

# Earl Beatty School Advisory Council (EBSAC)

## Purpose of School Council

The EBSAC is a representative body made up of parents, staff and community members of Earl Beatty Public School to provide advice and assistance to the School Principal for the betterment of the school community. The Council is dedicated to the principles of diversity, respect and equality and will operate under the general guidelines for a School Council as laid out in the Ontario Education Act, hereafter known as “the Act”.

The Council’s responsibilities will include fundraising, community outreach, and general representation of the school community to the school administration.

The EBSAC shall be composed of a maximum of **12 parent members**, including:

- The number of parent members required to fill the Officer positions (executive) of Chair, Co-Chair, Treasurer, and Secretary
- A maximum 8 members at large, 3 of whom will fill the following positions:
  - Communications Committee Chairperson
  - Parent Outreach Committee Chairperson
  - Fundraising Committee Chairperson
- If a full 12 members are present the remaining 5 voting positions are recommended:
  - French As A Second Language Advisory Committee Representative (FSLAC)
  - Ward 16 Representative
  - Parent Involvement Advisory Committee Representative (PIAC)
  - Student Achievement Representative (Math/Science/Kindergarten/Curriculum Nights)
  - Community Outreach Representative (maintains communications between Beatty Buddies, Community Center, DECA and BIA)

## Executive Positions

### Chair/Co-Chairs

- Run monthly council meetings
  - ✓ prepare agenda and publish in advance
  - ✓ facilitate monthly meetings
- Act as main liaison between council and the following groups:
  - ✓ school administration
  - ✓ parent community
  - ✓ other school councils
  - ✓ school trustee
- Attend ward council meetings on behalf of EBSAC (if no rep)
- Prepare and submit year-end activity report
- Point person for all committee chairpersons to report to

### **Secretary**

- Take the minutes at each council meeting and publish (with communications chair)
- Ensure key council documentation is archived (minutes, bylaws, year-end reports, etc.)
- Serve as Chair if the Chair/Co-Chair is absent

### **Treasurer**

- Prepare council's annual budget
- Maintain council's financial records and provide monthly financial status reports
- Manage council's bank account
- Reconcile council's bank statements with financial records
- Ensure council's expenses are paid on a timely basis and according to approved procedure
- Ensure key financial documentation is archived (statements, invoices, receipts, etc.)
- Prepare and submit year-end financial report

### **Communications Committee Chairperson**

- Oversee a communications committee who are jointly tasked with creating communications for a newsletter, blog and event advertisements
- Gather, create and edit school council contribution to school newsletter
- Assist in communicating parent surveys
- Media placement in support of school council events
- Communications to support council activities

### **Parent Outreach Committee Chairperson**

- Oversee a committee who are tasked with parent/family event nights that are community building or with an education focus (excludes fundraising events), PROGrant submissions and events, representation of underserved individuals, and will be the point person for Class Parent representatives, including teacher appreciation lunch

### **Fundraising Committee Chairperson**

- This role will oversee a fundraising committee and sub-committees focused on individual events (Fun Fair, Movie Nights, and others), and will be the point person for School Spirit Wear, labels and other fundraising efforts reporting back to council.

### **Parent at Large Reps**

- French As a Second Language Advisory Committee Representative (FSLAC)
- Ward 16 Representative
- Parent Involvement Advisory Committee Representative (PIAC)
- Student Achievement Representative (Math/Science/Arts/Kindergarten/Curriculum Nights)
- Community Outreach Representative (maintain communications between Beatty Buddies, Community Center, DECA and BIA)

## EBSAC PARENT SELF-NOMINATION FORM

I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I am the parent/guardian of \_\_\_\_\_, who is currently registered at Earl Beatty Public School.

I am an Employee of the Board:      Yes                      No

Candidates Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please provide a brief autobiography on the back of this form.**

You will be notified by an elections committee member by email when your nomination form has been received.