

# School Council





## **Purpose of the School Council**

Provide a forum for the teachers to use their expertise regarding pedagogy and the students to help inform decisions made about the day to day activities and functioning of the school



## Who is on School Council

- School administrator automatically
- Union delegate automatically
- 1 to 8 elected teachers (Teaching staff decides how many)
  
- These are the permanent/voting members of the committee, others are invited if agreed to by the council for relevant issues



## How are School Council Teacher members selected

By secret ballot before september 15th, or when a vacancy arises





# Committee Chair Eligibility and Duties

Eligibility:	Teacher elected to School Council
Selection:	Vote at beginning of first Meeting in August/September
Duties:	Set the agenda with administrator representative
	Maintain order and norms at meetings (Robert's Rules as a guide)
	Only Vote to defeat tied motions (as according to Robert's Rules)



## Committee Secretary Eligibility and Duties

Eligibility:	Teacher elected to School Council
Selection:	Vote at beginning of first Meeting in August/September
Duties:	Take detailed minutes of topics covered
	Submit these notes for the approval at subsequent meeting
	Approved or unapproved minutes should be distributed to teachers, RTU and RSB



# What are minutes?

A legally acceptable record of what occurred and was said at a meeting

- need to be dated
- need contain who is present
- need to contain topics discussed
- need to contain at least an outline of what was said about the topics and by whom
- Any agreements should be voted on and recorded



# Voting at school council?

Doesn't need to be formal/time consuming

Can be a show of hands

Any time the council “approves” or accepts something that is a vote that should be recorded

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## [Procedures/Functioning](#)

The vote will be by a simple majority of those voting yea or nay

Abstentions are not a vote and should not be counted as one





# School Council Issues for the Fall

- the integration of teachers new to the staff and particularly those who have not taught before
- parent-teacher relations and liaison with the governing board
- the emergency substitution plan
- the equitable distribution of teachers' duties and responsibilities
- the use of clerical and secretarial help for teachers
- the application within the school of the policy on report cards, measurement and evaluation;
- the criteria which will be used by the school administration in deciding to **recommend** to the board the temporary closure of the school
- the responsibilities resulting from the application of board policies established after consultation with the appropriate consultative body
- the placement of pedagogical days to be fixed by the school
- the recognition of certain extracurricular activities for the purposes of Value Added and Compensation days
- the student supervision policy
- the rules of conduct and safety measures
- Deciding professional development for the staff



## School Council issues Prior to March

- the educational objectives and organization of the school in relation to the community which it serves as well as the needs in teaching staff
- the change of report cards and the board's evaluation policy concerning examinations by the board;
- the implementation of new pedagogical methods
- Evaluation of pedagogical methods
- introduction of new program and courses
- the criteria for the introduction of new instructional methods
- the rules governing the placement of students and their promotion from one cycle to another at the elementary level



# School Council Issues March to June for the subsequent year

- selection of instructional materials and textbooks
- Methods of timetabling
- the general organization of student activities, both integrated into the school program and extra-curricular
- the intent and application of new school regulations including those emanating from the Ministry of Education, the board and the school administration;
- Development of program enrichments and adaptations done at the school level
- the time allocation for each compulsory and elective subject
- the standards and procedures for the evaluation of student achievement
- the approach for the implementation of student services and special educational services programs
- the implementation of the programs relating to student services and popular education
- the programs of studies leading to an occupation or profession in addition to the vocational education programs which the board is authorized to organize
- the enrolment criteria for each school
- the establishment of a special project school and its enrolment criteria



# School Council Issues as they Occur

- student discipline
- educational research and experimentation
- evaluation of pedagogical methods
- the apportionment of budgetary amounts which are available to the school, and this by the dates necessary to fulfil board deadlines
- the collection, sale or distribution of materials for a school fund-raising activity or to benefit outside profit, non-profit or service organizations and in which teachers are expected to participate actively
- the programming of educational activities entailing changes in the arrival and departure times or requiring the students to leave school premises

