

Westvale Public School Council Handbook & Bylaws

Westvale Public School operates a
School Council as required, by the
Waterloo Region District School Board (WRDSB)
and Ontario's Ministry of Education.

The following document is designed to assist new and existing
Westvale Public School stakeholders*
understand the purpose and roles of School Council and its Code of Conduct.

It identifies Bylaws created and approved by School Council and
the relevant provincial/local policies and procedures that may affect it.

(*students, parents/guardians, staff, administration, and community members)

Table of Contents

Westvale Public School Council..... 3

 What is it?..... 3

 What it is not?..... 3

 What is WRAPSC? 3

 What is PIC?..... 3

Code of Conduct.....4

Bylaws 5-9

Roles.....10-11

Sub-Committees.....12-13

Communication..... 14

Grant Information 14

Helpful Resources..... 15

 WRDSB.....

 Website..... 15

 Policies..... 15

 Procedures..... 15

 Ontario Ministry of Education

 Website 16

 Education Act..... 16

Other Resources 16

Document History..... 17

Welcome to Westvale School Council!

The vision of the Westvale School Council is to bring parents and the school community closer together to help solve problems, improve academic achievement, provide support for teachers and administrators, and to promote student achievement through teamwork.

The education of our children is a partnership & your involvement will help strengthen that partnership.

We're glad you're here.

What is the Role of the Westvale School Council?

It is an advisory board that functions within the parameters of Ministry of Education and WRDSB policy. The ultimate responsibility for the administration and day-to-day school operations rests with our principal. It provides a means to advise the principal and WRDSB on any matter pertaining to pupil achievement. Active participation by parents/guardians enhances the accountability of the education system to our families. Work together with parents, students, community members, staff and administration to build a strong school community. Support school planning and focus on strategies and activities which empower students to be life-long learners.

Westvale Public School website: <https://wsv.wrdsb.ca/>

Meetings will be held on the first Wednesday of the month. (subject to change)

What is it not?

School Council is not a place to pursue your own agenda. Individual issues should be pursued through the classroom teacher, the Principal and School Superintendent.

What is the “Waterloo Region Assembly of Public School Councils (WRAPSC)”?

It is an independent, parent/guardian-run, non-political organization designed to have a representative from each school in WRDSB for the purposes of:

- Assisting all school councils in their work with improving student achievement and wellbeing.
- Providing a single voice for school councils on matters of significant importance which impact all schools.

- Establish a forum for the exchange of ideas, concerns and best practices for school councils.
- The meetings provide a forum for networking, support, and sharing of concerns, information, achievements and best practices.

Meetings are held the first Tuesday of the month. (subject to change)

Contact WRAPSC at: wrapsc@gmail.com

More information can be found at: <http://www.wrdsb.ca/schools/you-and-your-school/wrapsc/>

Or on Facebook at: <https://www.facebook.com/groups/WRAPSC/>

What is the “Parent Involvement Committee (PIC)”?

The Ontario Ministry of Education mandated that a PIC be established in all school boards in Ontario with the purpose of:

- Supporting and enhancing meaningful parent involvement at the Board level to improve student achievement and well-being.
- Acting as an advisory body to the local school board to provide an important link to the Director of Education and trustees.
- Building parent engagement by providing information and advice to the school board on parent engagement and
- communication.
- Developing strategies/initiatives the Board can use to engage more parents to support their children’s learning at home/school.
- Sharing information with and supporting the work of school councils.

Contact PIC at: pic@wrdsb.on.ca

More information online at: <http://www.wrdsb.ca/pic/>

Code of Conduct

This code outlines the Westvale Public School Council's expectations of its members and their behaviour.

All members shall:

- ✓ Consider the best interests of all students.
- ✓ Be guided by our school and school board's vision, policies and procedures.
- ✓ Act within the limits of the roles and responsibilities of a School Council, as identified by the Ontario Ministry of Education, Waterloo Region District School Board and Westvale Public School's Bylaws.
- ✓ Maintain the highest standards of integrity.
- ✓ Respect each member of our school community.
- ✓ Allow for diverse opinions to be shared without interruption.
- ✓ Encourage a positive environment in which individual contributions are encouraged and valued.
- ✓ Acknowledge democratic principles and accept the consensus of the Council.
- ✓ Respect the confidential nature of some school business and respect limitations this may place on the operation of
- ✓ the Council and on what information can be shared.
- ✓ Limit discussions at school Council meetings to matters of concern to the school community as a whole.
- ✓ Use established communication channels when questions or concerns arise.
- ✓ Declare any conflict of interest.
- ✓ Not accept any payment or benefit financially through School Council involvement.

Westvale Public School Council Bylaws

1. Regulations

1.1. These bylaws are made under the authority of:

1.1.1. Ministry of Ontario Education Act: Ontario Regulation 612,00

1.1.2. Ministry of Ontario Education Act: Ontario Regulation 613,0 (amendments to 612,00)

1.1.3. Waterloo Region District School Board Policies

1.1.4. Waterloo Region District School Board Procedures

1.2. In any case where these bylaws are deemed to be in conflict with any of these regulations, the above stated regulations will supersede these bylaws.

2. Name of Organization

2.1. This organization will be Westvale Public School Council, hereinafter referred to as “the Council” or “Council”.

2.2. The Waterloo Region District School Board will be hereinafter referred to as “the Board” or “WRDSB”.

2.3. The name of the school “Westvale Public School” will be hereinafter referred to as “WPS”.

2.4. This School Council may not be incorporated.

3. Membership

3.1. School Council membership will consist of at least nine members but shall not be restricted by a maximum number.

3.2. Parents/guardians can join at any time through the school year.

3.3. Parents/guardians become members after attending their second meeting.

3.4. Membership includes elected or acclaimed parents/guardians of Westvale Public School students except where:

3.2.1. The parent/guardian is employed at the school; may not be on the Council.

3.2.2. The parent/guardian is employed elsewhere with WRDSB. They can join Council but at their first meeting must take reasonable steps to inform all voting members, of their status.

3.5. Principal: as a non-voting member.

3.6. Staff: one teacher from the school, elected by the teaching staff.

3.7. Staff: one non-teaching member (support staff), appointed by the principal.

3.8. Student: invited in consultation with the teacher rep and/or principal. (optional)

3.9. Community member: appointed by the Council. (optional)

4. Officers

4.1. The Council shall elect a Chair or two Co-Chairs.

4.2. The Council shall elect or appoint a secretary and a treasurer.

4.3. The Council shall elect or appoint an events co-ordinator, as needed.

5. Election Procedures

5.1. Election of Parent/Guardian Members

5.1.1. Election of parent/guardian members must take place in the first 30 days of each school year.

5.1.2. The nomination timelines will be determined by the Chair, or Co-Chairs, after consulting with the Principal.

5.1.3. The date of election will be determined by the Chair, or Co-Chairs, after consulting with the Principal.

5.1.4. The Principal will notify all parents/guardians regarding the nomination process.

5.1.5. The Principal will notify all parents/guardians at least 14 days before, of the election date, time and location.

5.1.6. Each member is entitled to one vote in all votes taken by the Council or by subcommittee.

5.1.7. Voting shall take place by show of hand.

5.1.8. The prior year's Chair or Co-Chairs shall act as vote counters. If none is in place, the Principal shall do so.

5.1.9. Votes and results will be included in the minutes.

5.2. Principal

5.2.1. The WPS principal is automatically a member but can appoint a delegate in the case of an absence.

5.3. Election of the Teaching Staff Representative

5.3.1. Anyone assigned to WPS teaching staff (full/part-time) other than Principal/Vice-Principal may be a candidate.

5.3.2. The Principal will make the necessary arrangements for the election amongst all teaching staff.

5.4. Election of the Non-Teaching Staff Representative

5.4.1. Anyone assigned to the non-teaching staff of WPS (full or part-time) may be a candidate.

5.4.2. The Principal will make the necessary arrangements for appointment of the non-teaching staff representative.

5.5. Appointment of the Student Representative

5.5.1. The Principal and/or Teaching Staff will determine the student representative on a per-meeting basis. Section of Community Representative

5.5.2. All appointments are to be by majority vote at a meeting of the school Council.

6. Meetings

6.1. Council meetings must be held at least four times during the school year.

6.2. At the first meeting of the new school year, dates, times, and locations will be set for full year's meetings.

6.3. All meetings must be advertised and open to the general public.

6.4. Location will be held in the WPS library, unless otherwise notified.

6.5. Agenda items will be shared with the Council one week ahead of the scheduled meeting.

6.6. Meetings will allow open time after all agenda items are covered, for additional discussions.

7. Voting

7.1. Each School Council member is entitled to one vote on a motion except:

7.1.1. The Principal.

7.1.2. A member who has declared a conflict of interest in the issue at hand

7.1.3. The Student Representative.

7.2. All attempts will be made for decisions to be made by consensus.

7.3. The quorum for Council votes will be 50% of the voting members, plus one (1).

7.4. Making a motion

7.4.1. An individual must be recognized by the Chair before “obtaining the floor” to make a motion. This means that the Chair must let a person know that it is his or her turn before that person can speak to the Council and formally propose a course of action.

7.4.2. Once an individual has the floor, they may make a formal proposal (motion), with: “I move that . . .”

7.4.3. Before the motion can be considered, another individual must second the motion by saying “I second the motion”. This does not necessarily indicate that he/she agrees with the proposal, only that he/ she believes that it is worthy of discussion.

7.4.4. Once a motion has been made and seconded, the Chair restates the motion so that everyone clearly understands what is being proposed. From this point on, until the motion is voted on, all discussion must focus solely on the question.

7.4.5. If members of the group wish to discuss the motion, the Chair opens debate. Each participant may speak to the question twice, but no one may speak a second time until everyone has had the chance to speak once.

7.4.6. If no one wants to speak further to the issue, the Chair may ask the Council if it is ready to vote on the proposal. The Chair then repeats the motion and conducts the vote by asking for those in favour and those opposed.

7.4.7. The majority needed to pass a motion is stipulated in 7.3.

7.4.8. In case of a tie, the motion is defeated.

7.5. Amending a motion

7.5.1. Until the Chair repeats the motion for a final vote, the person who made the motion may change it, although the original seconder may wish to withdraw, requiring another seconder. Once the question has been stated, however, the motion can be amended in one of the following ways:

7.5.2. The person making the motion may ask to change the original wording. The Chair will ask if anyone objects. If no one objects, the wording of the motion is changed. Debate continues on the motion as amended.

7.5.3. If someone does object, the question of whether to allow a change in the wording of the motion is put to a vote. If the group consents to the change, debate continues on the motion as amended.

7.5.4. Someone else may move to amend the motion by saying, “I move to amend the motion by. . .”. If so, the normal process for a motion, as outlined above in the “Making a Motion” section, is followed.

7.5.5. An amendment to the amendment may also be proposed, but a third amendment is out of order.

7.5.6. If the amendment has been defeated, discussion returns to the original motion.

7.6. Withdrawing a motion

7.6.1. At any time before a vote, the person making the original motion may ask to withdraw it. The motion to withdraw does not require a seconder. Once the question is withdrawn, it is as if it never existed.

7.6.2. If the Chair has already stated the question and a request to withdraw the motion is made, the Chair asks if there is any objection. If there is none, the motion is withdrawn. If someone objects, the request to withdraw the motion is put to a vote.

7.7. Tabling a motion

7.7.1. A motion to table a motion means to set it aside for discussion at another time so that more pressing business can be discussed or more information about the issues can be obtained.

7.7.2. The motion to table a motion takes precedence over the discussion of the motion.

7.7.3. The motion to table a motion requires a seconder.

7.7.4. There can be no debate on a motion to table.

7.8. Motions that are null and void

7.8.1. Any motions that contradict provincial laws and regulations, WRDSB policy or procedure, or Westvale Public School Council bylaws are out of order and invalid, even if voted on and passed by a majority vote.

8. Vacancies

7.1. Vacancies may occur due to resignation, but all efforts should be made to fill a vacancy by election or appointment.

7.2. A vacancy in the membership of the School Council does not prevent the School Council from functioning.

9. Term of Office

9.1. The term of office for members of School Council will be from the date of the first meeting after the election, until the date of the first meeting of School Council after the election the following year.

9.2. Members may seek additional terms of office.

10. Conflict of Interest

10.1. A School Council member is in conflict of interest when:

10.1.1. The School Council does business with the potential for monetary gain/loss with any person, agency, or company and the School Council member has vested interest with that particular person, agency or company.

10.1.2. Situations arise in connection with his/her duties as a Council member that could result in an inconsistency between the overall goals and vision of the School Council and a personal or vested interest.

10.2. When conflict of interest is indicated, the member:

10.2.1. Shall disclose the interest and the general nature prior to any consideration of the matter at the meeting.

10.2.2. Shall not take part in the discussion of, or vote on any question in respect of the matter

10.2.3. Shall not attempt in any way before, during or after the meeting to influence the voting on any such topic.

10.2.4. Every declaration of interest and the general nature of the declaration shall in this public meeting, be recorded in the minutes of the meeting.

10.3. In the event that a member has not disclosed a possible conflict of interest by reason of being absent from a meeting, that member shall disclose such interest at the first meeting of the Council attended by him or her.

11. Sub-Committees

11.1. Sub-Committees may be formed by the Council to address specific needs.

11.2. Sub-Committee Chairs will be appointed at time of formation.

11.3. Sub-Committee Chairs will report on and discuss the Sub-Committee activities at regular Council meetings, and ultimately present completed work assignments.

11.4. Sub-Committees may be comprised of Council members and representation from outside of Council as required to accomplish the work of the Sub-Committee.

11.5. The number of Sub-Committee members is to be determined based on the scope of the project.

11.6. The scope of responsibility is to be agreed upon when the Sub-Committee is formed.

11.7. Meetings will be scheduled, as required in order to achieve objectives.

11.8. Meetings must follow the same rules as school Council meetings, in that all are to be eligible to be held at the school, but regardless of location, must be open and accessible to the public with dates/times/locations publicized.

12. Release of Information

12.1. The Ministry of Education collects names, addresses, phone numbers and email addresses of Council members for the purpose of communicating and consulting with them directly. The Ministry may also share this with the Ontario Parent Council.

12.2. The WRDSB may collect the names, addresses, phone numbers and email addresses of the School Council Chair, or Co-Chairs for the purpose of communication and consulting with them directly. This information will be shared with WRAPSC and PIC.

13. Remuneration

13.1. Under Ontario Regulation 612/00, School Council members may not receive any remuneration for serving on a School Council.

13.2. Regulations allow for the WRDSB to establish a policy for reimbursing the expenses of School Council members related to serving on School Council. This policy is currently under review.

14. Conflict Resolution

14.1. Under Ontario Regulation 612/00, BPS will utilize the following in Resolution of Conflict of Opinion

14.2. 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.

14.3. Speakers to an issue will maintain a calm and respectful tone at all times.

14.4. Speakers will be allowed to speak without interruption, subject to a time limit set by the Chair, or Co-Chairs.

14.5. The Chair (Co-Chair)'s responsibility is to clarify the statements made by all speakers, to identify common ground among the point of view raised, and to set out the joint interests of all members.

14.6. If no common ground can be identified, the Chair, or Co-Chairs will seek to clarify preferences among all members before proceeding further.

14.7. If all attempts at resolving the conflict have been exhausted without success, the Chair, or Co-Chairs may request the intervention of the school's Superintendent to facilitate a resolution to the conflict.

15. Resolution of Disruptive Behaviour

15.1. Council members are elected to serve the school community and will demonstrate respect for their colleagues and all School Staff and Administration on Council at all times.

15.2. If a Council member or members become disruptive during a meeting, the Chair, or Co-Chairs shall ask for order.

15.3. If all efforts to restore order fail or the unbecoming behaviour continues, the Chair, or Co-Chairs may direct the individual Council member(s) to leave the meeting, citing the reasons for the request.

15.4. The removal of a member for one meeting does not prevent the Council member from participating in future meetings of Council.

16. Delegations

16.1. Individuals, organizations and groups are welcome to speak to Council as a delegation.

16.2. Delegations who wish to bring forward issues, presentations or requests must notify the Chair, or Co-Chairs and/or Principal at least one (1) week before the next Council meeting.

16.3. Delegations will be given ten minutes to present.

16.4. Delegations may participate in the discussion pertaining to that issue.

17. Agendas, Minutes and Financial Records

17.1. All meetings will have agendas and minutes posted online and available for a period of four (4) years.

17.2. All records will also be available at the school for examination by any person.

17.3. All financial records must be kept for four years.

18. Annual Reports

18.1. Each year, Council must submit a written report of all its' activities to the Principal and to the WRDSB.

18.1.1. This report will be provided to each family individually or by posting within the school, in a location fully accessible by all parents/guardians/students.

18.2. Each year, Council will prepare a "Principal Profile" to be submitted to the Director of Education, WRDSB.

19. Fundraising

19.1. All activities must be conducted in accordance with WRDSB applicable policies/procedures.

19.2. All funds raised must be used in accordance with any applicable WRDSB policies/procedures.

19.3. A new fundraising plan will be established every 3 years and a high-level version will be posted on the website.

20. Revisions to Bylaws

20.1. To amend these bylaws, notice of motion for such amendment shall be made to all members in printed form at least two (2) weeks prior to the meeting at which time this vote is to be taken.

20.2. These guidelines can only be changed by consensus of Council vote as outlined by Section 6: Voting.

These bylaws accepted and passed ____, ____, 2022.

Roles

All Members

- Participate regularly in Council meetings
- Attend meetings prepared: familiar with agenda items and prepared to report on any action items assigned
- Act as a link between the Council and members of the school community
- Provide input to the discussions/recommendations made during Council meetings
- Provide volunteer time at Council activities
- Encourage parents/guardians and community to become involved in School Council activities
- Notify the Chair(s) if unable to attend a meeting, and provide your input/ comments on agenda items
- Individual members should not act outside of, or claim to speak on behalf of the School Council, with the exception of the Chair/Co-Chairs or the approved WRAPSC representative
 - Acknowledge the contributions of Council members and volunteers (appreciation event, thank you in newsletters, etc.).
- Keep good records for every event that the Council organizes to make things easier for the following year
- Share the workload so you don't "burn out" your volunteers.

Role of the Chair/Co-Chair

- Provide leadership to the School Council and its members
- Monitor the implementation of School Council decisions
- Consult with the parents/guardians about matters under consideration (requirement under Ontario Regulation 612/00)
- Chair Council meetings
- Prepare agenda in consultation with the Principal, distribute it to Council members one week prior to each meeting
- Ensure the minutes of all Council meetings and financial transactions are recorded and stored in the School Council Handbook in the main office and on WPS website so they are made available to all
- If no WRAPSC rep is selected within the Council membership, represent Council at WRAPSC meetings
- Consult with Board staff and trustees, as required

Secretary/Scribe

- Attend all meetings. If unavailable, find a replacement & advise Chair, or Co-Chairs/Principal
- Record the attendance at meetings, record minutes of the meetings
- Ensure all relevant reports/handouts are included in the minutes
- Ensure an electronic copy of the minutes gets distributed to the full Council and published on the WPS website
- Time commitment: 2-4 hours/month

Treasurer

- WPS office staff prepare full detailed monthly account of receipts and disbursements
- Treasurer reviews statements and presents to the Council at each meeting and/or when requested
- Time commitment: half hour per month

Principal

- Facilitate the establishment of the School Council and assist in its operation
- Notify parents/guardians of who is elected to School Council
- Consult with School Councils in accordance with Ontario Regulation 612/00
- Consider the recommendations made by the School Council and respond to School Council recommendations
- Facilitate the elections for the teaching staff representative
- Facilitate the appointment of non-teaching staff representative
- Assist the Teaching Representative with the per-meeting selection of a student representative
- Assist the Chair in the preparation/distribution of the agenda to all Council members at least one week prior to each meeting
- Provide written notice of meetings and elections in accordance with the Ontario Regulation 612/00

May be given through newsletter sent home with every student for sharing with their parents/guardians and through a posting on the Council bulletin board and WPS web site

- Maintain a copy of the School Council minutes at the school for examination, without charge, by any person - for four years
- Send a copy of the School Council Annual Report to all parents/guardians at the school
- Assist in the operation of the School Council by:
 - providing information and resources required by the School Council to enable it to make informed decisions
 - communicating with the Chair(s) of the School Council on a regular basis
 - helping to publicize School Council activities by such means as the school newsletter or the schoo-day;
 - provide access to the Waterworks system for communications from Council to WRDSB, WRAPSC or other school Councils
- Assist the School Council in communicating with the school community

- Provide for the prompt distribution of Ministry and Board materials designated for School Council members
- Provide space to parents/guardians for posting of Council information and a place to the Chair (designate) for Council mail
- Provide access/training to an existing computer at the school for the Assembly Representative to access WaterWorks
- Maintain the responsibilities and obligations of the principalship as mandated by WRDSB policy, and the Education Act and Regulations of the Province of Ontario as it relates to School Councils
- Appoint a designate (usually the Vice-Principal) if unable to attend a meeting

Teaching Staff

- Provide the perspective of a teacher in School Council decision making and discussion
- Provide expertise as an educator to discussions related to the curriculum and educational practices
- Request input from other teachers with regard to School Council discussions where required
- Communicate the work of the School Council to all teachers at the school

Non-Teaching Staff

- Provide the perspective of a member of the school support staff in School Council decision making and discussion
- Request input from other support staff with regard to School Council discussions where required
- Communicate the work of the School Council to all support staff at the school

Student Representative

- Provide to Council, a report of the student organized activities and initiatives held and those that are upcoming
- Request input from other students with regard to School Council discussions where required
- Communicate the work of the School Council to students at the school

Community Representative

- Provide the perspective of a member of the school community in Council decision making and discussion
- Provide particular expertise and information from their own background to the Council where appropriate
- Assist in building community partnerships and relationships that enhance student learning.

WRAPSC Representative (Assembly Representative of the Waterloo Region Assembly of Public School Councils)

The rep is automatically the School Council Chair, or the Chair may delegate this role to another Council member with the agreement of the other members of the Council

- Chair is asked to notify WRAPSC who will represent them after the first School Council meeting
- Is provided with an email on the Board's email system (WaterWorks) and access to the Assembly conference on this site in order to communicate with other School Councils and the Steering Committee of WRAPSC and to receive information about upcoming meetings, minutes and educational issues. Access to this email can be through the representative's own computer, through the Internet or through access to a computer at the school. This access can be arranged through the Principal

- Is responsible for forwarding any items of interest on WaterWorks to the other members of their School Council
- Must comply with the Board guidelines for use of the WaterWorks system, which is provided on sign-up. Email access may be denied if this does not occur
- Is authorized to speak on behalf of WPS Council at the WRAPSC meetings or through the WaterWorks conference and should consult with other School Council members before giving input on major issues. When a vote is required by the Assembly, the representative has one vote on behalf of their School Council
- Represents the view of WPS Council at the Assembly, not their personal view;
- Will communicate information/decisions from the Assembly to WPS Council at each meeting, as a regular agenda item
- May utilize the support/networking aspect of the Assembly on behalf of their School Council at any time

Sub-Committees (Optional)

Fundraising Chair

Develop, plan and coordinate revenue-generating activities through the school year.

- Lead and co-ordinate school Council fundraising initiatives
- Chair Sub-Committee meetings
- Present large scale ideas to Council for consideration
- Prepare report for Council post-activities with results
- Every three years, a new fundraising plan needs to be prepared and approved by Council.

Safe, Caring and Inclusive Schools Chair

Build relationships through caring, inclusive acts of kindness throughout our school and our community.

- Provide a token of Council's best wishes to those staff that are: retiring, having a baby, on sick leave
- Provide a token of Council's best wishes to our school community members as appropriate
- Present ideas for Council consideration for monetary input (i.e. family home destroyed by fire)
- Time commitment: 2 hours per month: hours determined by member
- Tasks/activities may include:
 - On a monthly basis, contact principal for staff or community concerns/celebrations to acknowledge
 - Purchase gifts/cards
 - Maintain inventory of retirement gifts & store at school) (New Hamburg supplier: "Is This Chair Taken?")
 - Represent Council at celebrations/school assemblies. Present gift/card to recipient with words of appreciation
 - Write message in card on behalf of Council, wrap gift if applicable
 - Deliver gifts/cards to recipient's home or drop off at school
 - Provide treats for teachers (i.e.: World's Teachers Day, etc.)
 - Maintain a spreadsheet of recipients, type of card/gift and occasion

- Report back to Council on a monthly basis
- Maintain confidentiality if requested
- Sub-Committee Chair can delegate any of the above tasks to committee members

Graduation Chair

Annual grade 6 graduation event in conjunction with WPS staff; typically held at end of June

- Plan the food/drink for the graduation dance
- WPS Staff/Administration look after the ceremony and for the dance: the DJ, decorations, setup of gym
- Approx. Jan-Feb, book fountain for punch with local rental company
- Provide monthly report/update to Council monthly
- Run food/drink for the night of event
- Update notes as to numbers attended, food required etc for following year's committee.

Staff Appreciation Day Chair

Plan and execute the annual WPS Staff Appreciation day; typically held in February.

- Plan & prepare thank you gift, notes, food and/or treats
- Time commitment: January/February only: 2 hours in January, 5-10 hours in February
- Activities may include:
 - Chair a planning meeting in April/May to discuss what type of event - breakfast or lunch
 - Book caterer or make plans for the food
 - Liaison with principal in regard to plans
 - Order/purchase gifts for every staff person

Decide if "extras" will be included, e.g. Interview students about the staff members. If so, compile questions, type of

questionnaires and recruit help to conduct interviews & help/conduct interviews

- Night before event:
 - Decorate staff room, display gifts (if applicable - hang interview questions), prepare drinks, treats, food
- Day of event:
 - Pick up food, set out food
 - Be available to help serve, replenish platters, etc.(return at nutrition breaks to put out food again)
 - Clean up, wash dishes
 - Set aside food/treats for evening custodians or admin that was not available that day.

Events Chair

Inform the WPS community about School Council and promote its' services and activities.

- With Chair(s)/Principal, help facilitate printed materials to promote and communicate the role/current initiatives of Council
- Maintain BPS Council bulletin board (location: outside main office)
- Time Commitment: 1-2 hrs per month

- Coordinate a School Council presence (display board) at school public events, (i.e. Christmas Concerts, Parents Night)
 - Assist in staffing Council display table: to greet parents, field questions, help recruit new parent members as well as clarify Council's role in the school community
 - Assist in maintaining updates on the Council bulletin board to reflect School Council initiatives and involvement
 - Possible duties: Help facilitate School Council Website presence, Newsletter content and communications, Fundraising Advertising/Promo handouts and posters if needed Volunteer Recruitment
- Work in conjunction with Public Relations to develop ideas to recruit/maintain volunteers for Council and/or activities.

Westvale Wonderland Chair

Annual community funfair; typically held in May/June.

- Lead and co-ordinate the annual community fun fair; typically held in May.
- BBQ sub-committees:
 - Food
 - Advertising
 - Silent Auction
 - Games
 - Entertainment
 - Volunteer co-ordinator

Communication

School Day

Email

Westvale Public School website: <https://wsv.wrdsb.ca/>

School Council bulletin board: located outside of main office

WPS Council will adhere to all governing privacy policies of WRDSB and/or Ministry of Education.

Grant Information

Region of Waterloo Community Environmental Fund

Assists community members and organizations who wish to carry out projects that protect, promote, and enhance our natural environment. Up to \$3000 Due Date December

<http://www.regionofwaterloo.ca/en/abouttheenvironment/abouttheenvironment.asp>

Kitchener Waterloo Community Foundation

KWCF offers a variety of grants, each with its own deadline, qualifications, and review process. Various amounts.

<https://www.kwcf.ca/investing/granting>

Walmart Evergreen Green Grants

Walmart Canada and Evergreen have partnered to offer this national program, funding green-based community-based initiatives across Canada. \$3500, \$5000 and \$10,000. Due Date: February

<http://www.evergreen.ca/get-involved/funding-opportunities/green-grants/>

Parent Involvement Grant

All School Councils receive Parent Involvement funds of \$500 each.

Funds are from the Ministry of Education, but are passed along through WRDSB.

This grant is for events or activities to “engage parents in their child’s education.”

Funds must be spent between September 1 and June 30 every year and must be reported to the Director of Education.

Parents Reaching Out Grant

Encourage parent engagement at the local, regional and provincial levels and designed to support parents in identifying barriers to parent engagement in their own community and to find local solutions to involve more parents in support of student achievement and well-being.

<http://www.edu.gov.on.ca/eng/parents/reaching.HTML>

Two types of grants:

1. School Councils of publicly funded schools in Ontario (only) can apply for school grant of up to \$1K/year.

2. Parent organizations, Parent Involvement Committees (PICs), publicly funded school boards operating in Ontario can apply for regional/provincial Projects up to \$30K/year

S’cool Life Fund Grant

Applicants must be a Canadian non-tuition public elementary school (K-8)

Drama, Recreation, Extra-Curricular, Arts, Music or Sports projects that leave a tangible legacy behind

Maximum of \$3000/grant and each school is limited to one grant application per school year
The application period runs from December 1 to August 31 of each year.
<http://www.scoollifefund.ca/index2.php?id=3>

SpeakUp Grant

Projects give students a chance to get involved in making their school a better place to learn. This is your chance to SpeakUp and take action on the issues that are important to you.

<http://www.edu.gov.on.ca/eng/students/speakup/projects.html>

Helpful Resources

Westvale Public School Library

Our school library has a vast collection of free resources available for use by our parents/guardians; topics include:

- Cyber Safety
- Child Stress
- Bullies
- Getting Healthy
- Divorce
- Cancer in the Family
- Homework
- Sibling Bickering
- Tweens
- Asperger's Syndrome
- Separation
- Re-marriage

Waterloo Region District School Board

Main website <http://www.wrdsb.ca>

School Council Chairperson's Handbook

http://www.wrdsb.ca/wpcontent/uploads/2012/08/school_council_Chairpersons_handbook.pdf

School Councils <http://www.wrdsb.ca/schools/school-Councils>

Policies

Fundraising (policy 4017)
School Nutrition (6007)
Safe Schools (6000)
Bullying (6009)
Student Dress Code (6010)

<http://www.wrdsb.ca/about-the-wrdsb/policiesprocedures/policies/>

Procedures

Student Bullying and/or Harassment (1200)
Sale of Food and Beverages in Schools (1220)
Student Dress Code (1380)
School Councils (1570)
Loans to Schools or School Councils (4440)
School Funds (cash handling, Council funds) (4690)

<http://www.wrdsb.ca/about-the-wrdsb/policiesprocedures/procedures/>

WRAPSC <http://www.wrdsb.ca/schools/you-and-your-school/wrapsc/>

PIC <http://www.wrdsb.ca/pic/>

Page | 16
Ontario Ministry of
Education

Main website <http://www.edu.gov.on.ca/eng/general/elemsec/Council/index.html>

School Councils <http://www.edu.gov.on.ca/eng/general/elemsec/Council>

Education Act (Ontario 612/00)

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_000612_e.htm#BK3

Education Act (Ontario 613/00)
(amendments)

http://www.e-laws.gov.on.ca/html/source/regs/english/2000/elaws_src_regs_r00613_e.htm

Other Resources

Ontario College of
Teachers

Provides parents with information about teacher qualifications & standards and how they work to ensure the safety of children in Ontario schools.

www.oct.ca/public/

People for Education A parent-led organization to help parents better understand Ontario's public education system and their role in it. The website provides tip sheets and other materials specifically for parents in 15 languages.

www.peopleforeducation.com

Canadian Parents for French

A national network of volunteers which values French as an integral part of Canadian society and education.

www.cpf.ca/eng/home.html

Canadian Safe School Network

A national network aimed at reducing youth violence to make our schools and communities safer. The website provides specific information to parents, students and teachers on ways to achieve this goal.

www.canadiansafeschools.com