

Handout created by PIC chairs that was provided at the “School Councils 101” Workshop at the PIC School Council Networking held on November 21, 2013

PIC’s Basic Checklist for School Councils – SC 101

School Councils are guided by Ontario Regulation 612/00 and Regulation 298 which together address three key areas: the purpose of school councils, operational matters, and the obligation of boards and principals to consult with school councils.

There is a detailed and helpful School Council Handbook found at this link:

<http://www.edu.gov.on.ca/eng/general/elemsec/council/council02.pdf>

The following checklist is drawn from the key requirements as outlined in the Regulation and Handbook:

1. Each school must have a School Council (SC) which includes parent reps, plus the principal, a teacher rep, a staff rep, a student rep, and a community rep. If applicable there will be Home and School Association rep.
2. Elections for the parent reps to SC must take place in the first 30 days of each school year.
3. Parent members must make up the majority of SC membership. (This may be defined in a by-law, if the SC already has one or wishes to create one)
4. There are guidelines for how members are elected or appointed in the regulation.
5. All SC terms are for one year, to allow for renewal every school year. (Sept 30 – Oct 30)
6. The SC chair/co-chair must be elected from parent members. (There may be other officers if provided for in the SCs by-laws.)
7. SCs must have at least four meetings per year, which must be open to the public. There are guidelines for communicating about these to all parents.
8. Minutes are required to be kept and filed with the school for four years.
9. There are guidelines about topics that principals and boards must bring to SCs for discussion. SCs are able to bring forward additional topics as they so wish.
10. SCs are strictly advisory. They may make recommendations, which must be responded to by the principal (or Board).
11. SCs must consult with their community of parents about matters under their consideration.

12. Fundraising is permitted, as long as it complies with Board procedures. However, fundraising is NOT one of the purposes of SCs.
13. An annual report is required to be submitted to the Board, and made available to parents.