



Yorkview Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

86 Cameron Avenue
Dundas ON L9H 1P8
Phone: 905-628-8212
Fax: 905-628-8234

Email: yorkview@hwdsb.on.ca
Website: www.hwdsb.on.ca/yorkview
Principal: Ms. G. Stafford

September 14, 2023

What is "School Council"?

School councils provide advice to the principal and school board. Every school should have a school council, and members include parents, the principal, a teacher, a student (optional), a non-teaching staff member and a community representative. The majority of members must be parents, and the chair must be a parent. Principals do not vote on school council decisions.

SCHOOL COUNCIL VOTING MEMBER NOMINATION 2023-2024

Council meetings are open to everyone in the community, so you do not have to be a voting member to attend or speak at any of our meetings. **There should be at least 4 meetings held in a year.** Meeting schedule will be determined at the first council meeting.

This year, we will also be able to continue with in-person meetings at the school. However, from our learnings over the past couple of years, we recognize the value of parents/guardians being able to access and participate in meetings remotely. If needed we can arrange for remote access.

If you are interested in being a voting member of the School Council for Yorkview please fill out the attached nomination form. You may also self-nominate.

School Council membership has been set at a maximum of 25 members with a 6 member minimum, and 4 member voting privilege. Parent members must constitute a majority of the members of the School Council.

Voting members must be a custodial parent/caregiver of a student attending Yorkview and must commit to attending meetings regularly for the entire school year. Please note that there is an expectation at least 4 meetings a school year. If you wish to be a voting member we ask that this form be returned to the office by Friday, September 22nd, 2023.

First meeting Tuesday September 26, 2023 at 6pm in the staffroom at Yorkview.

Yours sincerely,

G. Stafford
Principal



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SCHOOL COUNCIL NOMINATION FORM

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 School Council meetings (a minimum of 4 per school year).

My Name: _____

My Phone: _____

My E-mail: _____

I am interested in serving in one of the following School Council roles (please circle):

CHAIR CO-CHAIR TREASURER SECRETARY MEMBER AT LARGE OTHER

I am the parent/guardian of _____ [student name] who is currently registered in Grade ____ at Yorkview Elementary School.

I am an employee of HWDSB (please circle): YES NO

NOMINATION OF ANOTHER CANDIDATE

Nominator's Name: _____

Nominee's Name: _____

Nominee's Phone: _____

Nominee's Email: _____

Suggested School Council roles for the nominee (please circle):

CHAIR CO-CHAIR TREASURER SECRETARY MEMBER AT LARGE OTHER

The nominee is the parent/guardian of _____, who is currently registered in Grade ____ at Yorkview Elementary School.

Is the nominee an employee of HWDSB? (please circle): YES NO

If you wish to be a voting member on the 2023-2024 School Council please complete and return to the school office by **Friday, September 22nd, 2022**. By signing below, I acknowledge that I agree to conduct myself in accordance with the expectations outlined for a member of school council. **I recognize that a minimum of 6 parents are permitted to comprise the Council of this school and that by submitting this form it does not guarantee my candidacy.**

(Parent Signature)



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Roles & Responsibilities of School Council Members

CHAIR/CO-CHAIR/VICE-CHAIR

DUTIES OF THE SCHOOL COUNCIL CHAIR

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 schoolyear.

TREASURER

- Voting member
- Attend four meetings minimum per year as per School Council Regulation.
- Review HWDSB Fundraising Guide and Procedures for School Council Funds
- Keep the council members informed on budgetary matters.
- With the help of the school Office Administrator generate monthly report and updates parents, Principal and Vice-Principal at monthly meetings.
- Work cooperatively with the school Administrators regarding program accounts.
- Be available to accurately count School Council funds raised and prepare deposit slips to school account. All money handling must be done during school hours and at school.



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PARENT REPRESENTATIVES (Members-at-Large)

- Voting members
- Participate on any committees established by the School Council
- Contribute to the discussions of the School Council
- Solicit the view of other parents and members of the community to share with the School Council
- Observe the Council's code of ethics and established by laws

DUTIES OF THE PRINCIPAL

- 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. Please note that a meeting cannot proceed if a Principal or Vice-Principal is not present.
- 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
- Notify the community and post materials for parents (e.g., posting of School Council meeting minutes on school website)

(Principals do not vote on School Council decisions.)**

SCHOOL STAFF REPRESENTATIVE

(One each from the teaching and non-teaching staff)

- Voting members
- School staff representatives are voting members who contributes 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