quorum is 50 per cent of the voting membership plus one.
- Place student interests first
- Support school success planning goals
- Encourage parent and community involvement
- Promote positive attitudes towards public education

- 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, is 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.*
- A school council's bylaws may outline additional responsibilities of the school council chair (e.g. acting as secretary or treasurer).

- 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. (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
- May participate on committees of the school council
- Principal's do not vote on school council decisions
- Notify the community and post materials for parents (e.g., posting of school council meeting minutes on school website)

The principal must consult:

- School council on school policies regarding School Code of Conduct (if applicable), Appropriate dress for students (if applicable), and School plan for continuous improvement
- The principal may also wish to involve their school council and the community in conversations around a variety of other subjects
- The principal must report how this advice has been considered

- A person is qualified to be a parent member of a school council if they are a caregiver of a pupil who is enrolled in the school.
- Ideally, the membership of the school council will reflect the diversity of the school community.
- Caregiver membership is not restricted to any number of caregivers; however, the number of caregiver members on the council should be stipulated by a school council bylaw.
- An HWDSB employee cannot be a caregiver 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 caregiver members of their employment.

What to do:

- Pre-election
- During the election
- After the election

Many school councils are active in fundraising activities in the name of the school and, as such, are required to conform to the appropriate sections of Regulation 612 in the Education Act that deals with fundraising issues.

1. Ownership of School Council Funds
2. Banking Procedures
3. Financial Reporting Requirements
4. Record Retention

- A strategic roadmap in each school, guided by HWDSB's Strategic Directions
- Supports the changes needed to improve:
 1. Level of student learning and achievement
 2. Students' sense of belonging and well-being
- Helps principals, teachers, and school councils answer important questions:
 - What is the most urgent student learning need to focus on?
 - What needs to be addressed to improve student well-being?
- Uses, and is informed by, reliable student achievement data to determine and respond to student need
- Engages the public and hold schools accountable for student success through which it can measure improvement
- Involves all stakeholders – teachers, school councils, parents, and other community members – to gather and analyze information about the school/students and determine areas of focus
- Schools continue to gather data and monitoring impact of strategies and measuring the impact of the success of their improvement and making revisions as needed

Foster Equity and Inclusion

- **Communication** – knowing the demographics of the school community will help determine a communication plan and if there is a need to reach out to diverse communities
- **Language** – does the language used in outreach communication meet the language and reading needs of our target groups?
- **Varied communication methods** – newsletters, social media, school sign
- **Meeting Dates** – be aware of days of religious significance
 - Are there alternative opportunities for input from groups and individuals who are unable to attend events and activities that are scheduled at a specific time?
 - What barriers might exist? (E.g. time or location of meeting, childminding available, agenda reflecting the needs of the community, etc.)

PRO Grant



[HOME](#) | [STUDENTS](#) | [PARENTS](#) | [TEACHERS](#) | [ADMINISTRATORS](#) | [ABOUT THE MINISTRY](#) | [NEWS](#)

Parents Reaching Out Grants ▾

- ▶ [Parents](#)
- ▶ [Parent Organizations](#)
- ▶ [Parents Reaching Out Grants](#)
- ▶ [Grants for Schools](#)
- ▶ [Grants for Regional/Provincial Projects](#)
- ▶ [Success Stories](#)

Learning in Ontario ▾

- ▶ [Child Care](#)
- ▶ [Full-Day Kindergarten](#)
- ▶ [Elementary](#)
- ▶ [Secondary](#)
- ▶ [French-Language Education](#)
- ▶ [Postsecondary](#)

PARENTS

Parents Reaching Out Grants

Parents Reaching Out Grants – Promising Practices.

Parents Reaching Out grants help parents to identify barriers to parent engagement in their own community, and find local solutions to get more parents involved. Parents who are involved in their children's education help to support their children's achievement and well-being.

This video series features successful parent engagement projects funded through the Ministry of Education's Parents Reaching Out (PRO) grants.

Engaging Parents: Healthy Living

Engaging Parents: Diversity and Inclusive Education

Volunteers

With the guidance of public health, in-person volunteers for activities that could not happen otherwise are welcome into our schools. The process is managed by the school principal or vice-principal for in person school volunteers. Immunization disclosure is required. Learn more about [Volunteers in Schools Protocol and New Immunization Attestation](#)

Extra-curricular Activities and Athletics

All health and safety considerations are being met to support extra-curricular activities and athletics following the Ministry of Education Guidelines for Return to School. In addition, all athletics programming has aligned operations with [OPHEA/OPASSE](#) Safety Considerations for Interschool Sports and Covid-19. HWDSB has created specific procedures for indoor and outdoor sports in conjunction with public health.

Spectators

Spectators can attend outdoor athletics and extra-curricular events. Spectators must register their attendance at the event through a QR code for the purpose of contact tracing and screening measures. Masks will be worn outside if they can and physical distance (2 metres from people outside their household) will be maintained where possible. Plans will be shared once finalized related to allowing spectators for indoor events.

**Note: Elementary Cross Country is an exception*

Tips for Communicating School Council Meeting Dates and Agendas:

- Include details in the monthly calendar on the school newsletter
- Include on the school sign
- School website – highlight meetings as well as council's activities and accomplishments
- Caregiver engagement evenings based on areas of interest identified by caregivers
- Set up table at school events (Kindergarten Orientation, Open House, etc.)
- Social media
- Share the annual School Council Report with the community

What communications methods have you used to engage parents at your school?	What was the most effective communications tool you used to reach your parents?
<ul style="list-style-type: none">• Email, school handbook, school website• Minutes posted in the office, or online• Monthly school calendars• Morning announcements• Newsletters (online or print)• Letters or flyers sent home with youngest child• Newspaper or radio• School sign, Synrevoice• Council member attending Kindergarten info day• Social media like Facebook or Twitter• Magnets or other handout items• Open house events• One-to-one communications	<ul style="list-style-type: none">• Surveys (online or print)• Personal phone calls/Synrevoice• Email• Flyers and posters• Agendas• Website• Outdoor school sign• Letters home with children (report cards)• Electronic newsletter• Personal invitations to Meet the Teacher, Open House, Grade 8 Night, etc.• Parents Reaching Out grant initiative

What were some of the things your School Council learned as a result of operating during this pandemic year?

- Learned how to organize virtual meetings (some Councils plan to offer this option moving forward for those who cannot attend otherwise)
- Heard that some School Councils struggled with the virtual format (difficulties getting people to attend, keeping people engaged)
- Communication is key (especially during a year filled with uncertainty)

COVID-19 was a challenge for everyone, especially for School Councils. In what ways did you overcome (or attempt to overcome) challenges this year?

- Being flexible with virtual meetings and giving members the tools to succeed in this format
- Some Councils chose not to meet as often in order to reduce stress on families
- Using social media, website, and other communication methods to keep families informed

—

Questions?



thank
YOU
so
much

