

1. MEMBERSHIP

1.1 While all members of the VCI School Council are equal partners, parents shall form a majority. The size of the VCI School Council, unless vacancies exist shall not be less than 11.

1.2 VCI shall elect a VCI School Council that has, at minimum, but not limited to the following members:

- 1 Parents or guardians of students enrolled in the school (6)
- 2 At least 1 community representative
- 3 A student
- 4 The school principal
- 5 A member of the teaching staff
- 6 A member of the school based support staff

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

- 1 He or she is not employed at the school; and
- 2 The other members of the VCI School Council are informed of the

person's employment before appointment.

1.4 A member of the Board cannot be a member of the VCI School Council established by the board.

1.5 If fewer than the required number of parents are willing and able to stand for election, the VCI School Council will maintain vacant positions as it begins its work and continue to seek involvement of parents through outreach strategies.

2. ELECTION OF PARENT MEMBERS

2.1 The Term of office for elected and appointed positions on the VCI School Council shall be one year. Elected and appointed members may seek additional terms.

2.2 A person is qualified to be a parent or guardian member (hereinafter collectively referred to as "parents") of the VCI School Council if he or she is a parent of a pupil who is enrolled in the school.

2.3 Despite Section 2.2.0, a person is not qualified to be a parent member of the VCI School Council if,

1. He or she is employed at the school; or
3. He or she is not employed at the school but is employed elsewhere by the Board that established the VCI School Council, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.

2.4 A person is qualified to vote in an election of parent members of the VCI School Council if he or she is a parent of a pupil, who is enrolled in the school,

2.5 An election of parent members of the VCI School Council shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the VCI School Council after consulting with the principal of the school.

2.6 Despite Section 2.5.0, if a new school is established, the first election of parent members to the School Council shall be held during the first 30 days of the school year, on a date that is fixed by the Board.

2.7 The principal of the school shall, at least 14 days before the date of the election of parent members, on behalf of the VCI School Council, give written notice of the date, time and location of the election to every parent of a pupil who, on the date notice is given, is enrolled in the school.

2.8 The notice required by Section 2.7.0, may be given by,

- 1 Notice to the parent's child for delivery to his or her parent; and
- 2 Posting the notice in the school in a location that is accessible to parents.
- 3 Placing a notice in The Review newspaper.

2.9 The election of parent members shall be by secret ballot if necessary

3. OTHER ELECTIONS

3.1 The elections of the student, teacher and non-teaching staff members shall be held during the first 30 days of each school year.

3.2 A person is qualified to vote in the election of the teacher if he or she is a teacher, other than the principal or vice-principal, who is employed at the school.

3.3 A person is qualified to vote in an election of non-teaching staff member if he or she is a person, other than the principal or vice-principal or any teacher, who is employed at the school.

3.4 A person is qualified to vote in an election of a student if he or she is a pupil enrolled in the school.

4. TERMS OF OFFICE

4.1A person elected or appointed as a member of the VCI School Council holds office for one year from the latter of.

- 1 The date he or she is elected or appointed; and
- 2 The date of the first meeting of the VCI School Council after the elections held under section 2.0.0, and 3.0.0 in the school year, until the date of the first meeting of the VCI School Council after the elections held under 2.0.0 and 3.0.0 in the next school year.

4.2 A member of the VCI School Council may be re-elected, unless otherwise provided by the by-laws of the VCI School Council.

5. VACANCIES

- 5.1 A vacancy in the membership of the VCI School Council shall be filled by election or appointment in accordance with the by-laws of the VCI School Council
- 5.2 If an election is held to fill a vacancy in the membership of the VCI School Council, section 2.0.0 and 3.0.0, as the case may be, applies, with necessary modifications, to the election.
- 5.3 A vacancy in the membership of the VCI School Council does not prevent the VCI School Council from exercising its authority.

6. OFFICERS

- 6.1 The VCI School Council shall have a chair or if the by-laws of the VCI School Council so provide, two co-chairs.
- 6.2 A chair or co-chair of the VCI School Council must be a parent member of the VCI School Council and shall be elected by the members of the VCI School Council.
- 6.3 A person who is employed by the Board cannot be the chair or co-chair of the VCI School Council.
- 6.4 The VCI School Council may have such other officers as are provided for in the by-laws of the VCI School Council.
- 6.5 Subject to Section 6.2.0 and 6.3.0 vacancies in the office of chair or co-chair or any other officer of the VCI School Council shall be filled in accordance with the by-laws of the VCI School Council.
- 6.6 The Chair or Co-Chair shall prepare the agenda for the VCI School Council meeting in consultation with the principal and chair the meetings.
- 6.7 The Chair or Co-Chair shall consult on behalf of the VCI School Council, with senior Board staff and trustees as needed, and arrange for the VCI School Council to be represented at related functions and meetings.
- 6.8 The Chair or Co-Chairs shall provide for regular communications, approved by the VCI School Council, among the VCI School Council, parents, the community and existing organizations within the school, as well as with other School Councils

7. REMUNERATION

- 7.1 No financial remuneration is provided for any member of the VCI School Council for his or her work as members of the VCI School Council.
- 7.2 The VCI School Council members will be reimbursed according to the Board policies and procedures.

8. ROLE OF THE PRINCIPAL

8.1 The principal of the school may delegate any of his or her powers or duties as member of the VCI School Council, to a vice principal of the school.

8.2 In addition to his or her duties under this Procedure, the principal of a school shall perform the duties relating to the VCI School Councils that are imposed on the principal by Regulations 298 of the Revised Regulations of Ontario, 1990 (Operations of Schools – General) and amended by Regulation 613 as follows:

1. The principal of a school shall provide for the prompt distribution to each member of the VCI School Council of any materials received by the principal from the Ministry that are identified by the Ministry as being for distribution to the members of the School Councils.
2. The principal shall post any materials distributed to members of the VCI School Council in the school in a location that is accessible to parents.
3. The principal or designate shall attend every meeting of the VCI School Council.
4. The principal of the school shall act as a resource person to the VCI School Council and shall assist the VCI School Council in obtaining information relevant to its function including information relating to relevant legislations, regulations and policies.
5. The principal shall consider each recommendation made by the VCI School Council and shall advise the VCI School Council of the action taken in response to the recommendation.
6. In addition to his or her other obligations to solicit the views of the VCI School Council under the Act and the regulations, the principal shall solicit views of the VCI School Council with respect to the following matters:
 - (i) A local code of conduct established under subsection 303(1) or
 - (2) of the Act governing the behaviour of all persons in the school, and
 - (ii) School policies or guidelines related to policies and guidelines established by the Board under subsection 302(5) of the Act respecting appropriate dress for pupils in the schools within the

Board's jurisdiction.

7. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including,

- (i) Implementation plans for local code of conduct established under subsection 303(1) or (2) of the Act governing the behaviour of all persons in the school, and
- (ii) Implementation plans for school policies or guidelines related to policies and guidelines established by the Board under subsection 302(5) of the Act respecting appropriate dress for pupils in school within the Boards jurisdiction.

1 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 public.

2 The matters on which the principal may solicit the views of the school council are not limited to section 8.

9. ADVISORY AUTHORITY AND RESPONSIBILITIES OF THE SCHOOL COUNCILS

9.1 The VCI School Council shall communicate regularly with the parents and other members of the community to seek their views and preferences with regard to advice being provided by the VCI School Council, and to report the activities of the VCI School Council to the community.

9.2 In addition to its other obligations to solicit the views of the VCI School Council under the Act, the Board shall solicit the views of the VCI School Council as outlined in Regulation 612.00

9.3 In addition to items cited in section 9.1, the VCI School Council may make recommendations to the principal of the school or to the Board on any matter.

9.4 In addition to its advisory responsibilities the VCI School Council:

1. May organize information, orientation and training sessions for members as needed.
2. Shall promote the best interest of the whole school community.

9.5 Under the "Municipal Freedom of Information and Protection of Privacy Act" (1989) the VCI School Council cannot access information on individual students and staff. Council's should not be involved in issues relating to the performance of individual staff members. Individual members of the school community shall deal directly with the staff members and/or principal to resolve specific concerns.

10. ADVICE TO BOARD AND DUTY OF BOARD TO RESPOND

10.1 The Board that established the VCI School Council shall consider each recommendation made to the Board by the VCI School Council and shall advise the VCI School Council of the action taken in response to the recommendation.

10.2 Advice to the Board can be provided through existing Board procedures:

- 1 The VCI School Council can request that the Principal bring its advice to the attention of the appropriate supervisory office.
- 2 The VCI School Council can put its advice in writing to the Chair of the Board through the secretary (i.e. the Director) of the Board.
- 3 The VCI School Council can request in writing an opportunity to make a presentation to the Board.
- 4 The VCI School Council can communicate directly with a school trustee.
- 5 The Board may seek advice from the VCI School Council on relevant topics.

11. CONSTITUTION AND/OR BY-LAWS

11.1 The VCI School Council shall establish a constitution and by-laws that govern the conduct of its affairs. The following by-laws are required:

- A by-law that governs election procedures and filling of vacancies in the membership of the VCI School Council.
 - A by-law that establishes rules respecting participation in the VCI School Council proceedings.
 - A by-law that, provides for a conflict resolution process for internal VCI School Council disputes.
 - 11.2 The VCI School Council shall review its constitution, by-laws at least every two years.
- 12. MEETINGS

12.1 There shall be a minimum of four scheduled meetings during the school year.

12.2 The first meeting shall be within the first 35 days of the school year, after the elections on a date fixed by the principal of the school in consultation with the chair.

12.3 A meeting of the VCI School Council cannot be held unless,

- 1 A majority of the current members of the VCI School Council are present at the meeting; and
- 2 A majority of the members of the VCI School Council who are present at the meeting are parent members.

12.4 All meetings of the VCI School Council shall be open to the public.

12.5 The VCI School Council is entitled to hold its meetings at the school.

12.6 All meetings of the VCI School Council shall be held at a location that is accessible to all the public.

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

12.8 The notice required, may be given by,

- 1 A notice to the parent's child for delivery to his or her parent; and
- 2 Posting the notice in the school in a location that is accessible to parents.

13. COMMITTEES

13.1 The VCI School Council may, in accordance with its by-laws, establish committees to make recommendations to the VCI School Council.

13.2 Every committee of the VCI School Council must include at least one parent member of the VCI School Council.

13.32 A committee of the VCI School Council may include persons who are not members of the VCI School Council.

13.4 Sections 12.4.0 to 12.8.0 apply, with necessary modifications, to committees of the VCI School Council.

14. MINUTES AND FINANCIAL RECORDS

14.1 The VCI School Council shall keep minutes of all of its meetings. Financial records shall be kept as outlined by the PSAB.

14.2 The minutes and records shall be available at the school for examination by any person without charge.

14.3 Sections 14.1.0 and 14.2.0 do not apply to minutes that are more than four years old and financial records that are more than seven years old.

14.4 The principal of the school shall be one of the signatories of the account.

15. ANNUAL REPORT

15.1 The VCI School Council shall annually submit a written report on its activities to the principal of the school and to the board. This report is due prior to June 15th each year.

15.2 If the VCI School Council engages in fundraising activities, the annual report shall include a report on those activities.

15.3 The principal shall, on behalf of the VCI School Council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school.

15.4 Section 15.3 maybe complied with by,

- Giving the report to the parent's child for delivery to his or her parent; or
- Posting the report in the school in a location that is accessible to parents.

— 16. INCORPORATION

— 16.1 The VCI School Council shall not be incorporated.

— 17. DECISION MAKING/VOTING

— 17.1 Decisions shall be made as follows:

— The Chair shall allow for participation in discussion by all members of the VCI School Council in attendance.

— The VCI School Council shall operate in a non-judgemental manner, respecting individual rights and confidentially, employing no-fault discussions. Decisions should be reached by consensus through compromise wherever possible. In the event that consensus cannot be achieved, the decision may be reached by taking a vote.

— 17.2 Subject to section 17.1.2, each member of the VCI School Council is entitled to one vote.

— 17.3 Subject to section 17.1.2, each member of a committee of the VCI School Council is entitled to one vote in votes taken by the committee.

— 17.4 The principal of the school in not entitled to vote.

— 17.5 The VCI School Council members will identify all agenda items and/or issues with which they have a conflict of interest.

— 17.6 The VCI School Council members will focus on school-wide issues and on what is best for the school and its students.

— 18. FUNDRAISING

— 18.1 The VCI School Council may engage in fundraising activities to raise funds to benefit the school.

— 18.2 The VCI School Council shall not engage in fundraising activities unless the activities are conducted in accordance with any applicable policies and procedures established by the Board; and

— 18.3 The VCI School Council shall ensure that the funds raised by it are used in accordance with any applicable policies and procedures established by the Board.

— 19. INSURANCE FOR SCHOOL COUNCILS

19.1 The Board recognizes that the VCI School Council members are volunteers, and, as such, are covered by the Board's liability insurance as long as they are acting within the scope of their duties on behalf of the Board, as sanctioned by the principal.

19.2 The VCI School Council should be aware of the liability and insurance coverage issues outlined in the Ontario School Board's Insurance Exchange (OSBIE) Advisory of April 2001 and review their activities annually based on this Advisory.

20. ROLE OF TRUSTEES

20.1 The VCI School Council may work with trustees in broadening consensus around the purpose of public education and improving student learning.

20.2 Trustees can facilitate and support the working of the VCI School Council in many ways.

- 1 They can support the work of the VCI School Council in the community.
- 2 They can provide assistance in establishing contacts in the community.
- 3 They can be a resource to the VCI School Council by the sharing and discussion of ideas and proposals.
- 4 They can be available for consultation and advise on Board policies or on drafting a recommendation for the Boards consideration.

21. SCHOOL COUNCIL LIAISON COMMITTEE

21.1 The board shall establish a School Council Liaison Committee.

21.2 The membership of the School Council Liaison Committee is to include:

- A representative Council member from each School Council by Trustee Ward.
 - The representative from the School Councils shall be selected annually from amongst those School Councils in a Trustee Ward.
 - The Director and/or designate.
 - Other Board staff as required as resource.
 - 21.3 A meeting of the School Council Liaison Committee shall be called at the discretion of the Director of Education or upon the written request of three members of the School Council Liaison Committee.
- 22. RECOMMENDATIONS

- 22.1 Recommendations and decisions of the VCI School Council that are broader in scope than the local school, may be referred to the Board or the appropriate Committee of the Board through the Supervisory Officer.
- 22.2 Recommendations and decisions that are specifically related to the school should be referred to the school principal.
- 22.3 Should the Board wish further clarification of the recommendations/decisions received, it may from time to time invite representatives from the VCI School Council to speak on behalf of the recommendation/decision.