

# Gordon A. Brown Middle School

## School Council By-Laws

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By-Laws in Accordance with *Ontario Regulation 612/00 of the Education Act*

Version 3.2

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## By-Law History

Version	School Year	Status	Date	Description of Revision(s)
2.0	2020/2021	Bylaws reviewed in entirety and revised into new format.	Nov. 2020	Entire document to be reviewed
1.0	2019/2020	Bylaw submitted in 2019.	Nov. 2019	Initial document

## 1. NAME

The name of the Gordon A. Brown Middle School (the School) council shall be the School Council (SC).

## 2. PURPOSE OF SCHOOL COUNCIL

The purpose of the SC is to provide a forum for all parents of students in the School to work together to improve student achievement and to enhance the accountability of the education system to parents. The SC's primary means of achieving this purpose is to make recommendations to the principal of the school to create a learning environment best suited for the students of the School.

Specifically, the SC will:

- Promote communication between parents and the School;
- Foster parent and community involvement in the School;
- Participate in the decision-making process in the School;
- Participate in the wider educational community (i.e., the Toronto District School Board "TDSB") by providing information to its constituent groups and communicating the position of the SC;
- Raise funds to provide programs, material and equipment for the School that would not otherwise be available under the School's operating budget; and,
- Provide support to the School's principal to help achieve the annual objectives of the teachers at the School.

## 3. MEMBERSHIP

This section of the SC by-laws outlines the composition of the SC as per Section 3 of Ontario Regulation 612/00, how the SC will be formed on an annual basis and the expectations of the various SC members.

### 3.1 Composition

The SC shall be composed of the following people. Within the exception of the principal, all are voting members.

- **6 to 20 Parent Members.** A person is qualified to become a parent member of the SC if he or she is a parent or legal guardian of a student enrolled in the School and is employed by the School or elsewhere by the Board, and take reasonable steps to inform people qualified to vote in the election of parent members of that employment (Reg 612/00s,4(2) . Parent members must form the majority of the SC. The minimum number of parent members to form a valid SC is six. At Selwyn Public School, the maximum number of parent members shall be set at 20. .
- **Principal/ Vice Principal.** The principal holds a non-voting position on the SC. The principal is to be present for all SC meetings.
- **One teacher.** Any teacher of the School is eligible. A teacher is elected by other teachers in the school to participate in the SC. The name of the teacher shall be provided to the principal prior to the first SC meeting of the school year (where feasible).
- **One non-teaching staff.** Any member of the non-teaching staff in the school is eligible to seek election to the one non-teaching position. The non-teaching staff is elected by other non-teaching staff in the school to participate in the SC. The name of the non-teaching staff shall be provided to the principal prior the first SC meeting of the school year (where feasible). Parents working as non-teaching staff in the School are eligible to fill this position.
- **One community representative.** The person to fill this position is appointed by the SC during the first meeting of the school year. Following confirmation of acceptance by the appointed community representative, this person will serve on the SC for the remaining meetings that school year.

- **One person appointed by the Home and School Association.** As long as the Home and School Association at Selwyn Public School is a member of the Ontario Federation of Home and School Associations, one person from the Home and School Association is also able to serve on the SC. Where feasible, the name of the person appointed by the Home and School Association shall be provided to the principal prior the first SC meeting of the school year.

### 3.2 Election Procedures for Parent Members

Election of parent members to the SC must be held during the first 30 days of each school year. The date of the election of parent members will be fixed prior to the end of the preceding school year by the chair or co-chairs in consultation with the principal and the process supported by the governance committee. Table 1 below overviews the election of parent members.

**Table 1: Schedule Guidelines for the Election of Parent Members**

Timeline	Activities and Requirements
<b>June (or final SC meeting of school year)</b>	<ul style="list-style-type: none"> <li>• An election plan for the next school year is put in place for the election of new parent members. The plan is to include the date, time and location of the election, as well as how the election notifications will be provided to all parents and the timeline for nominations (note, nominations implies nomination by another party or self-nomination).</li> </ul>
<b>Early September (First week of School)</b>	<ul style="list-style-type: none"> <li>• The principal posts the SC election information for parent members in an area of the school that is accessible to parents (bulletin boards and school website).</li> <li>• Nomination forms are to be made available in paper format at the office and available for download from the website no later than 14 days before the election.</li> </ul>
<b>Mid-September</b>	<ul style="list-style-type: none"> <li>• Parents interested in becoming parent members on the SC return completed nomination forms to the school no later than one week before the election.</li> <li>• If more than 20 nomination forms are received, a list of parent nominees with brief biographies is made available to all parents at the school (posted at the front desk) and on the website, where applicable.</li> </ul>

Timeline	Activities and Requirements
<b>Election Day and First SC Meeting of School Year</b>	<ul style="list-style-type: none"> <li>• Election of parent members must occur within the first 30 days of the school year.</li> <li>• If more than 20 parents are interested in becoming parent members, voting is to be done by secret ballot by qualified parents and takes place on the day of the election, which is also the date of the first SC meeting of the school year. Voting is to be available from 8:00 AM to one hour before the start of the first SC meeting. Each parent of a student enrolled at the School is entitled to one vote for <i>each</i> vacant parent member position. Therefore, each parent is entitled to one vote for each of the 20 vacant parent member positions.</li> <li>• If fewer parents than the number of voting parent members allowed are interested in becoming parent members, those who have submitted nomination forms are automatically acclaimed as parent members of the SC at the start of the first meeting of the school year. The newly-formed SC then is able to fill vacancies by appointment if required.</li> </ul>
<b>Within 30 Days of the Election/ First SC Meeting</b>	<ul style="list-style-type: none"> <li>• The names of all members of the SC shall be publicized to the school community.</li> <li>• The dates, times and location for all future meetings to be held during that school year are to be provided to parents.</li> </ul>

Once the parent members are elected/acclaimed to the SC, the term of the position is from the date of the election/first SC meeting until the same point in the following school year. SC members are eligible to hold SC positions on a year-over-year basis but must be re-elected and/or re-appointed each year. While SC members can resign, there is no available provision for the discretionary removal of elected or appointed SC members before the end of his or her term.

### 3.3 Filling Vacancies

In the event there is a vacancy in the membership of the SC at any point during the school year, the current members of the SC will work with the principal to elect or appoint a suitable person to fill the vacant position. The term for the appointed member will begin at the discretion of the SC and continue until the election of new SC members in the following school year.

If there are one or more vacancies on the SC, for any reason, this does not prevent the SC from operating, as long as the number of parent members remains the majority. If a vacancy is of an officer of the SC (as defined below in Section 3.4.1.1), it is at the discretion of the members of the SC to determine if the responsibilities of the vacant officer are to be fulfilled by others on the SC.

### 3.4 Roles and Responsibilities of SC Members

#### 3.4.1 Parent Members

Parent members must make up the majority membership of the SC. Parent members are voting members. While the opinions and views of all parents and legal guardians of Selwyn students are valued, only parent members have voting rights at SC meetings.

Only parent members can hold officer positions on the SC. Parent members who do not hold an officer position are labelled parents-at-large. Parents-at-large are eligible to lead and/or participate on committees formed by the SC and are expected to solicit the views of other parents in the School community throughout the school year.

### **3.4.1.1 Officers**

For the SC to effectively operate, a chair, or two co-chairs, shall be elected by the members of the SC immediately following the election and during the first SC meeting of the school year. Parent members will self-identify interest in officer positions on the SC. Where only one parent member has an interest in an officer position, the position will be acclaimed. Where more than one parent member has interest in holding an officer position, the parent members will describe their interest in the role and a vote by the SC will be held to determine positions. Where required, the outgoing chair or co-chairs from the previous school year can assist with the facilitation of the first SC meeting of the school year. The chair (or co-chairs) must be a parent member of the SC and cannot be employed by the TDSB.

Other officer positions to be filled by parent members include:

- Treasurer
- Secretary
- Ward 16 Representative
- School Safety and Caring Representative

The roles and responsibilities of the **SC chair/co-chairs** are as follows:

- Prepare an agenda for each meeting, including the order of speakers and times allotted to each speaker;
- Chair each SC meeting or arrange for another parent member to do so;
- Ensure that minutes of the SC meetings are recorded and maintained;
- Accept conflict of interest determinations from SC members and determine if the nature of the conflict of interest warrants the SC member to leave the meeting room when the agenda item is discussed;
- Facilitate the resolution of conflict;
- Communicate with the principal on behalf of the SC outside of the official meetings;
- Arrange to complete grant applications;
- Act as co-signatory on cheques for payment of goods and services;
- Independently verify and sign off on bank reconciliations prepared by the Treasurer;
- Facilitate the completion of a Principal Profile when required;
- Prepare year-end report of SC activities (the SC Annual Report) for presentation to principal and the School Board;
- Assist the principal with the election plan for the following school year in June; and,
- Assist with facilitating the election and first SC meeting of the next school year.

The roles and responsibilities of the **SC treasurer** are as follows:

- Develop a Fundraising Plan in consultation with the SC, the principal and the School community by October 31 of each year;
- Participate on the fundraising committee;
- Maintain a record of the SC funds and financial activities;
- Ensure all fundraising activities/initiatives that collect funds from parents or legal guardians of students of the School are pre-approved by the principal;
- Ensure that all SC funds are kept in the SC bank account;
- Ensure that proper accounting records are maintained for all revenues and expenses;

- Monitor the status of the funds on a monthly basis;
- Complete bank reconciliations for verification by chair (or co-chairs);
- Report the status of the funds to the SC members at each meeting or arrange for another member to do so;
- Act as a co-signatory on cheques for payment of goods and services;
- Prepare and present financial reports for the SC meetings;
- Facilitate access to the SC financial records by the School and the School community;
- Complete the spring and year end financial reports for submission to the TDSB;
- Prepare an annual, written financial statement for review and approval of the SC.

The roles and responsibilities of the **SC secretary** are as follows:

- Record minutes of each SC meeting or arrange for another member to do so;
- Separately document conflicts, if they arise, during a SC meeting when members and/or participants are asked to leave the meeting by the chair/co-chair;
- Record resolutions to conflicts if a private meeting is held by the chair/co-chairs to resolve the conflict;
- Provide minutes to the chair/co-chairs and the principal within two weeks of each meeting; Ensure the SC meeting minutes are posted to the school website in a timely fashion;
- Manage all social media and electronic files/lists, as required and relevant to the school.

The roles and responsibilities of the **SC Ward 16 representative** are as follows:

- Attend Ward 16 council meetings or arrange for another member to do so; and,
- Report on Ward 16 council meetings at the SC meetings.

The roles and responsibilities of the **School Safety and Caring Representative** are as follows:

- Attend the SC meetings throughout the year.
- Attend any safety meetings that the Principal has with the Student Body Representatives regarding safety or caring concerns/issues in the school and community.
- Report to the SC regarding these meetings.
- Seek input from the SC regarding issues from the safety meetings.

### **3.4.2 Principal/Vice Principal**

The principal is a non-voting member of the SC. However, meetings of the SC cannot be held if the principal is not in attendance. The roles and responsibilities of the principal on the SC are as follows:

- Prepare Principal's Report and present at all SC meetings;
- Provide School report at each SC meeting.
- Promptly distribute material identified by the Ministry of Education or TDSB as "for distribution to school council members" to the SC and post the material in a school location accessible to parents;
- Act as a resource to the SC on laws, regulations, and School Board policies;
- Consider each recommendation made by the SC to the principal and return to the SC with the action taken in response to the recommendation;



- Solicit views on matters pertaining to the establishment or amendment of school policies and guidelines relating to student achievement, accountability of the education system to parents, and the communication of those plans to the School community;
- Provide information to the School Council Chair(s) regarding staffing, plans for school organization, classes, and teachers.
- Participate in completion of the SC Fundraising Plan in consultation with the SC;
- Participate on the fundraising committee, if feasible;
- Where feasible, and if the teacher member is unable to do so, facilitate collection of a teacher wish list for teaching aids in the classroom for presentation to the SC;
- Authorize any fundraising at the School;
- Act as a co-signatory on cheques for payment of goods and services;
- Assist with collection of fundraising money, where possible, and support secure storage of funds at the school;
- If feasible, assist the SC with deposit of fundraising money to the SC bank account;
- Assist the treasurer with proper accounting records are maintained for all revenues and expenses, where feasible;
- Facilitate communication between the SC and the school community;
- Ensure timely posting of all SC communications, including meeting minutes;
- May participate on any committees established by the SC;
- May solicit the views of the SC on any matter.

### **3.4.3 Teaching and Non-Teaching Members**

The roles and responsibilities of the teaching and non-teaching members on the SC are as follows:

- Serve as a liaison between the SC and the teaching and/or non-teaching staff of the School;
- Where feasible, the teacher member is to facilitate the compilation of a teacher wish list for teaching aids in the classroom for presentation to the SC;
- Contribute to the discussions of the SC;
- Solicit views from teaching and non-teaching staff to share with the SC;
- Communicate information back to teaching and non-teaching staff; and,
- May participate on any committees established by the SC.

### **3.4.4 Home and School Association Representative**

If there is an active Home and School Association, the roles and responsibilities of the home and school association representative on the SC are as follows:

- Serve as liaison between the School's Home and School Association and the SC;
- Report on Home and School Association matters at the SC meetings;
- Contribute to the SC discussions;
- Represent the views of the Home and School Association;
- Communicate information back to the Home and School Association; and,
- May participate on any committees established by the SC.

If there is no formal and active Home and School Association, a place will not be held on the School Council for that school year.

### **3.4.5 Community Representative**

The roles and responsibilities of the community representative on the SC are as follows:

- Contribute to the SC discussions;
- Represent the community’s perspective;
- May participate on any committees established by the SC; and,
- Help to build partnerships and links between the School and the community.

### 3.5 Code of Ethics and Expectations for Members

All members of the SC are expected to abide by the code of ethics. The purpose of the code of ethics is to guide member behaviour to allow SC activities to proceed respectfully and productively and with the best interests of the students in mind.

#### SC Code of Ethics

- *A member shall consider the best interests of all students.*
- *A member shall act within the limits of the roles and responsibilities of a school council.*
- *A member shall maintain the highest standards of personal integrity and recognize and respect and personal integrity of each member of the school community.*
- *A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.*
- *A member shall acknowledge democratic principles and accept the consensus of the council.*
- *A member shall limit discussions at SC meetings to matters of concern to the school community as a whole.*
- *A member shall declare any conflict of interest.*
- *A member shall not accept any payment or benefit financially through SC involvement.*

### 3.6 Conflicts of Interest

A conflict of interest may be actual, perceived, or potential. Members of the SC shall declare a conflict of interest to the chair/co-chair in matters that they, members of their families, or business entities, may have an interest in or stand to benefit either directly or indirectly by decisions of the SC.

If there is a conflict of interest, the SC member(s) shall decline from participating in further discussion and/or decisions related to the conflict. If necessary and based on the nature of the conflict of interest as determined with the chair/co-chairs, the SC member(s) may leave the room for the portion of meeting in which they are in conflict.

Conflicts of interest that may be applicable to the SC include, but are not limited to:

- A person who is employed by the Toronto District School Board (TDSB) cannot become the chair/co-chair of the SC. A person who is employed by the TDSB may become a member of the SC or may seek election for a position on the SC executive (other than chair/co-chair), if the SC executive, the principal, and other members of the SC are informed of the person’s employment with the TDSB prior to the person becoming a member;
- A member shall not sole-source goods or services to family and/or friends unless the potential conflict of interest has been identified to the SC and a vote occurs;
- A member shall not accept favours or economic benefits from individuals, organizations or entities known to be seeking business contracts with the school.

## **4. MEETINGS**

The purpose of the SC meetings is to communicate SC business with the broader School community and provide a forum for parent questions and parent engagement. Decisions requiring majority decision-making that affect the School community will be made during SC meetings.

It is the responsibility of the chair or co-chairs that SC meetings are conducted professionally and according to a pre-determined agenda. If co-chairs exist, decisions as to who is doing what must be decided between the co-chairs in advance of the meeting. Where feasible, meetings are to be one hour in length. The chair/co-chairs of the meeting will ensure that all speakers stay within their allocated speaking times and that all items on the agenda are completed during the meeting.

Every SC member will be given an opportunity to express his or her opinion about items under discussion. Speakers to an issue will maintain a calm and respectful tone at all times. Speakers will be allowed to speak without interruption.

The chair's/co-chairs' responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members. If no common ground can be identified, the chair/co-chair will seek to clarify preferences among all members before proceeding further. If all attempts at resolving the conflict have been exhausted without success (see Section 7.0 of the by-laws), the chair/co-chairs will table the discussion for a later date.

Meetings will be held at the School and are open to the public and all parents/guardian of students enrolled at the School are encouraged to attend. Attendees of SC meetings are to be over the age of 18. Childcare services may be offered for SC meetings, at the discretion of the SC. Parents and/or legal guardians will have up to one week prior to the date of the SC meeting to inform the principal of the need for childcare. If no requests are received within one week of the SC meeting, childcare services will not be offered.

### **4.1 Number and Schedule of Meetings**

The SC shall meet a minimum of four times during the school year. The SC will strive to meet six times in each school year, with the first meeting coinciding with the election of parent members and the last meeting in June to discuss the next year's election plan and to review the SC's activities and financial transactions that will be documented in the SC's Annual Report.

The schedule for the SC meetings shall be determined at the first SC meeting once members have been elected and/or appointed. The principal shall post the dates, times and locations of the SC so they are available to every parent/guardian of a student enrolled in the school. This will be done by providing the notice of all SC meetings to each student for delivery to their parent(s)/guardian(s) and posted in a location accessible to parents/guardians. Included with the posting will be procedures in the event a meeting is required to be rescheduled. Electronic distribution is encouraged whenever possible.

A special meeting can be called at the written request of at least 25 parents/guardians of the School. Such request shall be sent to the SC chair/co-chairs and/or the principal. A written request shall state the purpose of the meeting and such purpose shall be stated in the notice of the meeting; no business other than that stated in the notice shall be dealt with at the meeting.

## **4.2 Minimum Number of SC Members to Conduct Business**

A meeting of the SC cannot be held unless the majority of the current members of the SC are present at the meeting and the majority of the members present are parent members. The principal is to be present to facilitate use of the school.

SC members are required to identify to either the principal or the chair/co-chairs if they cannot attend the scheduled meeting at one week prior to the meeting. If the principal and the chair/co-chairs determine there is insufficient attendance to hold a SC meeting, the meeting will be re-schedule to the next available date that works for the majority of SC members.

## **4.3 Setting the Agenda**

The agenda for SC meetings shall be prepared by the SC chair/co-chairs in consultation with the principal. The chair/co-chairs shall determine the order of items and speakers and the length of time allocated for each agenda item. The SC chair/co-chair will ensure that time will be allocated in the agenda for each SC meeting for parent questions and discussion. Any parent and/or guardian may contact the chair/co-chairs and/or the principal to have items added to the agenda. The deadline for consideration of agenda items is two weeks prior to the SC meeting.

The proposed agenda for each SC meeting shall be posted by the principal on the School's website at least five days prior to the meeting and posted in a location accessible to all parents/guardians. The meeting shall be advertised to the public using the School's exterior sign for a minimum of three calendar days. It is the responsibility of the chair/co-chairs to distribute the previous meeting's minutes and the current agenda to all SC members at least five days prior to the meeting.

On the day of the SC meeting, the chair/co-chairs will be responsible for providing a copy of the agenda to each SC member and up to 20 copies to be shared by other parents/guardians and/or the public in attendance. If feasible, the chair/co-chairs may rely on the principal to provide these copies.

## **5. DECISION-MAKING PROCEDURES**

Decision required to be made by the SC will be reached by majority voting. Only the SC members outlined in Section 3.1 of the by-laws are eligible to vote. Each SC member is entitled to one vote. Where items subject to a vote are pre-identified on the agenda, the chair/co-chairs will be responsible for providing a proxy vote form that SC members can complete and submit to the principal in confidence via email or hard copy. Proxy votes cannot be submitted in advance to any other SC members. The principal, as a non-voting member, will present the proxy votes following the collection of votes from all other SC members in attendance.

## **6. CONFLICT RESOLUTION PROCEDURES**

From time to time, the SC may be unable to reach agreement on matters under consideration or may find that some form of dysfunction is occurring within the SC. In these cases, the chair/co-chairs have the responsibility to take firm and consistent action to maintain the credibility and effectiveness of the SC. In the event the chair or co-chairs are involved in the conflict, the principal shall facilitate reaching a resolution.

The following procedures are to be implemented by the chair/co-chairs (or principal if required) to resolve conflict:

- If a SC member or general participant at a SC meeting becomes disruptive during a meeting, the chair/co-chairs shall request order;
- If all efforts to restore order fail and the efficiency of the meeting is jeopardized, the chair/co-chairs ask for a vote of SC to remove the member from the meeting, clearly citing the reasons for the request, which are to be documented by the secretary. The removal of a member/participant for one meeting does not prevent attendance or participation at subsequent meetings;
- If there are multiple members and/or participants involved in the dispute, the chair/co-chairs may hold a private meeting with those individuals for the sole purpose of reaching a mutually acceptable solution to the dispute. If the dispute involves the chair/co-chairs, the principal may work to facilitate a resolution. If required, the chair/co-chair and/or principal may request an independent third party to assist in achieving a resolution to the dispute. Any resolution reached at a private meeting shall be documented by the secretary and signed by all parties involved.

## 7. ESTABLISHMENT AND ROLE OF COMMITTEES

The SC will form committees as necessary to fulfill its purpose. A committee formed by the SC must consist of at least one parent member of the SC. Non-SC members are able to participate on SC committees.

Similar to SC meetings, committee meetings are open to the public. The principal, in partnership with the SC, is responsible for ensuring all parent/guardians of students enrolled in the School are aware of the date and time for committee meetings by sending home notices with students and posting the notice in a location accessible to parents.

At a minimum, the SC will form a governance committee and a fundraising committee each year. Other committees may be formed at the discretion of the SC to meet the needs of the School community. Decisions to be made during committee meetings are to follow the decision-making process outlined in these by-laws, with the difference being that each member of a committee, regardless if they are also a SC member, is entitled to one vote. Principals are not entitled to vote at committee meetings.

**Governance Committee.** The purpose of the governance committee will be to review and update the SC by-laws as required based on amendments to Ontario Regulation 612/00, direction from the TDSB or as requested by the current SC members. When the by-laws are amended during the school year, the chair of the governance committee will provide a draft to the chair/co-chair and principal for review and the by-laws overviewed at a SC meeting. Following acceptance of comments and edits from the chair/co-chairs and principal provided after the SC meeting, the by-laws will be submitted to a representative of the TDSB for conformance with Ontario Regulation 612/00. Where substantive changes are proposed, the by-laws are to be made available for review and comment by all parents/guardians of the school prior to formal acceptance by the SC.

In addition, the governance committee is responsible for advising the SC on items regulated by Ontario Regulation 612/00. This includes, but is not limited to, the election of parent members.

**Fundraising Committee.** The purpose of the fundraising committee, which is to include the principal and the SC treasurer, is to raise funds for the School following the Fundraising Plan. All fundraising by the SC shall be approved by the principal and organized by the fundraising committee.

**Other Committees.** Other committees formed by the SC shall have a clear mandate and purpose. This should be documented in the meeting minutes when the committee is first formed.

All SC committees are to report on the progress of the committee's work towards completing their pre-defined goals at SC meetings.

Each year, the purpose, goals, participants, actions and outcomes of each committee shall be documented in the SC Annual Report or in a Committee Report that would form an appendix to the SC Annual Report.

## **8. FINANCES**

School generated funds are used for school purposes and are to complement, not replace, public funding for education. Each year, the SC has money allotted to it in the School's operating budget. This money cannot be redistributed by the principal and the use of the TDSB and Ministry funds is to be determined by the SC.

The SC shall keep a record of all of its financial transactions. SC financial records are to be kept on file at the School for a period of four years. The financial records are to be made available for examination at the School without charge by any person. The finances of the SC are to follow the TDSB's Procedures for School Council Funds.

All funds raised from parents/guardians of students enrolled in the School must be overseen by the principal, where feasible and/or at least two parent members. Where funds are collected and deposited by the SC/principal and the School's Secretary, the amount shall be reported to the SC treasurer via email within two business days, where feasible. Similarly, when expenditures are made and the co-signatory is not the treasurer, the amount spent and good/services procured shall be reported to the SC treasurer via email within two business days.

No expenditure will be made from the SC budget unless:

- It has been included in the annual Fundraising Plan that has been approved at a SC meeting; or,
- It has been approved at a SC meeting by the SC members present at such meeting; or,
- The amount is approved by the Treasurer and chair/co-chairs; and,
- It follows current TDSB fundraising policies and financial guidelines/practices.

All cheques, drafts or orders for payment of money shall be signed by two signatories. Signatories on the SC bank account include the chair/co-chairs, treasurer, principal and the School's secretary.

## **9. REPORTING**

### **9.1 Minutes**

The SC shall keep minutes of all of its meetings. The minutes shall be approved by the SC chair/co-chairs and the principal and posted on the School's website within two weeks of each SC meeting. SC meeting minutes are to be kept on file at the School for a period of four years. The meeting minutes are to be made available for examination at the School without charge by any person.

### **9.2 Fundraising Plan**

By October 31 of each school year, the SC treasurer in collaboration with the principal are responsible for providing the TDSB superintendent of the School with the SC Fundraising Plan for the year. The Fundraising Plan is to be developed with input from the School community and approved by the SC prior

to submission. Funds raised by the SC must be raised for a specific purpose, as defined prior to the start of the fundraising activity, and spent accordingly.

A Fundraising Plan addresses the following items:

- Use of surplus SC funds from previous years. Note, all funds collected or raised for students must be used within a two year period;
- Fundraising initiatives to be undertaken during the current school year; and,
- Use of SC funds anticipated to be raised during the current school year. All funds collected or raised for students must be spent on student programs and/or activities.

### **9.3 Annual Report**

At the end of the school year, the SC is required to submit a written Annual Report to the School community and the TDSB. The report must include a report of fundraising activities. Committee activities undertaken during that year should be included in the Annual Report, either within the main body of the report or as a supporting appendix.

The principal, on behalf of the SC, is responsible to ensure every parent/guardian of a student enrolled in the school as of the date of the Annual Report is given a copy of the report. Posting the Annual Report on the School website and making a copy available at the School office shall be considered as sufficient. Three copies of the previous year's Annual Report shall also be made available for review during the first SC meeting of the next school year.

The Annual Report is to be kept on file at the School for a period of four years and made available for examination at the School without charge by any person.