

School Council

School Council should be elected (by secret ballot) no later than September 15. At the first meeting, the Council elects a chairperson and a secretary.

1. Composition

- not less than 3 teachers (except in schools with less than 3 teachers)
- not more than 10 teachers
- WQTA Delegate is counted as one of the 10 members
- Principal
- All members are voting members **EXCEPT** the chair who is usually only permitted to vote in the case of a tie (tie-breaker)

2. Duties of the Chairperson

- to prepare and post the agenda
- to call the meetings to order
- to announce the business of the meeting, according to the agenda
- to recognize the members entitled to speak
- to handle motions
- to ensure at the beginning of each year that the School Council establishes its rules of internal procedures

3. The Principal

The principal is a member of School Council, like any other, and as such has the right to vote on any motions proposed at a meeting of the School Council. When an item is raised for discussion a motion is presented, council members may speak for or against the motion.

The principal does have an additional responsibility since s/he is responsible for putting certain items on the agenda in the first place. In addition, the principal must receive the recommendations of the council, each time a vote is taken, and the motion is carried by a simple majority of those present and voting.

Should the principal not carry out the School Council's recommendation, her/his reasons for the decision taken shall be provided in writing to all members of staff.

4. Agenda

A typical agenda would include the following:

1. Call to order
2. Agenda
3. Approval of the Minutes
4. Business Arising
 - 4.1
 - 4.2
 - 4.3
5. New Business
 - 5.1
 - 5.2
6. Date of the Next Meeting
7. Adjournment

5. Rules of Order

Each School Council establishes its own rules of internal procedure. The separate document entitled 'School Council: Rules of Order' is available for your convenience. In order to reach a decision, a majority of the members present and voting is necessary.

6. Minutes

Minutes should accurately record the decisions made by the School Council. To this end, they should contain the following information:

1. the name of the group
2. time, date, and place of the meeting
3. names of members present, including arrival time of latecomers
4. any changes in the minutes of the previous meeting, and the subsequent approval of the minutes
5. all motions
6. results of votes taken on each motion
7. the time of adjournment

7. Mandate

School Council must participate prior to any decisions made concerning:

- a) the adoption of policies of the board or MELS concerning educational programs in the school;
- b) the establishment or modification of the educational plan of the school, including its pedagogical organization;
- c) the establishment of regulations concerning student discipline within the school;
- d) the general organization of student in-school and extra-curricular activities;
- e) the intent and application of school regulations;
- f) the application of criteria for evaluating the performance of pupils in the school;
- g) the selection of new teaching methods, instructional materials and textbooks within the school, including items referred to in clause 8-1.03 of the provincial entente;
- h) the integration of teachers new to the staff, particularly those who have not taught before;
- i) parent-teacher relations within the school;
- j) the use of secretarial help for teachers of the school;
- k) the program for each professional day within the school excluding those aspects of board-wide professional days that are specifically designed to involve teachers of more than one school. In June, School Council shall participate in the general planning for professional days to be held in August and September of the following school year;
- l) the format of report cards to be used by the school
- m) the establishment of budgetary priorities in the school;
- n) the procedures to be followed in the event the school has to be closed;
- o) any situation in which a teacher is concerned about safety conditions within the school environment;
- p) the advisability of running courses when class sizes are significantly smaller than those recommended in 8-4.03 and 8-4.04 of the provincial entente;
- q) the examination invigilation schedule and its development;
- r) the remedial program to be adopted for students of the school;
- s) the establishment of the timetable to be used in the school, as per clause 8-1.06 of the provincial entente
- t) the use of computers as part of teaching duties, as per clause 10-12.01 of the provincial entente;
- u) the use of computers to accomplish tasks which are part of the general duties of a teacher, as per clause 10-12.02 of the provincial entente;
- v) the determination of a procedure and schedule for emergency substitution in the school;
- w) the system of reporting late arrivals and absences of pupils;
- x) the implementation of the board's policy concerning special education services for handicapped pupils or pupils with learning or emotional problems as established in clause 8-9.01 of the provincial entente;
- y) any other matter specifically referred to School Council, excluding those of a nominative nature;
- z) the subject-time allocation for each compulsory elective subject;
- aa) the rules governing the placement of students and their promotion from one cycle to another at the elementary level.

8. School Organization Plan

In order to better meet the specific needs of the school, the teachers and the school administration shall draw up an organization plan for the following school year and the school principal shall submit it to the board and the union for verification.

For the purposes of implementing the organization plan, the teachers and the school administration may modify or replace all or some of the provisions of the clauses and articles mention below:

- article 8-4.00
- clause 8-6.02
- article 8-7.00 (except 8-7.07)
- sub clause 8-4.01(f)
- sub clause 8-7.02(e)

VERY IMPORTANT: Decisions at the school level must be reached by consensus

9. Correspondence

Copies of all correspondence written by School Council should be sent to the WQTA office to enable us to support School Council requests and to help detect common problems and concerns in our schools. It is also useful to send copies to your Governing Board.

10. The Teachers' Voice

Participation at the School Council level is your contractual opportunity to be involved in the formation, modification and implementation of educational policies as well as to develop a dialogue with the school administration. By making effective use of this forum, we can exert influence on the educational process and be instrumental in advocating changes to improve the quality of education.

11. Feedback

Reliable feedback helps School Council be truly representative and is one of the best tools a School Council can have. Any recommendation made by School Council without staff support is useless and creates an atmosphere of conflict within the school.