

Regional School Council

Terms of Reference

Background

Canadian Organization of School Councils provides a forum for discussing educational issues and matters of common importance to schools. The powerful group voice that is realized through COSC strengthens the division, and plays an important role in educational advocacy. The meetings provide an opportunity to share common interests; learn about what is happening throughout the school division; celebrate school achievements and successes; and develop relationships with other school council representatives and district personnel. In an environment of trust and cooperation, school council representatives will have the opportunity to share opinions, voice concerns, and provide input to influence decisions regarding policies, procedures, and educational issues in the district.

Mission

- ⇒ Communication
- ⇒ Sharing
- ⇒ Mentoring
- ⇒ Networking
- ⇒ Sharing relevant information, continuous improvement, becoming “informed” (professional development)
- ⇒ Partnering, working together

Mandate

- ⇒ To facilitate sharing between school councils (mentorship, learning)
- ⇒ To develop resolutions for ASCA
- ⇒ Sharing of knowledge and experiences
- ⇒ Providing an avenue between school councils and the Board of Trustees
- ⇒ To work together to address and discuss issues (educational or otherwise) of common interest
- ⇒ To celebrate

Membership

- ⇒ One or two representatives from each of the school councils in LRSD.
- ⇒ Board of Trustees
- ⇒ Representatives from LRSD senior management
- ⇒ General membership (who have a child in LRSD schools)
- ⇒ Invited guests
- ⇒ School administrators

Roles & Responsibilities

- ⇒ Chairperson
 - Board Chairperson or Vice-Chairperson
 - Role of the Chairperson:
 - Conduct/oversee the meeting
 - Ensure the agenda is prepared with input from 16 school councils in a timely manner (councils need time to bring it to their councils for communication)
 - Ensure minutes are completed and circulated.

- ⇒ Parents
 - Role of Parents:
 - Actively participate in discussion.
 - Share concerns and opinions.
 - Provide input.
 - Attend! Be engaged.
 - Represent school council at the provincial ASCA conference.
- ⇒ Trustees
 - Role of the Trustees:
 - To listen.
 - Take forward issues for discussion to the Board Meeting.
- ⇒ School Administrators
 - Role of the School Administrators:
 - Support their school council representative.
 - To listen.
 - Report and share information in the absence of the parent representative.

Meetings

- ⇒ Three meetings per year.
- ⇒ Dates to be determined.
- ⇒ Agenda prior to the meeting, along with the minutes from the past meeting.
- ⇒ Special meetings may be held at the call of the Chairperson (if necessary).

Decision-Making Processes

- ⇒ Only school council members may vote.
- ⇒ One school = one vote
- ⇒ Quorum = 9 school councils
- ⇒ Trustees, central office staff and school administrators will not vote.
- ⇒ Decisions will be made in a collaborative manner.
- ⇒ Decisions will be made by a majority vote (50% + 1)

Communications

- ⇒ Promote Regional School Council through school councils.
- ⇒ Agendas and minutes will be available to all schools and school councils.
- ⇒ Facilitate communication between school councils (share email, etc)
- ⇒ Post the Terms of Reference on the LRSD website.
- ⇒ To increase awareness of Regional School Council

Spring, 2010

Amended: June, 2012