



Wilkinson School Community Council

53 Donlands Ave • Toronto, ON • M4J 3L9
council@wilkinsonps.org • wilkinsonps.org
Phone Messages: 416-393-9575

To: Families of Wilkinson Public School
Re: (1) Council Communications & (2) Council Elections
Date: September 13, 2016

The Wilkinson School Community Council (“Council”) extends a very warm welcome to all new and returning Wilkinson families! The purpose of this memo is to (1) Request your contact information so that we can communicate with you effectively; and (2) Advise you of the 2016/17 Council election date and process.

- (1) Council Communications** - The Council and the school communicate regularly with parents through our email newsletter. To ensure that you're receiving all of the information being sent, please join our mailing list. The sign up form can be found at the bottom of our [website](#) (hard copy below). The Council website holds a wealth of information, from events and news to forms, teacher blogs and social media links. The Council can be contacted at council@wilkinsonps.org.
- (2) Council Elections** – Council membership is open to all Wilkinson parents, guardians, and staff. It's a great way to get involved and to find out what's going on at your child's school. The Council meets monthly during the school year with the Principal and Vice-Principal to discuss and vote on school issues and to organize school events and fundraisers.

While all members of the Wilkinson community are welcome to attend Council meetings, in order to be a voting member, parents and guardians must be elected. The Nomination Form and Election Information Sheet are on the following pages. Don't worry, the process is far less intimidating than it sounds! The Executive Committee (Chair, Vice Chair, Treasurer and Secretary) is elected by voting members at one of the first meetings of the school year. Details about the way in which the Council functions and the roles and responsibilities of the Executive Committee can be found in the Council Constitution on our [website](#). Minutes from past meetings are posted on our website as well

Please add me to the Wilkinson School Community Council email distribution list. I understand that I will be sent information regarding various Wilkinson Public School and TDSB events including pizza lunches, Fun Fair, movie nights, and information sessions, as well as reminders of school closures for PD days. My contact information will not be distributed to anyone outside of Wilkinson Public School and will not be distributed among my fellow parents and guardians. I can unsubscribe at any time by clicking the link at the bottom of any email or by contacting council@wilkinsonps.org.

Name: _____

Email: _____

Signature: _____

Date: _____



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Candidate Nomination Form

We will elect the parent members of Wilkinson School Community Council (“Council”) for the 2016/17 school year on Thurs. Sept 22, 2016 at Curriculum Night by blind ballot. Results will be posted in the school and distributed electronically by Wed. Sept 28. In order to be a voting member of the Council, you must return this nomination form to the Council mailbox located in the Wilkinson office or email the form to council@wilkinsonps.org by **Wed, Sep 21**. School administrative staff and teachers cannot accept nomination forms.

I wish to declare my candidacy for a voting position as a parent/guardian representative on the 2016/17 Wilkinson School Community Council.

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Signature: _____ Date: _____

I am an employee of the Toronto District School Board: Yes No

I am a parent/guardian of _____, a student who is currently registered at this school.

Please provide a brief “bio” for the election form (e.g. how many children you have at Wilkinson, what grades they’re in, whether you’re new to the school and why you’d like to get involved).

For an overview of the role, responsibilities and composition of the Council, please refer to the attached Q&A (extract from Regulations 612/613/00 of the Education Act which governs school councils) or refer to the Council Constitution on our [website](#).

Every Voice Counts!



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Wilkinson School Community Council Election Q & A

What is the Council's Purpose?

- The purpose of the Council is to improve student achievement and the accountability of the education system through the active participation of parents and guardians.

What is the Role of Council?

- An advisory body, that makes recommendations to the Principal of the school or to the Board on any matter.
- Consults with parents/guardians of students enrolled in the school about matters under consideration by the Council.
- Develops by-laws that govern election procedures, fill vacancies and a resolve conflicts.
- Keeps minutes of meetings and keeps financial records for a period of four years.
- Produces an annual written report of the Council activities, including financial activities, to be submitted to the Principal and to the Board.
- Focuses on improved learning for all students.
- Maintains a school-wide perspective on issues.
- Represents and communicates the views of the school community.

Who are the Members of Council?

- Elected parents, teachers, support staff, students where appropriate, appointed community representative(s), a representative from the Ontario Home and School Association, if such a group exists in the school and the Principal/Vice-Principal.

What is the Responsibility of a Council Member?

- Attend and contribute regularly at all Council meetings.
- Act as a link between the Council and the community.
- Follow the operating rules/guidelines as agreed upon by the Council, including the guidelines for resolving differences of opinion.
- Encourage others within the school community to participate in the activities of the Council.
- Communicate with various communities in the school and work towards removing any barriers to the participation of all members of the school community.