



Turtle River School Division - Administrative Procedure

Section A – General Administration Guidelines for Parent Councils

Turtle River School Division Board of Trustees recognizes that education is a shared responsibility involving parents, the community, students, staff and the Board itself. By working collaboratively we all contribute to the improvement of our schools and the success of our students.

The Board is committed to providing parents/guardians with the information and resources they need to support their children's education. It will actively involve them in decisions that affect their children and their schools. Furthermore, the Board strives to ensure that all parents/guardians and members of our diverse communities have meaningful opportunities to participate in the school system, offering the necessary support to achieve this goal.

In the discussions, activities, and decision-making processes of the Parent Council, it is expected that all actions will consistently prioritize the best interests of all children within the school.

Parent Council Guidelines

The school council will collaborate with school staff, trustees, parents, and the community to fulfill the following mandate:

1. Act as an advisory body to the school administrator and staff by sharing parental and community perspectives and addressing concerns related to school programs, planning, and overall management.
2. Facilitate the distribution of information about the school and parental priorities, fostering community understanding and engagement within the school.
3. Serve as a bridge between the school, parents, the community, and other school support organizations, promoting information sharing and cooperative efforts.
4. Provide input and advice to the school on matters related to the broader School Division.
5. Partner with the school on projects and activities that align with the planning priorities jointly identified by the school and the Parent Council.

Roles and Responsibilities of the Parent Council

1. Foster community interest, understanding and active involvement in the school.
2. Establish and maintain regular communication with all parents and the broader school's community.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2024		



Turtle River School Division - Administrative Procedure

Section A – General Administration Guidelines for Parent Councils

3. Provide regular updates to the school and community regarding the Council's involvement, activities, expenditures, and recommendations.
4. Serve as an advocate for the needs and interests of all children within the school.
5. Offer input and insights to support the development of the annual school plan.
6. Share the meeting agenda with the local trustee in advance of Council meetings.

Parent Council: Formation and Organization

Turtle River School Division recognizes one parent organization per school as the official Parent Council for that school. The legitimacy of the Parent Council will be established through an annual advertised meeting, ensuring all parents and community members have the opportunity to participate.

Notice of the annual organizational meeting must be advertised to the community at least 14 days prior to the meeting.

The Parent Council should consist primarily of parents, with the principal serving as an advisor, and at least one member of the teaching staff as a staff representative. Community membership and active involvement are strongly encouraged.

The order of business for this annual meeting shall be as follows:

1. A parent of the school, who is not an administrator or a teacher, will be elected as the president of the Parent Council. The administrator will preside over this first portion of the meeting until the president is elected.
2. The newly elected president will assume the chair and preside over the election of the remaining executive, including at minimum, a vice-president, a secretary, and a treasurer.
3. The secretary will be responsible for:
 - recording the minutes of meetings
 - reading and distributing minutes of the last regular meeting and the last annual meeting (if available) for adoption by the group
 - providing minutes to the division office and local trustees
 - posting minutes should on the school website.
4. The treasurer

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2024		



Turtle River School Division - Administrative Procedure

Section A – General Administration Guidelines for Parent Councils

- will maintain an accounting record of the organization's funds, following Generally Accepted Accounting Principles (GAAP), to facilitate annual audits.
- will, together with the president, arrange for a bank account in the name of the organization.
- will be one of the signing officers, along with one other executive member, either the president, vice-president, or secretary, forming a pair of authorized signatures.

5. Following the annual meeting, the Parent Council will submit a letter to the Board of Trustees to request formal recognition of the Parent Council for the school year. The letter should include:

- the name of the organization,
- the names and addresses of the executive (for the year),
- a schedule outlining regular meetings for the year
- a copy of the minutes of the annual meeting attached.

Parent Council: Operations

1. The Council should develop a constitution and rules of operating procedures, with the assistance of the school administrator if needed.

2. The Council will hold regularly scheduled, open meetings within the school, ensuring transparency and accessibility to all members.

3. The Council shall conduct its meetings according to its established procedures/constitution, which should include:

- a published agenda for each meeting,
- the maintenance and adoption of accurate minutes, and
- a treasurer's report on the current state of the Council's funds.

4. When deciding on projects and activities for the school, the Council must consult with the principal to ensure

- compliance with school division requirements and school priorities
- mutual understanding of priorities through input into the development of the annual school plan.

5. When undertaking fund-raising projects, the Council must

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2024		



Turtle River School Division - Administrative Procedure

Section A – General Administration Guidelines for Parent Councils

- seek input from the principal regarding divisional parameters and policy,
- recognize that fund-raising is ultimately done in the school's name, reaching a common community.

6. The principal is an ex-officio member of the Parent Council, providing guidance and support as needed.

The Role of the School Division with Parent Councils

1. The School Division will make every effort to provide Parent Councils with the necessary information to enable them to provide effective input to their school. The Division's Mission, Vision, and Manual will be made accessible through the school.
2. Trustees are encouraged to attend Parent Council meetings to provide and receive input. The local Trustee is welcome to attend all Parent Council meetings.
3. The Board will invite the Parent Council representatives to contribute to the annual Division planning process, ensuring that parent perspectives are considered.
4. The Board of Trustees will also invite the Parent Council representatives to a pre-budget meeting, providing an opportunity for input and feedback on budgetary planning.

The Role of The Principals with The School's Parent Council

Principal's Responsibilities:

1. Develop the annual school plan, incorporating the priorities and directions of the Division, while considering input from staff and the Parent Council.
2. Serve as an advisor to the Parent Council and arrange for teacher representation to the Council. The principal will ensure the Parent Council has access to necessary school level information, enabling them to provide informed input on program, procedure, and resource utilization.
3. Foster open communication between the school board, senior administration, school staff, parents, and the community, promoting a collaborative environment.
4. Develop and implement effective school-level communication procedures, maintaining a positive public relations image of the school within the community.

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2024		



Turtle River School Division - Administrative Procedure

Section A – General Administration Guidelines for Parent Councils

The Role of Teachers with The Parent Council In Their School

1. Teachers will actively support the establishment and operation of Parent Councils as an integral part of the school community, fostering positive communication and collaboration.
2. A designated teacher representative will be appointed to attend Parent Council meetings as a member of the Council, ensuring a strong teacher presence and voice. All teachers are welcome to attend Council meetings, promoting open communication and participation.

References:

Manitoba Association of Parent Councils (MAPC) is an organization of school-based parent groups throughout Manitoba. MAPC has created a valuable resource for its membership of parent councils, linked below:

- [Resource Guide for Manitoba Parent Advisory Councils - Manitoba Association of Parent Councils](#)

Manitoba Education and Advanced Learning has also created a support document, linked below, which is an excellent resource for parent councils:

- [School Partnerships: A Guide for Parents, Schools and Communities - Manitoba Education](#)

The Manitoba Public Schools Act has established regulations that guide Councils for School Leadership. The regulations are applicable only to parent councils that are set up and structured according to the legislation. The link below will provide you with information on the requirements for a Council for School Leadership:

- [Councils for School Leadership, Manitoba Regulation 54/96](#)

Board Informed:	Last Reviewed:	Last Revision:
September 12, 2024		