

## Yorkview School Council Parent Meeting

**Date:** Monday, September 23rd, 2019; 6:30 – 8 p.m.,

**Location:** School Staff Room

**School Council Representatives: to be voted/acclaimed/appointed**

- Chair
- Vice Chair:
- Treasurer:
- Secretary:
- Environmental Stewardship:
- Fundraising/Events:
- Communications/Advocacy:
- Budget:

### Agenda

<b>Item</b>	<b>Description</b>	<b>Presenter</b>	<b>Time</b>
1.	<b>Welcome, Introductions and vote</b> 1.1 Principal and parents present 1.2 Review of School Council roles 1.3 School Council voting	All	15 min
2.	<b>Review of Agenda and Approval</b>	Michelle Rodney	1 min
3.	<b>YMCA</b>	Stacey??	10 min
4.	<b>Dundas Valley Pre-School</b>	Brianne St. Louis	10 min
5.	<b>School Council Report</b> 5.1 Review of Last Year's Activities	2018-2019 School Council Executive	15 min
6.	<b>Yorkview School Report</b> 6.1 School Improvement 6.2 Volunteer Policy 6.3 Health and Physical Education Curriculum 6.4 School news 6.5 Intramural sports	Michelle Rodney Roland Puppa	10 min
7.	<b>School Council Next Steps/Planning</b> 7.1 Planning for 2019-2020 (New initiatives and events) 7.2 Dates for 2019-2020	All	20 min
8.	<b>New Business</b>		10 min
9.	<b>Meeting adjournment</b>		1 min

\*\*\*Next Parent Meeting: TBD\*\*\*

## School council meetings

- **First meeting of the year**

Must be held within the first 30 calendar days of the school year, after the council elections, on a date chosen by the principal of the school.

At the first meeting, the principal should provide an overview of the roles and responsibilities of school council, share norms of collaboration and discuss the School Success Plan and how the council supports this work. The principal would then facilitate the election of executive positions among parent representatives who have been elected to school council. The executive positions available would be dictated by school council by-laws. **The position of chair is the only required role.** All school council members, excluding the principal/vice-principal designate vote on who they wish to hold executive positions. Peel board staff members cannot be elected chair. **Once a chair is elected, he or she should lead the rest of the meeting.**

- **Regular meetings**

A minimum of four school council meetings must be held in each school year, unless otherwise indicated in the school council by-laws. The principal must notify the school community of the dates, times and locations of all regular school council and committee meetings within 30 calendar days of the election.

### Agendas & minutes

- **Agendas**

Timed agendas must be prepared by the school council chair, in consultation with the principal. Agendas should be shared with members of the school community at least one week prior to the scheduled meeting. Agendas can be shared through newsletters, the school's website, etc.

- **Minutes**

Minutes must be approved by the next school council meeting. They must be made available to anyone who requests them immediately after the meeting at which they were approved. They should be posted on school websites, and copies should be stored in the office for at least four years.

- **Principal/vice-principal consultation**

The principal/vice-principal consultation process with school councils must be completed by the end of January each year. Superintendents of education will provide principals with the resources required to fulfil this commitment.

### **Financial statements**

- Monthly transaction records

The treasurer, if one is elected, must request and review monthly transaction records for school council funds held by the school in the non-board funds account. If a school council does not have a treasurer, this would be the role of the chair.

### **Annual report**

Must be submitted to the principal, superintendent of education, trustee(s) and the board's Communications and Finance departments no later than September 30 of each year. Annual reports should be posted on school websites, and copies should be stored in the office for at least four years.

Annual reports must summarize all school council activities from September 1 to August 31, inclusive. Reports must also include a year-end financial statement, showing all activities that involve financial transactions from September 1 to August 31.