

## **ADMINISTRATIVE PROCEDURES**

**SUBJECT: School Councils - Meetings**

### **MEETING PROCEEDINGS**

#### 1. Regular Meetings

- A school council shall meet:
  - within the first 35 days of the school year, after the elections are held, on a date fixed by the principal of the school
  - at least four times during the school year.
- All meetings of a school council shall be open to the public.
- All meetings of a school council shall be held at a location that is accessible to the public. A school council may hold its meetings at the school.
- The principal of a school shall, on behalf of the school council, give written notice of the dates, times and locations of the meetings of the council to every parent of a pupil enrolled in the school.
- The notice required may be given by:
  - giving the notice to the parent/guardian's child for delivery to the home; and
  - posting the notice in the school in a location that is accessible to parent/guardians.
- The school council shall have access to reasonable photocopying and support to facilitate the operations of the school council.

#### 2. Quorum Requirements

- A meeting of the school council cannot be held unless:
  - a majority of the current members of the school council who are present at the meeting; and
  - a majority of the members of the school council who are present at the meeting are parent members.

### 3. Meeting Agenda

- The Chair, the Principal, a member, or a sub-committee of the Council may initiate matters for discussion and the agenda should conform to the matters for which the School Council has an advisory responsibility. The agenda should include an opportunity for public input.
- The Chair of the School Council shall prepare the agenda for School Council meetings in consultation with the principal.

### 4. Consensus/Decision Making

- Consensus decision-making will be used by the Council to resolve the matter being discussed. Consensus exists when all present can support or accept what is proposed with no one standing in opposition. Consensus need not be time-bound and a decision may change on the basis of new or additional information.

### 5. Special Meetings

- A special meeting of the Council may be held:
  - a) at any time decided by the Council, provided that all members are notified twenty-four hours in advance of the time, date, place and purpose of the meeting; or
  - b) upon a written request by at least three members being given to the Chair of the Council, who must subsequently convene a meeting by sending a notice in accordance with the conditions of Section (a).

The business of any special meeting must be confined to the purpose for which it was convened.

### 6. Annual Report

- The School Council shall submit, at the end of its term, a written report to the principal, and to the Board, outlining its goals, activities, and achievements. If the school council engages in fundraising activities, the annual report shall include a report on those activities. The principal will give a copy of this report to every parent.

### 7. Principal Profile

- The School Council shall annually review the Principal Profile and submit a copy of the profile to the Superintendent of Education – Operations for consideration by the Board in its selection of a school principal.

## 8. Parent/Community Organizations

- School Councils and other parent organizations can support and assist each other and the school, as long as their different roles and functions are clearly defined.

## 9. Conflict Resolution

- When a disagreement arises, school councils, council members and principals are encouraged to meet and discuss the concern in an effort to resolve the dispute internally.
- Individual councils are advised to create their own mechanism to internally resolve disputes.
- If, after a meeting, there is still disagreement or the relationship cannot be improved, the following dispute resolution process should be used:
  - a) The principal shall ask the School's Superintendent of Education to appoint a mediator to attend a meeting of the parties in an attempt to resolve the problem or to improve the relationship.
  - b) The mediator shall be neutral and shall not render any decision in the matter, but shall assist the parties in resolving the problem or improving the relationship.
  - c) At the meeting, the mediator shall explain his/her role to the school council or member, and invite those present to each outline their concerns and proposed solutions. The mediator shall assist the parties in coming to the resolution that would most benefit the school.
  - d) The mediator shall report the resolution, or lack of resolution, to the school's Superintendent of Education.
  - e) Where the mediator reports a lack of resolution, the school's Superintendent of Education shall request a written report from each party outlining the perceived problems and attempts at resolution. This report shall be forwarded to the Director of Education.
  - f) The Director of Education shall review the situation and make recommendations accordingly.

## 10. Conflict of Interest

- The *Municipal Conflict of Interest Act* applies to elected and, in some cases, appointed officials on local councils, committees and boards, including district school boards. This *Act* also applies to members of advisory committees and other committees established under the *Education Act*.
- The main purpose of the conflict-of-interest legislation is to protect the public and ensure that public officials do not benefit financially from their position of trust. The *Act* allows members to take responsibility by identifying any conflict and declaring it openly.
- Conflict-of-interest legislation is concerned only with pecuniary, or monetary, interests. The *Municipal Conflict of Interest Act* refers to three kinds of pecuniary interest: direct, indirect, and deemed.
- A member who identifies a conflict of interest must declare it before any discussion of the matter begins. The member must:
  - publicly declare a conflict of interest, state the general nature of the interest and have the declaration recorded in the minutes;
  - not vote on the matter;
  - leave the room when the council is discussing the issue and have this fact recorded in the minutes; and not discuss the matter with members or attempt to influence the vote.

Implementation Date: March 8, 2000

Revised: June 12, 2002

Reference: Policy and Regulations

**SCHOOL COUNCIL NOMINATION FORM**

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**I, THE UNDERSIGNED, DO HEREBY NOMINATE:**

Name: \_\_\_\_\_ (*print in full*)

Residential Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

e-mail or fax: \_\_\_\_\_

**FOR THE POSITION OF \_\_\_\_\_ REPRESENTATIVE.**

(parent, teacher, student, or non-teaching)

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**NOMINATOR**

Name: \_\_\_\_\_ (*please print*)

Residential Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

e-mail or fax: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

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**CANDIDATE TO COMPLETE**

I ACCEPT THE NOMINATION AND I AM PREPARED TO SERVE AS A MEMBER  
OF THE \_\_\_\_\_ SCHOOL COUNCIL.

Signature of Nominee: \_\_\_\_\_

Date: \_\_\_\_\_

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