SCHOOL COUNCIL HANDBOOK

2015

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SCHOOL COUNCIL TIMELINE
(to be adjusted according to the needs of the individual school)

Items discussed can generate proposals between the Principal and School Council.

Proposals generated are either collaborative (CL), needing School Council participation or consultative (CN) in which School Council is consulted.

A Principal refusing a collaborative School Council proposal must submit a written explanation to the School Council (cc Regional Director and PTU) prior to the implementation of the decision.

Items bracketed with a (CLA) indicate that the Governing Board must approve. It is the responsibility of the School Principal, alone, to present for, and obtain, the Governing Board approval.

August/September
- Procedures for the submission of mark (CL)
- The system of reporting late arrivals and absences of students (CL)
- The in-school Professional Improvement Committee (CL)

- The establishment for the school year of supervision needs and a system of rotation among the teachers to implement the supervision duties required (CL)
- The Value Added Remuneration Program (CL)
- Use of director's days (CN)
- The establishment each September of a system of emergency substitution in accordance with clause 5-1.31 (CN)

October/November/December
- The implementation of Guidelines for Student Teacher Funds (CL)
- The school/centre budget (CN)
- Approach for the implementation of the Basic School Regulations (CLA)
- Approach for the development of enrichment programs, the adaptation of existing programs, or the development of local programs to meet specific needs of students (CLA)
- Time allocation per subject (CLA)
- Educational services to be provided by each school or centre (CN)
- Educational project of the school or centre (CN)

January/February/March

- Approach for the implementation of student services and special educational services (CLA)
- Implementation of programs of studies (CLA)
- Rules governing the placement of students and their promotion from one cycle to another at the elementary level (CL)
- Needs of the school in each teaching category for the following year (CN)

April/May/June

- The homeroom system (CN)
- The placement in the school calendar of in-school pedagogical days and the program for these days (CN)
- Student supervision policy (CLA)
- Rules of conduct and safety (CLA)
- School success plans (CLA)
- Anti-Violence and Anti-Bullying Plans (CLA)
- Criteria for the introduction of new instructional methods (CL)
- Textbooks and instructional materials (CL)
- Standards and procedures for the evaluation of student achievement (CL)
- The Value Added Remuneration Program report (CL)

- Specific local programs of studies to meet the special needs of students (CL)
- Management and Educational Success Agreements (MESA) (CN)
- Professional improvement needs of the teaching staff (CN)

On an ongoing basis:
- Educational activities involving changes in students' arrival or departure times requiring students to leave the school premises (CLA)
- Approach for the implementation of popular education (refers to Adult and Vocational Education) (CLA)
- The establishment and application of a system of invigilation for each examination period (CN)

RUNNING EFFECTIVE MEETINGS

1. **Role of the Chairperson**
   - The chairperson should discuss the agenda in advance with administration and, if necessary, with the PTU Delegate.
   - The chairperson should be able to recall previous decisions.
   - Time limits should be placed on discussion items.
   - Agenda order should be followed - keep on topic.

2. **Establish a routine**
   - Meeting dates
   - Agenda setting
   - Starting and ending on time
   - Having appropriate information available, e.g. staffing allocation, monthly budget and printout

3. Meet in an appropriate setting
- Area conducive to meeting
- Tables to write on
- Reasonably formal setting

4. Representative council make-up
- By team, cycle, department, etc.
- Consider broad aspects of issues - effect on school as a whole
- Council members should support the chairperson's endeavours to run efficient meetings by following the procedures.

Any decision affecting the entire teaching staff should be presented to the teachers for approval. An approval of 75% must be obtained by the teachers directly involved when referring to 8-10.02 (provincial entente). Otherwise, a simple majority suffices. Certain decisions could require a meeting with the entire teaching staff.

5. Invitation to school community for specific items
- PTU, LBPSB, parents, support staff, etc.
- Consider including parent groups. Informed parents are allies.

6. Develop a constitution

- This allows for continuity of school policy re council
- Can be a good reference guide for the chairperson
- Number of teacher representatives (minimum of 3):
  - Secondary reps: 1 per department is recommended
  - Elementary reps: 1 per cycle is recommended
  - Other teachers and staff members may attend but only elected members may vote.

AGENDA SETTING

1. **Agenda items to be added by staff**
   - Staff should be provided with opportunity for input to agenda
   - Post agenda in obvious area, or
   - Post agenda in a day book, or
   - Circulate agenda among staff
   - Person adding item to agenda should sign their name so that chairperson may have prior information re item
   - There should be a deadline re agenda additions in order to allow chairperson to prepare

2. **Dealing with agenda in council**
   - Chairperson prioritizes items
   - Items left from previous meeting should be dealt with on a priority basis at the next meeting.
   - Chairperson may decide some items are information only and can be dealt with via memo
   - When appropriate, chairperson may ask teams or departments to pre-discuss items

SOLVING SMALL AGENDA PROBLEMS

1. Agenda items should be screened by chairperson and administrator. Council should spend the majority of its time on the major issues that affect school life.

2. Define whether or not an issue is appropriate for council.

    If yes, proceed with item.

    If no, redirect in one of the following ways:
    *   delegate to a committee
    *   send to team or department
    *   send out response sheet to staff allowing them to make suggestions
    *   use day-book to exchange information items
    *   deal with items at a staff meeting

3. Use an information sheet attached to minutes when items are for information only.

4. Remember: Council is not a complaints department!

KEEPING PROPER MINUTES

Establish at the first council meeting what the council's expectations are regarding minutes.

1. Use a standard form, listing the following:
    - items to be discussed
    - decisions taken
    - action to be followed
    - date by which action should occur

2. Submit motions in writing.

3. Be succinct: minute main points and conclusions.

4. Chairperson should keep mini notes.

5. Chair and secretary should compare notes.

6. Minutes should be proofread.

7. Send a copy of minutes to all staff.

8. Send a copy of minutes to PTU, to the appropriate sector director and to the Director of Human Resources.

Be sure to include the name of your school at the top of the page - it is helpful to people outside the school. We really do read them!

COMMUNICATING WITH CONSTITUENTS (COLLEAGUES)

1. Each council member must be assigned a specific group of constituents.

2. Constituents must know who their council representative is.

3. Each council representative should have a reasonable degree of proximity to their constituents.

4. Representatives should communicate with their constituents via:
   - a bulletin, or
   - a poll, using a tear-off sheet, or
   - Portal e-mail

5. Teachers must take ownership of items they ask their representative to bring to council.

6. All teachers must have access to school council minutes which should be clear and in a standardized form.

LOCAL AGREEMENT

4-4.00 SCHOOL LEVEL PARTICIPATION

4-4.01 GENERAL PROVISIONS

The union and the school board believe in the importance of the school level consultation process in the effective operation of a school/centre and are committed to implementing and supporting meaningful and efficient consultation in each of the school board's schools/centres. To this end, the union and the school board shall agree to work cooperatively on the basis of the following principles:

a) All policies, regulations and practices which have an effect on the operation of the school/centre shall be subject to consultation prior to implementation. (This shall be in accordance with the current "LBPSB / PTU School Council Handbook");

b) The school/centre administration and the school council chairperson shall be responsible for setting an appropriate consultation timeline and preparing the agenda for every school council or general teaching staff meetings. Should there be a failure to agree on a consultation timeline, such a dispute would be referred to the procedure outlined in e) below;

c) Information necessary for the effective management of the school/centre which is available to the school/centre administration shall be equally available to the school council and/or to the teaching staff;

d) Should the school administration make a decision that is contrary to the recommendation of the school council or the teaching staff, a written explanation shall be provided to the school council prior to the implementation of the decision. A copy of the explanation shall be transmitted to the Regional Director and the union;

e) The President of the union and the Regional Directors of schools and centres, shall be available to assist the school council or the teaching staff and the school administration in overcoming any concerns with the operation of the consultation process.

4-4.02 **School Council**

a) There shall be a school council of a minimum of three (3) teachers in each school/centre, elected by the teachers. The school council shall ensure teacher involvement in the development and implementation of pedagogical policies and practices, as well as rules of conduct and safety measures and practices at the school/centre. It shall ensure teacher liaison with the governing board. The teacher involvement can be promoted by meeting with the entire teaching staff instead of or in addition to the school council. In order to avoid the unnecessary duplication of meetings, when legislation obliges other staff to also be involved in the development or implementation of an issue, and where the majority of teachers agree, other staff may

be invited to participate in school council and/or general teaching staff meetings.

b) The school council shall inform all teachers of the school/centre of its decisions by distributing draft minutes of its meetings to each teacher within seven (7) working days from the date of the meeting and may report to them on its deliberations at staff meetings or at meetings called for this purpose.   To this end, the school/centre administration shall provide secretarial assistance in the typing and distribution of minutes. A copy of the official school council minutes shall be sent to the President of the union, the Director of Human Resources, and the appropriate Regional Director.

c) School council meetings may be held during the school day provided that they do not interrupt the continuity of the pupils' instructional time.

4-4.03 **Items for Collaboration and Consultation**

A) **Collaboration Items and Approval of Governing Board**
The proposals, resulting from the following collaboratively created items, are jointly recommended to the Governing Board for approval. The principal shall decide on the final version to be submitted to the Governing Board for approval. Should the Governing Board reject the proposal, a new proposal must be requested.

   1) Student supervision policy
   2) Rules of conduct and safety;
   3) Approach for the implementation of the Basic School Regulations;

4) Approach for the development of enrichment programs, the adaptation of existing programs, or the development of local programs to meet specific needs of students;
5) Time allocation per subject;
6) Educational activities involving changes in student arrival or departure times requiring student to leave the school premises;
7) Approach for the implementation of student services and special educational services;
8) Approach for the implementation of popular education (refers to Adult and Vocational Education);
9) Implementation of programs of studies;
10) School success plans
11) Anti Violence and Anti Bullying Plan

Collaboration Items and Information to Governing Board

The proposals stemming from the following items are developed by the teaching staff (often together with the principal) for the purpose of informing the Governing Board. If the principal refuses the proposal, a written explanation shall be provided to the staff prior to the implementation of the decision. A copy of the explanation shall be submitted to the Regional Director and to PTU.

12) Specific local programs of studies to meet the special needs of students;
13) Criteria for the introduction of new instructional methods;
14) Textbooks and instructional materials;
15) Standards and procedures for the evaluation of student achievement;

16) Procedures for the submission of marks
     (Staff Council has the right to propose the length of time between the end of term and the submission of marks to the principal)
17) Rules governing the placement of students and their promotion from one cycle to another at the elementary level;
18) The system of reporting late arrivals and absences of the students;
19) The implementation of the Guidelines for Student Teacher Funds;
20) The in-school Professional Improvement Committee.
21) The establishment for the following school year of the supervision needs and a system of rotation among the teachers to implement the supervision duties required;
22) The Value Added Program

B) **Consultation Items**
   In addition to items listed in clause 4-4.01 a), the principal shall seek advice from the staff and then decides on the final proposal for the following:

   1) Management and Educational Success Agreements (MESA)
   2) Needs of the school in each teaching category for the following year;
   3) Professional improvement needs of the teaching staff;
   4) Educational services to be provided by each school or centre;
   5) Educational project of the school;
   6) Use of director's days;

7) The establishment each September of a system of emergency substitution in accordance with clause 5-1.31;
8) The homeroom system;
9) The placement in the school calendar of in-school pedagogical days and the program for these days;
10) The establishment and application of a system of invigilation for each examination period;
11) The school/centre budget.

SAMPLE AGENDA/MINUTES
Name of school
School Council Minutes
Date of meeting

Names of those present:
(please use first & last names)

1. Approval of Agenda

2. Approval of previous School Council minutes

3. Correspondence/Comments/Acknowledgements

4. Reports:
    a. Administration
    b. Student Council
    c. PTU/QPAT
    d. Professional Improvement Committee
    e. Governing Board
    f. Home & School
    g. Resource/Ad hoc Committee
    h. New Special Needs Committee (4-4.05)
    i. Other committees

5. Business Arising
    a.
    b.
    c.

6. New business
    a.
    b.
    c.

7. Date of Next Meeting

8. Adjournment

cc: PTU
     Sector Director
     Director of Human Resources