

DISTRICT SCHOOL BOARD ONTARIO NORTH EAST POLICY MANUAL

<p>SECTION 2.1: SCHOOL RELATED OPERATIONS</p> <p>TITLE: SCHOOL COUNCILS</p>	<p>Policy Code 2.1.11</p> <p>Page 1 of 3</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">REGULATIONS</td> <td style="text-align: right;">YES</td> </tr> <tr> <td>PROCEDURES</td> <td style="text-align: right;">YES</td> </tr> <tr> <td>MANUAL</td> <td style="text-align: right;">YES</td> </tr> </table>	REGULATIONS	YES	PROCEDURES	YES	MANUAL	YES
REGULATIONS	YES						
PROCEDURES	YES						
MANUAL	YES						

POLICY STATEMENT

WHEREAS, District School Board Ontario North East recognizes that involving parents directly in the education of their children improves learning and strengthens the partnership between families and schools, and,

WHEREAS, District School Board Ontario North East also recognizes the value of consultative and collaborative relationships among, home, school and the community.

BE IT THEREFORE RESOLVED,

District School Board Ontario North East shall ensure that all schools in its jurisdiction maintain a School Council and that the following Administrative Regulations and Operational Procedures be respected to ensure positive outcomes for each school and the Board in general.

1st READING:	April 17, 2001	Motion #	942-01
2nd READING:	September 4, 2001	Motion #	1059-01
3rd READING & APPROVAL:	September 4, 2001	Motion #	1059-01
EFFECTIVE DATE:	September 4, 2001	Revision Date:	

DISTRICT SCHOOL BOARD ONTARIO NORTH EAST POLICY MANUAL

**SECTION 2.1: SCHOOL RELATED
OPERATIONS**

Policy Code 2.1.11

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TITLE: SCHOOL COUNCILS

ADMINISTRATIVE REGULATIONS

1. School Councils will operate within the parameters of the Education Act, the Ministry of Education Memorandum 122, other relevant legislation and District School Board Ontario North East policies including collective agreements.
2. The School Councils will act in an **ADVISORY CAPACITY** to the school's principal and District School Board Ontario North East for the continued promotion of excellence in education throughout the system.
3. School Councils will be collective associations of parents, principals, teachers, support staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and the Board.
4. The School Council will place the overall interest of the student and school first and thereby enhance student learning and success.

EFFECTIVE DATE: September 4, 2001

Revision Date:

DISTRICT SCHOOL BOARD ONTARIO NORTH EAST POLICY MANUAL

**SECTION 2.1: SCHOOL RELATED
OPERATIONS**

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OPERATIONAL PROCEDURES

The School Council Procedures Manual reflects the Ministry of Education's expectations for school council operations as outlined in Regulations 612 and 613, 2000.

The School Council Procedures Manual also contains a District School Board Ontario North East Resource Guide to assist School Councils in the development of their individual council procedures and by-laws.

EFFECTIVE DATE: September 4, 2001

Revision Date:

School Council Procedures Manual



District School Board Ontario North East

May, 2001

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Welcome

to your

School Council

As a member, you can help your council discover ways to improve the education of students in your school. You can also represent the views of others in the community and encourage their participation in the school. By valuing and respecting others' views, you can also help your Council create a partnership among your school, the students' families, and the community. Such a partnership can help all students become well-educated, well-adjusted, and productive citizens. When the entire school community works together to support learning, children tend to succeed, not just in school but throughout their lives. Your participation in this process is crucial.

Ministry of Education, 1996

Council Membership

A School Council will reflect the diversity of the school community as follows:

• Parent/Guardians

1. Parent/guardian¹ representation shall be elected by parents of students currently enrolled in the school and shall form the majority of the Council.
2. A School Council² may by by-law specify the number of parent members.
3. If the Council does not have a by-law, then the following will apply.
 - i) A minimum of five (5) parents or six (6) if student representation is present and a maximum of eight (8) parents will be elected.
 - i) One parent of a student in a school is eligible to be elected to a Council and to serve on that Council as long as the student continues to be enrolled at the school.
 - ii) A parent is not qualified to be a parent member of a Council if he or she is employed at the school. If he or she is not employed at the school but is employed elsewhere by District School Board Ontario North East³, he or she must take reasonable steps to inform those eligible to vote of that employment prior to standing for election.

¹ Hereinafter referred to as "Parent"

² Hereinafter sometimes referred to as the "Council"

³ Hereinafter referred to as the "Board"

• Community Representative

1. A Council will appoint a minimum of one community representative.
2. A Council may specify by by-law that there shall be two or more community representatives appointed to the council.

• Principal

1. The principal shall be a designated member of the Council.
2. The principal may delegate any of his or her powers or duties as a member of the Council to the vice-principal of the school.

• Teacher

One teacher who is employed at the school, other than the principal or vice-principal shall be elected to the Council by the members of the teaching staff of the school.

• Support Staff

One support staff who is employed at the school shall be elected to the Council by the members of the support staff of the school.



• **Student**

1. In the case of a school with one or more secondary school grades,
 - i) one pupil enrolled in the school will be appointed by the student council, if the school has a student council, or
 - ii) one pupil enrolled in the school will be elected by the other students enrolled at the school.
2. In the case of a school with no secondary school grades, one pupil enrolled in the school may be appointed by the principal of the school, if the principal determines, after consulting the other members of the Council, that the Council should include a pupil.

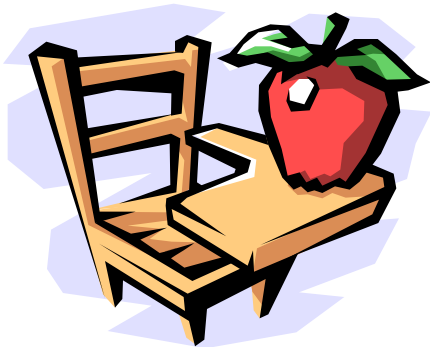
• **Home and School Association**

In a school where there is an association that is a member of the Ontario Federation of Home and School Associations, the association will appoint one member to the Council.

Eligibility

• Parent/Guardian

1. A person is qualified to be a parent member of a School Council if he or she is a parent of a pupil who is enrolled in the school.
2. A person is not qualified to be a parent member of a Council if,
 - i) he or she is employed at the school; or
 - ii) he or she is employed elsewhere by the Board, unless he or she takes reasonable steps to inform eligible to vote of that employment.
3. A person is qualified to vote in an election of parent members of a Council if he or she is a parent of a pupil who is enrolled in the school.
4. If a parent has children in more than one school, they can vote and be a candidate for those schools in which their children are registered.
5. Eligibility for candidacy and voting privileges may not be otherwise restricted.



• Board Employee as a Parent

1. An employee of the Board may both vote for and run as a parent representative at any public school where his/her children are enrolled, unless:
 - i) he or she is employed at that school, or
 - ii) he or she is employed elsewhere by the Board, and has taken reasonable steps to inform those eligible to vote of that employment.
2. Trustees are not eligible to serve on a School Council in the Board's jurisdiction.

• Board Employee as a Community Representative

A person who is employed by the Board cannot be appointed as a community representative on the Council unless,

- i) he or she is not employed at the school; and
- ii) the other members of the Council are informed of the person's employment before the appointment.

• Student

Any student registered (full or part-time) in an elementary school with intermediate grades or secondary school, may be a candidate.

Roles and Responsibilities

A School Council is an advisory body of volunteers who work together to provide ideas and opinions to the school's principal and, where appropriate, to the Board and the Ministry of Education in order to make the school a better place for learning and in order to take part in Board and Ministry of Education initiatives.

• The School Council

In addition to its advisory responsibilities a School Council shall:

1. promote the best interest of the school community;
2. establish its goals, priorities and procedures;
3. enable members of the Council to develop their skills as members by promoting attendance at board-organized and Ministry training and information sessions;
4. hold a minimum of 4 meetings per year. All meetings will be open to members of the school community and be held at a location that is accessible to the public;
5. communicate regularly with parents and other members of the community to seek their input on matters being addressed by Council, and to report on the activities of the Council;
6. establish, maintain and uphold by-laws in the following areas:
 - i) by-laws that govern election procedures and the filling of vacancies in the membership of the School Council;
 - ii) by-laws that establish rules respecting participation in School Council proceedings in cases of conflict of interest;
 - iii) by-laws that establish rules respecting the attendance at regularly scheduled Council meeting and the consequences of non-compliance;
 - iv) by-laws that, in accordance with any applicable policies established by the Board, establish a conflict resolution process for internal School Council disputes.
7. maintain a school-wide focus on all issues. Meetings are not a forum for discussion about individual parents, students, staff, trustees or other Council members. Both the Council and individual members of the Council can incur personal liability if they deal with personal or employment issues.
8. make recommendations to the principal of the school or to the Board on any matter.
9. submit annually a written report on its activities to the principal of the school and to the Board. If the Council engages in fundraising activities, the annual report shall include a financial report on those activities.
10. The Council may engage in fundraising activities but will not do so unless,
 - i) the activities are conducted in accordance with any applicable policies established by the Board; and
 - ii) the activities are to raise funds for a purpose approved by the Board or authorized by any applicable policies established by the Board; and
 - iii) has ensured that the funds raised are used in accordance with any applicable policies established by the Board.

• The Chair or Co-Chairs

1. A Council shall have a chair or, if the by-laws of the Council so provide, two co-chairs.
2. A chair or co-chair of a Council must be a parent member of the Council, and shall be elected by the members of the Council.
3. A person who is employed by the Board cannot be the chair or co-chair of the Council.
4. The roles and responsibilities of the chair or designate include:
 - i) communicating with the school principal regarding all Council activities;
 - ii) calling Council meetings;
 - iii) preparing the agenda for Council meetings in consultation with the school principal;
 - iv) chairing School Council meetings;
 - v) ensuring that the minutes of Council meetings are recorded and maintained for a period of 4 years in the school;
 - vi) participating in information and training programs;
 - vii) ensuring that there is regular communication with the school community;
 - viii) consulting with senior administration and trustees as required, and with the Ministry when requested;
 - ix) facilitating collaborative decision making;

- x) involving the principal in the planning of all Council activities and/or initiatives that will involve or impact upon school, staff and students;
- xi) preparing and submit an annual report to the Council and to the Board at the end of each school year; (Appendix to follow)
- xii) ensuring that the topics discussed at meetings fall within the mandate and authority of the Council.

• School Council Members

The roles and responsibilities of the School Council members include:

- i. placing the overall interest of students and the school first;
- ii. participating in Council meetings;
- iii. participating in information and training programs;
- iv. acting as a link between the Council and the school community;
- v. identifying ways to mobilize local community support for and involvement in, the mission statement of the school;
- vi. representing the diverse backgrounds and viewpoints of the school community;
- vii. seeking to reach consensus in the decision making process of the Council;
- viii. encouraging the participation of parents and others in the school community.
- ix. ensuring that the topics discussed at meetings fall within the mandate and authority of the Council.

• Other Officers

A School Council may have such other officers as are provided by in the by-laws of the Council.

• Principal

In order to facilitate the establishment of the Council and assist in its operation the Principal shall:

1. Act as a resource person and assist the Council in obtaining information relevant to the functions of the Council, including information relating to relevant legislation, regulations and policies.
2. Attend all meetings of the Council, unless he or she is unable to do so by reason of illness or other cause beyond his/her control, where a designate will be appointed to attend.
3. Assure prompt distribution to each member of the Council of any materials received from the Ministry that are intended for members of Councils.

The principal will also assure that these same materials are posted in the school in an area accessible to parents.

4. The principal shall file annually a Summary of Election Procedures with the Director of Education or his/her designate on or before June 30th. (See Appendix A)⁴
5. Give written notice of the date, time and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school. This must be done at least 14 days before the date of the election, on behalf of the Council. (Appendix B)

The notice may be

- a) given the notice to the parent's child for delivery to his or her parent; and must be

⁴ All Appendix forms are available in electronic template format for school use. They are also available in the appropriate representation format (i.e. teacher, student, support staff, etc.)

- b) posted in the school in a location that is accessible to parents.

6. Establish the first meeting date of the newly elected Council after the elections are held and within the first 35 days of the school year.

The principal will give written notice, on behalf of the Council, of the dates, times and locations of the meetings of the Council to every parent of a pupil who, on the date the notice is given, is enrolled in the school.

This notice may be,

- a) given to the parent's child for delivery to his or her parent; and must be
- b) posted in the school in a location that is accessible to parents.

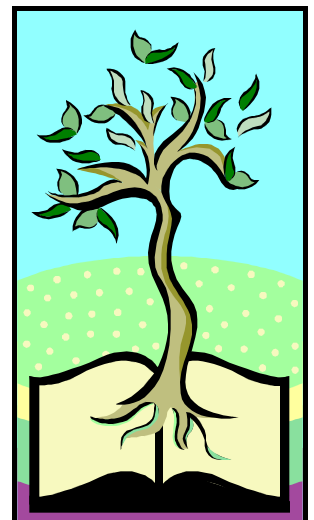
7. Distribute the Council's annual report of activities to every parent of a pupil who, on the date the copy is given, is enrolled in the school.

This notice may be,

- a) given to the parent's child for delivery to his or her parent; and must be
- b) posted in the school in a location that is accessible to parents.

8. Consider each recommendation made by the Council and advise the Council of the action taken in response to the recommendation.

9. File with the Board, School Council minutes, by-laws and any amendments to by-laws as they occur.



10. Solicit the views of the School Council with respect to but not limited to the following matters:

- a) the development, and review of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,
 - i) a code of conduct governing the behaviour of all persons in the school, as related to Board policies and guidelines, and
 - ii) policy respecting appropriate dress for pupils in the school as related to Board policies and guidelines.
- b) School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the school community.

• The Board

1. In addition to its other obligations to solicit the views of School Councils under the Act, the Board shall solicit the views of the School Councils with respect to the following matters:

- a) The establishment or amendment of Board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
 - i) conduct of persons in schools within the Board's jurisdiction;
 - ii) appropriate dress for pupils in schools within the Board's jurisdiction;
 - iii) allocation of funding by the Board to School Councils;

iv) fundraising activities of School Councils,

v) conflict resolution processes for internal School Council disputes, and

vi) reimbursement by the Board of expenses incurred by members and officers of School Councils.

b) The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, within the Board's jurisdiction, including:

i) conduct of persons in schools; and

ii) appropriate dress for pupils.

c) Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.

d) The process and criteria applicable to the selection and placement of principals and vice-principals.

2. The Board will consider each recommendation made by the Council and shall advise the council of the action taken in response to the recommendation.

3. The Board will, for the purpose of consulting and communicating directly with members of the Council, collect the names, mailing addresses, telephone numbers and e-mail addresses of the Chair or Co-chairs of a School Council and of the other members of the Council. (Appendix F)

4. The Board will disclose the information collected to the Ministry of Education, which may use the information for the purpose of consulting and communicating directly with members of School Councils.

• **The Ministry of Education**

1. The Ministry shall report annually to members of School Council on education in the province.
2. The Ministry may,
 - i) make other reports to members of school councils; and
 - ii) provide information to members of school council respecting the roles and responsibilities of school councils.
3. Provide School Council with a handbook to guide them in their work.
4. Consult from time to time with School Councils on educational issues.
5. Support School Councils as appropriate.

Operations

The purpose of School Councils is to improve pupil achievement and to enhance the accountability of the education system to parents, through the active participation of parents.

A School Council's primary means of achieving its purpose is by making recommendations to the principal of the school and to the Board.

• By-Laws

The Council may make by-laws governing the conduct of its affairs.

Every Council shall make by-laws that:

1. govern election procedures and the filling of vacancies in the membership of the Council.
2. establish rules respecting participation in Council proceedings in cases of conflict of interest.
3. establish procedures for attendance to regularly scheduled Council meetings.
4. establish a conflict resolution process for internal Council disputes in accordance with any applicable policies established by the Board.

• Collection of Information

1. The Ministry may, for the purpose of consulting and communicating directly with members of school councils, collect the names, mailing addresses, telephone numbers and e-mail addresses of the Chair or Co-chairs of a School Council and of the other members of the Council.
2. The Ministry may disclose information collected to the Ontario Parent Council, which may use the information for the purpose of consulting and communicating directly with members of School Council.
3. The Board will collect data annually as described in Board Roles and Responsibilities.

• Committees

1. The Council may, in accordance with its by-laws, establish committees to make recommendations to the Council.
2. Every committee of the Council must include at least one parent member of the Council.
3. A committee of the Council may include persons who are not members of the Council.

All meetings of Council committees will be governed by the meeting procedures as found under the sub-title "Meetings" with the necessary modifications.

• Election Procedures

Every School Council shall develop by-laws that govern election procedures and the filling of vacancies on the School Council.

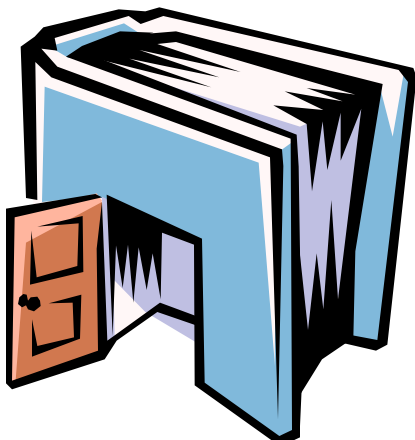
1. The Chair of the School Council will ensure that such by-laws and any future modifications to said by-laws are filed with the Director of Education or his/her designate.
2. The principal shall file annually a Summary of Election Procedures with the Director of Education or his/her designate on or before June 30th. (see Appendix A)
3. The School Council may adopt, amend or append to the board-wide procedures as found in the School Council Resource Manual.

• Incorporation

A School Council shall not be incorporated.

• Meetings

1. The Council shall meet at least four times during the school year.
2. The Council shall meet within the first 35 days of the school year, and after the elections are held, on the date fixed by the principal of the school.



3. A meeting of a School Council cannot be held unless,
 - i) a majority of the current members of the Council are present at the meeting; and
 - ii) a majority of the members of the Council who are present at the meeting are parent members.
4. All meetings of School Council shall be open to the public.
5. The Council is entitled to hold its meetings at the school.
6. All meetings shall be held at a location that is accessible to the public.

• Minutes and Financial Records

1. The Council shall keep minutes of all of its meetings and records of all of its financial transactions for a minimum period of four (4) years.
2. The minutes and financial records shall be available at the school for examination without charge by any person.

• Remuneration

1. A person shall not receive any remuneration for serving as a member or officer of a Council.
2. The Board shall establish policies respecting the reimbursement of members and officers of School Councils.
3. The Board shall reimburse members and officers of the Council, in accordance with the policies, for expenses they incur as members or officers of the Council.

• Terms of Office

School Councils may want to develop by-laws, to address the maintenance of experienced members on their School Council.

1. The term of office is one year. A person elected or appointed as a member of a Council holds office until the date of the first meeting of the newly elected Council held in the next school year.
2. A member of a Council may be re-elected or reappointed or acclaimed.

• Vacancies


A vacancy in the membership of a School Council does not prevent the Council from exercising its authority.

1. A vacancy in the membership shall be filled by election or appointment in accordance with the by-laws of the Council.
2. If an election is required to fill a vacancy, existing eligibility requirements and election procedures, with the necessary modifications, will govern the filling of the vacancy.
3. The Chair of the School Council will forward an updated listing to the Director of Education or to his/her designate.

• Voting

1. Each Council member is entitled to one vote when a vote is taken by the Council.
2. Each member of a committee of a Council is entitled to one vote when a vote is taken by the committee.
3. The principal of the school is not entitled to vote when a vote is taken by the Council or by a committee of the Council.





School Council Resource Guide



District School Board Ontario North East

March, 2001

Election Procedures

School Council may wish to adopt, amend or append to these board-wide procedures.

These procedures apply to the elections of all School Council members with the appropriate modifications for teacher, support staff and student representative where an election is required.

1. The principal shall file annually a Summary of Election Procedures with the Director of Education or his/her designate on or before June 30th. (See Appendix A)¹
2. Election proceedings shall be supervised by the school principal.
3. A letter to parents, staff and students (where appropriate) inviting them to submit their candidacy is forwarded to them during the first week of September. (See Appendix B)

Prospective candidates would also be expected to submit a brief bio for distribution with the ballot where the School Council has opted not to host a "Meet the Candidate" forum.
4. Each candidate for an elected position on the School Council must submit a completed Nomination Form. (See Appendix C)
5. The principal shall conduct a lottery to determine the ballot position for each candidate.

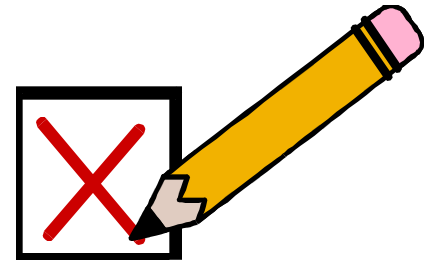
6. A letter to parents, staff and students (where appropriate) confirming the names of candidates and the voting date is forwarded to them during the third week of September. (See Appendix C)

This would be an opportunity to forward information on candidates if the School Council chooses not to host a "Meet the Candidate" forum.

7. Elections for School Council shall be conducted by secret ballot. In-school and/or take-home ballots shall be used. (See Appendix D)
8. Take-home ballots and envelope will be provided by the school. The ballot must be returned in the sealed envelope to be opened at the time of ballot counting or they will be considered spoiled.
9. Eligible voters will vote once to elect the maximum number of positions available in their category (e.g. parent, teacher, etc.). If a person votes for more than the maximum number of positions, his/her ballot is nullified.
10. If there is a tie for any elected position on the School Council, the winner will be determined by lot.
11. Following the counting of the votes, the principal will share the election results. (see Appendix F)

¹ All Appendix forms are available in electronic template format for school use. They are also available in the appropriate representation format (i.e. teacher, student, support staff, etc.)

12. The principal shall resolve appeals related to the interpretation of the rules for School Council election. If the situation is not resolved to the satisfaction of the complainant, the appropriate regional superintendent of schools shall make a ruling.
13. The permanent chair of the School Council, who must be a parent, shall be elected by the newly elected members of the School Council. This election shall occur by the second School Council meeting.
14. Eligible persons selected by the newly constituted School Council will fill positions remaining vacant following the election process. If all positions cannot be filled by appointment, the School Council shall continue to operate as long as a parent majority exists.
15. All appointments to the School Council are by majority vote of the members at a duly constituted meeting. Appointments shall be made, after appropriate public notice of the meeting. The principal of the school will call the first meeting of the School Council within 35 days and following the election of the parents. The principal will assume the chair of the first meeting of the School Council until the parents elect a chairperson.
16. The Principal will forward to the Director of Education or his/her designate, a complete listing of School Council members. (see Appendix)
17. Except for the candidate forum, no individual campaign literature may be distributed or posted in the school.
18. School resources, both human and material, may not be used to support particular candidates or groups of candidates.
19. There will be no remuneration, honorarium, or "out-of-pocket" expenses paid to candidates for costs incurred due to their election campaign





DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

Summary of Election Procedures for School Councils

The following will be completed and submitted by the current school council in consultation with the school principal on or before June 30th in preparation for election procedures in September.

School: School Name

Date

Principal's Signature

1. The total number of positions for our School Council will be number of members
2. The School Council will include number parents/guardians who will represent a majority of the council membership.
3. The number of seats in each category and the related term of office of the School Council are as follows:

Category	Number of Positions
Parents/Guardians	
Teacher(s)	1
Student (s)	
Support Staff	1
Community Representatives	
School Principal	1

4. The principal will send a letter to inform all parents of the School Council election process. This letter will be sent on proposed date for letter to be forwarded home.
5. The period of filing parent/guardian candidate forms will begin on date and end on date. This time period will be a minimum of one (1) week.
6. The principal will issue an invitation to all parents/guardians to attend a candidates forum to hear presentation. The candidates' forum will be held on (date and time) in the school. Note: If the School Council does not wish to host a candidates forum, bios will be forwarded along with the letter confirming the list of candidates and announcing the specifics of the elections.
7. Voting will commence on (date/time) and end on (date/time).

8. The method of voting for the parent/guardian members of the School Council will be done by:
 - a) in-school ballot.
 - b) take-home ballot.
 - c) both a) and b).
9. The election process and ballot counting for parent representatives will be supervised by the school principal and up to 3 parents who are not seeking election.
10. The school principal or designate will supervise the election of teacher representative(s) to the School Council. Elections will be held on (date).
11. The school principal or designate will supervise the election of student representative(s) if an elections is required to the School Council. Elections will be held on (date).
12. The school principal or designate will supervise the election of support staff representative(s) to the School Council. Elections will be held on (date).
13. The community representative(s) will be selected by the newly elected School Council within thirty (30) days of the first meeting. The first meeting of the School Council is tentatively scheduled for (date).

The decisions reported above were determined by the principal in co-operation with the existing School Council members. The following are members of this committee.

Name	Parent	Student	Teacher	Support Staff	Community Represen.
Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Please forward to the Director of Education
on or before June 30th.



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

School:
Principal:
Address:
Telephone:
Fax:

Northern Regional Office

Regional Superintendent of Schools
Telephone:
Fax:

Date sent home

Dear Parents/Guardians:

The time has come to choose the parents² who will sit on the school council at school name. There will be number of parents chosen for the school council. You might wish to be a candidate to represent the parents on our school council.

“What are some of the functions of the parent member on the school council?”

1. Attend at least four meetings per year or as called by the council.
2. Assume the responsibilities as outlined in the attached brochure.
3. Encourage parents to become involved in the school and to promote school activities.
4. Respond to requests for input from the Board and/or the Ministry of Education.

Procedure:

1. If you currently have a child enrolled in this school you are an eligible voter and you are also eligible to submit the attached candidacy form to run in the elections.
2. If it is your intention to run as a parent candidate, you must return this form by 4:00 p.m. on September due date.
3. Confirmation of receipt of your filed candidacy form will be forwarded to you by September confirmation date.
4. A slate of candidates will be sent to all parents indicating the names of parents who have proposed their candidacy. This notice will be sent home on September proposed date. (Included if there is a forum.) ... At that time, you will also be invited to a candidates' forum to be held at time on date.
5. Any eligible voter must come to the school on September date or forward their ballot in a sealed envelope by 4:00 p.m. on this same day.
6. The ballots will be counted by myself and members of previous school council.
7. The successful candidates will be advised on the evening of September date and their names will be shared with the school community and posted on the school bulletin board.

Name, Principal
School Name

² The term parent refers to parents and guardians



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

Nomination Form Parent/Guardian Candidate

Name:		
Address:	Home Phone	Work Phone
<p>I am the parent/guardian of</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Name)</p> <p style="text-align: center;">presently enrolled at this school.</p> <p><i>I wish to declare my candidacy for the elected position of representative for parents and guardians on the School Council. I understand the role and responsibilities of members of the School Council, which are described in the attached flyer.</i></p>		
Candidate's Signature		Date
For School Use		
Received by:	Time:	Date:

School:

Principal:



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

School:

Principal:

Address:

Telephone:

Fax:

Northern
Regional
Office

Regional
Superintendent
of Schools

Telephone:

Fax:

date

Dear Parents/Guardians:

The following parents have submitted their names as candidates for our school council:

List the names of all candidates in the same order as they will appear on the ballot. If there will not be a Candidates' Forum, attach the bios to this mailing. Otherwise, indicate the date and time of the forum to be held at the school.

Elections will take place on election date.

You may vote between the hours of (start time) and (end time) at the school. ... in the case of take-home ballot, the above wording will change including the final date for submission and instructions to submit in a sealed envelope

I encourage all parents to exercise their voting rights on election date.

Sincerely,

Name, Principal
School



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

Official Ballot – School Council Parent/Guardian

Please vote for no more than (number of) candidate(s). Place an "x" beside the candidate(s) of your choice.			
Candidate's Name	1		1
	1		1
	1		1
	1		1
	1		1
	1		1

School: School Name

Principal: Principal's Name



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

School:

Principal:

Address:

Telephone:

Fax:

Northern
Regional
Office

Regional
Superintendent
of Schools

Telephone:

Fax:

Date sent home

Dear Parent/Guardian:

As a result of yesterday's elections, the following persons have been elected to our school council:

- Parents: list of elected parent representatives
- Student: student elected ... or appointed
- Teacher: teacher elected ... or appointed
- Support Staff: support staff elected ... or appointed

The council will meet for the first time on (date of first meeting) and appoint a representative from the community to join the Council. Once the Council is formed, a chairperson will be elected from the parents/guardians on the school council. You are welcome to join us on at this first meeting. All school council meetings are open to the public.

Thank you for your participation in these elections.

Sincerely,

Name, Principal
School

Candidate Information

<p>Name of Candidate:</p> <hr/>

Relevant Background to the Voter: (2 to 3 sentences)

Reasons why I wish to be elected to School Council: (2 to 3 sentences)



District School Board Ontario North East

School Council Listing

School:							
Name	Address				Telephone		
	Street	Box	City	P.C.	Home	Business	Fax

This form must be completed annually shortly after the first meeting of the newly formed School Council and forwarded to the Director of Education or his/her designate. **The School Council Chair must be identified for contact purposes.** Also, should there be any changes in the membership during the school year, it is the School Council's responsibility to forward an updated listing to the Director of Education or his/her designate.