

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

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**Section:** Board and Community

• Organizations

**Policy Code:** B-6.2

**Policy:** SCHOOL COUNCILS' ASSOCIATIONS

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The Kawartha Pine Ridge District School Board recognizes the value of school councils' associations in promoting the work of school councils. The Board advocates and encourages the role of regional school council associations in acting as supporting and advisory bodies to school councils and the Board.

Ontario Regulation 612/00 mandates that boards facilitate communication among their school councils. This policy acknowledges the authority of superintendents and others, as prescribed in the Education Act and Ministry of Education regulations, to identify, promote and implement the policies, programs and plans of the Board. The Board recognizes the advisory role of school councils' associations in the development of Board policies and it requires that school councils' associations will operate under the policies and procedures of the Board, and will comply with the relevant legislation including the Education Act and the Municipal Freedom of Information and Protection of Privacy Act, as well as other regulatory legislation.

### **1. School Councils' Associations – Terms of Reference**

- 1.1 A school councils' association is a support and advisory body to school councils and the Board working to promote quality education for students.
  - 1.1.1 As a support group, a school councils' association promotes the functioning of school councils by acting as a forum for information dissemination, discussion, training, sharing best practices, and communication among school councils.
  - 1.1.2 As an advisory group, a school councils' association promotes the functioning of school councils by providing advice and input to the Board, Ministry of Education and school councils, while neither duplicating nor usurping the role of school councils.

### **2. School Councils' Associations – Organization and Structure**

- 2.1 Each school council shall belong to a school councils' association.
- 2.2 Each school councils' association shall have its own constitution. The constitution shall address the areas of governance, meetings, membership, quorum, election of officers, roles of officers, terms of office and replacement cycle (succession), financial accountability, consensus decision-making, purpose, scope of activities, and communications.

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- 2.3 All school councils' associations shall:
  - 2.3.1 establish goals, priorities, and procedures;
  - 2.3.2 organize information and training sessions to enable members of school councils to gain the knowledge and develop the skills required to fulfill their role;
  - 2.3.3 hold a minimum of two meetings per year;
  - 2.3.4 communicate on an ongoing basis with all school councils within their region to seek their views and preferences with regards to matters which the membership has decided will be addressed by a school councils' association;
  - 2.3.5 promote the best interests of school councils;
  - 2.3.6 participate in Board-wide school councils' association forums; and
  - 2.3.7 act in good faith.
- 2.4 The Board recognizes supervisory officers and/or principals as the Board's representatives and responsible for decisions under the Education Act and Ministry of Education Regulations, and Board policy and administrative regulations.

### **3. School Councils' Associations – Membership**

- 3.1 Members of a school councils' association shall include the chairperson or designate from all school councils within the region. The designate must be an elected or appointed non-staff member of the school council. Only members of a school councils' association within the region shall be voting members.
- 3.2 A representative to the school councils' association shall be determined by election/appointment at a regular local school council meeting.
- 3.3 Resource/liaison to a school councils' association shall include:
  - 3.3.1 principal representation;

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3.3.2 at least one trustee representative; and

3.3.3 at least one superintendent.

3.4 The term of office for elected/appointed positions shall be one year. Members may seek additional terms of office.

3.5 There will be no honorarium paid to members of a school councils' association.

3.6 School councils' associations may have an executive. Election of the officer(s) and roles and responsibilities will be as outlined in the association's constitution.

3.7 Local trustees will receive a copy, in advance, of school councils' association meeting agendas and a copy of the minutes of such meetings.

#### **4. School Councils' Associations – Roles and Responsibilities of Members**

4.1 The chairperson of the school councils' association shall:

4.1.1 call school councils' association meetings in consultation with the superintendent(s);

4.1.2 prepare the agenda for school councils' association meetings as outlined in the association's constitution/guidelines;

4.1.3 chair school councils' association meetings;

4.1.4 ensure that minutes of school councils' association meetings are recorded, maintained and distributed;

4.1.5 participate, or ensure participation, in information and training programs;

4.1.6 maintain open, on-going communication with the Board, local area trustee(s) and superintendent(s);

4.1.7 ensure that there is regular, on-going communication with school councils;

4.1.8 adhere to Board policies and administrative regulations;

4.1.9 encourage school council representation;

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4.1.10 encourage and facilitate participation in Board-wide meetings where applicable; and

4.1.11 act in good faith.

4.2 Members of the school councils' association shall:

4.2.1 participate in school councils' association meetings;

4.2.2 participate in information and training programs;

4.2.3 act as a link between the school councils' association and the school council;

4.2.4 follow Board policies and procedures and comply with applicable legislation; and

4.2.5 act in good faith.

4.3 Resource/liaison to the school councils' association shall:

4.3.1 facilitate the establishment of the school councils' association and assist in its operation;

4.3.2 support and promote the school councils' association's activities;

4.3.3 participate in school councils' association meetings;

4.3.4 participate and act as a resource regarding information and training programs;

4.3.5 seek input from the school councils' association in areas, including but not limited to, those it has been assigned advisory responsibility;

4.3.6 act as a resource concerning laws, regulations, Board policies, and collective agreements (e.g., Education Act, and Freedom of Information and Protection of Privacy Act);

4.3.7 obtain and provide, where reasonable, information as required by the school councils' association to enable it to make informed suggestions and advice;

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- 4.3.8 maintain open, on-going communication with the chairperson of the school councils' association;
- 4.3.9 assist the school councils' association in communicating with the school councils;
- 4.3.10 encourage the participation of chairpersons or designates of school councils;
- 4.3.11 ensure that the school councils' association follows Board policies and procedures; and
- 4.3.12 act in good faith.

### **5. School Councils' Associations – Roles and Responsibilities of the Board**

- 5.1 The Board recognizes the valuable input school councils' associations provide to Board decision-making.
- 5.2 The Board will support school councils' associations, composed of school-based council chairpersons, or designates, by developing means for regular communication, including access to copies of the Board policies, reports on Board meetings and media advisories, and will ensure that the associations are informed of all scheduled Board meetings.  
  
Wherever possible and feasible, the Board will support the provision of video conferencing for meetings of school councils' associations.
- 5.3 The Board will consider during the budget process an annual allocation to assist the school councils' associations with communications and meeting costs.
- 5.4 The Board will consider during the budget process an annual allocation for training and development for members of school councils' associations.
- 5.5 The Board may seek advice on policy issues as listed in Board Policy No. B-6.1, School Councils, through the trustee and administrative processes, as well as school councils' associations.

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- 5.6 The Board reserves the right to disband school councils' associations which are in serious contravention of applicable legislation or established Board policy and administrative regulations.
- 5.7 Members of a school councils' association shall be covered under the Board's liability insurance, if the activity or action is done in good faith, is within the parameters of this policy and such activity/action adheres to the appropriate Acts, Regulations or Board policies and/or administrative regulations.
- 5.8 School councils' associations cannot be signators to agreements/contracts on behalf of the Board or any school.
- 5.9 School councils' associations are encouraged, as required, to make a presentation on the association's work to the Board of Trustees.