### SCHOOL COUNCIL

### ELECTIONS

##### Q & A

###

### TDBS

**Every Voice Counts!**

When schools communities and parents are engaged in their schools, students not only do better in school, they also succeed later in life. Dr. Chris Spence

**Dr. Chris Spence**

**What is the School Council’s Purpose?**

* The purpose of the council is through the active participation of parents, to improve pupil achievement and enhance the accountability of the education system to parents (Reg.612/2.1).

**What is the Role of School Councils?**

* An ***advisory body***, that make recommendations to the principal of the school or the Board on any matter (Reg.612/20)
* Consult with parents/guardians of students enrolled in the school about matters under consideration by the council. (Reg.612/613)
* Develop By-laws that govern election procedures, filling vacancies and a conflict resolution process. (Reg.612/5.2)
* Keep minutes of meetings and keep financial records for a period of four years (Reg.612/16).
* Produce an annual written report of the council activities, including financial activities, to be submitted to the principal and the Board. (Reg. 612/24)
* Focus on improved learning for all students
* Maintain a school-wide perspective on issues
* represent and communicate the views of the school community

## What is the Membership of Councils?

* **Elected** parents, teachers, support staff, **appointed** community representative(s), and the principal/vice-principal.

(Reg. 612/5.1-4)

**When do elections take place?**

* Election of all school council members shall be held during the first 30 days of each school year, with 14 days advance notice.

*(Reg. 612/4.4 and Reg. 612/12.4)*

* The term of office is one year (members may be re-elected for more than one term).

*(Reg. 612/6.1)*

* Teacher member(s) are elected by teachers; support staff are elected by support staff; student members(s) are elected by students; community member(s) are appointed by the council. *(Reg. 612/5.1-4)*

**What is the Responsibility of a Council Member?**

* Attend and contribute regularly at all school council meetings
* Act as a link between the school council and the community
* Participate in information and training
* Fulfill their duties
* Follow the operating rules/guidelines as agreed upon by the council including the guidelines for resolving differences of opinion
* Encourage others within the school community to participate in the activities of the council
* Communicate with various communities in the school and work towards removing any barriers to the participation of all members of the school community

**What is the Term for Council Members?**

Elected and appointed positions on the council shall be for one year, except for one co-chair position that will be for one term of a maximum of 2 years; allowing for continuity in the council. The term of office begins after the election and concludes with the first meeting of the next school year in which the new council is elected.

**What are the positions on a Council?****The Chair/Co-Chairs**

The chair/co-chairs of the council are elected by the council members and must be a parent or parents who are not employed by the school board. The chair/co-chairs are voting members who, in addition to performing the same duties as other council members, may also include:

* 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.

**Secretary**

The secretary’s duties may include:

* Recording the minutes of the school council meetings
* Ensure school council minutes are shared with members and the community

**Treasurer:**

The treasurer duties include:

* Ensure that proper accounting records are maintained for all revenues and expenses.
* Report the status of the funds on a monthly basis to School Council members
* Prepare an annual Public Sector Accounting Board report (PSAB)

**Parent Representatives**

Parent representatives are elected by parents of students currently enrolled in the schools. Elections of parent members shall be by secret ballot. *(Reg. 612/4.8)* 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.

**Can board employees that work at their child’s school be elected as a school parent member or chair/co-chair?**

* Board employees who work at their child’s school are not eligible for election as school council parent members in that school.

*(Reg. 612/3.5, 4.2)*

* Board employees who stand for school council election as parent members in their child's school (where they do not work), must disclose their employment with the board. *(Reg. 612/3.5, 4.2)*
* Board employees are not eligible to be chair or co-chair of any school council in that Board. *(Reg. 612/8.3)*

**What are the Timelines and Procedures for the 2018-2019 Zion Heights MS – School Council Election?**

**Timelines:**

**Thursday, September 6, 2018**

* Election Package Sent Home

**Friday, September 14, 2018**

* Nomination Forms Due in office @ 4:00pm

**Wednesday, September 26, 2018**

* School Council Elections @ 6:45 pm

**1. Membership to School Council**

**a) Parents** (max. 15 – election if needed –

 must have child attending Zion Heights MS)

**b) Principal** (non-voting member)

**c) Teacher** (elected by teaching staff)

**d) Support Staff Member**

(elected by non teaching staff)

**e) Community Representative(s)**

 recommended & appointed by School Council

**2.** **Pre-** **Election Steps**

 Organized & run by the Principal

1. Nomination forms shall be emailed home **Thursday, September 6,** filed by all parent-candidates for elected positions onthe school council. Parents may nominate themselves or other parents. Additional forms can be found in the main office.
2. **Nomination Form** to be submitted in person to the office **or by email to** **susan.sidlosfky@tdsb.on.ca**by **4:00pm** **Friday, September 14, 2018** date submitted and signature of candidate will be required on a Nomination Form Submission List;
3. **Names of all candidates and their declaration forms will be posted** on the Zion Heights MS Council Bulletin Board for a period of 3 days prior to the election
4. **Nominations** will **not** be taken from the floor on the night of the election

**3. Election of 15 Parent Members**

**a)** Parents/guardians of a student enrolled at the

 school are eligible both to votefor and to run

 as parent candidates. Self-nomination will

 suffice. Candidates should be prepared to

 summarize their reasons for running for the

 school council.

**Note:** They must also declare if they are employed by the school board. Board employees with children attending the same school are not eligible to run for elected position of the school council.

**b)** If the number of candidates is less than or

 equal to the number of positions, the

 candidates shall be acclaimed.

**c)** The election day proceedings shall be

 supervised by the Principal.

1. **Election** to be held following the 3rd day

posting period of the names of all candidates

1. Only parents of students in attendance at Zion Heights MS may receive and cast a ballot;
2. Parents with more than one child in the ­­school may only vote once.

**Election of Executive Members –** (Chair; Secretary; Treasurer)

1. To be held on **September 26, at 7:00 pm** after the election of the parent representatives.
2. Take nominations from the floor – place names on chart paper.
3. Provide ballots – only 15 elected parent members are eligible to vote for Executive Members
4. Principal to count votes & present elected Executive Members.
5. New School Council may nominate and appoint 1 community representative.

**Communication**

The Principal will communicate names of newly elected Zion Heights MS – School Council and Executive Officers by email and posting in the school.