



Humbercrest Public School

School Advisory Council Roles & Responsibilities

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Role of the School Advisory Council

School Councils are advisory bodies of the Toronto District School Board. They may make recommendations to the Principals or to the Board on any matter.

Councils are to consult with parents/guardians of students enrolled in the school. The Board shall consider each recommendation made by the Council to the Board. The Board shall also advise the Council of any actions taken in response to the recommendation.

Council Members

The following individuals constitute the official membership of the School Advisory Council. All have voting privileges except the principal and the student representative. For full details, see the School Advisory Council Bylaws.

Parent/Guardian Members-at-Large

Parents/guardians can become members-at-large by completing an online registration form prior to the first council meeting of the year. The role of a member-at-large is to regularly attend School Advisory Council meetings and actively participate in conversation and committees.

As a School Advisory Council member, you can help your council discover new and exciting ways to contribute to the education of students in your school. Education is a partnership involving parents, students, teachers, principals, school boards, government, and the community. Your involvement in the council gives you the opportunity to strengthen that partnership and to be part of a dedicated team working to ensure a high quality of education and an accountable education system for the children of Ontario. Your participation can make a difference!

Members-at-large are voting members who shall:

- contribute to the discussions of the council
- solicit parent feedback to share with council
- participate on any committees established by the council
- observe the council's code of ethics and established bylaws.

Principal/Vice-Principal

The school principal and vice-principal will provide guidance and support to help the School Advisory Council achieve their goals. The principal is required to attend and participate in every council meeting. Alternatively, the principal may designate the vice-principal to attend in their place. Principals and/or vice-principals are not eligible to vote on any matters. Principals are also responsible for oversight of school activities to ensure they align with the Board's mandate and comply with Board policies and procedures, and Ontario Regulation 612/00. At the start of all council meetings, the principal and/or vice-principal will report on both board and school activities and seek input from parents on new initiatives.

Community Representatives

In order to ensure good relations between the school and the community, one or more members may be asked to attend council meetings. Ideally, one community member would represent the YMCA who runs before/after school care. The other would be a neighbor, who does not have a student at the school, and who lives on a street that borders the school property. Community representatives are voting members who:

- contributes to the discussions of the council
- represents the community's perspective
- may participate on any committees established by the council
- helps build partnerships and links between the school and the community
- observes the council's code of ethics and established bylaws

Staff & Teacher Representatives

At each council meeting, a teacher and staff representative is asked to bring forward ideas and concerns on behalf of their peers. School staff and teacher representatives are voting members who:

- contribute to the discussions
- solicit views from their peers to share with the council
- may participate on any committees established by the council
- communicate information back to their peers
- observe the council's code of ethics and established bylaws

Student Representative

Selected by the Principal from the Student Council, the representative will attend council meetings as a way of providing council insight on student extracurricular activities. This is also an opportunity for the council to recruit participation from students at social/fundraising (SoFun) activities.

The student representative is a voting member who:

- contributes to the discussions of the council
- solicits the views of other students to share with the council
- may participate on any committees established by the council
- communicates information from the council to other students
- observes the council's code of ethics and established bylaws

Elected Officers

There are six (6) elected officers of the School Advisory Council. All must be parents/guardians of a student enrolled at Humbercrest PS but who are not employed by the TDSB. They are voting members of the council (except when presiding over a meeting as chair) who perform the same duties as other council members, in addition to the following specific roles and responsibilities.

Co-Chairs

The co-chair acts as the primary representative of the School Advisory Council. The co-chairs will:

- arrange meetings, prepare meeting agendas, chair meetings and work with the secretary or other school council members to ensure they maintain records of minutes at each meeting
- take responsibility for overseeing all social/fundraising (SoFun) activities
- liaison with all committees and lead portfolios
- facilitate resolution of conflict
- participate as ex-officio members of all committees established by the council
- communicate with the school principal on behalf of the council
- be aware of and disclose any conflicts of interest within the council
- work with the council treasurer to ensure accurate and timely recording and reporting of council funds
- approve disbursement requests as a bank signatory
- ensure all funds collected are counted and verified by another individual and ensure council funds are kept in the school's locked safe until they are ready for deposit

Treasurer

The treasurer keeps proper records of all monies that are collected and spent by the school council. The treasurer will:

- record all financial transactions
- present quarterly and year-end financial statements to the council
- follow standard financial reporting and accounting procedures
- provide a financial report at council meetings, either in person or in writing to the co-chairs in advance of the meeting
- prepare monthly bank reconciliations
- prepare, and be first signatory for, cheques for council expenses including reimbursement to HPS, parents, teachers, or other members of the school community for council expenses paid by them directly
- prepare deposit vouchers including re-counting of cash collected for various council events
- prepare and submit annual Public Sector Accounting Board (PSAB) report including all supporting documentation
- ensure all funds collected are counted and verified by another individual, and that council funds are kept in the school's locked safe until they are ready for deposit

Secretary

The secretary records and distributes meeting minutes. The secretary will:

- record the meetings and type up the minutes
- make note of actions promised and planned
- distribute the minutes to the chair, co- chair, and principal
- post the minutes, once approved in a public place for the parents and staff to read

Communications Co-Leads

The communication co-leads act as the primary communicators for the Council and are responsible for:

- maintaining the parent email distribution list and provide class email lists to class parents and teachers with guidelines for email distribution
- work with the principal and other administration staff to ensure parents receive information electronically in a timely manner
- keep the Council website functioning and updated: www.humbercrestcouncil.ca
- promote social/fundraising (SoFun) activities as they arise via email and web site
- fielding email questions/concerns from parents/guardians, teachers and staff and forward them to the appropriate Council lead

Standing Committees

Each committee is established annually under the School Advisory Council. Each committee should appoint a lead to be responsible for working with the council and providing a report, either in person or in writing to the co-chairs prior to each meeting. Committee meetings can be held regularly or as needed, and can be in person or virtually.

Equity & Inclusivity

The Equity & Inclusivity Committee (EIC) is a sub-committee of Safe & Caring Schools Committee run by the principal. The committee's objective is to

- contribute to a positive school climate where students, staff, parents and other stakeholders work together to ensure we nurture and respect the unique needs of Humbercrest students and their families
- support parent engagement and enrich student success by addressing issues of equity and inclusion as it pertains to culture, race, religion, gender, sexual orientation, social status and learning differences
- support and enhance the equity and inclusion work at Humbercrest by engaging the needs and expertise of our parent community
- learn more about the individual differences that make up our diverse community
- incorporate and adhere to the TDSB and Ontario Ministry of Education initiatives and policies in our work
- communicate our learning to the community
- make recommendations to the School Advisory Council, support ongoing equity and inclusivity projects in the school, as well as our own initiatives

Environment & Sustainability

The Environment & Sustainability Committee's objective is to:

- promote environmental awareness and Earth stewardship in the school community.
- support students, staff and parents/caregivers in making sustainable choices in their daily activities at school and at home by hosting various events and informing them of opportunities to help the planet by making small changes now that will last a lifetime
- encourage the reduction of the school's environmental footprint and help in achieving Platinum EcoSchools status, a TDSB initiative

Allergy

The Allergy Committee supports the well-being of students with life-threatening allergies by:

- raising awareness about allergies, anaphylaxis and recognizing early symptoms
- stressing the importance of identifying and preventing cross-contamination
- implementing protective procedures to help make the school a safer and inclusive environment for all.
- working with everyone — teachers, staff, administration, students, parents/caregivers, and committees

French/English

The goals of the French/English committee are two-fold:

- to maximize opportunities for the French and English streams to interact and collaborate
- to ensure a positive profile for the English stream at Humbercrest with both parents and teachers. This committee is one piece of the inclusivity puzzle

Grant & Corporate Donation

The goal of the Grand & Corporate Donations Committee is to:

- tap into public and private funding sources available for educational and community projects
- bring together parents with strong writing and advocacy skills to research and prepare grant applications for school funds
- grant and corporate donations are increasingly important ways to enrich schools' resources and student experiences

Ward 7

The Council will appoint three (3) Ward 7 representatives to:

- attend Ward Council Meetings where the school trustee will inform parents about matters under consideration by the Board and get their feedback
- at least one rep must attend each meeting and report back to council
- TDSB Ward Council Meetings will provide an opportunity for parent representatives from schools in the ward to meet with their local school trustee to discuss issues of common concern

Drop Zone

It is our job as part of the school community to ensure the safe arrival of all students. Because there is limited parking and safe unloading zones around the school, parents who must drive students in grades 1-8 are strongly encouraged to drop their children off in the Drop-Zone located on Watson Avenue.

To provide this service, we a lead to:

- recruit parent volunteers between 8:40-9:00 am
- provide parent volunteers with instruction, cones and a safety vest
- parents will be partnered with a staff member
- volunteers are responsible for helping kids out of the car safely, allowing parents to remain in the car and simply drive away
- parents should be reassured there is adequate staff supervision in the school yard between 8:45-9:00 am
- volunteer sign-up is done online