



Island Lake Public School

Council Bylaws

ADOPTED 2013

AMENDED 2020

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MISSION STATEMENT

The Island Lake Public School Council is committed to supporting a balanced approach to academics, arts, mental health, athletics and the environment. Our aim is to enrich the learning environment for students at Island Lake Public School (ILPS) by encouraging the involvement of students, staff, caregivers and the community through a cooperative approach and open communication.

DEFINITION AND INTERPRETATION

The name of the Council shall be Island Lake Public School Council also called School Council or Council.

The Council shall operate in accordance with the Ontario Ministry of Education Act, Ontario Regulation 612/00 – School Councils, Ontario Regulation 298 – Operation of Schools - General and Upper Grand District School Board Policy # 201 – School Councils, and under the guidance of these bylaws.

Council is a non-profit organization and shall operate without financial gain for itself or its members.

'Parent' includes parents and legal guardians of any students attending Island Lake Public School.

'School' refers to Island Lake Public School. 'I.L.P.S or ILPS'

'Principal' refers to the Principal of the School.

'Vice-Principal' refers to the Vice-Principal of the School.

'School Council' refers to School Council of Island Lake Public School.

'Executive' refers to the Executive Committee of the Council.

'Parent Member' refers to those parents elected as voting members of Council.

'Board' refers to the Upper Grand District School Board.

'Employee of the Board' is anyone who works for and is paid by the Upper Grand District School Board.

'Community' refers to the neighbourhood served by Island Lake Public School.

'Ministry' refers to the Ontario Ministry of Education.

'Council Member' refers to the 3 types of Council Membership: Executive, Parent Members and Parent

BYLAWS AVAILABILITY, REVIEW AND AMENDMENT

These bylaws will be available to Council Members at the first meeting of the school year. These bylaws can be found in the school office as well as on the school's website within the School Council's page.

These bylaws are to be reviewed and amended, every three years or at an earlier time if necessary and at the discretion of School Council;

These bylaws may be amended by a majority vote of the Council. Any proposed amendments will be circulated in writing to Parent Members not less than fourteen (14) days prior to the meeting and will be made available to the parent population upon approval.

PURPOSE AND GOALS

- A. To provide a forum for communication among the students, staff, parents and the community relative to all issues involving the education of the students of Island Lake Public School
- B. To provide a source of volunteers to Island Lake Public School, its students, and its staff
- C. To provide information, advice, guidance, planning and the exchange of information for the parents, staff, and students of Island Lake Public School
- D. To support the education of the students of Island Lake Public School
- E. To ensure that all decisions are made for improving student learning at Island Lake Public School
- F. To promote the best interest of the school community in all decisions and provide for implementation of any plan, policy or program
- G. To encourage the active participation of parents, staff and the community in the affairs of Island Lake Public School and to enhance student achievement and the accountability of the education system to parents
- H. To discuss and advise the Principal on school policies
- I. To advise the Board and the Ministry on school, area and system-wide matters
- J. To advocate for the school, staff, parents and community by making necessary requests of the Board and the Ministry
- K. Such other matters that may arise for which the Council may consider as permitted by the applicable policies, legislation and applicable regulations.

CODE OF ETHICS

Adapted from the Ontario Ministry of Education document – School Councils: A Guide for Members, 2001, Revised 2002

- A. A member shall consider the best interests of all students
- B. A member shall be guided by the school's, the council's and the school board's mission statements
- C. A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education
- D. A member shall become familiar with the school's policies and operating practices and act in accordance with them
- E. A member shall maintain the highest standards of integrity
- F. A member shall recognize and respect the personal integrity of each member of the school community
- G. A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption
- H. A member shall encourage a positive environment in which individual contributions are encouraged and valued
- I. A member shall acknowledge democratic principles and accept the consensus of the council
- J. A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
- K. A member shall not disclose confidential information
- L. A member shall limit discussions at school council meetings to matters of concern to the school community
- M. A member shall promote high standards of ethical practice within the school community
- N. A member shall declare any conflict of interest
- O. A member shall not accept any payment or benefit financially through school council involvement

COUNCIL OVERVIEW

- A. School Council is composed of all parents and/or guardians of any child who attends Island Lake Public School and have expressed an interest to be a member of School Council.

- B. Each school year, all Executive and Parent Members will provide a written acknowledgment of their role as a member of School Council. This [Parent Member Acknowledgement Form](#) will include their agreement to abide by the terms of these bylaws and the obligations imposed by the Policies of the Upper Grand District School Board, and all applicable legislation and regulations.
- C. All parents/guardians are welcome to attend School Council meetings and have the right to share their ideas and contribute to discussion. To support Ministry guidelines and Board and Administration policies, only Parent Members will be permitted to vote on official School Council matters.
- D. The elected and appointed Council members shall serve a term of one year, starting the first meeting of one school year, and ending when the new Executive is voted in the first meeting of the following school year.
- E. Each term is one year in length and the number of terms served is unlimited.
- F. School Council members will be provided with orientation material via web-posting/electronic links or hard-copies, as required.
- G. Orientation materials shall include any relevant documentation that may become available as well as the following:
 - a. [Ontario Ministry of Education, Education Act, Ontario Regulation 612/00](#)
 - b. [Ontario Ministry of Education, Education Act, Ontario Regulation 298](#)
 - c. [Ontario Ministry of Education, School Councils A Guide for Members \(current version\)](#)
 - d. [Upper Grand District School Board Policy 201, School Councils and the Parent Involvement Committee \(PIC\)](#)
 - e. [Upper Grand District School Board 201-A, School Councils and the Parent Involvement Committee \(PIC\)- Procedures Manual](#)
 - f. [Upper Grand District School Board 201-A, Appendix A; OSBIE Risk Management Advisory School Councils/Parent Groups](#)
 - g. [Upper Grand District School Board 102 -A, School Generated Funds Procedures Manual](#)
 - h. [OPHEA Healthy School Certification](#)
 - i. [Ontario EcoSchools Certification](#)
- H. School Council serves as an advisory body and may make recommendations to the School Principal and the Board on any matter concerning the education of the children attending Island Lake Public School.

- I. For greater clarity, and without limiting the scope of recommendations that may be made, School Council may make recommendations on the following issues as outlined in the [Upper Grand District School Board 201-A, School Councils and the Parent Involvement Committee \(PIC\)-Procedures Manual](#):
 - a. School calendar of events
 - b. School code of conduct and safety
 - c. Curriculum and program goals and priorities
 - d. Responses of the School or Board to achievement in Provincial assessment programmes
 - e. School budget priorities
 - f. Communication strategies within the school and with the greater community
 - g. Co-instructional activities in the school
 - h. School based services and community partnerships that may further the social, health, recreation and nutritional goals of the students
 - i. Community use of the school facilities
 - j. Local coordination of services for the students
 - k. Development, review and implementation of Board policies as those policies relate to the students of Island Lake Public School
 - l. Any other issue that may develop and is within the scope of issues that may be considered by any School Council in the Board.
- J. School Council shall not be entitled to make recommendations that deal with personnel matters and collective agreements, the security of property, the acquisition and disposal of a school site, negotiations or litigation affecting the Board, and matters involving an individual student.
- K. The role of the School Council Executive is to reflect the views of School Council as a whole, to fulfill School Council's mandate and to act in the best interests of all students.
- L. The Executive members shall:
 - a. Discuss with, and advise, the Principal on school policies
 - b. Advise the Board and the Ministry on school, area and system-wide matters
 - c. Take all actions and make decisions in the interest of the students and the School
 - d. Attend and participate in the meetings of School Council
 - e. Participate in information and training programs as required

- f. Encourage the participation of all parents, and other members of the school community, in activities at the school and in the greater community that will further the education of the students
- g. Complete an annual report on the activities of the School Council
- h. Facilitate reaching consensus in decision making
- i. Consult with parents, staff and community on substantive matters before School Council
- j. Advocate for the School, staff, parents and Community by making necessary requests of the Board and the Ministry
- k. Board trustee cannot be a member of School Council.

COMPOSITION OF COUNCIL

School Council shall be composed of the following people;

- A. School Council Executive Members
- B. Parents and Parent Members
- C. The Principal and/or Vice Principal
- D. One Teacher Representative, who is employed at the school, other than the principal or vice principal
- E. Non-Teaching Representative of school staff
- F. One Community Representative who doesn't have a student in the school
- G. One student may be appointed by the Principal and approved by the Executive

PARENT MEMBERSHIP

Membership in School Council shall be open to any parent/guardian of a pupil registered in the school.

- A. Parent
 - a. All parents/guardians of students at ILPS are welcome to attend meetings and have the right and are encouraged to share their ideas and to participate in discussions.
 - b. A Parent does not have the right to vote on School Council matters.
 - c. All parents are encouraged to serve on committees and participate in School Council activities.

B. Parent Members

- a. A person is qualified to be a Parent Member if they are a parent/guardian of a student enrolled in the school, with the exception outlined below.
- b. If a parent/guardian is a Board employee (including Nutrition Break supervisors) who works in the school, they are not qualified to be a Parent Member. If a person is an employee of the Board but does not work in their child's school, they can be a Parent Member however must declare their employment before the election.
- c. The Parent Members are elected positions.
- d. A Parent Member has the right to vote on School Council matters.
- e. Council will make every reasonable effort to have a minimum of five (5) parent members reflecting the diversity of their school community. The total number of parent members should be an odd number.
- f. A Parent Member is expected to regularly attend Council meetings. ILPS Council holds 8 meetings each school year. At minimum, a Parent Member shall attend 6 of the 8 meetings. If at any point in the year, a parent member cannot fulfill the minimum commitment, that parent member will no longer be a parent member for the duration of the school year, and the total quorum numbers will be adjusted accordingly.
- g. A Parent Member shall serve on and contribute to the discussions of the School Council. They shall provide input and a voice in school happenings and provide representation for concerns brought forward by others.
- h. All Parent Members will make an effort to be part of at least one of the major events planned throughout the year.
- i. A Parent Member may serve on any committees established by the School Council and are strongly encouraged to do so.
- j. A Parent Member must observe the Council's Code of Ethics and established bylaws.

C. Executive Members

- a. All Parent Members have the right to hold office. The executive consists of the following: Chair, Co-Chair, Secretary and Treasurer.
- b. The Executive Members are elected positions.
- c. Executive Members are Parent Members, who are eligible to vote.

EXECUTIVE ROLES AND RESPONSIBILITIES

A. Chair and Co Chair

The Chair and Co Chair of School Council shall:

- a. Act as the official spokesperson of School Council, ensuring proper communication protocol is followed
- b. Provide the necessary leadership in the formation and effective operation of a vital School Council
- c. Chair, when present, all meetings called by School Council
- d. Regularly communicate with the Executive regarding all School Council matters
- e. Set the date and call and prepare the agenda for all School Council meetings
- f. Complete an annual report on the activities of the School Council
- g. Participate in, or designate an alternate, to attend information and training programmes
- h. Consult with senior Board staff and trustees as required
- i. Be informed of and provide input as necessary to all committees of the School Council
- j. Be responsible for the content and production or delegation of any official correspondence and communication of School Council
- k. At the beginning of the year, establish the volunteer pool, and maintain this list. Throughout the year, distribute information to these persons regarding volunteer opportunities at the request of Council.
- l. Monitor the Council UGDSB email box and advise the Executive and Council of relevant inbound information.
- m. Collaborate with the Executive and Council subcommittees to prepare newsletters, emails, announcements at the request of council or the subcommittee.
- n. Request and approve the issuance of all cheques relative to expenditures for the business of the School Council
- o. Regularly consult with the Principal of the School

Core skills: strong organizational skills, strong ability to multi-task, ability to lead meetings and facilitate discussions, good interpersonal skills with a high degree of diplomacy.

B. Secretary

The Secretary of the Council acts in consultation with the Chair and Co Chair and shall:

- a. Keep the Minutes of School Council meetings. This will include:
 - i. Recording minutes at the Council meetings and distributing these DRAFT Minutes to all Parent Members within one week of each meeting;
 - ii. Once DRAFT minutes are approved at the following council meeting, they shall send a PDF copy to the Principal to post to the website and place a master copy of all meeting documents in the School Council binder;
 - iii. File records and incoming correspondence as directed by the Executive;
 - iv. They shall arrange for an Executive Member to record minutes in their absence.
- b. In the absence of both the Chair and Co Chair at meetings of School Council, the Secretary shall preside as acting Chair for the meeting.
- c. Manage School Council communication:
 - i. Collaborate with the other Executive and Council subcommittees to prepare newsletters, emails, announcements at the request of council or the subcommittee.
 - ii. Update the School Council bulletin board in the main hall of the lobby on a regular basis with relevant Council information.
 - iii. Collaborate with the other Executive, in cooperation with the Principal to update and monitor website and social media communications.

C. Treasurer

The Treasurer of the Council acts in consultation with the Chair and Co Chair and shall:

- a. Be guided by the Board's fiscal policies.
- b. Prepare a preliminary budget for the second council meeting of the school year, with input from the Executive and the Principal.
- c. Be responsible for providing post-project revenue and cost breakdowns to Council and to the Secretary in cooperation with the chair of each event.
- d. Collect, count (with at least one other witness who is a non-family member) and deposit all money made through fundraising in coordination with the School Office Coordinator.

- e. Arrange to meet with School Office Coordinator (at an agreed upon time) to print out the Financial accounts prior to each Council meeting. Using these account summaries and information known about outstanding bills/costs/etc. update all financial statements to be presented at each school council meeting.
- f. Prepare the annual financial report for the Principal, Board and school community prior to last school day of the year.
- g. Support signing officer responsibilities: All financial transactions will require two (2) signing officers. One signing officer shall be from the school (Principal), and one signing officer shall be from the Executive: Chair, or Co Chair.

OTHER MEMBERS

Other additional members of the Executive may be appointed from time to time as deemed necessary by the Executive of School Council. In the circumstance where a member of the Executive is not elected to the position at the first meeting of School Council at the beginning of each school year, such appointment shall be deferred to the next regular meeting of School Council for approval and confirmation.

ROLE OF PRINCIPAL

The Principal shall:

- A. attend all meetings of the Island Lake School Council. In the event the Principal is unable to attend, the Vice Principal shall attend as the Principal's designate
- B. within 16 days of the beginning of the school year, make available the date, time and location of the first meeting of the School Council
- C. hold the first meeting of the new School Council within 35 days of the beginning of the school year
- D. make available the dates, times and locations of all meetings of School Council to all parents
- E. make available a copy of the annual report of School Council to all parents
- F. promptly make available to the Executive all materials received from the Ministry of Education for dissemination to School Council
- G. ensure that all information distributed to School Council is made available to all parents
- H. provide an update on School activities at all meetings

- I. in collaboration with the Teacher representative, provide a summary of School Council initiatives to Teaching staff at monthly School Staff meetings and encourage teachers to support/promote Council initiatives.

ELECTIONS OF PARENT MEMBERS AND EXECUTIVE

- A. Notice and Procedures: The Principal, at least 16 days before the date of the election of the Executive, shall make available the date, time and location of the election to every parent of Island Lake Public School
- B. At the first meeting in each new school year, to be held within the first 35 days of the school year, School Council shall elect or appoint the members that shall constitute the Parent Members and the Executive for that school year

ELECTION OF PARENT MEMBERS

- A. Any Parent is entitled to be a Parent Member except as noted in the section where we refer to board employees' ineligibility
- B. All Parents in attendance at the election meeting are entitled to vote for those Parents who will become Parent Members of Council.
- C. A Parent offering their candidacy for a Parent Member position is entitled to vote
- D. Parent Member positions shall be by acclamation when the number of candidates is equal to, or less than, the number of Parent Members required.
- E. The election of the Parent Member positions shall be by secret ballot using the [Election Ballot for ILPS Council](#) form.
- F. The ballots will be collected and tallied by the Principal immediately following the vote.
- G. The individuals having acquired the highest number of votes will fill the positions of Parent Members.

ELECTION OF EXECUTIVE MEMBERS

- A. Any Parent Member is entitled to be an Executive Member except as noted in the section where we refer to board employees' ineligibility
- B. All Parent Members in attendance at the election meeting are entitled to vote for those who will form the Executive Committee

- C. A Parent Member offering their candidacy for an Executive position is entitled to vote
- D. Executive positions shall be by acclamation when the number of candidates is equal to, or less than, the number of Executives required.
- E. The election of the Executive positions shall be by secret ballot using the [Election Ballot for ILPS Council](#) form.
- F. The ballots will be collected and tallied by the Principal immediately following the vote.
- G. The individual having acquired the highest number of votes will fill each position.

TERM OF OFFICE

- A. The elected and appointed Council members shall serve a term of one year, starting the first meeting of one school year, and ending when the new Executive is voted in at the first meeting of the following school year.
- B. If any elected position becomes vacant, School Council shall elect the necessary number of eligible person(s) to serve the balance of the term of office
- C. Resignations from Council or Executive Office shall be submitted in writing to the Council Executive and the vacancy filled
- D. Parent members and Executive may be re-elected for consecutive terms

MEETINGS AND QUORUM

- A. School Council shall meet no fewer than six times during the school year. The Executive will endeavour to call a meeting of School Council on at least a monthly basis.
- B. The Executive shall meet as often as may be necessary to manage the daily affairs of the programmes, projects undertaken by School Council, and as may be necessary to deal with, assess, obtain information and communicate such information to the parents on any issue that arises during the school year that requires decision by School Council pursuant to the aims, objectives and Roles of the Executive, and/or School Council as set forth in these bylaws.
- C. Quorum for voting on matters at School Council meetings shall be a majority of Parent Members, including at least 2 Executive Members.

DECISION MAKING

- A. School Council shall always endeavour to reach their decisions by consensus

- B. In the event consensus cannot be reached on any issue, the Chair of School Council shall call for a vote on the matter and every Parent Member of school council in attendance at any meeting shall have one vote to cast on the issue, and all decisions shall be determined by a majority of the votes so cast. At the discretion of the Chair, voting may, at times, take place by secret ballot.
- C. School Council shall adopt recognized procedures for meetings and governance, such as those set out in [Robert's Rules of Order](#).

FINANCIAL POLICY

REQUESTS AND APPROVAL OF FUNDS

- A. All funding requests must be received in writing, using the [Funding Request Submission Form](#) to the Chair at least one week in advance of the next scheduled Council meeting. This provides an opportunity for Council Executive to review the request, ensuring it aligns with Council's mission and financial standing prior to being presented to Council.
- B. If the funding request is coming from a teacher or other staff of ILPS, the Funding Request Submission Form must be presented to the Principal for approval prior to being submitted to the Council Chair.
- C. Person's requesting funds must absent themselves from the meeting while the funding discussion and decision is made by Council. They may be brought back into the meeting if more information is required prior to a decision being made.
- D. The Chair will facilitate a discussion with all Parents present, weighing the pros and cons of the request and hearing opinions. If consensus is not reached, a vote by the Parent Members will take place.
- E. In the event a vote needs to be postponed in order to gather further information, and the expense is *more* than \$200, a vote may be held via email amongst all Parent Members, providing at least 24 hours for response. The results of the vote and the approval of funds must be entered into the minutes of the following meeting.
- F. Executive Members may spend up to \$200 without prior approval from Council.
- G. All funding requests will be vetted by the Executive against the [Upper Grand District School Board 102 -A, School Generated Funds Procedures Manual](#)

REIMBURSEMENT OF FUNDS

- A. School Council members will be reimbursed for approved monies spent on behalf of School Council provided that:
 - a. Funds were pre-approved.
 - b. An original receipt or invoice is presented dated on or after the date of approval.
 - c. No other items are on the receipt presented.
 - d. The appropriate "School Banking – Request for Cheque" form, having been acquired from School Office Coordinator, is completed and attached.
 - e. Failure to meet the above requirements may result in funds not being reimbursed.
- B. Council members may request reimbursement for more than one receipt at the same time provided all receipts submitted meet the above criteria and are all pertaining to the same school council event or initiative. Receipts from different events or from different types of expenditures may not be reimbursed together in a lump sum and must be handled in separate cheques to avoid confusion in accounting or reporting.
- C. All requests for reimbursement must be signed by the Chair or Co Chair before being submitted to School Office Coordinator. In the event the request for reimbursement is being made by the Chair or Co Chair, then one other Executive signature is required.

HANDLING OF FUNDS

- A. It is the sole responsibility of the School Council Treasurer to perform all deposits of Council funds to the Bank.
- B. All financial deposits must be accompanied by a School Banking - Funds Received Form as well as individual Financial Summary forms for each school council event or initiative.
- C. All monies collected by School Council are to remain on school premises and be locked securely in the school council safe.
- D. A second parent, (non-family member), must be present to assist the Treasurer with counting monies and to double check balances for accuracy.
- E. Council members who oversee an event that involves money are obligated to keep accurate paper records of all expenses and incomes using the Financial Summary form provided. This form must be included with the monies in a sealed envelope and deposited into the Council safe. It is also their responsibility to ensure that all expenses related to that event are appropriate and fall within the approved budget.

- F. For any council fundraising event that involves items being ordered, a paper copy for every order must exist and be stored in the school office for staff or council members to access it.
- G. School council safe:
 - a. School council shall own and operate their own physical safe, kept in a secure location within the school as deemed fit by the Principal and any relevant board guidelines.
 - b. All Executive council members and the school Principal shall have access to a safe key. The Treasurer shall be in possession of one of the keys and the second will remain secured at the school.
 - c. The key is to be handed over after any change to the Treasurer role.
 - d. When accessing the safe, one Executive Member as well as any one other parent or the Principal must be present.
 - e. Any parent in charge of an event that generates funds may deposit funds to the school Council safe through the drop slot, in a sealed and labelled envelope or similar.

RECORD RETENTION

- A. Per Board policy, all financial records must be maintained for seven (7) years.
- B. Per Board policy, all School Council meeting minutes must be maintained for four (4) years.
- C. Copies of finalized meeting minutes and financial statements will be stored in the School Council binder held in the main office at ILPS at the end of the year. These are available for review upon request to the Principal/Vice-Principal.
- D. Each School Council will submit a written report on its activities to the Principal of the school and the School Board on an annual basis. The Annual Report will include a report on fundraising activities. A copy of the Annual Report will be made available on the ILPS website.

RENUMERATION

- A. There shall be no remuneration paid to members of School Council or the Executive.
- B. School Council and Executive members will be reimbursed for approved monies spent on behalf of School Council when providing an original invoice or receipt.

- C. In the absence of an invoice, members of the Executive have the discretion to authorize the reimbursement of funds so long as the amount is not in excess of fifty dollars (\$50.00). When a claim for reimbursement exceeds that amount, the claim for reimbursement must be approved at a meeting of the School Council.

CONFLICT OF INTEREST

- A. If the members of School Council consider themselves to be in conflict of interest, they are to declare their conflict at the earliest possible opportunity and excuse themselves from attendance during discussion and voting on said matter. The Minutes of the meeting shall record the declared conflict;
- B. Whenever School Council is doing business, or is considering doing business, with a member of School Council (including the member's relatives, or the member's employer or business enterprise) , the member shall declare the conflict of interest and shall excuse themselves from attendance during discussion and voting on said matter . The Minutes of the meeting shall record the declared conflict; and
- C. The Chair of the meeting may, with just cause, direct a member to declare a conflict of interest.

CONFLICT RESOLUTION

- A. Council Members serve the school community and will always demonstrate respect for their colleagues on council
- B. If a Council Member, or Members, become disruptive during a meeting the chair shall ask for order
- C. If all efforts to restore order fail, or the unbecoming behaviour continues, the chair may direct the individual Council Member(s) to leave the meeting citing the reasons for the request
- D. The removal of a Member for one meeting does not prevent the council member from participating in future meetings of council
- E. The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting
- F. When the Chair has requested the removal of a Member or Members from a meeting, the Chair shall request that the disputing Members of Council participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting, and shall not be construed as a meeting of the Council

- G. The Chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute
- H. An independent third party may be a board official or another individual mutually agreed on by the parties involved in the dispute
- I. An independent third party can make a finding on the conflict including terms for resolution
- J. Any finding shall be deemed final and respected by all parties to the dispute. The failure to comply with any such finding by any school council member will result in the termination of membership.

END OF DOCUMENT

Approved and Adopted by the Island Lake Public School Council, by a majority of the parent members of the School Council, January 21, 2020.

Island Lake Public School Council

Parent Member Acknowledgement Form

Please complete this form in full and submit to Council Chair prior to the next scheduled council meeting.

As an elected Parent Member of Island Lake Public School Council, I acknowledge the following statements to be true (as shown by my initials and signature):

1. _____ I have read the Island Lake Public School Bylaws and will abide by them.
2. _____ I have read the Code of Ethics and will conduct myself accordingly.
3. _____ I understand that ILPS Council Members must follow the guidelines of the regulatory documents listed within the ILPS Bylaws, including but not limited to the following: Ontario Ministry of Education Act; Ontario Regulation 612/00 – School Councils; Ontario Regulation 298 – Operation of Schools - General and Upper Grand District School Board Policy # 201 – School Councils
4. _____ I will commit myself to attend a minimum of 6 monthly council meetings throughout the school year.
5. _____ I understand that the term of office is one year, with the possibility of re-election.
6. _____ I declare that I do not have a criminal record or have any matters pending through the courts.
7. _____ If at any time during the term of office I find that I am no longer able to follow these acknowledgements, I will recuse myself from the position of Parent Member of Island Lake Public School Council.

By signing below I acknowledge that I agree to the terms outlined above and to being a Parent Member on the _____ Island Lake Public School Council.

Name (printed): _____

Signature: _____

Date: _____

Island Lake Public School

Election Ballot for ILPS Council

Parent Members

Vote for no more than ___ candidates in this section of the ballot.

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

Executive Members

Vote for no more than 1 of each position.

Chair

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

Co Chair

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

Secretary

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

Treasurer

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

Island Lake Public School Council

Funding Request Submission Form

Please complete this form in full and submit to Council Chair no later than one week prior to upcoming Council meeting. If request is from an ILPS staff member, it must be submitted to the Principal for approval prior to being submitted to Council.

Requestor's Name: _____

Date Request Submitted: _____

Contact Information: _____

Tentative Event Date: _____

Total Requested Amount: _____

Proposed Event/Initiative details:

Include details such as the number of impacted students, the nature of the event (sports, arts, etc.) and the potential benefit to students

Cost Explanation:

Please provide breakdown of how funds will be used
