

Brown Public Elementary School Council Bylaws

In accordance with Ontario Regulation 612/00

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1. Mandate of the School Council

- 1.1. To influence our children's education, to improve student achievement and enhance the accountability of the education system to parents.
- 1.2. To aim to enrich the learning environment at Brown Public Elementary School, by encouraging involvement of parents, caregivers, staff and the general community of Brown Public Elementary School.
- 1.3. Through a cooperative approach and open communication with school administration, teaching staff, parents and caregivers and the general community.
- 1.4. To organize parent/community volunteer activities in support of the school and the education of our children.
- 1.5. To support and advise the TDSB and the Ministry on school, area and system-wide matters.
- 1.6. To improve the financial resources of our school to support the Ontario Curriculum.

2. Membership Composition

- 2.1. In accordance with Ontario Regulation 612, membership shall consist of the following:

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	Minimum	Maximum
<u>Parent Representatives</u>		
<u>Executive Officers</u>		
Co-Chairs	1	2
Vice Chairs	1	1
Treasurer	1	1
Secretary	1	1
<u>Voting Members</u>	2	7
Principal	1	1
Teacher Representative	1	1
Non-Teaching Representative	0	1
Community Representative	0	1
Total	8	24

- 2.2. Should fewer than 6 persons indicate an interest in filling parent representative roles, the school council, at its discretion, may modify the number of voting parent members accordingly.
- 2.3. If the above positions are not filled, they may remain vacant at the discretion of the school council executive and the Principal (see Section 5. Vacancies for further information).
- 2.4. All new members shall receive and are encouraged to complete orientation and training which includes, but not limited to, a copy of Ontario Regulations 612/00 and 298, school council's bylaws, procedures on making a motion, voting, conflict of interest and resolution, and past council work.

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3. Elections Procedure for Parent Representatives

- 3.1. Each parent/guardian of a student enrolled in the school shall be entitled to run as a parent candidate and to vote for each vacant parent/guardian membership position on the council. Attached to these Bylaws as Schedule "A" is a list of parent representative positions with basic requirements and responsibilities.
- 3.2. Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the school board.
- 3.3. Candidates shall file Nomination forms for elected positions on the school council. Sample copies of nomination forms to be provided to interested candidates are attached to these Bylaws as Schedule "B".
- 3.4. Candidates for elected positions shall summarize in writing their reasons for running for the school council, as well as the skills and qualities they possess to assist them in the role for which they seek to be elected.
- 3.5. For parents whose children are already enrolled at the school in the school year prior to the elections, it is expected that nomination forms and summaries shall be provided to the existing school council by June 1, in the school year prior to the elections. For new parents arriving in September, nomination forms and summaries shall be provided to the existing school council by no later than 14 days before the election.
- 3.6. Elections shall occur within the first thirty days of the start of each school year.

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- 3.7. The existing school council shall communicate with the principal by no later than June 20 of the school year prior to the elections, to set a provisional date for the elections. The school council shall communicate the provisional date for the elections with the school, prior to the end of the school year preceding the elections.
- 3.8. The election day proceedings shall be publicized by the principal at least fourteen days prior to the election.
- 3.9. Information about candidates shall be made available to the school community at least one week before the election.
- 3.10. If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
- 3.11. No individual campaign literature for school council elections may be distributed or posted in the school.
- 3.12. School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- 3.13. The election day proceedings shall be supervised by the principal.
- 3.14. Elections for school council shall be conducted by secret ballot. Voters must be present at the school on the election day(s) during the preset hours for voting.
- 3.15. The ballots shall be counted by the principal and vice principal.
- 3.16. All individuals standing for election shall be notified of the results before the results are released to the school community.

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- 3.17. The school council shall help the principal ensure that the names of new members are publicized to the school community within thirty days of the election.
- 3.18. At the first meeting of the new school council at the beginning of the year, the council shall set dates, times, and locations for its meetings throughout the year.

4. Term of Office

- 4.4. The term of office for each of the parent representative roles is one year.
- 4.5. Regulations do not restrict the number of times that a member can be re-elected, however, In order to encourage increased parental involvement and leadership, it is recommended that a term for elected officer positions of a School Council will not exceed two consecutive years.

5. Vacancies

- 5.1. Where there is insufficient interest to fill the elected positions at the beginning of the school year, the school council shall provide notice of the vacancy to the entire school community. Interested parents are welcome to volunteer or can be nominated to fill vacant positions. The Co-Chair/s and Principal may choose to fill vacancies by appointment or election, should there be an interested parent who meets the requirements set for the vacant position. The school community shall be informed once a vacancy has been filled and by whom.

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- 5.2. Should an elected parent/guardian council position become vacant before the next election, the school council shall provide notice of the vacancy to the entire school community and may request that interested parents/guardians from the school community submit their names for consideration. The Co-Chair/s and Principal may choose to fill vacancies by appointment or election, should there be an interested parent who meets the requirements set for the vacant position. The school community shall be informed once a vacancy has been filled and by whom.
- 5.3. When a vacant spot on council is filled, the new member's term shall expire at the time of the next election.
- 5.4. If there are insufficient interested parents to fill vacancies, such that they are not filled, they may remain vacant at the discretion of the school council executive and the Principal.
- 5.5. If membership numbers fluctuate, quorum must be adjusted accordingly.

6. Committees

- 6.1. Sub-committees may be established as necessary in order to expedite or streamline certain recommendations to the school.
- 6.2. Every committee of school council must include at least one (1) parent representative from the school council.
- 6.3. A committee may include persons who are not members of the school council

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- 6.4. If the school council deems a sub-committee is required, each sub-committee chair will provide the School Council with a monthly report (either in writing to be added to the school council meeting Agenda, or verbally at school council meetings), as well as a summary of activities for the year end School Council Report.
- 6.5. Attached as Schedule "C" is a list, which may be amended from time to time, of the various committees in the school.
- 6.6. Each parent/guardian of a student enrolled in the school may express an interest in volunteering on a committee, or being appointed as committee chair.
- 6.7. The parent council shall appoint one of those parents/guardians who indicate an interest, to the various committee chair positions by no later than June, for the following school year, commencing in September.
- 6.8. Appointed committee chairs are not required to be elected school council members.
- 6.9. In the event there is a vacancy for a committee chair position, the vacancies shall be publicized and school council members shall actively seek a parent/guardian to fill the position.
- 6.10. There is no maximum term for committee chairs to serve.
- 6.11. It is expected that an outgoing committee chair will actively seek a replacement chair prior to resigning from the position.
- 6.12. The school council shall assist the committee chairs to recruit volunteers to assist on the committee.

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7. Code of Ethics

- 7.1. *A member shall* be guided by the school's and the school board's mission statements.
- 7.2. *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.
- 7.3. *A member shall* become familiar with the school's policies and operating practices and act in accordance with them.
- 7.4. *A member shall* maintain the highest standards of integrity.
- 7.5. *A member shall* recognize and respect the personal integrity of each member of the school community.
- 7.6. *A member shall* respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- 7.7. *A member shall* not disclose confidential information.
- 7.8. *A member shall* use established communication channels when questions or concerns arise.
- 7.9. *A member shall* encourage any and all parents and community members who express ideas/concerns regarding the school, to communicate the same with parent Council, so that this may be considered and if necessary, discussed at a parent council meeting.

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- 7.10. *A member shall* treat all other members with respect and allow for diverse opinions to be shared.
- 7.11. *A member shall* encourage a positive environment in which individual contributions are encouraged and valued.
- 7.12. *A member shall* acknowledge democratic principles and accept the consensus of the council.
- 7.13. *A member shall limit* discussions at school council meetings to matters of concern to the school community as a whole.
- 7.14. *A member shall* consider the best interests of all students.
- 7.15. *A member shall* promote high standards of ethical practice within the school community.
- 7.16. *A member shall* declare any conflict of interest.
- 7.17. *A member shall* not accept any payment or benefit financially through school council involvement, save an except for properly incurred and approved expenses, supported by receipts.

8. Meetings

- 8.1. The number of meetings and scheduling of meetings will be set (tentatively) during the first meeting of the school year, following the school council elections.

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- 8.2. The first meeting of the new school council will take place within 35 days of the start of the school year, after the elections are held. It is anticipated that if at all possible, the meeting will take place immediately after the election process.
- 8.3. A minimum of four meetings are required to be held each year. The council will endeavor to hold meetings monthly in order to set objectives, make recommendations to the school and review progress over the course of the school year.
- 8.4. The number of meetings and scheduling of meeting will be set (tentatively) during the first meeting of the school year, following the school council elections.
- 8.5. A quorum of council shall consist of a majority, and will include at least one member of the Executive. In certain circumstances an online vote may be permitted, at the discretion of the school council executive.
- 8.6. Official council meetings can only be held when a quorum is present. A meeting cannot be considered a meeting of the Council unless the Principal or delegated Vice-Principal is in attendance.
- 8.7. A parent member is expected to regularly attend council meetings. As a minimum, a parent member shall attend half of the scheduled school council meetings.
- 8.8. A parent member has the right to vote on school council matters and motions held at meetings or online.
- 8.9. A parent member shall serve on and contribute to the discussions of the school council that take place in meetings or online. He/she shall provide input and a

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voice in school matters and discussions and will represent concerns brought forward by others.

9. Conflict of Interest

- 9.1. Any time the school council does business with the potential for monetary gain/loss with any person, agency, or company, and a member of the school council has a vested interest in any way with that particular person, agency, or company, that member shall declare a conflict of interest and shall not discuss or vote on any such resolution relating to the matter.
- 9.2. A conflict of interest may be actual, perceived, or potential.
- 9.3. Members of the council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the council.
- 9.4. A member shall exclude him- or herself from discussions in which:
 - a conflict of interest is likely to result;
 - the member's ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized;
- 9.5. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

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10. Conflict Resolution

- 10.1. Council members are elected to serve the school community and will demonstrate respect for their colleagues on council at all times.
- 10.2. Every school council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
- 10.3. Speakers to an issue will maintain a calm and respectful tone at all times.
- 10.4. Speakers will be allowed to speak without interruption.
- 10.5. The chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- 10.6. If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
- 10.7. If all attempts at resolving the conflict have been exhausted without success, the chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

11. Financial Policy and Record Retention

- 11.1. No amount exceeding fifty dollars (\$50) shall be spent without the prior consent of the Executive, or the Principal and Treasurer together, or the Principal and at least one Co-Chair together.

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- 11.2. All expenditures above two hundred dollars (\$200) shall be discussed at a meeting of the school council and approved by a majority of school council members.
- 11.3. Per Board policy, all financial records must be maintained for seven (7) years.
- 11.4. Per Board policy, all School Council Meeting Minutes must be maintained for four (4) years.
- 11.5. Copies of approved minutes and financial statements will be available for review upon request to the Principal/Vice-Principal.

12. Bylaw Amendments

- 12.1. Any proposed change or addition to the bylaws must be submitted in writing to the chair prior to the next scheduled meeting and be placed on the agenda.
- 12.2. The change must be presented in motion form and passed by a 2/3 rd majority at a general meeting with a minimum of ½ the membership in attendance.
- 12.3. These by-laws shall be reviewed annually and when the Ministry of Education or the TDSB necessitate a change.

Source: Adapted from the Ontario Ministry of Education School Councils – A Guide for Members and amended for the use of Brown Public Elementary School.

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Schedule "A"

EXECUTIVE:

The Executive is comprised of a Chair (or two Co-Chairs), Vice-Chair, a Treasurer and a Secretary.

Chair/Co-Chair

- Ideally, should have served on a School Council for at least one year prior to holding the position of Chair/Co-Chair;
- Must be available to answer emails from the Principal/Vice-Principal, administration, school council members, parents and community members daily; and
- Must attend at least 75% of the school council meetings.

Shall:

- Prepare the meeting agenda in consultation with the Principal and Council Members
- Chair Council meetings
- Support the work of subcommittees
- Regularly consult with the Principal
- Oversee and lead Council initiatives and activities
- Assist with volunteer recruitment and parent/guardian communication
- Complete all annual reports, community requests and Board documentation, in cooperation with other members of the Executive
- Be responsible for overseeing the activities of the Executive and assume Executive roles that have not been filled, or roles which have been vacated

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- Attend and participate in information and training programs and consult with Board staff and trustees as required.

Vice-Chair

- Must be available to answer emails from the Principal/Vice-Principal, school council executive daily; and
- Must attend at least 50% of the school council meetings;

Shall:

- Regularly communicate with Chair/Co-Chairs and remain up to date with live issues;
- Assume the duties of the Chair/Co-Chairs in his/her absence; and
- Assist the Chair in executing responsibilities.

Treasurer

- Ideally should have served on a School Council for at least one year prior to holding the position of Treasurer;
- Must be available to answer emails from the Principal/Vice-Principal, school council executive daily;
- Must attend at least 75% of the school council meetings; and
- Should have an accounting or finance background

Shall:

- Be guided by the Board's fiscal policies;
- Collect, count and deposit all money made through fundraising;
- Pay all bills and invoices and balance the bank statement;
- Be responsible for providing post-project revenue results to Council and to the Secretary;

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- Prepare monthly requisition statements to share with school council at meetings;
- Prepare the annual report for the Principal, Board and school community;
- Prepare a preliminary budget for the following year, to present at the last school council meeting of the year, with input from the Executive and the Principal;
- Support signing officer responsibilities: All financial transactions will require two (2) signing officers.

Secretary

- Must be available to answer emails from the Principal/Vice-Principal, school council executive regarding action items agreed to in meetings; and
- Must attend all of the school council meetings, save in exceptional circumstances;

Shall:

- Record minutes at the Council meetings and distribute these to Council Members within a reasonable time of meetings;
- Send email copies of "Approved Minutes" to the executive and Principal after minutes are approved at meetings;
- Prepare monthly action plans based on action agreed at school council meetings;
- Follow up with individual members and persons required to take action, to ensure such action is taken;
- He/she shall arrange for an Executive Member to record minutes in his/her absence; and
- Collaborate with the Executive and Council subcommittees to prepare newsletters or information releases;

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Voting Members

- Must be available to answer emails from the Principal/Vice-Principal, school council executive on a regular basis;
- Must attend at least 50% of the school council meetings; and
- has the right to vote on school council matters and motions held at meetings or online.

Shall:

- Serve on and contribute to the discussions of the school council that take place in meetings or online.
- Provide input and a voice in school matters and discussions and will represent concerns brought forward by others.

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Schedule "B"

School Council Parent Nomination Form

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

I wish to run for/nominate the above for the position of:

- Co-Chair
- Vice Chair
- Treasurer
- Secretary
- Voting Member

Name: _____

Address: _____

Home Phone/cell/business phone: _____

Email: _____

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

I am/the person I have nominated is an employee of the Board yes/no

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Candidate's/Nominator's signature

Date

Schedule "C"

Committee Positions

- Communications (Website)
- Communications (Panther Press)
- Communications (Bulletin Board/Other means of communicating)
- Fall Fling
- Garden Fete
- After 4
- Lunch Program
- World Changers
- Eco Club
- Kiss & Ride
- Apparel
- QSP
- Traffic Safety
- Speaker Series
- Giving Tree
- Technology
- Community Garden
- Volunteers
- Facilities Improvement
- Events/Teacher Appreciation
- Kindergarten
- Buddy System

Job descriptions and requirements to be attached...

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