



King's Road Public School
660 Greenwood Drive, Burlington
Ontario Canada
L7T 3P3

School Council Constitution

Last Ratified May 2023

Authority to Establish a School Council

Ontario's Ministry of Education Regulation 612/00, issued under the authority of the Deputy Minister of Education, requires Chairpersons of School Boards, Directors of Education and Principals of Schools to establish School Councils and outlines minimum requirements for their composition and functioning. Accordingly, this document is the Constitution for the School Council at King's Road, 660 Greenwood Drive, Burlington, Ontario, Canada, L7T 3P3 (hereinafter "**King's Road P.S.**").

The operational procedures of this School Council are outlined in the Halton District School Board (hereinafter "**HDSB**") School Council Handbook Supplement. All recommendations and activities of this School Council shall comply with all Ministry of Education Acts, HDSB Policies, Procedures and Collective Agreements.

Name

This School Council is named the King's Road P.S. School Council (hereinafter the "**School Council**").

Non-Profit Organization

The School Council will operate without financial gain for its members. Any funds of the School Council will be used for advancing its objectives.

Mission Statement

The mission of King's Road P.S. School Council is to foster a culture of community, by prioritizing the student experience and serving as a trusted partner to Kings Road School.

The School Council shall be a liaison between the parent community and the school and provide the school with support to enhance and enrich each student's education where possible.



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1.0 Purpose and Objectives

In partnership with King's Road P.S. school administration, the King's Road P.S. School Council will:

- provide opportunities for parents/guardians to support the education and social development of students in the school community;
- foster partnerships within the school community and with the larger community;
- provide forum(s) for parental understanding and involvement;
- act in an advisory capacity to assist in making decisions regarding the delivery and enhancement of curriculum, school operations and school budget priorities;
- contribute to the development and implementation of the school's fundraising plan and prudently disperse the proceeds to the benefit of students; and
- provide input to the HDSB regarding criteria for principal placement.

Specific Limitations:

The King's Road P.S. School Council:

- is a body of support, communication, advice, and community and does not attempt to govern anything except its own activities; and
- does not deal with issues pertaining to collective agreements, individual staff members, individual students, or individual parents/guardians.

2.0 Membership

The King's Road P.S. School Council membership **shall** include:

- A minimum of three (3) and a maximum of fifteen (15) parent/guardian representatives elected by the King's Road P.S. school community (voting members);
Note: The parent/guardian representatives must be a parent/guardian of a student(s) currently enrolled at King's Road P.S. and cannot be an employee of King's Road P.S. or HDSB.
- The Principal and/or Vice Principal of King's Road P.S. (non-voting members);
- One (1) teacher representative elected or appointed by the teaching staff of King's Road P.S. (non-voting member); and



- A minimum of two (2) and a maximum of three (3) parent/guardians to serve as Parent Involvement Committee (hereinafter “**PIC**”) Representatives for King’s Road P.S. at the HDSB, elected or appointed by the School Council (non-voting members if only acting as PIC Representative / voting members if also elected parent/guardian representatives).

Note: Where the PIC Representatives are also elected parent/guardian representatives’ total number of elected parent/guardian representatives shall never exceed fifteen (15).

The King’s Road P.S. School Council membership **may** include:

- One (1) non-teaching staff representative elected or appointed by the non-teaching staff of King’s Road P.S. (non-voting member) (non-teaching staff includes secretaries, educational assistants, and custodians)
- One (1) community representative appointed by the School Council (non-voting member). A person can be appointed a community representative only if,
 - They are knowledgeable about the community.
 - The incumbent does not have a child attending the school.

From the elected parent/guardian representatives, the School Council **shall** elect or appoint an Executive Committee comprised of one (1) Chair or two (2) Co-Chairs, a Secretary, and a Treasurer. In addition, the School Council **may** elect or appoint a Fundraising Coordinator and/or a Volunteer Coordinator and/or a Communications/Technology Coordinator. The Executive Committee positions are described hereafter.

2.1 Chair/Co-Chair

The Chair/Co-Chairs are responsible for ensuring that the work of the King’s Road P.S. School Council is carried out in an efficient, effective, and collaborative manner. The Chair/Co-Chairs provide overall leadership to the School Council and serve as the School Council’s liaison with the King’s Road P.S. school administration. Please reference the attached Appendix for full details of the Chair/Co-Chair role.

SEE APPENDIX “G”

2.2 Secretary

The Secretary provides administrative support to the King’s Road P.S. School Council by ensuring that the minutes of meetings are accurately recorded and securely stored. The Secretary ensures that the minutes are made available to School Council members and key



stakeholders as required. Please reference the attached Appendix for full details of the Secretary role.

SEE APPENDIX "H"

2.3 Treasurer

In collaboration with the King's Road P.S. School Council, King's Road P.S. school administration and King's Road P.S.'s Head Secretary, the Treasurer is privy to reports on the financial details of the budget approved of and supported by the School Council. The Head Secretary completes financial reports as per HDSB Financial Guidelines and completes all essential HDSB training requirements. Please reference the attached Appendix for full details of the Treasurer role.

SEE APPENDIX "I"

2.4 Fundraising Coordinator

In collaboration with the King's Road P.S. School Council, the King's Road P.S. school administration and volunteers who donate their time and services, the Fundraising Coordinator ensures that a fundraising plan is developed and carried out effectively. Please reference the attached Appendix for full details of the Fundraising Coordinator role.

SEE APPENDIX "J"

2.5 Volunteer Coordinator

The Volunteer Coordinator works with the King's Road P.S. school community to ensure that the appropriate resources are in place to support the various initiatives taking place at the school throughout the year. Please reference the attached Appendix for full details of the Volunteer Coordinator role.

SEE APPENDIX "K"

2.6 Parent Involvement Committee (PIC) Representative

The PIC Representatives act as a liaison between the King's Road P.S. School Council and the HDSB PIC initiatives, workshops and conferences. Please reference the attached Appendix for full details of the PIC Representative role.

SEE APPENDIX "L"

2.7 Communications/Technology Coordinator

The Communications/Technology Coordinator works with the King's Road P.S. school community to ensure that the appropriate resources are in place to support the various



initiatives taking place at the school throughout the year. Please reference the attached Appendix for full details of the Communications/Technology Coordinator role.

SEE APPENDIX “M”

3.0 Elections

Elections for the parent/guardian representatives of the King’s Road P.S. School Council will be initiated by King’s Road P.S. school administration in early September of each academic year. The election process will adhere to notice periods and timelines set out by the HDSB and the Ministry of Education.

Elections, if necessary, for Executive Committee positions will take place at the first King’s Road P.S. School Council meeting of the academic year. Please reference the attached Appendix for full details of the election process.

SEE APPENDIX “D”

3.1 Terms of Council Members

Elected members of the King’s Road P.S. School Council will serve a one (1) year term from September to September, starting at the time the member is elected as the result of an election and ending when the next election takes place. Parent/guardian representatives may seek re-election, if they continue to meet the nomination criteria.

3.2 Vacancies

Where an elected member of the King’s Road P.S. School Council ceases to be a member during their term, their position will be left vacant until the next election process is initiated unless the total number of elected members is reduced to less than three (3). If the total number of elected members is less than three (3), the remaining elected members may vote to appoint new member(s). The term for appointed new member(s) will be limited to the remainder of the academic year.

BY LAW: WHEN AN ELECTED MEMBER CEASES TO BE A MEMBER, APPOINT THE PERSON WITH THE NEXT HIGHEST NUMBER OF VOTES IN THE MOST RECENT ELECTION.

4.0 School Council Meetings

Meetings of the King’s Road P.S. School Council are open to all parents/guardians of a student(s) enrolled at King’s Road P.S. Materials related to the School Council, including the Constitution, associated policies, the dates and times of meetings, meeting agendas and meeting minutes are to be made available on the King’s Road P.S. website.



A minimum of four (4) meetings will be held during the academic year.

4.1 Voting & Quorum

Voting members of the King's Road P.S School Council may vote on motions put forward at meetings of the King's Road School Council, unless the member has a conflict of interest.

During School Council meetings, any School Council member may put forward a motion, provided that prior notice of the motion has been provided to all School Council members by inclusion of the meeting agenda, and that it is seconded by another School Council member. If consensus cannot be established on the motion, a vote may be required to decide the motion. A vote cannot pass unless there is a quorum. A quorum will be met if 50% + 1 of the elected members of the King's Road P.S School Council are present at the meeting. No proxy or absentee votes are permitted without prior notice to the Chair/Co-Chairs. If it is known that a vote will be taking place at a meeting, votes may be emailed to the Chair/Co-Chairs and Principal/Vice Principal in advance of the meeting where notice is provided to the Chair/Co-Chairs.

Where quorum is not met, the School Council meeting may continue, however, no items requiring a motion and vote can be considered.

4.2 Sub-Committees

A sub-committee will be formed whenever the need arises, and consist of a sub-committee Chairperson, appointed by the School Council, and volunteers who wish to participate. The sub-committee will present on the sub-committee's activities and progress at each School Council meeting.

A sub-committee Chairperson:

- is responsible for achieving the sub-committee's objectives;
- consults and holds meetings as required;
- submits announcements to the Communications/Technology Coordinator;
- keeps information and suggestions for next year's sub-committee Chairperson;
- obtains written consent from the Chair/Co-Chairs and the Treasurer prior to making any legal or financial commitment on behalf of the School Council;
- gives financial proceeds to the Treasurer in a timely fashion;
- keeps financial records including receipts and bills, as directed by the Treasurer; and
- gives financial records to the Treasurer in a timely fashion.



5.0 Amendments to the Constitution

The King's Road P.S School Council will review the Constitution annually at the first meeting of each year or as the need arises.

Amendments to the Constitution must be presented to the School Council at a regularly scheduled meeting. A minimum two-thirds majority is required to amend any part of the Constitution.



APPENDICES

Appendix "A" - Policy Information – Access to Information

Policy Area	Administration
Policy Name	<i>Access to Information</i>
Applicability	School Council, Administration, and Staff
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations /Legislation	HDSB Policy and Procedures

OVERVIEW

On occasion, the King's Road P.S School Council will be asked to provide information to various stakeholders in a timely fashion.

RELATED PROCEDURES

All requests for such information will be forwarded to the Chair/Co-Chair for review and consideration. The Chair/Co-Chair will seek support from the Principal/Vice Principal in order to prepare a response to the request.

School Council members will be advised of the request and a summary of the response at the following School Council meeting.



Appendix "B" - Policy Information – Agenda Development

Policy Area	School Council
Policy Name	<i>Agenda Development</i>
Applicability	School Council and Administration
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations /Legislation	N/A

OVERVIEW

The agenda for each meeting of the King's Road P.S School Council is determined by the Chair/Co-Chairs in consultation with the Principal/Vice Principal. School Council members and other stakeholders can add items to the agenda by contacting the Chair/Co-Chairs prior to the agenda being set or under "New Business" on the evening of a School Council meeting.

RELATED PROCEDURES

- Agenda items should be submitted to the Chair/Co-Chair at least 3 days prior to a School Council meeting.
- The Chair/Co-Chairs will set the agenda prior to each School Council meeting.
- The Chair/Co-Chair to ensure Principal/Vice-Principal alignment of agenda prior to each School Council meeting. The Chair/Co-Chairs will send the agenda to school administration at least 3 days prior to a School Council meeting so that it can be posted on the King's Road P.S website.
- The Chair/Co-Chairs will send the agenda to the School Council members at least 3 days prior to a School Council meeting.



Appendix "C"- Policy Information – Code of Conduct

Policy Area	School Council
Policy Name	<i>Code of Conduct</i>
Applicability	School Council Members & potential Council Members
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations /Legislation	Code of Conduct Declaration

OVERVIEW

King's Road P.S School Council members work collaboratively as a team to support various initiatives aimed at enhancing the experience of students attending King's Road P.S.

RELATED PROCEDURES

School Council members will strive to:

- respect others and treat them as they would wish to be treated;
- be compassionate, honest and fair;
- respect the confidentiality of School Council members;
- participate constructively in the discussion and resolution of issues;
- act only on the basis of first-hand information after thoughtful consideration;
- promote and support the students of King's Road P.S.;
- foster an environment where all views can be heard and considered in decision-making;
- work within a decision-making framework that promotes consensus building;
- not receive any financial or other benefit as a result of their role as a School Council member;
- be proactive;
- address issues as soon as they arise; and
- support the decisions voted for by the School Council.

Conflicts of Interest



Any time the School Council does business which has the potential for monetary gain or loss with any person, agency or company and a member of the School Council has a vested interest in any way with that particular person, agency or company, that member shall declare a conflict of interest and shall not vote on any motion relating to the matter.

Related to Conflicts of Interest (hereinafter “COI”), School Council members will:

- declare any COI whether real, potential, or perceived, and seek direction from the Chair/Co-Chairs and Principal/Vice-Principal as to how these situations should be managed; and
- where a COI is identified during a School Council meeting, leave the room while the issue is discussed and return after the discussion is complete and any decisions have been made.

Example:

The school council is discussing the construction of a new playground and possible contractors. The brother of a parent/guardian member of the school council is a building contractor, who intends to bid on the contract. The council member could, therefore, find themselves in a potential conflict of interest situation.

Conflict Resolution

Every School Council member will be given an opportunity to express their concern or opinion about an issue in dispute and how the dispute has affected them. Speakers to an issue shall always maintain a calm and respectful tone.

Speakers will be allowed to speak without interruption within the time frame allocated by the Chair/Co-Chairs.

The Chair/Co-Chairs’ responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.

If all efforts to restore order fail or unbecoming behavior continues, the Chair/Co-Chairs may direct speaker(s) to leave the School Council meeting, citing their reasons for the request. Unbecoming behavior includes not remaining calm and/or respectful, or not adhering to the time frame allocated.

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



If all attempts at resolving the conflict have been exhausted without success, the Chair/Co-Chairs shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.



Appendix "D" - Policy Information - Elections

Policy Area	School Council
Policy Name	<i>Elections</i>
Applicability	School Council and Administration
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations /Legislation	Code of Conduct Declaration

OVERVIEW

Parent/guardian involvement in the King's Road P.S School Council is critical to the success of the School Council. An election to elect parent/guardian representatives to serve on the School Council will be held at the beginning of each academic year. Elected parent/guardian representatives serve for a one (1) year term from September to September with the possibility of re-election, if the parent/guardian continues to meet the nomination criteria.

RELATED PROCEDURES

- In June each year, the Chair/Co-Chairs of the School Council will set the date for the next election after consultation with the Principal. Elections are to be held within 30 days of the commencement of the new academic year.
- During the first week of the academic year, an election communication will be sent to each King's Road P.S student. The package will include an overview of the election process, including the number of positions that need to be filled, a fact sheet which explains how to become involved, and a Candidate Declaration Form. Note: HDSB employees who work at King's Road P.S are not eligible for election to King's Road P.S School Council.
- The Principal/Vice Principal will inform the school community of the date of the election at least 14 days prior to the election.
- Interested candidates will be required to send their expression of interest and a short bio to the Principal/Vice Principal at least 7 days prior to the date of the election. The candidate must be a parent/guardian of a student enrolled at King's Road P.S to be eligible for nomination in the School Council election.
- The bios of all interested candidates will be posted on the King's Road P.S website or distributed to the school community by other suitable means at least 3 days prior to the date of the election.



- If more than fifteen (15) parents/ guardians file nominations, an election will be held. Otherwise, the nominees will be deemed acclaimed, and that result communicated to the school community on the King's Road P.S website or by other suitable means.
- If less than five (5) nominations are submitted, the Principal/Vice Principal and standing Chair/Co-Chairs have the right to extend the nomination period so that five (5) nominees can be found and acclaimed.

VOTING PROCESS:

- Each parent/guardian of a student(s) enrolled at King's Road P.S will be entitled to cast one (1) ballot.
- Elections will be held through a Google form emailed to each parent/guardian's email on file (and managed by the Principal).
- Each parent/guardian can vote for up to fifteen (15) parent/guardian representatives on the ballot.
- At the close of the election, the Principal and one (1) other individual, such as the Vice Principal or designate, will tally the votes.
- After the votes have been tabulated, the Principal/Vice Principal shall contact all nominees advising them as to the outcome of the election. The ballots will be held in strict confidence.
- The results of the election will be posted on the King's Road P.S website within 48 hours of the close of the election.
- Elections for Executive Committee members will be held at the first meeting of the newly elected School Council.
- Elected School Council members will serve a one (1) year term.

STAFF POSITIONS:

- Teacher and non-teaching staff members are not elected members. The Principal will appoint these members within the first 30 days of the academic year and prior to the first School Council meeting.

The first meeting of the new School Council will be scheduled by the Principal within 7 days after the election or acclamation of the new School Council.

Note: The first meeting of the new School Council in September will be the final meeting of the previous year's School Council.



Appendix "E"- Policy Information – Fiscal Responsibility and Donation Procurement

Policy Area	School Council
Policy Name	<i>Fiscal Responsibility and Donation Procurement</i>
Applicability	School Council and Administration
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations /Legislation	Board Policy and Procedures

OVERVIEW (Fiscal Responsibility)

The King's Road P.S School Council has an obligation to be fiscally responsible and accountable to its various stakeholders.

RELATED PROCEDURES

- School Council funds must be spent on activities/items that directly benefit the students of King's Road P.S. (excluding gifts).
- School Council members requesting School Council funds shall make recommendations to School Council that fall within established budgets.
- Expenditures or events must be pre-approved by the School Council.
- School Council must respond to requests from its stakeholders related to its finances upon request, as long as the request is supported by the policies and procedures of the HDSB.
- Any one of the Chair/Co-Chairs, Treasurer or Secretary together with one of the Principal or Vice Principal will have the authority to sign cheques involving the withdrawal of funds from the school's bank accounts.

OVERVIEW (Donation Procurement)

The King's Road P.S School Council may engage with the greater community to secure donations in support of School Council sponsored events. Such donations shall be solicited for the purpose approved by the HDSB or authorized by any applicable policies established by the HDSB.

All donation requests for School Council initiatives shall be done under the direction of the Chair/Co-Chair. Donations shall not be solicited for an individual class/objective.

RELATED PROCEDURES



- Before soliciting a donation, the School Council member shall request pre-approval from the Chair/Co-Chair.
- Approval is granted only when the donation aligns with the council needs.
- Upon approval, the School Council member will work with Chair/Co-Chair to obtain a written certified donation request document from the Principal. (The certified donation request document shall be on school letterhead and shall specifically outline details of why/how the donation will help support the School Council initiatives).
- The certified donation request document is presented to the potential donor for consideration.
- If the request for donation is accepted, the School Council member will work with donor to coordinate appropriately.
- The School Council member who procures the donation owns full responsible for all activities/actions required to close out the donation request.

Example:

The school council is discussing hosting an event that requires additional tables. A council member gains approval (as outlined above) to request a donation from a local rental company. The rental company agrees to supply tables for the event at no cost. It is the council members responsibility to fully arrange/coordinate the pick-up and return of the tables following the event.



Appendix "F"- Policy Information – Resignation / Removal of a Member

Policy Area	School Council
Policy Name	<i>Resignation / Removal of a Member</i>
Applicability	School Council
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations /Legislation	Board Policy and Procedures

OVERVIEW

On occasion, a member of King's Road P.S School Council may no longer be able to serve as a member due to their inability to meet their commitment to the role or having engaged in conduct or behavior that results in them being in breach of the Constitution and/or the Code of Conduct.

RELATED PROCEDURES

School Council members may be removed from office if they have:

- missed two (2) consecutive School Council meetings without notice to the Chair/Co-Chairs;
- missed three (3) School Council meetings in total;
- failed to carry out the requirements of their role;
- no longer are the parent/guardian of a student enrolled at King's Road P.S.;
- in the case of the Principal, Vice Principal, teacher or non-teaching staff representative, are no longer affiliated with King's Road P.S.;
- submitted a letter of resignation; or
- acted in a manner that is inconsistent with the spirit of the School Council or is in direct violation of the Constitution or related policies, the Code of Conduct, procedures or bylaws.

Where a School Council member ceases to be a member during the school year, the position will be left vacant until the election process is initiated in the following academic year unless the total number of School Council members is reduced to less than three (3). If the total number of School Council members is less than 3, the remaining School Council members may vote to appoint the new member(s) and the term will be for the remainder of the academic year.



"In Camera" Discussions

Where the School Council has lost confidence in a School Council member and wishes to remove them from office, a motion must be made by a School Council member to move the session into an "in camera" session. The motion must be seconded by another voting member of the School Council. "In Camera" means that all guests must leave the session while the "in camera" discussion is occurring. Any decisions made must be by formal motion and the will of the majority (50% + 1) will prevail.



Appendix "G" - Role Descriptions – Chair / Co-Chair

Role	<i>Chair / Co-Chair</i>
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations / Legislation	N/A

OVERVIEW

The Chair/Co-Chairs are responsible for ensuring that the work of the King's Road P.S School Council is carried out in an efficient, effective, and collaborative manner. The Chair/Co-Chairs provide overall leadership to Council and serves as the Council's liaison with administration at King's Road P.S.

RELATED PROCEDURES

The Chair/Co-Chairs will:

- call School Council meetings to order;
- prepare a written agenda for School Council meetings in consultation with the Principal, taking into consideration suggested topics from School Council members prior to each meeting;
- distribute the meeting agenda to School Council members at least 3 days in advance of the meeting;
- ensure that the meeting agenda is posted to the King's Road P.S website;
- chair School Council meetings and provide leadership to the School Council;
- maintain a positive and collaborative relationship with school administration in order to ensure that the work of School Council is supported;
- facilitate collaborative decision-making and summarize/express the decisions reached by the School Council;
- regularly report to School Council on the implementation of Council decisions or ensure that another School Council member can provide this report;
- work with the Principal to ensure that there is regular communication with the school community (the Chair/Co-Chair are the only points of contact between the King's Road P.S School Council and the principal as it relates to council topics);
- consult with senior HDSB staff and trustees, as required;



- maintain contact with School Council organizations within the region and province, as required;
- ensure that an annual review of financial records is completed and that the results are reported as required;
- ensure that the fundraising activities meet the requirements set out in HDSB policies;
- ensure that the School Council Constitution is reviewed on an annual basis;
- contribute to a discussion where input is then provided to the HDSB regarding Principal placement; and
- advise School Council members if they are unable to attend a School Council meeting and arrange for another School Council member to chair the meeting in their absence.



Appendix "H"- Role Descriptions – Secretary

Role	<i>Secretary</i>
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations / Legislation	N/A

OVERVIEW

The Secretary provides administrative support to the King's Road P.S School Council by ensuring that the minutes of meetings are accurately captured and securely stored. The Secretary ensures that the minutes are made available to School Council members and key stakeholders as required.

RELATED PROCEDURES

The Secretary will:

- maintain a file of all correspondence, minutes, by-laws and reports, as required;
- maintain a current membership and contact list of School Council members, and ensure that all members are provided the list;
- maintain an attendance record for each School Council meeting;
- capture motions made by any member of the School Council, seconded by any other School Council member;
- circulate a draft version of the minutes to all School Council members for their review and input within 7 days of the meeting;
- incorporate all input where such feedback will enhance the minutes. The Secretary will attempt to resolve any differences of interpretation, and if this is not possible, the matter will be reviewed at the following School Council meeting;
- secretary to keep track of all the assigned tasks, assignees and projected completion dates in each meeting and seek updates in following meetings on such tasks from assigned people; .
- formally accept minutes and make a motion to approve them at the following School Council meeting;
- forward, after formal approval, the minutes to school administration so that they can be made available to the community on the King's Road P.S website;



- ensure that minutes of meetings are available for the previous seven (7) years of School Council;
- ensure that there is a transition plan in place for when a new Secretary assumes the role;
- facilitate the administration's ability to respond to requests for information when such a need arises; and
- advise the Chair/Co-Chairs if they are unable to attend a School Council meeting, and arrange for another School Council member to take meeting notes.



Appendix "I"- Role Descriptions – Treasurer

Role	<i>Treasurer</i>
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations / Legislation	HDSB Policies and Procedures

OVERVIEW

In collaboration with the King's Road P.S School Council, school administration and the King's Road P.S Head Secretary, the Treasurer is privy to reports on the financial details of the budget approved of and supported by School Council. The Head Secretary completes financial reports as per HDSB Financial Guidelines and completes all essential HDSB training requirements.

RELATED PROCEDURES

The Treasurer (in collaboration with the Head Secretary) will:

- comply with the financial guidelines set out by the HDSB in the "Financial Policy and Procedures for School Councils";
- ensure that a copy of the financial guidelines is available to School Council;
- work with the Fundraising Coordinator and school administration to develop a financial plan for the current year, which is to include an operating budget and a detailed plan for fundraising initiatives;
- provide a financial overview to the Principal, which includes financial reports, bank reconciliations and explanations of variances, at least five (5) days before each School Council meeting;
- have a current financial statement available for presentation at each School Council meeting, which includes all financial activity up until the last day of the previous month;
- maintain accurate records, pay bills and compile interim and annual financial reports;
- maintain oversight of the School Council's funds within the school bank account;
- facilitate the administration's ability to respond to a request for financial information related to School Council activity;
- be aware of all grant applications and the status of various grant applications;



- act as a co-signer for all cheques issued by either the Principal or Vice Principal (Head Secretary only);
 - The elected Treasurer serves a one (1) year term from September to September, starting at the time the member is elected as the result of an election and ending when the next election takes place. The Treasurer may seek re-election, if they continue to meet the nomination criteria up to a maximum of three (3) consecutive terms.
- prepare a financial statement to be included in the School Council's Annual report. As the fiscal year ends on July 31, the report must be completed no later than the last business day in August;
- ensure that financial records are available and in good order for the previous seven (7) years;
- respond to requests for information from the Principal or the Vice Principal within 48 hours; and
- advise the Chair/Co-Chair if they are unable to attend a School Council meeting, and arrange for the Head Secretary to share all required financial documentation to the Principal who will share it on his/her behalf.
- Elected members of the King's Road P.S. School Council will serve a one (1) year term from September to September, starting at the time the member is elected as the result of an election and ending when the next election takes place. Parent/guardian representatives may seek re-election, if they continue to meet the nomination criteria.

Note: The fiscal year ends on July 31 of each year.



Appendix “J”- Role Descriptions – Fundraising Coordinator

Role	<i>Fundraising Coordinator</i>
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations / Legislation	N/A

OVERVIEW

In collaboration with the King’s Road P.S School Council, school administration, and volunteers who donate their time and services, the Fundraising Coordinator ensures that a fundraising plan is developed and carried out effectively.

RELATED PROCEDURES

In partnership with the school administration and the Treasurer, the Fundraising Coordinator will develop a financial plan for the current year. The plan will be presented to the School Council at or prior to the November meeting. The plan will include an operating budget and a detailed plan for fundraising initiatives.

The Fundraising Coordinator will:

- work with the Volunteer Coordinator to lead a team of volunteers in the execution of fundraising initiatives and events;
- document work plans for fundraising initiatives to assist in planning for future events;
- present budget targets for the school year by the end of November;
- account for all funds received (cash and cheques), provide receipts for all expenditures and submit a completed King’s Road P.S Event Report to the Treasurer within a week of the event;
- forward money raised through fundraising, sponsorships and/or donations to the Treasurer or designate;
- itemize revenue, expenses and projections in the Treasurer’s report, to be shared at each School Council meeting;
- ensure that the Treasurer has the information that he/she needs to prepare the financial statements by end of August;



Appendix “K”- Role Descriptions – Volunteer Coordinator

Role	<i>Volunteer Coordinator</i>
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations / Legislation	HDSB Policies and Procedures

OVERVIEW

The Volunteer Coordinator works with the King’s Road P.S school community to ensure that the appropriate resources are in place to support the various initiatives taking place at the school throughout the year.

RELATED PROCEDURES

The Volunteer Coordinator will:

- collect and compile a complete list of school activities requiring volunteer support;
- survey the school community regarding areas of interest or expertise that the volunteer community has to offer;
- solicit volunteers and maintain a master list of volunteer information (in confidence) including each volunteer's name, contact information and their volunteer area(s) of interest;
- organize and execute volunteer information sharing and facilitate training where possible;
- share templates and other information with the elected Volunteer Coordinator for the subsequent academic year; and
- work closely with the Fundraising Coordinator to support fundraising initiatives.



Appendix "L" - Role Descriptions - Parent Involvement Committee (PIC) Representative

Role	<i>Parent Involvement Committee (PIC) Representative</i>
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations / Legislation	HDSB Policies and Procedures

OVERVIEW

The PIC Representative acts as a liaison between the King's Road School Council and HDSB PIC initiatives, workshops and conferences.

RELATED PROCEDURES

A member of the King's Road P.S School Council or school community will be asked to volunteer to be the School Council's PIC Representative each year.

The PIC Representative will share information obtained through this role with members of School Council and the broader King's Road P.S school community. The HDSB may hold up to three (3) general meetings and/or events per academic year. One (1) event shall be a workshop or conference for parents/guardians. The PIC Representative(s) are required to attend these events and report to School Council.



Appendix “M”- Role Descriptions – Communications/Technology Coordinator

Role	<i>Communications/Technology Coordinator</i>
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations / Legislation	HDSB Policies and Procedures

OVERVIEW

The Communications/Technology Coordinator works with the King’s Road P.S school community to ensure that appropriate resources are in place to support the various initiatives taking place at the school throughout the year.

RELATED PROCEDURES

The Communications/Technology Coordinator will:

- collect and compile a complete list of School Council initiatives on a monthly basis;
- organize and execute a monthly submission for the school’s monthly newsletter, to be reviewed by Chair/Co-Chairs and approved by the Principal;
- review and suggest edits to the appropriate School Council sections of the school website (e.g., School Council, Volunteer pages); and
- work closely with King’s Road P.S school administration, specifically the Principal, to support and communicate School Council initiatives.

ADDITIONAL RESOURCES

King’s Road Public School hard media, social medial & website:

- King’s Road P.S website
- School Council Quarterly Newsletter
- Facebook Group



Appendix "N" - Role Descriptions – Council Member / Member at Large

Role	<i>Council Member / Member At Large</i>
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations / Legislation	HDSB Policies and Procedures

OVERVIEW

King's Road P.S School Council members who are not members of the Executive Committee contribute to the success of the School Council by contributing to discussions and activities that lead to informed decision-making and successful initiatives.

RELATED PROCEDURES

King's Road P.S School Council members will:

- Maintain a school-wide perspective
- contribute to the discussions of Student Council in a positive and constructive way;
- ensure that decisions made by Student Council are based on a process that involves informed decision-making;
- ask questions when unsure or requiring clarification;
- commit to regular attendance;
- read and adhere to the School Council Constitution;
- offer to work on and support various initiatives of Council, including fundraising initiatives; and
- advise the Chair/Co-Chairs if they are unable to attend a School Council meeting.



Appendix "O" - Role Descriptions – Principal/Vice Principal

Role	<i>Principal/Vice Principal</i>
Date Created	May 2023
Date Last Amended	May 2023
Date of Next Review	September 2026
Related Policies / By-laws / Regulations / Legislation	HDSB Policies and Procedures

OVERVIEW

In relation to the activities of the King's Road P.S School Council, the Principal/Vice Principal provides support for the activities and initiatives directed by the School Council, in addition to ensuring that the School Council is acting in accordance with the policies and procedures set out by the HDSB.

RELATED PROCEDURES

The Principal/Vice-Principal will:

- ensure that the School Council is aware of any new Ministry of Education/HDSB directives which will have an impact on the School Council's work;
- Ensure that the dates, times and location(s) of School Council meetings, and that the agenda and minutes from previous meetings held during the school year, are available to the school community on the King's Road P.S website;
- support, promote and communicate School Council activities to staff and the school community;
- obtain and provide information required by School Council to enable it to make informed decisions;
- encourage the participation of parents/guardians from all groups and of other people within the school community;
- ensure that School Council has the opportunity and information to have input on decisions regarding the school;
- approve all correspondence that goes out from School Council;
- ensure that the financial activities of School Council adhere to policies and procedures of the HDSB;
- provide a copy of the Annual Report to the HDSB, as required, and make the report available to the school community on the King's Road P.S website;



- ensure, along with the Chair/Co-Chairs, that the Constitution is reviewed on an annual basis;
- consider recommendations provided by School Council;
- act as a primary resource as it relates to key information that may have an impact on decisions made by School Council;
- advise the Chair/Co-Chairs if they are unable to attend a School Council meeting, and arrange for a Vice-Principal to attend.



Additional Resources- Templates & Web links

Important web-link:

Link # 1: HDSB School Council Handbook

<https://www.hdsb.ca/our-board/Pages/Get%20Involved/School-Council-Handbook-Supplement-2016.aspx>



TEMPLATE # 1 – Call for New School Council Members

King's Road Public School - Call for Council Members to Join School Council

Have you ever thought that you would like to become more involved in the King's Road P.S community, but were looking for the right volunteer opportunity?

Each year in September, interested parents/guardians have the opportunity to become a part of the School Council. The Council meets one evening a month at the school. Council is made up of a Chair (or 2 Co-Chairs), Treasurer, Secretary, Fundraising/Volunteer Coordinator, Parent Involvement Committee (PIC) representative and Council members.

At King's Road, our School Council mission is to foster a culture of community, by prioritizing the student experience and serving as a trusted partner to Kings Road School. The Council is made up of a parents/guardians who have a keen interest in contributing their talents, perspectives, and time to our school community.

Interested in learning more? Please email the current Chair of School Council or the Principal

Ready to get involved?

Take some time to review the School Council Constitution which is available on the school's website so that you can have a better understanding as to the work of Council.

You are eligible to run for Council if:

- you are the parent or guardian of a student attending King's Road P.S.
- you are willing to attend meetings in person during the evenings at the school.
- you are willing to complete a one year term (you can seek re-election every year you are eligible).

Would you like to get involved?

Complete the Code of Conduct Declaration and submit it, along with a short bio to the Principal, no later than

_____ (TBD) _____. Elections will be held on _____ (TBD) _____ at the school from 8:00 am to 7:00 pm.

All candidates will be notified of the outcome. The first School Council meeting will be held in the staff room on _____ (TBD) _____ at _____ (TBD) _____.



TEMPLATE # 2 – New Council Member Orientation

King's Road Public School - Council Member Orientation

CONSTITUTION AND ROLES SHOULD BE DISTRIBUTED IN SEPTEMBER DURING THE ELECTION PROCESS SO COMMUNITY AND NOMINEES UNDERSTAND POTENTIAL POSITIONS

Annual training and orientation for members of Council will take place at the first meeting of the new Council in September.

In addition, each member of Council will be provided with:

- a list of Council members' names and e-mail addresses and phone numbers
- a copy of the Council Constitution (including role descriptions)
- a copy of the Annual Report for the previous year
- a directory of school and Halton Board of Education contacts



TEMPLATE # 3 – Code of Conduct Declaration

Code of Conduct Declaration

DISTRIBUTE A COPY AT THE FIRST MEETING TO EACH ELECTED MEMBER FOR THEIR SIGNATURES

I, _____, would like to seek election to the School Council for [2023/2024]. In submitting this nomination, I acknowledge the following:

I will:

- attend monthly meetings to be held in the evenings at the school
- participate in and support the various fundraising initiatives undertaken by Council each year
- consider the best interest of all students and the broader King's Road P.S. community
- act within the role and responsibilities of a School Council
- contribute to the discussions at the School Council meetings in a manner that is both supportive and constructive
- promote high standards of integrity, transparency, accountability and collaboration
- speak positively about matters of the school at all times and reflect the decisions of School Council in a unified voice
- respect the confidential nature of discussion items that have been identified as being confidential
- declare any conflict of interest

In signing this declaration, I confirm that I have reviewed the School Council Constitution and I am committed to serving as a School Council member. If applicable, an electronic version of my bio has been sent to the Principal via email at: _____(TBD)_____.

Signature: _____ Date: _____



TEMPLATE # 4 – School Council Annual Report

King's Road Public School Annual Report – Insert Year

Mission: To foster a culture of community, by prioritizing the student experience and serving as a trusted partner to Kings Road School.

The School Council shall be a liaison between the parent community and the school, and to provide the school with support to enhance and enrich each student's education where possible.

Purpose: The School Council shall be a liaison between the parent community and the school and provide the school with support to enhance and enrich each student's education where possible.

Brief: King's Road Public School Council focused on three strategic pillars during the 2022/2023 school year; school community, community support, school beautification and outdoor functionality. This annual report reflects what the council was able to accomplish during this year.

Council Membership:

Council Leadership	General Members
Chair:	
Co-Chair:	
Treasurer:	
Secretary/Comm:	
Pick Rep:	
School Principal:	
Teacher Rep:	

Meeting Dates:

Meeting Dates
Monday, September XX



Monday, October XX
Monday, November XX
Monday, December XX
Monday, January XX
Monday, February XX
Monday, March XX
Monday, April XX
Monday, May XX
Monday, June XX

Council Goals:

Activities & Achievements:

Fund-raising Activities:

Communication & Feedback:

Conclusion:



Please Note - as per Regulation 612 each School Council shall:

1. Have Constitution available in the office and posted on the website
2. Regulation 612 - Governing School Councils - states that we should have an annual report completed at the end of the year.
 - a. **Annual Reports:** at the end of its term, the school council must prepare and submit a written report to the school and to the board outlining the following information:
 - i. The council's goals for the previous school year
 - ii. Activities and achievements
 - iii. Fund-raising activities
 - iv. List of council members and positions held
 - v. Dates of previous school year's council meetings

Suggestion: Annual reports can be a compilation of monthly minutes in the past year.