



POSITIVE PARTNERSHIPS

BUILDING AN EFFECTIVE SCHOOL
COUNCIL

INTRODUCTION

Lisa (she/her)

- Previous Chair of PIC for over a decade
- Previous Chair of multiple school councils
- Mother of a great person



Tracy (she/her)

- has worked at DSBN for 30 years
- principal for over 20 years - admin at 8 different schools



Fred (he/him)

- has worked at DSBN over 30 years
- secondary school principal for nearly 13 years



Parent Involvement Matters



Numerous studies show parent involvement has many positive benefits for children, parents, and educators



Parental involvement takes on many forms



National Parent Involvement
Day November 16th



School Council

What is a School Council



School Councils are committees which play a vital role in education in Ontario



Established by the Ministry of Education, Education Act and ON Regulation 612/00



Provide forum for parents/guardians to contribute to improving student achievement and school performance



Councils can consult with Principals and School Boards on *any* matter



Principals and Boards *must* consult with Councils on a variety of matters concerning student learning



School Councils

A Guide for Members



2001

Revised 2002

Council Members

- ▶ Majority must be parents/guardians
- ▶ Principal or vice principal (upon delegation)
- ▶ Teacher at the school
- ▶ Student (optional for elementary schools)
- ▶ Community member
- ▶ Non-teaching staff at school



Roles of Council Members- Chair



Arrange meetings



Prepare agenda with principal



Chair meetings



Accurate Minutes



Sit all committees established by Council



Facilitate conflict resolution



Communicate with principal



Additional duties established by DSBN, i.e. potential
ARC Committee Member



Skills developed as chair

Roles of Council Members- Parent/Guardian Members

- ▶ Solicit views and opinions of other parents/guardians
- ▶ Choose to participate on subcommittees established by Council
- ▶ Contribute to discussions at Council meetings
- ▶ Observe council's bylaws and/or code of ethics



Roles of Council Members- Principal

- ▶ Informs council and school community of material from the Ministry of Education
- ▶ Resource to council for laws, by-laws, regulations, and DSBN policies
- ▶ Attends council meetings (or designate)
- ▶ Considers council recommendations and informs council as to action taken
- ▶ Solicits views regarding school improvements in areas of student achievement
- ▶ Solicits views on accountability of the education system
- ▶ Non-voting member



Roles of Council Members- Student

- ▶ Contributes to Council discussions
- ▶ Solicits views of other students to share with Council
- ▶ Communicates Council information to other students
- ▶ May sit on committees
- ▶ Optional in elementary, mandatory in secondary



Roles of Council Members- Additional positions



School Council by-laws can establish additional positions for its committee



Treasurer, secretary, vice-chair, etc

Effective School Councils



**FOCUS ON
STUDENT
LEARNING
AND THE
BEST
INTEREST OF
ALL
STUDENTS**



**SET SCHOOL
PRIORITIES
FOR
IMPROVING
STUDENT
ACHIEVEMENT**



**CLEAR GRASP
OF THE ROLE
OF SCHOOL
COUNCILS AND
ITS MANDATE**



**CLEAR AND
CONSISTENT
PROCESS
FOR MAKING
DECISIONS**



**COMMUNICATE
WITH MEMBERS
OF SCHOOL
COUNCIL**

Effective meetings

- ▶ Distribute established agenda in advance of the meeting
- ▶ Start and finish on time
- ▶ Come prepared
- ▶ Arrange seating to encourage communication
- ▶ Have materials needed for meeting prepared in advance
- ▶ Ensure technology needed is working correctly
- ▶ Remain on topic



Importance of Agenda and Minutes

- ▶ Agenda establishes what will be discussed at the meeting
- ▶ Agenda distributed prior to meeting
- ▶ Minutes record actions taken at the meeting
- ▶ Reflect discussions and decisions made at meeting
- ▶ Accurate and detailed minutes can reduce future conflict
- ▶ Secretary records minutes, sends them to Chair
- ▶ Select alternate Secretary in case of absence



Areas Requiring Consultation with School Council by Principal

- ▶ All initiatives related to the improvement of student achievement
- ▶ Initiatives to enhance accountability of the system to parents
- ▶ School Code of Conduct
- ▶ Action plans based on EQAO results
- ▶ Initiatives related to enhancing the accountability of the system to parents



Areas Requiring Consultation with School Councils by Board

- ▶ Board action plan regarding EQAO results
- ▶ Development of communication plans regarding action plans for improvements
- ▶ Board Policy on Code of Conduct for Students



Additional areas of potential consultation by principal

- ▶ Special school events
- ▶ Field trip policies
- ▶ Safe-arrival policy and implementation
- ▶ Use of volunteers in the school
- ▶ Capital improvements for school
- ▶ Homework policies
- ▶ School/classroom organization
- ▶ School budget priorities



Additional areas of potential consultation by the Board

- ▶ School Year Calendar
- ▶ Approved activities to complete community involvement requirements
- ▶ Twinning of schools
- ▶ Naming of schools
- ▶ Capital improvement for schools
- ▶ Policies for field trips

Creation of Subcommittees

Engages
additional
parents

Helps Council
to stay focused
on mandate

Examples
include:
fundraising,
graduation,
parent
engagement,
fun fair, etc

Being Prepared as Chair

- ▶ Meet with your principal and/or vice principal
- ▶ Know your School Council Constitution, By-laws, and Code of Ethics
- ▶ Keep lines of communication open
- ▶ Become familiar with the Guide for School Councils by the Ministry of Education available online at <http://www.edu.gov.on.ca/eng/general/elemsec/council/>
- ▶ Read emails sent by PIC, contact PIC representative with questions
- ▶ Attend education and training sessions

Encouraging Membership

- ▶ Welcoming at meetings
- ▶ Have a Council table at school events
- ▶ Regular communication with members
- ▶ Have a bulletin board and/or Council area in the school
- ▶ Childcare
- ▶ Promote the School Council on school website and school newsletters

Dealing with conflict

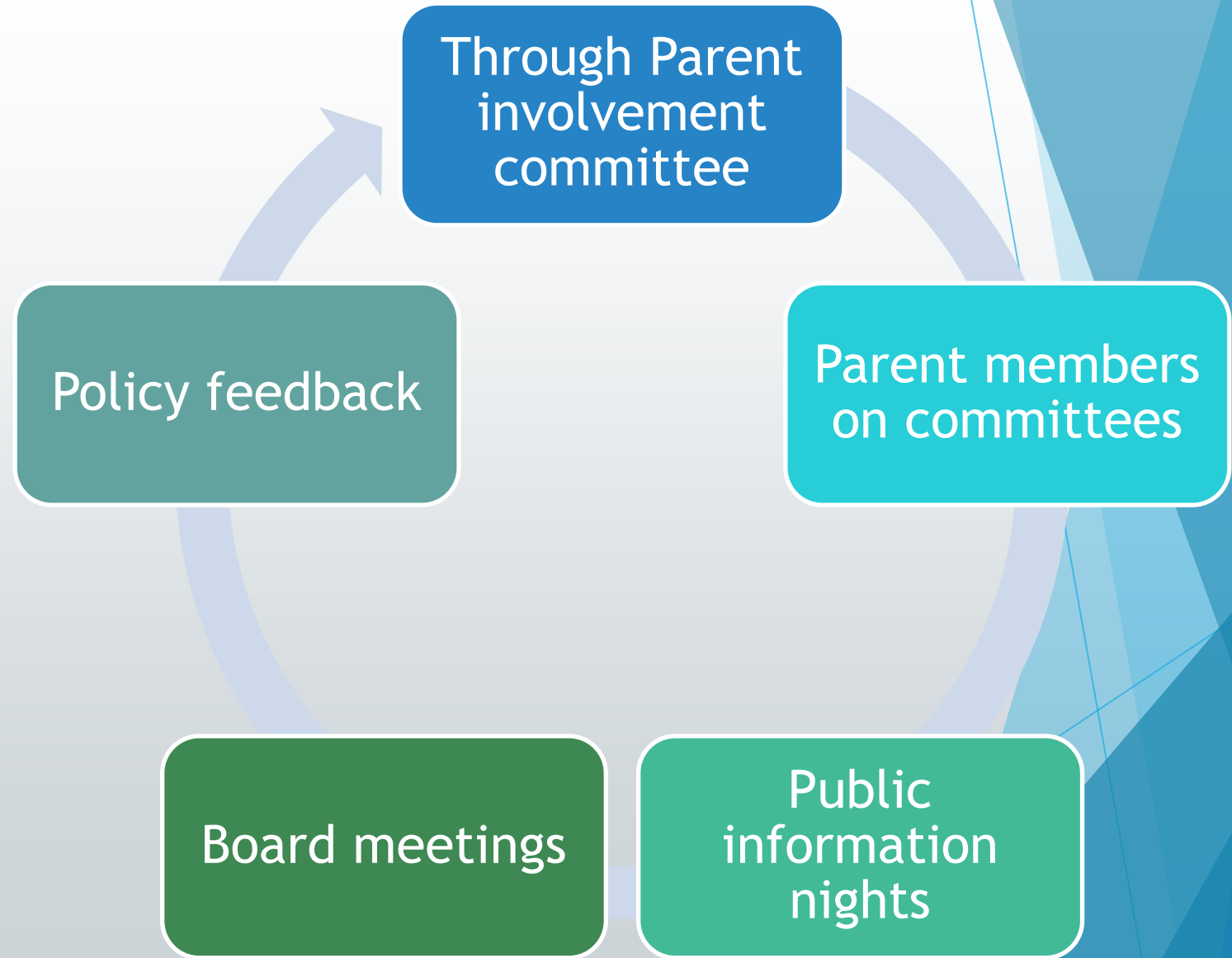
- ▶ Establish Code of Ethics/Conduct at beginning of the year (bring copy with you to all meetings)
- ▶ Do not discuss personal matters at School Council
- ▶ Direct issue to proper channel, chain of command
- ▶ Intervene immediately
- ▶ If issue has been discussed and resolved previously ask if new information has arrived, if not issue remains closed
- ▶ Be a supportive ear to member in distress (a way from meeting)
- ▶ If conflict remains, ask for outside help

Parent Involvement Committee

- ▶ established in 2010 by Ministry of Education
- ▶ providing information and advice to DSBN on parent engagement and ways to communicate with parents
- ▶ developing ways DSBN could use to help more parents support their children's learning at home and at school
- ▶ assists councils when called upon
- ▶ emails sent to Chair of each School Council



How dsbn Consults with parents





Select Language | A A



Student & Staff Login

Careers

Contact Us

ABOUT

SCHOOLS

EARLY LEARNERS

ELEMENTARY

SECONDARY

PROGRAMS & SERVICES

COMMUNITY



PARENT INVOLVEMENT COMMITTEE (PIC)

HOME

PARENT RESOURCES

SCHOOL COUNCIL RESOURCES

2023 PIC CONFERENCE

MEETING DATES

CONTACT

Welcome Parents!

With parents engaged, students succeed! The DSBN believes that parents have a valuable voice in education. Our Parent Involvement Committee makes parental engagement a priority by providing ongoing support on a system-wide basis and promoting communication and dialogue between School Councils, the Board and members of the community.



2023 Parent Involvement Conference



HOME

PARENT RESOURCES

SCHOOL COUNCIL RESOURCES

2023 PIC CONFERENCE

POLICIES



POLICY FEEDBACK



POLICY OVERVIEW



SCHOOL OPERATIONS &
TRANSPORTATION



EDUCATIONAL PROGRAMS



BOARD GOVERNANCE &
ADMINISTRATION



BUSINESS, COMMUNITY RELATIONS,
FACILITIES SERVICES & OPERATIONS



ABOUT DSBN

ACCESSIBILITY

EQUITY, INCLUSION, AND ANTI-
RACISM

PRIVACY

MESSAGE FROM THE DIRECTOR OF
EDUCATION

BOARD OF TRUSTEES

CONFLICT OF INTEREST PUBLIC
REGISTRY

DSBN BY-LAWS AND RULES OF
ORDER

DSBN TRUSTEE CODE OF CONDUCT

DSBN SENIOR ADMINISTRATION



POLICY FEEDBACK

Policy Overview

The DSBN recognizes that input is valuable in the formulation of sound policies.

Stakeholders will be able to provide feedback on policies that are scheduled for review. The first group of the 2023-2024 school year policies scheduled for review will be accessible on the website from September 15th to November 9th, 2023. Stakeholders can provide input electronically on any Policy within the review timeframe.

A summary of the input shared will be presented to the Trustees at each of the Policy Committee meetings – November 28, 2023, February 20, 2024 and May 21, 2024. Following the Policy Committee meeting, a report will be presented to the Board of Trustees by the Chair of the Policy Committee.

[Click here for the list of all policies and those currently open to feedback. \(Open for Feedback\)](#)

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PUBLICATIONS

FINANCIAL INFORMATION

BIPSA AND DIRECTOR'S ANNUAL REPORT

ENERGY REPORTS

EQUITY AND DIVERSITY

SPECIAL EDUCATION REPORT

PLANNING DOCUMENTS

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