

February & March 2023



Shawn McKillop (Middle)

Amanda & Mike

Welcome to The PIC Connection, the Parent Involvement Committee (PIC)

Newsletter for School Councils.

A Message from Mike:

Welcome to our February & March edition of the PIC connection. February had some very enjoyable days, Valentines Day, Family Day & Shrove Tuesday (Pancake Day). In this edition it is with pleasure we introduce Shawn McKillop. Shawn works very closely with PIC in almost every aspect, including joining us on the PIC Connects Road Shows visiting 5 schools each year. There will be no PIC meeting in March as it falls during the spring break. We have combined two topics in this issue as the issue covers two months, sharing the knowledge includes info on forming a school council and conducting school council meetings. We will provide the Ministries guidelines followed by the Best Practices.

Please feel free to reach out to Amanda or me anytime. pic@hwdsb.on.ca.

Mike Palma Chair of the Parent Involvement Committee

Pro Grant Update:

PRO Grant applications were a success. Schools were very excited to be able to engage caregivers again. PIC sub-committee reviewed 37 applications. 30 applications have been approved to date with the sub-committee looking for clarification on the remaining 7. As the deadline was extended, we are excited to receive more applications.

Amanda Lloyd Vice Chair of the Parent Involvement Committee

A Message from Shawn:

As Manager of Communications and Community Engagement for HWDSB, it has been a pleasure supporting the Parent Involvement Committee and working with parent leaders like you.

I hope that you see yourself as being a LEADER... because you are! Your involvement is providing leadership to your School Council/Home & School Association, as well as to all the parents, guardians, and caregivers in your child's school and neighbourhood.

For the past five years that I've been working with PIC, we have been investing in your success.

That's why you see our priorities in providing resources like the School Council Start-Up session, the Welcome to School Council Handbook, this newsletter, providing guidance for communications, social media, fundraising, engagement, and more!

Three areas that I'm proud to support this year – in service to you – is:

1. [PIC Connects](#) sessions for School Council members working with Mike Palma and Amanda Lloyd!
2. [Communication Standards](#) helping families be well informed and knowing what to expect!
3. [Engage HWDSB](#) providing opportunity for authentic feedback, consultation, and participation!

Communications and engagement are essential skills in building strong leaders and navigating changing environments. Leaders build trust and communities! I extend my gratitude to you and your parent councils. It's not easy work.

Reach out anytime for support or advice. Email me at smckillo@hwdsb.on.ca.

P.S. I love doughnuts, Ted Lasso (BELIEVE!), fun socks, watching my son play hockey, being a School Council Chair for Lakeshore Public School (Halton DSB) and communicating/engaging with the Parent Involvement Committee, School Councils and Home & School Associations!

Shawn Manager of Communications and Community Engagement

Communications & Community Engagement Update:

Human Rights Policy

Yohana Otite, Human Rights and Equity Advisor, and Mouna Bile, Human Rights Early Resolution Supervisor, attended the Parent Involvement Committee to present an overview of HWDSB's Human Rights Policy.

The Human Rights Policy supports all members of the HWDSB community in understanding their rights and responsibilities to uphold human rights in all learning and working spaces.

The Human Rights Policy is the first step to signal HWDSB's commitment to listen and establish clear, fair, effective processes which fulfil its duty in fostering an environment where human rights are protected.

The HWDSB Human Rights Policy will serve as an anchor policy for existing and future policies and procedures focusing on human rights, equity and inclusion, and is complementary to the [Ontario Human Rights Code \(OHRC\)](#). The full HWDSB Human Rights Policy can be found at <https://hwdsb.info/human-rights-policy>.

Schools and offices are to be places where students and staff can bring their full authentic selves every day. This policy articulates the Board's commitment to fulfill its positive human rights obligations and will help ensure that HWDSB will be proactive both in fostering a culture of human rights and in creating accessible, respectful, and inclusive learning and working environments free of discrimination and harassment.



Black History Month

The Hamilton Black History Council, in partnership with Hamilton Black-led Organizations and the City of Hamilton, celebrated the launch of national Black History Month with the unveiling of We Are Hamilton – Black History Remembered, a project co-organized by Black-led organizations and the City of Hamilton. The Black History Month Council honoured 16 members of Hamilton Black community who have all passed away. This tribute of their accomplishments was inspiring, especially to the students who attended the event. [Learn more.](#)



John C. Holland Awards

The annual gala honouring Black history, leadership and youth achievement in Hamilton celebrated its 27th edition on Saturday, February 18, 2023. Since 1996, the Reverend John C Holland Awards has celebrated the heritage of Hamilton's Black community, with a particular focus on social, economic, and cultural contributions to the City.

Each year, Hamilton Black History Council joins with the wider community to celebrate these accomplishments of youth and also acknowledge the



contributions of community members. The Holland Awards has become one of the premier events in the community and a valued symbol of achievement, with over 200 scholarships and awards to Black youth in Hamilton.

There were 65 nominees from all school boards and post-secondary institutions in Hamilton. Ten recipients were students from HWDSB:

1. Serenity Thompson, Bernie Custis – Reverend George Horton Scholarship
2. Chanice Olokesusi, Saltfleet – Nelson Mandela Social Justice Scholarship
3. Abraham Oroma, Sir Allan MacNab – Immigrants Matter Bursary
4. Shante Paddy, Saltfleet – Youth Achievement Bursary
5. Khairiya Haji, Bernie Custis – Youth Achievement Bursary
6. Cynthia Oyoga, Bernie Custis – Youth Achievement Bursary
7. Oliva Purnell, Glendale – Youth Achievement Bursary
8. Derron Alleyne, Westmount – Youth Achievement Bursary
9. Joshua Cote, Westmount – Youth Achievement Bursary
10. Cyrena Hamilton, Westmount – Youth Achievement Bursary

***** Check out The PIC CONNECTION Newsletters and other support for School Council members at <https://hwdsb.info/SchoolCouncil> *****

Sharing the knowledge: Forming a school council and Conducting school council meetings.

Ministry of Education



What Do the Regulations Mean for School Councils?

To help school councils with their work of influencing decisions that affect students' education and the effective operation of schools, Ontario Regulation 612/00 and Regulation 298 together address three key areas: the purpose of school councils, operational matters, and the obligation of boards and Principals to consult with school councils. Regulation 612/00 confirms that school councils are advisory bodies and clearly states that they may make recommendations to their Principals or school boards on any matter. The regulations require boards and Principals to report back on how the recommendations have been taken into account. Consultation With Parents Regulation 612/00 clearly directs school councils to consult with parents of students enrolled in the school about matters under consideration by the council. It is therefore expected that any advice provided to the school Principal or school board will be based on the general views of the school community and the best interests of all students in the school. Each school council is accountable to the school community it represents.

School Council Membership

The membership of a school council changes from year to year. Each year, potential new council members will be recruited for election, elections will take place, and the newly elected members will be oriented to their tasks. School councils may want to develop some strategies that address the need for continuity and that ensure that the history, experience, and expertise of previous councils remain with the council. These strategies may include developing a good orientation package for distribution to new members and keeping quality records that include meeting minutes, policies, bylaws, and annual reports. Ideally, the membership of the school council will reflect the diversity of its school community. Parents and guardians must form the majority of members on the council. All members may bring before the council the issues and concerns of the groups that they represent and provide links to those groups.

Ontario Regulation 612/00 establishes that a school council will consist of the following members: a majority of parents, as specified in a bylaw of the school council or by the board if such a bylaw does not exist the Principal or vice-Principal of the school (the Principal may delegate membership responsibility to the vice-Principal) one teacher employed in the school, other than the Principal or vice-Principal one non-teaching employee of the school one student, in the case of secondary schools (optional for elementary schools) one or more community representatives appointed by the elected council one person appointed by an association that is a member of the Ontario Federation of Home

Thus, the regulation confirms that the school council must include a majority of parents, the Principal, and at least one student, and legislates a few new requirements: Rather than allowing for a minimum number of teachers and non-teaching staff as members, it establishes a fixed number (one teacher member and one non-teaching staff member). It identifies who can and cannot be elected to the parent and non-parent categories. It extends the composition of the council by adding representation from a recognized provincial parents' association, if the association is represented in the school.

Membership Requirements

Parent members. A parent member is one who is a parent or guardian of a child enrolled in the school. (In a school that is established for adults, "parent members" of the school council will be the adult students themselves.) The board or the council must ensure that parent members form the majority of the school council membership. The regulation sets no maximum number of parents on a council; however, the number of parent members on the council should be stipulated by a school council bylaw or by the board if no bylaw exists. A chair or co-chair of a school council must be a parent member of the council. Board employees and trustees. A board employee who works at the school his or her child attends is not eligible to serve as a parent member on the council. This provision recognizes that board employees have avenues other than school councils (e.g., staff meetings) through which to influence the decisions that the Principal might make at their schools, whereas parents who do not work at the school their children attend have no occasion to discuss and have input into matters affecting the school. A board employee who works at the school his or her child attends may, however, be elected as either the teaching or non-teaching staff representative. Board employees who do not work at the school their children attend may be elected as parent members as long as they notify the other parents that they are employed by the school board prior to their election. The requirement to disclose their affiliation with a board will reduce the potential for conflict of interest. An employee of the board that established a school council cannot serve as the chair or a co-chair of the council. School board trustees are not eligible to be members of councils of schools within their boards. Community representative(s). The council must appoint at

least one community representative, who cannot be an employee at the school. If the community representative is employed elsewhere by the board, he or she must inform other council members of his or her employment prior to appointment. Student representative(s). In a school with one or more secondary grades, at least one student member, appointed by the student council, must serve on the school council. If there is no student council, the student is to be elected by the student body. In an elementary school, the Principal must consult with the school council to determine if the council should include a student. If the decision is made that a student should be on the council, then the Principal can appoint the student. (The Principal may consider advice received from students regarding the appointment of a student.) The student representative on the school council of either a secondary or an elementary school must be a student enrolled in the school. Although the regulation requires the inclusion of only one student member on the school council, school council bylaws may provide for additional student representation (provided that parent members still form a majority). As well, students can be included in the committee work of a school council, subject to school council bylaws. Furthermore, since council meetings must be open to the public, interested students are welcome to attend. School staff representatives. Any teacher in the school is eligible to seek election for the one teacher position on the school council. He or she is to be elected by other teachers in the school. **The teacher position cannot be filled by a Principal or Vice Principal.** Any member of the non-teaching staff in the school is eligible to seek election for the one non-teaching staff position on the school council. He or she is to be elected by other non-teaching staff members in the school. A non-teaching staff member is anyone employed at the school who does not have teaching duties, such as a secretary, an educational assistant, a library technician, a member of the custodial staff, or a lunchtime or hallway monitor. Parents working in such a capacity in the school that their children attend may consider running for the position of non-teaching staff representative if they wish to serve on the school council.

Elections and Term of Office

Ontario Regulation 612/00 also addresses the term of office of school council members and the need for **elections to be held annually, within the first thirty calendar days of the start of the school year. Elections must be held within this timeframe.** These changes ensure that any parent who is interested in the school council election process or in participating as a member on the school council has the opportunity to do so. Elections are held at the beginning of the school year to ensure that even parents who are new to the school community, such as those with children just entering Junior or Senior Kindergarten, or those with children just entering secondary school, will be able to participate in the election of their representatives on the school council. This provision also gives them the opportunity to be considered for election as parent members of their school councils. **The regulation has changed the term of office to a one-year term.** This enables members to consider, on an ongoing basis, their involvement on their school councils. Should they find a change in their personal situations or circumstances, they may find that they are no longer able to continue with the commitment they made. The one-year term also allows parents to make decisions on a regular basis about how their interests and priorities are represented at the school. **It is important to note, however, that the regulation does not restrict the number of times that a member can be re-elected.**

Remuneration

School council members will not be paid for their work on a school council. However, each board, in consultation with the school council, must develop reimbursement policies regarding the expenses of school council members incurred as part of school council business.

Roles and Responsibilities of School Council Members

The Chair/Co-Chairs

The chair/co-chairs of the council are elected by the council members and must be a parent or parents who are not employed by the school board. **The chair/co-chairs are voting members** who, in addition to performing the same duties as other council members, might: arrange for meetings; prepare agendas; chair council meetings; ensure that minutes of council meetings are recorded and maintained; facilitate the resolution of conflict; participate as ex-officio members of all committees established by the school council; communicate with the school Principal on behalf of the council. Note: A school council's operating bylaws may outline other specific duties for the chair/co-chairs, as well as for other officers of the council, such as a secretary or treasurer.

Parent Representatives

Parent representatives are voting members who: participate on any committees established by the school council; contribute to the discussions of the school council; solicit the views of other parents and members of the community to share with the school council; observe the council's code of ethics and established bylaws.

School Principal

The school Principal must be a member of the school council, as he or she is an important link between the council and the school. (In fact, a meeting cannot be considered a meeting of the school council unless the Principal, or delegated vice-Principal, is in attendance.) However, the Principal is not a voting member of the council. The Principal: distributes promptly to each council member material identified by the ministry for distribution to school council members and posts the material in a school location accessible to parents; acts as a resource to the council on laws, regulations, and board policies; attends all school council meetings, unless this responsibility has been delegated to the Vice Principal; considers each recommendation made by the school council to the Principal and returns to the council with the action taken in response to the recommendation; solicits views on matters pertaining to the establishment or amendment of school policies and guidelines relating to student achievement, accountability of the education system to parents, and the communication of those plans to the public; may participate on any committees established by the school council; may solicit the views of the school council on any matter; observes the council's code of ethics and established bylaws.

Student Representative(s)

The student representative is a voting member who: contributes to the discussions of the school council; solicits the views of other students to share with the school council; may participate on any committees established by the school council; communicates information from the council to other students; observes the council's code of ethics and established bylaws.

School Staff Representatives (one each from the teaching and non-teaching staff)

School staff representatives are voting members who: contribute to the discussions of the school council; solicit views from their staff groups to share with the school council; may participate on any committees established by the school council; communicate information back to their staff groups; observe the council's code of ethics and established bylaws.

Community Representative(s)

The community representative(s) is a voting member who: contributes to the discussions of the school council; represents the community's perspective; may participate on any committees established by the school council; helps build partnerships and links between the school and the community; observes the council's code of ethics and established bylaws.

Representative of the Ontario Federation of Home and School Associations

The representative is a voting member who: contributes to the discussions of the school council; represents the views of his or her association; may participate on any committees established by the school council; communicates information back to his or her association; observes the council's code of ethics and established bylaws.

Staying Focused on the Mandate

While school councils play a significant role, it is important that they act within the scope of the duties that are outlined in the provincial regulations and policies. These regulations and policies should be a part of every council member's package and should be reviewed carefully during the orientation of all new council members. It is important that all members clearly understand the regulations and policies so that they know where the boundaries lie in terms of what is – and what is not – within the scope of their duties. For example, there is an important distinction to be made between providing advice and acting as an advocate on a specific issue. It is important that school councils maintain a broad focus on a range of issues of school-wide concern. From time to time, a school council may encounter the particularly difficult situation in which a council member demands that the council devote all of its attention and energy to a single issue. In some cases, the member's passion for the issue may be counterproductive to the council's efforts to achieve its goals. Despite such challenges, members should try to focus their energy on fulfilling their mandate. For example, by setting goals to improve a school's learning environment, school councils, in collaboration with boards, Principals, teachers, parents, and other community members, can make their schools better places in which to learn. Participating in the development of the school's action plan for improvement is an excellent way for a school council to contribute to creating an environment that fosters student achievement. The school's action plan is a road map that shows the changes a school needs to make to help students improve their achievement. The school council should work closely with parents, the Principal, staff members, and other community members in drafting the plan. It would be beneficial for the school council to have completed a school profile, which will help it in drafting the school's action plan. As specified in the regulation, school councils can provide advice to

the Principal and the board on any matter. It should be noted, however, that they are not authorized to perform managerial or administrative responsibilities that belong to the Principal or to other school administrators. For example, assessing teacher performance in the classroom is the responsibility of Principals and superintendents, who are granted this authority under the Education Act.

Sample CODE OF ETHICS

A member shall consider the best interests of all students.

A member shall be guided by the school's and the school board's mission statements.

A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.

A member shall become familiar with the school's policies and operating practices and act in accordance with them.

A member shall maintain the highest standards of integrity.

A member shall recognize and respect the personal integrity of each member of the school community.

A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.

A member shall encourage a positive environment in which individual contributions are encouraged and valued.

A member shall acknowledge democratic principles and accept the consensus of the council.

A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.

A member shall not disclose confidential information.

A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.

A member shall use established communication channels when questions or concerns arise.

A member shall promote high standards of ethical practice within the school community.

A member shall declare any conflict of interest.

A member shall not accept any payment or benefit financially through school council involvement.

Source: Adapted from the bylaws of the Port Arthur Collegiate Institute School Council, Lakehead Board of Education, Thunder Bay, Ontario

Assessing Your Council's Effectiveness

It is important that your school council take time periodically to discuss and evaluate what it has been doing. All too often, school councils find that there is so much to do that there is little time left to reflect on or assess their direction and practices.

Setting Goals and Priorities

It is important that your school council establish priorities and set goals, and stick to them. Otherwise, there is a real chance that your council will wander, wondering what to do first or, even worse,

trying to do too much and not being as productive as it could be. Determining priorities will allow members to focus on areas of activity chosen for special emphasis over a period of time. Setting goals will give members a clear sense of what they want to achieve over the course of their term. At the beginning of the school year, your school council may wish to determine the expectations and priorities of the school community and find ways to meet them. Your school council may want to open their planning discussion by asking these questions: Where are we? Where do we want to go? How will we get there? How will we know when we have arrived? These questions will initiate discussion and give school council members the opportunity to share information and generate ideas. All members of the council, including the Principal, will have the opportunity to review information about past and current achievement, imagine the school's future, and develop specific plans for achieving their vision for the future. This is just the beginning of the planning process. To monitor progress, goals and priorities should be reviewed quarterly. Based on the review, the plan may be adjusted, if necessary, so that expectations can be met. This type of planning: provides a framework for determining how the school council can improve its performance; focuses efforts and resources effectively on the goals set by the council; provides a framework for decision making, since decisions are linked to goals; encourages teamwork by involving all members of the school council; maximizes the use of time.

Forming a School Council Best Practices:

- Elections are to be held annually, within the first thirty calendar days of the start of the school year. Elections must be held within this timeframe.
- The ministry states: the Principal of a school shall, at least 14 days before the date of the election of parent members, on behalf of the school council, give written notice of the date and time of and the location or means to access the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school. Sample nominations forms are below.
- This should include a brief description of what school council is and does along with a nomination form. The nomination form should allow for nomination as a parent member and as an executive member (Chair, Co Chair, Vice Chair, Treasurer, Secretary...). It should also provide for self nomination.
- The ministry states the information be delivered using one method. It is recommended to use more than one available to the school to ensure you reach all parents, guardians and caregivers. This may include school website, school bulletin board in main hall, outdoor electronic sign, school social media website, synvoice system (parents have indicated they prefer not to receive calls during their supper), school messenger, hardcopy included in the welcome to the school package or on its own.
- Elections are held at the first school council meeting and are normally run by the Principal. **Attending parents, guardians and caregivers** cast a secret ballot for each position with more than one nominee. Positions with only one nomination will be acclaimed. Prior to voting the Principal should declare are there any more nominations for the position of ... Each candidate running for the position may assign a proxy to be present during the counting of the votes. The person with the majority of votes is appointed to the position. In the event of a tie each

candidate will be provided five minutes to speak on why they wish to be appointed. This will be followed by another vote.

- The ministry states a school council shall meet within the first 35 days of the school year, after the elections are held. Most schools hold elections followed by the first meeting on the same date and time.
- The chair/co-chairs of the council are elected by the council members and must be a parent/parents who are not employed by the school board.
- The term of office is one-year. It is important to note, however, that the ministry does not restrict the number of times that a member can be re-elected.
- **The chair/co-chairs are voting members** who, in addition to performing the same duties as other council members, may: arrange for meetings; prepare agendas in collaboration with the Principal/Vice Principal; chair council meetings; ensure that minutes of council meetings are recorded and maintained; facilitate the resolution of conflict; participate as ex-officio members of all committees established by the school council; communicate with the school Principal on behalf of the council.

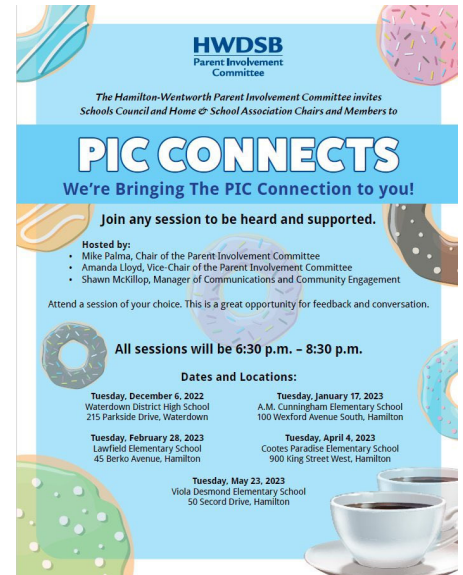
Conducting School Council Meetings Best Practices:

- Meeting days and dates should be established at the first council meeting by way of majority vote. This should include the Principal/Vice Principal. The mandatory number of meetings set by the ministry is four per school year. Most council members have expressed a feeling of being disconnected with only four meetings. The majority of school councils meet once per month. It is also common practice to have meetings fall on the same day of the week and time.
- Norms and Values (Code of conduct) should be read or created at the first meeting. PIC's norms and values are included below. Your Norms and Values (Code of conduct) should be included in your Bylaws (Terms of Reference TOR).
- Establish how your meeting will be conducted. Robert's rules of order <https://robertsrules.com/>, Consensus or a combination of both or another format. Everyday items could be consensus where as financial decisions could be Robert's with a formal vote. What you decide as a council should be documented in your Bylaws (Terms Of Reference TOR) <https://www.tamarackcommunity.ca/hubfs/Resources/Tools/Practical%20Guide%20for%20Consensus-Based%20Decision%20Making.pdf>
- Ministry states agendas must be posted 48 hours in advance of the meetings. It is recommended proposed agendas be sent to the school council members one week in advance, asking if they would like any amendments or additions. When finalizing the agenda School Council Chair/Co Chairs in collaboration with the Principal/Vice Principal should consider all feedback received from council members.

- When completing agendas be mindful of how items are arranged. Break up items that will take lots of time (debate) with items that are lite, quick and easy. Do you want lengthy items first, in the middle or last?
- Minutes must be taken at all meetings usually by the secretary however anyone can volunteer to take minutes. Consideration should be given to developing a consistent format. An example is provided below. Minutes should contain items relevant to the agenda and topics covered. Minutes are not meant to reflect every word said at the meeting. Care should be taken not to record words that could reflect negatively on the members of council, students, staff or the board.
- The ministry states all school council documents must be stored for a period of 4 years. The location must be easily accessible and available to all members of the public. This includes agendas, meeting minutes and financial reports along with annual reports.
- Meetings must have a majority of parents and have the Principal/Vice Principal in attendance to be considered valid.
- The Chair/Co Chairs are responsible for running the meetings.
- Care should be taken to encourage open conversation while staying on topic.
- All topics covered during school council meetings should be focussed on the entire student body. Should discussion arise regarding individual staff members, individual students or situations involving individuals or small groups of students or staff, it is the chairs responsibility to intervene. Politely directing the parent or member to the Addressing Concerns @HWDSB flow chart. A copy of the flow chart is included below.
- Be mindful of the time spent on topics along with the meeting end time. Value and respect the time of all members. It is good practice to have guest speakers placed at the beginning of the meeting once the agenda & minutes are approved.
- The Chair/Co Chairs are responsible to ensure the code of conduct / norms and values are observed by all present at the meeting. Call the meeting to order, if the need arises, they may call upon the Principal/Vice Principal for assistance.
- Should a topic be dragging on with no agreement in sight, consider tabling it until the next meeting. Often some time away from a tough debate can allow for a cooling off period and time to reflect on the views of others.
- Just before closing the meeting, if you have members of the public or parents that are not council members in attendance ask if there are any questions from the public...

Up and Coming:

- **PIC Connects** Tuesday, February 28, 2023 Lawfield Elementary School 45 Berko Avenue, Hamilton 6:30 p.m. – 8:30 p.m. An information evening for all school council members.
- Next month The PIC Connection will share best practices for Creating School Council Bylaws.
- Our next PIC meeting will be on Tuesday 11, April 2023 at the Education Centre 6:30 – 8:30 (There will be no meeting held in March as it falls on spring break.)
- All PIC meetings are open to the public and held in a Hybrid Format.



In closing, thank you for reading the newsletter, created by parents for parents.

Have a topic you would like added or clarified,
drop us a line and let us know. Email pic@hwdsb.on.ca.

*We firmly believe working together we can make HWDSB an even better place to work, learn, play
and grow as staff, parents, guardians, caregivers and students.*

Samples are on following pages

Sample School Council Agenda

(School Name) School Council Agenda

Thursday 03 December 2020

Welcome & Call to order 6pm

Approval of Agenda: Thursday 3 December 2020

Approval of Minutes: Thursday 5 November 2020

Principal's Report:

Teacher's Report:

Treasurer's Report:

Pending Business:

- | | | |
|----|--------------------------------------|------|
| 1. | Playground equipment | Mike |
| 2. | Bullying proposal draft presentation | Mary |
| 3. | Movie Night | Jane |

New business:

- | | | |
|----|--------------------------------------|------|
| 1. | Fundraising | Mike |
| 2. | Bullying proposal draft presentation | Mary |
| 3. | Movie Night | Jane |

Other:

1. Are there any questions from members of the public or attending members?

Next Meeting: Thursday 7 January 2021 @ 6pm in the library

Adjournment: TBD

Sample Meeting Minutes

(School Name) Council Meeting Minutes Thursday, Jan. 31, 2019 School Library

Attending:

Absent/Regrets:

Meeting Secretary:

Call to Order: 6:10pm

Approval of January 2018 Meeting Agenda

- Motion to Approve by Mike
 - Seconded by Mary
 - Carried

Approval of December 2018 Meeting Minutes

- Motion to Approve by Jane
 - Seconded by Mike
 - Carried

Principal's Report: As attached

- Feb. 6th – Bike, Walk or Ride to School
- Feb. 12th Term 1 report cards go home

Teacher's Report:

- Teacher Wish Lists, see below

Treasurer's Report: As attached

- Accepted
- Balance as of January 1, 2018: \$10,000.00

Pending Business

1. World's Finest Chocolates Update (Mary)
 - \$10,000.00 Profit
2. Movie Night Update (Mike)
 - Food amounts were good
 - Extra popcorn was sold to Treat Day

New Business

1. Spirit Wear (Mary)
 - New information is coming
2. Snuggle Up and Read/Read-a-thon
 - It is happening on a smaller scale
 - Prizes will happen in each classroom

Other Business

1. Should we donate to Neighbour 2 Neighbour to help sponsor their literacy program at Holbrook? (Jane)
 - \$10,000.00 proposed

Adjournment: 7:35 pm

Next Meeting:
Thursday, February 21st, 2019 - 6:00pm – 8:00pm
(School Library)



Norms and Values

1. Positive Climate and Respect

- Everyone should be made to feel welcome
- Mentor new members to feel connected
- Be mindful of opinions of others and agree to disagree respectfully

2. Communication

- Always acknowledge others and provide an opportunity for all to share
- Stay on topic
- Assume positive intentions in what someone is saying
- Ask questions for clarification
- Pause before responding
- Respect that cultures communicate differently – e.g. eye contact
- Responsibility goes both ways

3. Diversity and Teamwork

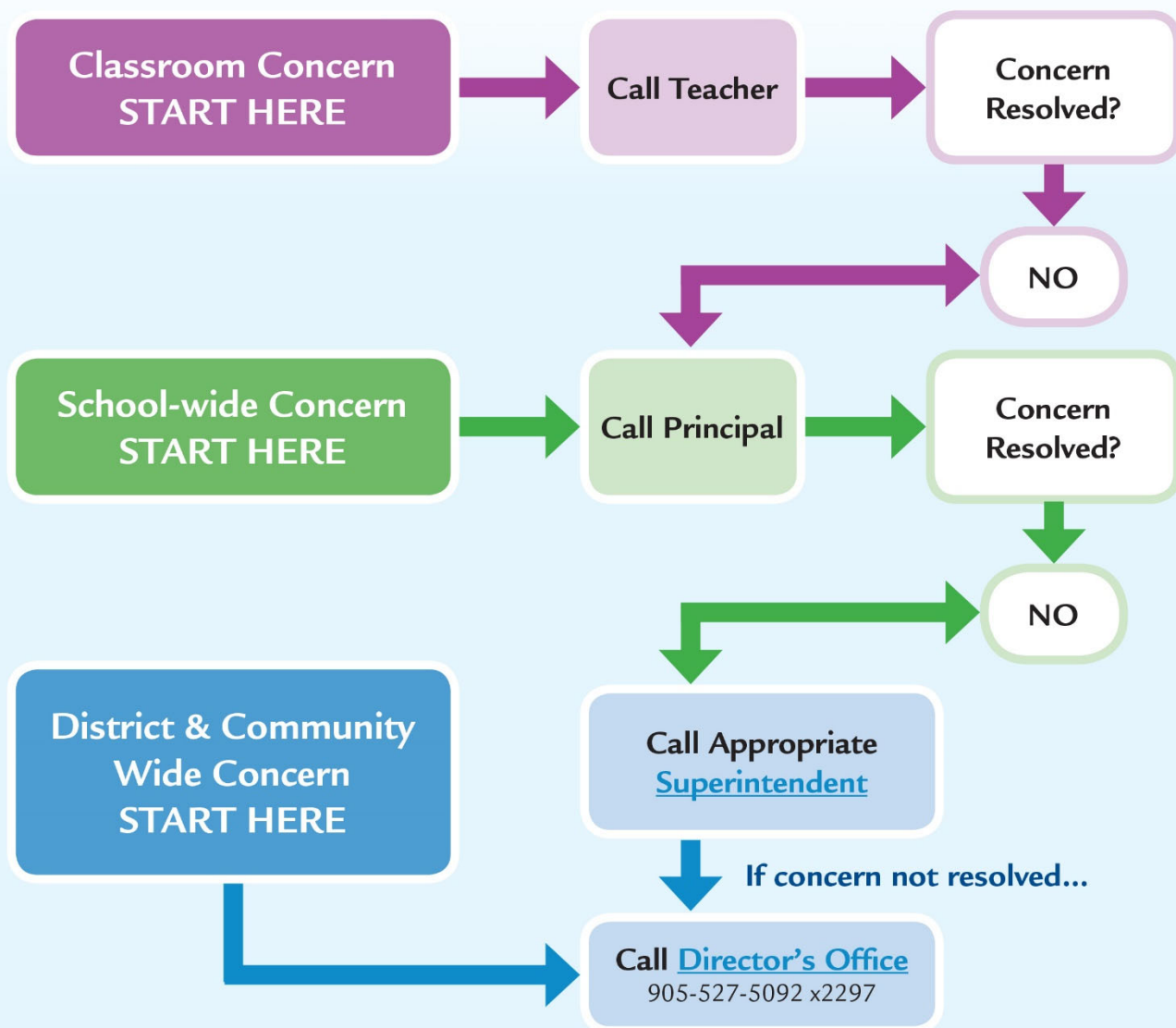
- Ensure everyone has a support system – someone to contact for information if a meeting is missed – buddy system
- Value diversity of voice in discussions (e.g. recruitment)
- Support involvement of each other (e.g. carpool, applications, Skype)
- Minimize barriers to participation
- We are responsible for our words, actions and how we communicate

4. Light and Laughter

- Tone of meeting is guided by the Chair
- Social opportunity provided before the meeting (i.e. dinner)
- Agenda designed for balance – light/serious, formal/informal
- Seek to positively resolve conflict

*This collaboratively developed document supports our work, however,
we continue to be guided by our Terms of Reference.*

Addressing Concerns @HWDSB



Your **Trustee** can guide you through this process.
Find your Trustee and/or Superintendent by calling the Officer of Trustee Services
at 905-527-5092 x2279, or go online to your school's website:

www.hwdsb.on.ca/yourschoolname/contact



Holbrook Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

450 Sanatorium Road
Hamilton, Ontario L9C 2B1
Phone: 905.385.5369
Fax: 905.385.6144

EMAIL: holbrook@hwdsb.on.ca
PRINCIPAL: Ms. E. Birch-Jones
www.hwdsb.on.ca/holbrook

Dear Holbrook School Parents/Guardians:

On Monday, September 23rd at 6:30 p.m. in the Holbrook School Learning Commons (Library), we will be holding our elections for our 2019-2020 Holbrook School Council. Every school in Ontario is required to have a school council to work in connection with the Principal and their respective school board. We NEED parents/guardians who are willing to commit to participate on our school council for the 2019-2020 school year.

Below is a nomination form for completion. You may nominate yourself or another parent/guardian of a student at our school. **All Nomination forms must be received by Monday, September 23rd, 2019.** Please note you must attend the meeting on Monday, September 23rd, 2019 in order to be elected to council.

Please consider joining us. It's a great way to get involved with your child's education!

Nomination Form

☐ **Yes! I would like to join School Council as an elected member.** I understand that an elected position requires more involvement and responsibilities than a general member does. I understand that this role involves attending evening parent council meetings.

I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council.

OR

☐ **I wish to nominate** _____ for an elected position as a parent/guardian representative on the school council.

The nominated person is the parent/guardian of _____, who is currently registered at Holbrook School.

The nominated person is an employee of the Hamilton-Wentworth District School Board:

☐ yes ☐ no

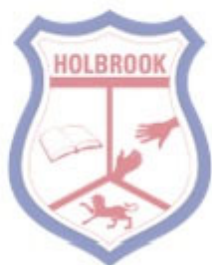
☐ **Yes! I would like to join School Council as a general member.** I am interested in having my voice and opinions heard about my child's school and education. All meetings are open to parents who wish to attend. Please join us for these meetings at any time during the year. All meeting dates will appear in the school's monthly calendar and again in the monthly newsletter.

curiosity.

creativity.

possibility.

HWDSB



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☐ **No, I am not interested in joining School Council.** However, I am interested in being notified of special events in which I can assist in volunteering. If you check this box a form will be sent home to you to complete and return to the school. Thank you for your help!

☐ **No, I am not interested in joining School Council.** I trust that the other parents will advocate for me on my behalf.

Information about the person completing this form:

Name: _____

Address: _____

Home Phone: _____ Business Phone: _____

Email: _____

I am the parent/guardian of _____, who is currently registered as Holbrook School.

***Note – you must have a child enrolled at our school in order to present a nomination. ***

Signature: _____

Date: _____

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