

**NORTH AGINCOURT SCHOOL COUNCIL  
ANNUAL GENERAL MEETING  
AND  
PARENT/GUARDIAN MEMBER ELECTIONS**

**Monday, October 25, 2021  
6:30-8:00 PM, Virtual Mtg**

<https://tdsb-ca.zoom.us/j/98730947710?pwd=bDZiZ3pjODkwVmJvblhIUHlpQ2hsQT09>

**PARTICIPATION IN YOUR CHILD'S  
EDUCATION IS ONE OF THE MOST  
SIGNIFICANT FACTORS CONTRIBUTING TO  
HIS/HER SUCCESS IN SCHOOL. (SCHOOL  
COUNCILS: A GUIDE FOR MEMBERS, 1.1).**

Getting involved in the School Council provides you with the opportunity to help build mutual understanding and interaction between the school and the community that will strengthen student learning. Council Members have the opportunity to make recommendations to the school as well as share information and feedback to the community.

**Nomination Forms  
Attached  
(only one form is required)**

**NORTH AGINCOURT SCHOOL COUNCIL  
INCLUDES SEVEN (7) ELECTED  
PARENT/GUARDIAN MEMBERS. AS A  
PARENT/GUARDIAN OF A STUDENT  
ATTENDING NORTH AGINCOURT YOU ARE  
ELIGIBLE FOR ONE OF THESE POSITIONS.  
CONSIDER DIRECT INVOLVEMENT WITH  
COUNCIL AND SUBMIT A NOMINATION  
FORM OR A SELF-NOMINATION AS A  
CANDIDATE FOR ONE OF THESE VALUED  
POSITIONS (FORMS ARE ATTACHED TO  
THIS COMMUNICATION, ARE AVAILABLE  
IN THE SCHOOL OFFICE, AND ARE POSTED  
ON THE SCHOOL WEBSITE).**

**Council Members have the opportunity to develop  
fundraising initiatives that benefit the students in  
the school in accordance with Board Policies.**

**Council Members have the opportunity to  
initiate Parent and Community Activities  
for the purpose of further engaging the  
community in the education of its children  
and provide parents/guardians with  
valuable information to support their child.**

These elections and all business of the Council will be run in accordance with Ontario Regulation 612/00: School Councils and Parent Involvement Committees, version 2.0 of the North Agincourt School Council By-laws and version 2.0 of the North Agincourt School Council Constitution.

**North Agincourt Junior Public School  
Elected School Council**

Nominations are open for parent/guardian council members for the 2021/2022 School Council.

**Nominations will close** October 17, 2021 (midnight 8 days prior to the elections) to allow for information about candidates to be made available at least a week prior to elections (v 2.0, s. 3 (d, e)). All self-nominations / nominations must be received in writing either by email or in - person (forms provided).

According to North Agincourt JPS School Council (NASC) By-laws seven (7) parent/guardian council members are elected by eligible parent/guardian voters.

Once elected these parents/guardians will constitute the parent/guardian voting members of council along with one teaching staff vote, one non-teaching member vote and, optionally, one community representative appointed for a period of one year according to Reg. 612/00 & NASC By-laws. Other parents/guardians are welcome to attend School Council Meetings and contribute to discussions, but will not carry a vote until elections the following year. Parent/guardian input is also more than welcome via email to Council Members at any time.

The entire School Council Executive later votes to determine who will hold each position (7 parent/guardian reps, 2 staff reps, 1 optional community rep).

**Election Procedures**

(Compiled from Reg. 612/00 and NASC By-Laws)

**Note:** In the event that North Agincourt School Council By-laws/Constitution are in breach of the Education Act, Ontario Regulation 612/00 the Regulation shall be adhered to.

1. Elections shall occur within the first thirty (30) days of the start of each school year. An exemption was provided for the 2021/2022 school year, stating that elections could occur prior to the end of October.
2. Notice of nominations and date of elections shall be made available to all parents/guardians of children currently enrolled in the school.
3. **Each parent/guardian seeking election must be nominated or self-nominated in writing (forms provided), must have a child registered at North Agincourt and must declare if he/she is employed by the Toronto District School Board.** (Board employees are not eligible to become Chair) (Reg. 612, s. 1.2, 2.5, 4.2, 8.3)
4. Notice of election date shall go out at least 14 days prior to the date set by the current Chair and information about all eligible parent/guardian candidates shall go out to eligible parent/guardian voters at least a week prior to the election.
5. No individual literature for School Council elections may be distributed or posted on school property.
6. School resources may not be used to support particular candidates or groups of candidates.
7. **All eligible parent/guardian voters shall be entitled to cast one vote for each parent/guardian member** (7). For example, if there are 15 parent/guardian candidates running for the 7 positions, only 1 mark may be placed on the ballot. Casting of more than the maximum number of allowable votes (7) spoils the ballot. (Reg. 612, s. 1.2)
8. No proxy or absentee voting is permitted. Voters must be present at the school and must vote in person.
9. **Elections shall be conducted by secret ballot.** Ballots will be counted by no fewer than two individuals and shall not include anyone standing for election or their spouse/partner.
10. If the number of declared candidates is fewer than or equal to the number of elected positions, then those candidates shall be acclaimed. Acclaimed candidates shall have the same standing as elected candidates.
11. If positions have not been filled at the end of the election process, the newly elected School Council may appoint the necessary number of eligible persons to serve for the balance of the term of office.
12. If appointments fail to fill positions, the Council shall proceed to operate as long as a parent majority (3) exists.
13. The results of the elections shall be reported, by the Chair of the Nominating Committee or designate, to those in attendance at the meeting. The slate of officers elected shall be announced in writing to the school community following the meeting.

North Agincourt School Council By-laws, Constitution and O. Regulation 612/00 are available on the school website or by request from the school office.

## **Once elected School Council Members shall determine each member's at a meeting within 15 days.**

(In accordance with NASC By-laws; O. Reg. 612/00)

### **Chair (cannot be held by a TDSB staff member):**

- Call and chair all School Council meetings.
- Prepare the agenda for NASC meetings and ensure that it is distributed to all members and the school community (this may be by electronics means).
- Ensure that the minutes of the NASC meetings are recorded and maintained (role may be delegated to Secretary).
- Provide leadership at any special events or meetings (leadership may be delegated).
- Coordinate formation of committees and call for reports from committees (role may be delegated to Vice-chair).
- Receive external correspondence and forward to appropriate member/committee.
- Ensure other Executive roles are carried out and call for reports from Executive Members on a regular basis.
- Ensure regular communication with the school community.
- Participate in related information sessions and training programs.
- Prepare the annual report for presentation at the Annual General Meeting.
  - Ensure other Executive positions are represented in this report.
- Share financial responsibility for School Council and act as a signatory for financial activities.

### **Vice-Chair:**

- Temporarily carry out roles of Chair in their absence.
  - May run in bi-election should the need arise to replace the Chair if qualified.
- Oversee sub-committees.
- Ensure appointment of Election Committee and their distribution of election information.
- Support Chair in calling and maintaining order at NASC meetings.
- May be asked to share financial responsibility for School Council and act as a signatory for financial activities.
- Provide leadership as allocated by Chair.

### **Treasurer:**

- Administer all financial operations of the NASC.
- Share financial responsibility for School Council and act as a signatory for financial activities.
- Keep accurate, up-to-date records of these operations.
- Prepare financial reports as required.
  - Provide detailed, written update at each NASC meeting
  - Prepare PSAB
  - Chair committee to prepare the annual School Council Fundraising plan and present this plan to Council for approval.
- Receive and account for all monies.
- Ensure all debts owing are paid in a timely manner.
- Act as a liaison for the financial aspects of all fund-raising activities.
- Ensure that all financial accounting is properly documented, tracked, reported and ready for audit at all times.

### **Secretary:**

- Prepare and maintain accurate minutes of all Council meetings and ensure required distribution and availability (may use electronic means of distribution).
- Coordinate with school Principal to obtain necessary permits for use of the school for meetings and events.
- Ensure constitution and bylaws are reviewed annually and participate in any committee created to update/change these documents.
- Maintain any archives of the School Council.
- May be asked to share financial responsibility for School Council and act as a signatory for financial activities.
- May take on other duties as delegated by Chair.

### **Communications Chair:**

- Coordinate all notices, bulletins and other documentation for distribution on behalf of NASC.
- In consultation with School Council prepare and distribute regular updates to the school community (this may be through electronic means).

### **Event Coordinator:**

- Act as chair for or coordinate event chairs for special events (this may include Fundraisers, philanthropies, school spirit events, themes events).
- Liaise with Event Chairs and communicate, on their behalf, with Council as needed (event chairs may communicate directly with Council, but do not hold a vote at School Council Meetings)
- Coordinate with school staff and the School Program & Classroom Liaison Chair to provide refreshments or other necessary items for special events or theme days organized by school staff (i.e. refreshments for Grade 6 Farewell Events, cool drinks for Track and Field Day).

### **School Program & Classroom Liaison Chair:**

- Liaise with program specific school staff to create necessary committees and secure volunteers (i.e. a Music Committee to support events and specific fundraising, HPE Committee)
- Act as Caring and Safe Schools/Mental Health Committee Representative for the school committee (or secure volunteer who will report back to Council).
- Coordinate Class Parent Communication structure with school staff and ensure staff is aware of the role of these volunteers (classes with active webpages may opt out of this structure).

**Positions and responsibilities up for review to insure alignment with TDSB Multi Year Strategic Plan.**



**North Agincourt Junior Public School**  
**SCHOOL COUNCIL PARENT SELF-NOMINATION FORM**



- ☐ I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council executive.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Business phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I am the parent/guardian of \_\_\_\_\_, who is currently registered at this school.  
(full name of student)

I am an employee of the Toronto District School Board:

☐ yes      ☐ no

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
Date

**On the back of this form** (below for electronic fillable form) **please include a brief autobiography and summary of your reasons for running for School Council.**

Electronic version may use box below:

You will be notified when your nomination has been received.



**North Agincourt Junior Public School**  
**SCHOOL COUNCIL PARENT CANDIDATE NOMINATION FORM**



☐ I wish to nominate \_\_\_\_\_ for an elected position as a parent/guardian representative on the school council executive.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_

Business phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I am the parent/guardian of \_\_\_\_\_, who is currently registered at this school.  
(full name of student)

\_\_\_\_\_ is the parent/guardian of \_\_\_\_\_ Who is currently  
(name of person nominated) (full name of student)  
registered at this school.

The person I have nominated is an employee of the Toronto District School Board:

☐ yes      ☐ no

\_\_\_\_\_  
Nominators signature

\_\_\_\_\_  
Date

**On the back of this form** (below for electronic fillable form) **please include a brief (auto)biography of the candidate and a summary of your reasons for this nomination.**

Electronic version may use box below:

You will be notified when your nomination has been received.