

## Checklist of school council commitments

Throughout the school year, councils must meet certain commitments to their school and to the Ministry of Education. The following checklist outlines those commitments and their respective due dates.

Commitment	Action/Deadlines
<b>Elections</b>	
• Establish election committee	<b>By the last council meeting of the school year</b> , the date, time and location of next school year's election should be determined. This information should be published in the June newsletter and on the school website. Consider holding the election on the same night as an open house as voting must be done in person.
• Set election date	Schools must have elections each school year. The election must be held in the <b>first 30 calendar days</b> of the school year. Schools must hold an election only if more parents come forward than there are parent member spots for on council. The number of parent positions is dictated by school council by-laws. The number of parent/community members should exceed that of the total of staff representatives, (e.g., teacher, principal).
• Nomination form sent home	Schools must send home forms <b>by the end of the second week</b> of school.
• Notification of election	<b>14 calendar days before the election</b> , the Principal must provide written notice of the date, time and location of the election to the parents and guardians of all students at the school.
• Nomination of members standing for election	<b>At least one week before the election</b> , the Principal must provide a list of parent nominees, plus brief biographies, to the parents and guardians of all students at the school.
• Hold election	Elections must be held in the <b>first 30 calendar days</b> of the school year. Parents/guardians must vote in-person. Both parents can each vote once.
• Notification of election results	<b>Within 30 calendar days</b> of the election, the Principal must publish the names of the elected parent representatives.
• Election of school council chair	Must be elected <b>within 30 calendar days</b> of the first school council meeting. Unless otherwise stated in the school council by-laws, the only required executive position is that of chair.

## **School Council Meetings**

- First meeting of the year Must be held **within the first 30 calendar days** of the school year, after the council elections, on a date chosen by the Principal of the school.

At the first meeting, the Principal should provide an overview of the roles and responsibilities of school council, share norms of collaboration and discuss the School Improvement Plan and how the council supports this work.

The Principal would then facilitate the election of executive positions among parent representatives who have been elected to school council. The executive positions available would be dictated by school council by-laws. The position of Chair is the only required role. All school council members, excluding the Principal or designate, vote on who they wish to hold executive positions. Rainy River District School Board staff members cannot be elected chair. Once a Chair is elected, he or she should lead the rest of the meeting.

- Regular Meetings A minimum of four school council meetings must be held in each school year, unless otherwise indicated in the school council by-laws. The Principal must notify the school community of the dates, times and locations of all regular school council and committee meetings **within 30 calendar days** of the election.

## **Agendas & Minutes**

- Agendas Timed agendas must be prepared by the school council chair, in consultation with the Principal. Agendas should be shared with members of the school community **a minimum of 48 hours prior** to the scheduled meeting. Agendas can be shared through newsletters, the school's website etc.

- Minutes Minutes must be **formally approved by the next school council meeting**. Minutes may be approved by consensus by committee members via e-mail after the meeting but formally approved at the next meeting. They must be made available to anyone who requests them immediately after the meeting at which they were approved. They should be posted on the school's websites, and copies should be stored in the office for **at least 4 years**.

- Principal/vice-principal consultation The Principal/Vice-Principal consultation process with school councils must be completed **by the end of March** each year. The Director of Education's office will provide resources to support this process.

- Budget consultation The online survey and invitation to provide feedback letters are available **between February and April** of each year.

- Policy consultation Policies are reviewed every 5 years or sooner if required. The policies up for stakeholder consultation can be viewed on the Board website: [https://www.rrdsb.com/our\\_board/policies\\_procedures\\_and\\_forms/board\\_policies](https://www.rrdsb.com/our_board/policies_procedures_and_forms/board_policies)

## **Financial Statements**

- Monthly transaction records The treasurer, if one is elected, must request and review monthly transaction records for school council funds held by the school in the school generated funds account. If a school council does not have a treasurer this would be the role of the Chair.

***Annual Report***

Must be submitted to the office of the Director of **Education no later than June 30th of each year**. Annual reports should be posted on school websites, and copies should be stored in the office for at least four years.

Annual reports must summarize all school council activities from **September 1 to August 31**, inclusive. Reports must also include a year-end financial statement, showing all activities that involve financial transactions from September 1 to August 31.