

# **Volunteering at Brock: An Information Session for Parents**

**Fall 2017**

**Brock School Council, with contributions from [PIAC](#)  
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# Facts about Brock P.S.

- 296 students
- 21 teaching staff, 10 support staff
- Gr. K-8
- Superintendent - Jane Philips-Long
- Ward 9, Trustee Marit Stiles
- Eco certified school
- Rooftop garden

# Importance of Parent Volunteers

Parent Volunteers are essential to enhancing the school experience! Some examples of volunteering at the school include:

- Participating in school events
- Helping out on field trips
- Coaching or driving students to sporting events
- Participating in School Council and its committees or executive
- Helping out in the Rooftop Garden
- Contributing a particular skill or expertise in the classroom
- Role modeling community thinking and involvement for our children

# Who Can Volunteer at the School

- Some volunteer opportunities (e.g. rooftop garden, driving kids to events, coaching) require you to complete a police check (\$20)
- Complete the form and get a money order or certified cheque
- Drop it off at the school office for mail-out
- Only needs to be done once - annual declaration at the office to ensure that the police check results haven't changed

# What is School Council?

- “A forum through which parents and other members of the school community can contribute to improving student achievement and school performance” [\*School Councils: A Guide for Members\*](#)
- School Council is inclusive, accountable and transparent
- School Councils are able to make recommendations to the principal and school board on any matter
- The partnership of school and community representatives helps to build mutual understanding and interaction between a school and its community, resulting in benefits for both

# Membership of School Council

School Councils shall consist of:

- A majority of parents
- The principal or vice-principal of the school
- One teacher employed in the school
- One non-teaching employee of the school
- One student, in the case of secondary schools (optional for elementary schools)
- One or more community representatives

# Membership Requirements for Parents

- Parent or guardian of a child enrolled in the school
- A board employee working at the same school as the child attends is not eligible to serve as a parent member on the council
- A board employee working at another school is eligible to serve as a parent member on the council of the school the child attends (they must pre-declare their employment)
- A Board employee cannot serve as a chair / co-chair of the council

# Membership Requirements for Teachers, Staff & Community

- Any teacher in the school is eligible to seek election for the teacher position
  - position cannot be filled by a principal or vice-principal
- Any non-teaching staff in the school is eligible to seek election
- Community Representative(s)- can appoint at least one community representative who cannot be an employed at the same school. If employed by the board, must pre-declare their employment



# The Role of the Principal

- The principal is the key source of information for the school council
- The principal is a link between school council and Ministry, Board and School
- Receives and responds to school council recommendations (e.g. special events, school policies regarding field trips)
- Although the principal is the ultimate “decider”, they still have to report back to the council with the results of the recommendation

# Elections Process

- Annual elections of up to 12 parent (voting) members to Council
- Elections must be held within the first 30 days of the start of the school year
- Executive (Chair(s), Secretary, Treasurer) will be elected from the 12 elected parent members
- Elections must be advertised to the school community
- Secret ballot
- Election not necessary in the case of Acclamation

# Parent Members

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
- Attend the majority of School Council Meetings

# Council Structure

Co-Chairs or Chair/Vice-Chair:

- 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

# Council Structure (cont.)

## **Treasurer**

- Keeps School Council funds deposited in financial institutions
- Oversees a spending budget and maintains detailed, written financial statements, including records of all receipts and disbursements of School Council funds
- Prepares the financial section of the School Council annual report

**Secretary** – records & distributes minutes of Council meetings. Ensures they are placed on the website and posted in the hallway

**Committees** – have a particular thematic focus, e.g. Fundraising Committee, Social Justice Committee. They report activities to Council, but meet independently. Any Brock parent can join a committee.

# Rooftop Garden Committee



- Watering the garden over the summer
- Helping with classroom visits & harvests
- Working with the Eco Club
- Tidying the garden and preparing for winter

# Fundraising Committee

The core function of a School Council is not to fundraise. It is but one aspect of what we do. Some annual events include:

- Moveathon (November) – dance party in the gym – about \$3000
- Silent Auction (at the annual concert) – donated items and services – about \$1000

What can a council fundraise for? Funds for field trips, specialized equipment, guest speakers, supporting extracurricular activities

What CAN'T we fundraise for / do with our funds? Items funded through the Board such as textbooks, facility renewals, maintenance

[Fundraising Guide 2017/18](#)

# Council Activities - 2016/17

- Weekly email blast to parents – reminders about school events, etc.
- Created a funding request form for teachers to submit requests – funded school trips, purchase of athletic equipment
- Fundraising initiatives – Moveathon, Silent Auction, QSP Fundraisers
- Information gathering and networking with other schools regarding the efficacy of the International Languages program
- Regular meetings with principal to discuss issues raised at meetings and by the parent/guardian community
- Planned a Holiday Breakfast for Staff
- Donated Freezies to the annual play day
- Helped facilitate a ‘Coaching Clinic’ with Ms. Samuels



# Some Planned Activities for 2017/18

- Parents Reaching Out grant activities
- Streamlining of School Council funding process – allocations to primary, junior and intermediate grades
- Recommendations to school re: International Languages program
- Teacher/staff appreciation
- Information sharing re: viability of hot lunch program at Brock
- Development of terms of use for Fb group
- Piloting classroom reps with interested teachers

**Thank You - Any Questions?**

