

South School Council Meeting

Wednesday, September 19, 2018

Agenda

1. Welcome
2. Introducing our Administration
3. The Role of School Council - Bylaws
4. Principal's Report
5. Parent Voice - Q & A
6. Election: Confirmation of School Chair(s)
7. Parent Engagement Event: November 2018
8. Next Meeting

London South Collegiate Institute

School Council Bylaws

Official Name

London South Collegiate Institute School Council

Mission

The London South Collegiate Institute School Council shall provide an opportunity for parents, educators, students and the community to actively participate in the improvement of student achievement and to promote a culture for learning, inclusivity, and well-being.

Mandate

The London South Collegiate Institute School Council must operate within the Education Act and may make recommendations to the principal, to the TVDSB, on any matter, in accordance with Regulation 612/613 of the Ontario Education Act.

London South Collegiate Institute School Council member shall maintain a general view and school - wide focus on all issues with the best interests of all students and staff in the school.

Objectives - "Why are we together"

- To enhance the accountability of the education system
- To promote and develop strategies for parental involvement in the education of children
- To improve effective communication among the home, school board and the community in promoting the educational activities at London South Collegiate Institute

Membership

The following may be members of the School Council, elected or appointed, in accordance with Regulation 612:

- Not less than seven (TVDSB policy) parents/ guardians of pupils enrolled at London South Collegiate Institute - one of which shall be the Chairperson, elected by School Council members. Parents/guardians shall hold the majority on the Council

- Parents may join council at any point during the year

Parents who work for the TVDSB board, but not at the school their child(ren) attend must disclose this information.

Employees of the board shall not serve as Chairperson or Co-chairperson or Vice-Chairperson. Trustees may not serve on School Council.

- The school principal
- One or more teachers, other than the principal or vice-principal and one or more non-teaching staff; primary roles is to offer perspective
- One or more persons appointed by an association that is a member of another established organization (i.e. Home and School Association), if applicable
- Non-voting representation of one or more student from the student body of London South Collegiate Institute, at the principal's discretion
- Note: Should a situation exist where there are not sufficient candidates to fill vacancies, the council will continue to operate and may attempt to find an individual(s) who will agree to an appointment

Elections

Shall be held during the first 30 days of the school year, on a date that is fixed by the Chair in consultation with school

principal. (Meeting date set in June for September with ballots for officers). If there are no nominations, the current members may be deemed acclaimed.

The elected council officers shall be: Chairperson, Vice Chairperson, Treasurer, and Secretary.

Term of Office

The term of office shall be one year. A member may be re-elected/re-appointed/acclaimed indefinitely for a September to September term.

Officers and Duties

London South Collegiate Institute parent members shall form the majority by election or acclamation. Duties include:

- Maintain a school-wide perspective on issues
- Participate in council meetings
- Participate in information and training programs
- Act as a link between the school council and the community
- Encourage the participation of parents and community members
- Attend council meetings and fulfill duties

The London South Collegiate Institute School Council shall elect a chair from the parent/ guardian members who are not employed at TVDSB. The chairperson shall be elected from the school council parent members. When possible, the Chairperson shall:

- Make their telephone number and email available to the members of School Council
- Establish and communicate with the principal about the school council meeting schedule
- Call school council meetings
- Prepare the agenda (in partnership with principal)
- Chair the meetings
- Ensure the minutes are recorded and kept at the school
- Participate in information and training programs
- Communicate with the principal
- Strive for diversity
- Facilitate collaborative decision-making
- Ensure that there is regular communication with the school community
- Consult with superintendents and trustees, as appropriate
- Prepare and submit to TVDSB an annual report by June 15. (in partnership with principal)

Vacancies

Vacancies for London South Collegiate Institute School Council representatives before April 1st may be filled by an appropriate person until the end of the term. Appointments are made through consensus of the council members.

Meetings

The London South Collegiate Institute School Council shall have a minimum of four meetings a year and others as required:

- A quorum shall consist of the parent members being in majority
- All meetings are open to the public and shall be held in a public place, such as London South Collegiate Institute

- The School Council shall meet within the first 35 days of the school year, on a date fixed by the principal of the school and the Chairperson
- The principal shall, on behalf of the school council give written notice to parents of the meeting dates, time and location to all enrolled school families
 - notice will be by newsletter / website, email
 - posting notice in the school, at an accessible location
- Minutes shall be taken at all council meetings. The minutes shall be kept electronically on the school website for a maximum of four years
- In the recommendation/decision making process, every effort will be made to make recommendations by consensus. In the events that a vote is required, every member shall vote with the exception of the principal
- Consensus is reached when all or most members of the council are willing to accept and support an idea or concept in the best interest of the majority of the student body

Committees

The London South Collegiate Institute School Council may establish committees to make recommendation to the council. Every committee of the school council shall include at least one parent member of the council. Staff members will be invited to participate, if they wish. The committee of a school council may include persons who are not members of the council.

Conflict of Interest

A London South Collegiate Institute School Council member shall declare at the beginning of each meeting if the agenda presents a conflict of interest for that member. The Chair and/or principal will note the conflict.

Conflict Resolution

In the event of an internal dispute, the Council will seek the advice of the principal or the TVDSB community Liaison. The council will comply with the TVDSB Conflict Resolution Policy.

Robert's Rules of order will be used at meetings.

- Every school council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her
- Speakers to an issue will maintain a calm, use respectful tone and be allowed to speak without interruption
- The co-chairs/chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members
- If no common ground can be identified, the co-chairs/chair will seek to clarify preferences among all members before proceeding further
- If attempts at resolving the conflict have been exhausted unsuccessfully, the co-chairs/chair shall request the assistance of the TVPIC and/or of a superintendent or other senior administrator to facilitate a resolution to the conflict

Annual Report

London South Collegiate Institute School Council shall prepare and submit a written annual report on its activities to the principal and the school board and to the school families. It will also be posted at an accessible location in the school and on the school website.

Fundraising

London South Collegiate Institute School Council may engage in fund raising activities as set forth in Regulation 612.

School Council Operational Guidelines

School Councils represent a very real opportunity for enriching community relationships and for creating a broadened consensus around the purpose of public education and around student learning as the key focus of schools.

School Councils are advisory bodies. The advice should be based on the general views of the school community, and the best interests of all the students in the school. The school council is accountable to the school community it represents.

Priority Areas of Advisory Responsibility

- The school code of student behavior
- Curriculum and program goals and priorities and the School Improvement Plan
- The responses of the school or school board to achievement in provincial and board assessment programs
- School - community communication strategies
- Principal profile
- Methods of reporting to parents and the community
- Extracurricular activities in the school
- School - based services and community partnerships related to social health, recreational and nutritional programs
- Local coordination of services for children and youth
- Development, implementation, and review of board policies at the local level

In addition to its advisory responsibilities the school council shall establish and review annually the council's goals, priorities, and procedures.

Principal's Report

1. 2018-2019 – A Smooth Start

- a. **School size** – 574 with growing gr.9 class (150)
- b. **Staff** – 43 – most returning, some new, all wonderful
- c. **Learning Agenda** – Full range (all pathways), new Developmental Program, innovative programming (STEM/DigiEnglish) but still with the programming challenges of a small school
- d. **School Goal:** To improve student achievement by facilitating the development of metacognition, self-awareness and self-directed learning in our students by explicitly teaching strategies that lead to this outcome.
- e. **Technology** – bring your own device. Smooth transition and a range of adaptation to technology observed.
- f. **School life** → student council (e.g. Gr.9 orientation), athletics (fall sports: football, boys volleyball, girls basketball, golf, cross country, badminton), clubs (robotics, reach for the top, PRIDE alliance, etc.) are up and running with UW Football on Friday, Sept.21 at TD Waterhouse
- g. **Range of supports in place:**
 - i. Administration
 - ii. Guidance Counsellors
 - iii. Learning Support Teachers
 - iv. Student Success Teacher
 - v. School Nurse – Tuesdays
 - vi. Social Worker – Mondays, Wednesdays, Thursdays
 - vii. School Psychologist – Wednesdays
 - viii. 9 ASSIST trained teachers
 - ix. Breakfast club
- h. **Communication**
 - i. New Website
 - ii. On-line appointments with Guidance
 - iii. Cash on-line
 - iv. Student Forms – online updates
 - v. School Messenger
 - vi. Emailing/calling teachers directly
- i. **Facility**
 - i. Outdoor Classroom
 - ii. Auditorium Renewal
 - iii. Water Bottle Filling Station
 - iv. School Beautification
 - v. Football Field