



## **SCHOOL COUNCILS**

### **Procedures**

Education is a partnership involving schools, school staff, students, parents, school boards, government, and the community. School Council members strengthen that relationship by working as a dedicated team to discover ways to improve student achievement and enhance the accountability of the education system within their school. They also promote and support the involvement of all parents in their children's learning, and represent the views of the school community.

School Councils operate within the parameters of the Education Act and its regulations, other relevant legislation, and District School Board Ontario North East policies and procedures, including collective agreements.

This procedural document reflects the Ministry of Education's expectations for school council operations as outlined in Regulations 298/1990 and 612/00, as amended. It also provides a collection of resources to assist School Councils in the development of their individual council procedures and by-laws.

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## 1.0 Council Membership and Eligibility

A School Council will reflect the diversity of the school community as follows:

- Parents/Guardians<sup>1</sup> – a majority, as specified by by-law or by the board if there is no by-law
- Principal of the school
- Teacher – one teacher employed in the school, other than the Principal or Vice-Principal
- Support Staff – one non-teaching employee of the school
- Student – one student in the case of secondary schools (optional for elementary schools)
- Community – one or more representatives appointed by the elected council
- Home and School Association – one person appointed by the association that is a member, if the association is represented at the school

### 1.1 Parent/Guardian

Parent representation shall be elected by parents of students currently enrolled in the school and shall form the majority of the Council.

A School Council<sup>2</sup> may, by by-law, specify the number of parent members.

If the Council does not have a by-law, then the following will apply:

- A minimum of five (5) parents, or six (6) if student representation is present, and a maximum of eight (8) parents will be elected.
- One parent of a student in a school is eligible to be elected to a Council and to serve on that Council as long as the student continues to be enrolled at the school.

A person is qualified to be a parent member of a School Council if they are a parent of a pupil who is enrolled in the school.

A person is not qualified to be a parent member of a Council if,

- they are employed at the school; or
- they are employed elsewhere by the Board, unless they take reasonable steps to inform those eligible to vote of that employment prior to standing for election.
- Trustees of the Board are not eligible to serve on a School Council in the Board's jurisdiction.

A person is qualified to vote in an election of parent members of a Council if they are a parent of a pupil who is enrolled in the school.

If a parent has children in more than one school, they can vote and be a candidate for those schools in which their children are registered.

Eligibility for candidacy and voting privileges may not be otherwise restricted.

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<sup>1</sup> Hereinafter referred to as "Parents"

<sup>2</sup> Hereinafter sometimes referred to as the "Council"

**1.2 Principal**

The principal shall be a designated member of the Council.

The principal may delegate any of their powers or duties as a member of the Council to the vice-principal of the school.

**1.3 Teacher**

One teacher who is employed at the school, other than the principal or vice-principal, shall be elected to the Council by the members of the teaching staff of the school.

**1.4 Support Staff**

One support staff who is employed at the school shall be elected to the Council by the members of the support staff of the school.

**1.5 Student**

In the case of a school with one or more secondary school grades,

- one pupil enrolled in the school will be appointed by the student council, if the school has a student council, or
- one pupil enrolled in the school will be elected by the other students enrolled at the school.

In the case of a school with no secondary school grades, one pupil enrolled in the school may be appointed by the principal of the school if the principal determines, after consulting the other members of the Council, that the Council should include a pupil.

Any student registered (full or part-time) in an elementary school with intermediate grades or secondary school, may be a candidate.

**1.6 Community Representative**

A Council will appoint a minimum of one community representative.

A Council may specify by by-law that there shall be two or more community representatives appointed to the council.

A person who is employed by the Board cannot be appointed as a community representative on the Council unless,

- they are not employed at the school; and
- the other members of the Council are informed of the person's employment before the appointment.

Trustees of the Board are not eligible to serve on a School Council in the Board's jurisdiction.

### **1.7 Home and School Association**

In a school where there is an association that is a member of the Ontario Federation of Home and School Associations, the association will appoint one member to Council.

## **2.0 Roles and Responsibilities**

A School Council is an advisory body of volunteers who work together to provide ideas and opinions to the school's principal and, where appropriate, to the Board and the Ministry of Education in order to make the school a better place for learning and in order to take part in Board and Ministry of Education initiatives.

### **2.1 School Council**

In addition to its advisory responsibilities, a School Council shall:

- promote the best interest of the school community;
- establish its goals, priorities and procedures;
- enable members of the Council to develop their skills as members by promoting attendance at board-organized and Ministry training and information sessions;
- hold a minimum of 4 meetings per year. All meetings will be open to members of the school community and be held at a location that is accessible to the public;
- communicate regularly with parents and other members of the community to seek their input on matters being addressed by Council, and to report on the activities of the Council;
- establish, maintain and uphold by-laws in the following areas:
  - to govern election procedures and the filling of vacancies in the membership of the School Council;
  - to establish rules respecting participation in School Council proceedings in cases of conflict of interest;
  - to establish rules respecting the attendance at regularly scheduled Council meetings and the consequences for non-compliance;
  - to establish a conflict resolution process for internal School Council disputes, in accordance with any applicable policies established by the Board.
- maintain a school-wide focus on all issues. Meetings are not a forum for discussion about individual parents, students, staff, trustees or other Council members. Both the Council and individual members of the Council can incur personal liability if they deal with personal or employment issues.
- make recommendations to the principal of the school or to the Board on any matter.
- submit annually a written report on its activities to the principal of the school and to the Board. If the Council engages in fundraising activities, the annual report shall include a financial report on those activities.

- The Council may engage in fundraising activities, but will not do so unless,
  - i) the activities are conducted in accordance with any applicable policies established by the Board; and
  - ii) the activities are to raise funds for a purpose approved by the Board or authorized by any applicable policies established by the Board; and
  - iii) they have ensured that the funds raised are used in accordance with any applicable policies established by the Board.

## **2.2 Chair or Co-chairs**

A Council shall have a chair or, if the by-laws of the Council so provide, two co-chairs.

A chair or co-chair of a Council must be a parent member of the Council, and shall be elected by the members of the Council.

A person who is employed by the Board cannot be the chair or co-chair of the Council.

The roles and responsibilities of the chair or designate include:

- communicating with the school principal regarding all Council activities;
- calling Council meetings;
- preparing the agenda for Council meetings in consultation with the school principal;
- chairing School Council meetings;
- ensuring that the minutes of Council meetings are recorded and maintained for a period of 4 years in the school;
- participating in information and training programs;
- ensuring that there is regular communication with the school community;
- consulting with senior administration and trustees as required, and with the Ministry when requested;
- facilitating collaborative decision making;
- involving the principal in the planning of all Council activities and/or initiatives that will involve or impact upon school, staff and students;
- preparing and submit an annual report to the Council and to the Board at the end of each school year;
- ensuring that the topics discussed at meetings fall within the mandate and authority of the Council.

## **2.3 School Council Members**

The roles and responsibilities of the School Council members include:

- placing the overall interest of students and the school first;
- participating in Council meetings;

- participating in information and training programs;
- acting as a link between the Council and the school community
- identifying ways to mobilize local community support for, and involvement in, the mission statement of the school;
- representing the diverse backgrounds and viewpoints of the school community;
- seeking to reach consensus in the decision-making process of the Council;
- encouraging the participation of parents and others in the school community;
- ensuring that the topics discussed at meetings fall within the mandate and authority of the Council.

## 2.4 Other Officers

A School Council may have such other officers as are provided by in the by-laws of the Council.

## 2.5 Principal

In order to facilitate the establishment of the Council and assist in its operation the Principal shall:

- Act as a resource person and assist the Council in obtaining information relevant to the functions of the Council, including information relating to relevant legislation, regulations and policies.
- Attend all meetings of the Council, unless they are unable to do so by reason of illness or other cause beyond their control, where a designate will be appointed to attend.
- Assure prompt distribution to each member of the Council of any materials received from the Ministry that are intended for members of Councils.

The principal will also assure that these same materials are posted in the school in an area accessible to parents.

- The principal shall file annually a Summary of Election Procedures with the Director of Education or their designate on or before June 30<sup>th</sup>. (See [Appendix A](#))<sup>3</sup>
- Give written notice of the date, time, and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school. This must be done at least 14 days before the date of the election, on behalf of the Council. ([Appendix B](#))

The notice may be given to the parent's child for delivery to their parent; and must be posted in the school in a location that is accessible to parents.

- Make the names of the members of the School Council known to the parents of the pupils enrolled in the school, by publishing those names in a school newsletter or by such other means as likely to bring the names to the attention of the parents. This shall be done not later than 30 days following the election of parent members of the School Council.

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<sup>3</sup> All Appendix forms are available in electronic template format for school use. They are also available in the appropriate representation format (i.e., teacher, student, support staff, etc.)

The principal shall also promptly provide the names of members of the school council to a supporter of the Board or to a parent of a pupil enrolled in the school, upon the request of the supporter or the parent.

- Establish the first meeting date of the newly elected Council after the elections are held and within the first 35 days of the school year.

The principal will give written notice, on behalf of the Council, of the dates, times and locations of the meetings of the Council to every parent of a pupil who, on the date the notice is given, is enrolled in the school.

This notice may be given to the parent's child for delivery to their parent; and must be posted in the school in a location that is accessible to parents.

- Distribute the Council's annual report of activities to every parent of a pupil who, on the date the copy is given, is enrolled in the school.

This notice may be given to the parent's child for delivery to their parent; and must be posted in the school in a location that is accessible to parents.

- Consider each recommendation by the Council and advise the Council of the action taken in response to the recommendation.
- File with the Board, School Council minutes, by-laws and any amendments to by-laws as they occur.
- Solicit the views of the School Council with respect to, but not limited to, the following matters:
  - i) the development and review of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,
    - a code of conduct governing the behaviour of all persons in the school, as related to Board policies and guidelines, and
    - policy respecting appropriate dress for pupils in the school as related to Board policies and guidelines.
  - ii) the development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including,
    - local codes of conduct governing the behaviour of all persons in the school, and
    - policies or guidelines related to appropriate dress for pupils in the school.
  - iii) School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the school community.

## 2.6 The Board

In addition to its other obligations to solicit the views of School Councils under the Act, the Board shall solicit the views of the School Councils with respect to the following matters:

- i) The establishment or amendment of Board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:

- conduct of persons in schools within the Board's jurisdiction;
  - appropriate dress for pupils in schools within the Board's jurisdiction;
  - allocation of funding by the Board to School Councils;
  - fundraising activities of School Councils;
  - conflict resolution processes for internal School Council disputes; and
  - reimbursement by the Board of expenses incurred by members and officers of School Councils.
- ii) The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, within the Board's jurisdiction, including:
- conduct of persons in schools; and
  - appropriate dress for pupils.
- iii) Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.
- iv) The process and criteria applicable to the selection and placement of principals and vice-principals. ([Appendix C](#))

The Board will consider each recommendation made by the Council and shall advise the council of the action taken in response to the recommendation.

The Board will, for the purpose of consulting and communicating directly with members of the Council, collect the names, mailing addresses, telephone numbers and e-mail addresses of the Chair or Co-chairs of a School Council and of the other members of the Council. ([Appendix D](#))

The Board will disclose the information collected to the Ministry of Education, which may use the information for the purpose of consulting and communicating directly with members of School Councils.

## 2.7 The Ministry of Education

The Ministry shall report annually to members of School Councils on education in the province.

The Ministry may make other reports to members of school councils, and may provide them with information respecting the roles and responsibilities of school councils. The Ministry website for School Councils is found at the following address: <http://edu.gov.on.ca/eng/general/elemsec/council/>

The Ministry provides school councils with a handbook to guide them in their work. This handbook is available on the Ministry website at the following address: <http://edu.gov.on.ca/eng/general/elemsec/council/council02.pdf>

The Ministry will also consult from time to time with School Councils on educational issues, and support School Councils as appropriate.

### **3.0 Operations**

The purpose of School Councils is to improve pupil achievement and to enhance the accountability of the education system to parents, through the active participation of parents.

A School Council's primary means of achieving its purpose is by making recommendations to the principal of the school and to the Board.

#### **3.1 By-Laws**

The Council may make by-laws governing the conduct of its affairs.

Every Council shall make by-laws that:

- i) govern election procedures and the filling of vacancies in the membership of the Council.
- ii) establish rules respecting participation in Council proceedings in cases of conflict of interest.
- iii) establish procedures for attendance to regularly scheduled Council meetings.
- iv) establish a conflict resolution process for internal Council disputes in accordance with any applicable policies established by the Board.

#### **3.2 Collection of Information**

The Ministry may, for the purpose of consulting and communicating directly with members of school councils, collect the names, mailing addresses, telephone numbers and e-mail addresses of the Chair or Co-chairs of a School Council and of the other members of the Council.

The Ministry may disclose information collected to the Ontario Parent Council, which may use the information for the purpose of consulting and communicating directly with members of School Council.

The Board will collect data annually as described in Board Roles and Responsibilities.

#### **3.3 Committees**

The Council may, in accordance with its by-laws, establish committees to make recommendations to the Council.

- Every committee of the Council must include at least one parent member of the Council.
- A committee of the Council may include persons who are not members of the Council.

All meetings of the Council committees will be governed by the meeting procedures as found under the sub-title "Meetings" with the necessary modifications.

### **3.4 Election Procedures**

Every School Council shall develop by-laws that govern election procedures and the filling of vacancies on the School Council.

The Chair of the School Council will ensure that such by-laws and any future modifications to said by-laws are filed with the Director of Education or their designate.

The School Council may adopt, amend or append to the Board-Wide Election Procedures as outlined in Article 5.0.

The principal shall file annually a Summary of Election Procedures with the Director of Education or their designate on or before June 30<sup>th</sup>. (See [Appendix A](#))

### **3.5 Incorporation**

A School Council shall not be incorporated.

### **3.6 Meetings**

The Council shall meet at least four times during the school year.

The Council shall meet within the first 35 days of the school year, and after the elections are held, on the date fixed by the principal of the school.

A meeting of a School Council cannot be held unless,

- i) a majority of the current members of the Council are present at the meeting; and
- ii) a majority of the members of the Council who are present at the meeting are parent members.

All meetings of School Council shall be open to the public and held at a location that is accessible to the public.

The Council is entitled to hold its meetings at the school.

The principal of the school shall, on behalf of the School Council, give written notice of the dates, times and locations of the meetings to every parent of a pupil who, on the date the notice is given, is enrolled in the school. These notices may be given to the parent's child for delivery to their parent, and must be posted in the school in a location that is accessible to parents.

### **3.7 Minutes and Financial Records**

The Council shall keep minutes of all of its meetings and records of all of its financial transactions for a minimum period of four (4) years.

The minutes and financial records shall be available at the school for examination without charge by any person.

### **3.8 Remuneration**

A person shall not receive any remuneration for serving as a member or officer of a Council.

The Board shall establish policies respecting the reimbursement of members and officers of School Councils.

The Board shall reimburse members and officers of the Council, in accordance with the policies, for expenses they incur as members or officers of the Council.

### **3.9 Terms of Office**

The term of office is one year. A person elected or appointed as a member of a Council holds office until the date of the first meeting of the newly elected Council held in the next school year.

A member of a Council may be re-elected or reappointed or acclaimed.

School Councils may want to develop by-laws to address the maintenance of experienced members on their School Council.

### **3.10 Vacancies**

A vacancy in the membership of a School Council does not prevent the Council from exercising its authority.

A vacancy in the membership shall be filled by election or appointment in accordance with the by-laws of the Council.

If an election is required to fill a vacancy, existing eligibility requirements and election procedures, with the necessary modifications, will govern the filling of the vacancy.

The Chair of the School Council will forward an updated listing to the Director of Education or to their designate.

### **3.11 Voting**

Each Council member is entitled to one vote when a vote is taken by the Council.

Each member of a committee of a Council is entitled to one vote when a vote is taken by the committee.

The principal of the school is not entitled to vote when a vote is taken by the Council or by a committee of the Council.

#### 4.0 Board-Wide Election Procedures

***School Councils may wish to adopt, amend, or append to these board-wide procedures.***

These procedures apply to the elections of all School Council members with the appropriate modifications for teacher, support staff and student representative where an election is required.

1. The principal shall file annually a Summary of Election Procedures with the Director of Education or their designate on or before June 30<sup>th</sup>. (See [Appendix A](#))<sup>4</sup>
2. Election proceedings shall be supervised by the school principal.
3. A letter to parents, staff and students (where appropriate) inviting them to submit their candidacy is forwarded to them during the first week of September. (See [Appendix B](#))

Prospective candidates would also be expected to submit a Candidate Information Form for distribution with the ballot where the School Council has opted not to host a “Meet the Candidates” forum. (See [Appendix E](#))

4. Each candidate for an elected position on the School Council must submit a completed Nomination Form. (See [Appendix F](#))
5. The principal shall conduct a lottery to determine the ballot position for each candidate.
6. A letter to parents, staff and students (where appropriate) confirming the names of candidates and the voting date is forwarded to them during the third week of September. (See [Appendix G](#))

Copies of the submitted Candidate Information Forms would be included with the Elections Notice Letter if the school Council chooses not to host a “Meet the Candidates” forum.

7. Elections for School Council shall be conducted by secret ballot. In-school and/or take-home ballots shall be used. (See [Appendix H](#))
8. Take-home ballots and envelope will be provided by the school. The ballot must be returned in the sealed envelope to be opened at the time of ballot counting or they will be considered spoiled.
9. Eligible voters will vote once to elect the maximum number of positions available in their category (e.g., parent, teacher, etc.). If a person votes for more than the maximum number of positions, their ballot is nullified.
10. If there is a tie for any elected position on the School Council, the winner will be determined by lot.
11. Following the counting of the votes, the principal will share the election results. (See [Appendix I](#)).
12. The principal shall resolve appeals related to the interpretation of the rules for School Council election. If the situation is not resolved to the satisfaction of the complainant, the appropriate regional superintendent of education shall make a ruling.
13. The permanent chair of the School Council, who must be a parent, shall be elected by the newly elected members of the School Council. This election shall occur by the second School Council meeting.

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<sup>4</sup> All Appendix forms are available in electronic template format for school use. They are also available in the appropriate representation format (i.e., teacher, student, support staff, etc.)

14. Eligible persons selected by the newly constituted School Council will fill positions remaining vacant following the election process. If all positions cannot be filled by appointment, the School Council shall continue to operate as long as a parent majority exists.
15. All appointments to the School Council are by majority vote of the members at a duly constituted meeting. Appointments shall be made, after appropriate public notice of the meeting. The principal of the school will call the first meeting of the School Council within 35 days and following the election of the parents. The principal will assume the chair of the first meeting of the School Council until the parents elect a chairperson.
16. The Principal will forward to the Director of Education or their designate, a complete listing of School Council members. (See [Appendix D](#))
17. Except for the candidate forum, no individual campaign literature may be distributed or posted in the school.
18. School resources, both human and material, may not be used to support particular candidates or groups of candidates.
19. There will be no remuneration, honorarium, or “out-of-pocket” expenses paid to candidates for costs incurred due to their election campaign.

## **Appendices**

[Appendix A: Summary of Election Procedures for School Councils](#)

[Appendix B: School Council Invitation to Run Letter](#)

[Appendix C: School Council Principal Profile Survey](#)

[Appendix D: School Council Listing](#)

[Appendix E: Candidate Information Form](#)

[Appendix F: Nomination Form Parent/Guardian Candidate](#)

[Appendix G: Elections Notice Letter](#)

[Appendix H: Official Ballot – School Council](#)

[Appendix I: Elections Results Letter](#)

## **References**

Education Act, R.S.O. 1990, c. E.2

Ontario Regulation 612/00 of the *Education Act*. School Councils and Parent Involvement Committees

R.R.O. 1990, Regulation 298 of the *Education Act*. Operation of Schools - General

DSB1 Policy & Procedure 2.1.17 – Canvassing and Fundraising

DSB1 Policy & Procedure 3.1.2 – Employee Travel Expense Reimbursement

DSB1 Policy & Procedure 3.1.4 – School Funds



## SUMMARY OF ELECTION PROCEDURES FOR SCHOOL COUNCILS

The following will be completed and submitted by the current school council in consultation with the school principal on or before June 30<sup>th</sup> in preparation for elections procedures in September.

School: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

1. The total number of positions for our school council will be: [number of members]
2. The School Council will include [number] parents/guardians who will represent a majority of the council membership.
3. The number of seats in each category and the related term of office of the School Council are as follows:

Category	Number of Positions
Parents/Guardians	[#]
Teacher(s)	1
Student(s)	[#]
Support Staff	1
Community Representatives	[#]
School Principal	1

4. The principal will send a letter to inform all parents of the School Council election process. This letter will be sent on [proposed date for the letter to be forwarded home].
5. The period of filling parent/guardian candidate forms will begin on [date] and end on [date]. This time period will be a minimum of one (1) week.
6. The principal will issue an invitation to all parents/guardians to attend a candidates' forum to hear presentations. The candidate's forum will be held on [date and time] in the school.

Note: If the School Council does not wish to host a candidates' forum, candidate information forms will be forwarded along with the letter confirming the list of candidates and announcing the specifics of the elections.

7. Voting will commence on [date/time] and end on [date/time].
8. The method of voting for the parent/guardian members of the School Council will be done by:
  - a)  In-school ballot
  - b)  Take-home ballot
  - c)  Both a) and b)
9. The election process and ballot counting for parent representatives will be supervised by the school principal and up to 3 parents who are not seeking election.
10. The school principal or designate will supervise the election of teacher representative(s) to the School Council. Elections will be held on [date].
11. The school principal or designate will supervise the election of student representative(s) if an election is required to the School Council. Elections will be held on [date].
12. The school principal or designate will supervise the election of support staff representative(s) to the School Council. Elections will be held on [date].
13. The community representative(s) will be selected by the newly elected School Council within thirty (30) days of the first meeting. The first meeting of the School Council is tentatively scheduled for [date].

The decisions reported above were determined by the principal in cooperation with the existing School Council members. The following are members of this committee:

NAME	PARENT	STUDENT	TEACHER	SUPPORT STAFF	COMMUNITY REPRESEN.
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

**Please forward to the Director of Education on or before June 30<sup>th</sup>.**



## SCHOOL COUNCIL INVITATION TO RUN LETTER

(To be printed on school letterhead)

[Date sent home]

Dear Parents/Guardians:

The time has come to choose the parents<sup>5</sup> who will sit on the School Council at [school name]. There will be [number of] parents chosen for the school council. I invite you to consider being a candidate to become a parent representative on our school council.

What are some of the functions of the parent members on the School Council?

- To attend at least four meetings per year or as called by the council.
- To assume the responsibilities as outlined in the attached brochure.
- To encourage parents to become involved in the school and to promote school activities.
- To respond to requests for input from the Board and/or the Ministry of Education.

Procedure:

1. If you currently have a child enrolled in this school you are an eligible voter, and you are also eligible to submit the attached candidacy form to run in the elections.
2. If it is your intention to run as a parent candidate, you must return this form by 4:00 p.m. on September [due date]. [If not having a forum, include... "Please also complete and return the attached Candidate Information Form as well, to let our voters know a bit about you."]
3. Confirmation of receipt of your filed candidacy form will be forwarded to you by September [confirmation date].
4. A slate of candidates will be sent to all parents indicating the names of parents who have proposed their candidacy. This notice will be sent home on September [proposed date]. [If having a forum, include... "At that time, you will also be invited to a candidates' forum to be held at [time on date]"]. [If not having a forum include... "This notice will also include candidate information forms to help inform your decisions as a voter."]
5. Any eligible voter must come to the school to vote on September [date] or forward their ballot in a sealed envelope by 4:00 p.m. on this same day.
6. The ballots will be counted by myself and up to three parents who are not seeking election.
7. The successful candidates will be advised on the evening of September [date], and their names will be shared with the school community and posted on the school bulletin board.

[Name], Principal  
[School Name]

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<sup>5</sup> The term parent refers to parents and guardians



**SCHOOL COUNCIL INPUT  
for  
PRINCIPAL PROFILE  
[School Year]**

*To be completed annually by the end of March by the School Council Chair and Council.*

School:

Name of School Council Chair:

Date consultation completed:

1. What do you like and appreciate about this school and would like to retain?

2. What skills and qualities would you like to see in a Principal?

3. What changes would you like to suggest to improve the school?

Please submit completed form, by **March 31**, to [Shanyn.Bradford@dsb1.ca](mailto:Shanyn.Bradford@dsb1.ca).





**CANDIDATE INFORMATION**  
(To be shared with the school community)

<p><b>Name of Candidate:</b></p> <hr/>
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Relevant Background to the Voter: (2 to 3 sentences)

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Reasons why I wish to be elected to School Council: (2 to 3 sentences)

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**NOMINATION FORM - PARENT/GUARDIAN CANDIDATE**

Name:		
Address:	Home Phone	Work Phone
Email address:		
I am the parent/guardian of  _____		
(Name(s) – please print) presently enrolled at this school.		
I wish to declare my candidacy for the elected position of representative for parents and guardians on the School Council. I understand the role and responsibilities of members of the School Council, which are described in the attached flyer.		
Candidate's Signature:		Date:
<b>For School Use</b>		
Received by:	Time:	Date:

School: \_\_\_\_\_

Principal: \_\_\_\_\_



## ELECTIONS NOTICE LETTER

(To print on school letterhead)

[date]

Dear [Parents and Guardians / Teachers / Support Staff / Students]:

The following [parents / teachers / support staff / students] have submitted their names as candidates for our School Council:

[List the names of all candidates in the same order as they will appear on the ballot.]

[For Parents/Guardians - If not having a Candidates' Forum, attach the candidate information forms to this mailing and include... "Attached are candidate information sheets to help inform your decisions."] [For Parents/Guardians - If having a Candidates' Forum, include... "You are invited to attend a "Meet the Candidates" Forum at the school on [date] at [time]."]

Elections will take place on [election date].

You may vote in person between the hours of [start time] and [end time] at the school. [For Parents/Guardians - in the case of take-home ballots, attach ballots and envelopes to this mailing and include... "For take-home ballots, the attached ballot must be received at the school no later than [time] on [date], and must be sealed in the attached envelope or it will be deemed inadmissible."]

I encourage all [parents / teachers / support staff / students] to exercise their voting rights on [election date].

Sincerely,

[Name], Principal  
[School Name]



**OFFICIAL BALLOT – SCHOOL COUNCIL**

**[Parent/Guardian / Teacher / Support Staff / Student] Representative**

Please vote for no more than                      candidate(s).			
Place an "X" beside the candidate(s) of your choice.			
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

School: [School Name]

Principal: [Principal Name]



## ELECTIONS RESULTS LETTER

(To print on school letterhead)

[Date sent]

Dear [Parents and Guardians / School Staff]:

As a result of our School Council elections held on [date], the following persons have been elected to the Council:

Parents:	
Student:	
Teacher:	
Support Staff:	

The Council will meet for the first time on [date] at [time] and appoint a representative from the community to join the Council. Once the Council is formed, a chairperson will be elected from the parents/guardians on the School Council. You are welcome to join us at this first meeting. All School Council meetings are open to the public.

Thank you for your participation in these elections.

Sincerely,

[Name], Principal  
[School Name]