

RODEN PUBLIC SCHOOL COUNCIL BYLAWS

[FINAL - February 2014]

1. Purpose and Objective

(1) The purpose of school council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

(2) A school council's primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council. (*Education Act, Ontario Regulation 612/00*)

2. School Council Structure

The School Council shall be comprised of:

- A. Up to 12 parent members who constitute the majority of the members on school council. Parent members must be the parent or guardian of a student enrolled at the school. Parent member positions shall include a Chair or Co-Chairs, Treasurer and Secretary at a minimum. Other Parent member positions are intended to reflect the needs of the school, community and Council and may also include the following:
 1. Budget Representative
 2. Communications Chair
 3. Fundraising Chair
 4. Grants Chair
 5. Healthy Kids Chair
 6. Model Schools Representative
 7. Roden Child Care Centre Representative
 8. Safe Schools Representative
 9. School Improvement Representative
 10. Volunteer Chair
 11. Ward Council Representative
- B. The Principal or a designate such as the Vice-Principal.
- C. A teacher representative currently employed by the school and elected by the school teachers .
- D. A non-teaching staff representative that is not the Principal or Vice-Principal, elected by non-teaching staff.
- E. One community representative elected/appointed by the council who lives or works within the school's neighbourhood but is not a parent of a student at the school or employed by the school.
- F. A student currently enrolled at the school and appointed by the Principal after consultation with the Council.

- G. One representative from Equinox Holistic Alternative School.

3. School Council Positions

- A. The Parent member positions shall include a Chair or Co-Chairs, Treasurer and Secretary at a minimum.
- B. Other Parent member positions are intended to reflect the needs of the school, community and Council and may also include the following:
 - 1. Budget Representative
 - 2. Communications Chair
 - 3. Fundraising Chair
 - 4. Grants Chair
 - 5. Healthy Kids Chair
 - 6. Model Schools Representative
 - 7. Roden Child Care Centre Representative
 - 8. Safe Schools Representative
 - 9. School Improvement Representative
 - 10. Volunteer Chair
 - 11. Ward Council Representative

4. Duties

School Council has the following responsibilities:

- A. Participate in School Council meetings and Council activities.
- B. Act as the link between School Council and the school community.
- C. Determine the allocation of funds raised by Council based on Council priorities. All fundraising activities conducted by the school council must be included in the annual report prepared by the school council.
- D. Chair the committees of Council as required. Committee members may include parents/guardians, school staff or other community individuals who are not members of council.
- E. Provide all documents and hand over all responsibilities to the incoming council member at the end of their term.

The Executive Council has the following responsibilities:

- A. Chair / Co-Chair
 - 1. Set school council meeting dates for the year.
 - 2. Organize council meeting agendas in consultation with the school principal and executive council members.
 - 3. Chair council meetings, allowing for both individual and small-group input during discussions. Maintain meeting order and timelines, focussing on the agenda and priorities.
 - 4. Remain a neutral party and provide alternative ways to solve problems or make decisions.

5. Ensure democratic procedures for decision making and conduct of the Council.
 6. Meet regularly with the Principal on matters relating to the business of Council.
 7. Encourage maximum involvement of the Council members.
- B. Secretary
1. Keeps minutes of the School Council meetings.
 2. Ensures that agendas and minutes are posted in the school and online in an area accessible to the school community.
 3. Maintains a complete set of minutes of meetings, Bylaws and any policies passed by the Council or school community.
 4. Organize babysitting and translators for Council meetings.
 5. Organize refreshments for Council meetings.
 6. Photocopy school council memos that need to go out to parents; sort and organize into teachers' mailboxes.
 7. Prepares an annual report. The annual report will summarize the council's activities.
 8. Keeps a list of all users and passwords for websites used by council.
- C. Treasurer
1. Maintains financial records of school council.
 2. Make regular reports to Council regarding financial matters.
 3. Provide the Principal with monthly school council account balances and account activity.
 4. Count money raised and keep records of council fundraisers.
 5. Complete year-end TDSB Non-Board Funds accountability form.
 6. Consult with school Principal and school council with regards to disbursement of school council funds.
- D. Fundraising Chair
1. Organize fundraising events in consultation with the school Principal and the school council.
 2. Establish a committee to assist with fundraising events and activities.
- E. Committees and responsibilities
- School Council may establish committees as required to support the initiatives of Council. Each committee must be chaired by a Council member. Suggested committees include but are not limited to:
1. Communications
 2. Fundraising
 3. Grants
 4. Volunteers/Class Reps

5. Council Meetings

- A. Meeting frequency
 - 1. The council shall meet a minimum of 4 times per academic year but may meet monthly or as determined by Council.
 - 2. The Principal must provide written notice of council meetings to all parents with students enrolled at the school.
 - 3. When meeting dates are shared with Equinox Alternative School, the council with the earlier timeslot will be responsible for coordinating childcare and payment as well as managing meeting posters.
 - 4. All school council meetings are open to the community.
 - 5. Meetings must have a majority of parents present as well as the Principal or his/her designate.
 - 6. All meetings of the Council shall be conducted in accordance with the most recently published Robert's Rules of Order Newly Revised except as may be otherwise stipulated in these bylaws and Ontario Regulation 612/00.
- B. Motions and voting
 - 1. Where possible, council members will try to reach a consensus in decision making.
 - 2. Quorum for a Council meeting shall be 50% plus one of voting members.
 - 3. Each member of Council, except the Principal who is not a voting member, shall have one vote.

6. Elections

- A. Elections shall occur within the first thirty days of the start of each school year.
- B. 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.
- C. Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the council.
- D. 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.
- E. The term of office shall be for one year.

7. Vacancies

- A. A vacancy on council does not prevent the council from exercising its authority unless there is no longer a majority of parents on council.
- B. Should an elected parent/guardian council position become vacant before the next election, the council may request that interested parents/guardians from the school community submit their names for consideration. The council shall then appoint one of those who indicate an interest.
- C. When a vacant spot on council is filled, the new member's term shall expire at the time of the next election.

8. Conflicts of interest

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. Conflict resolution

- A. 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.
- B. Speakers to an issue will maintain a calm and respectful tone at all times.
- C. Speakers will be allowed to speak without interruption.
- D. 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.
- E. If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
- F. 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.

10. Budget process and allocations

- A. The Treasurer, Chair or Co-Chairs and Principal are signatories on the School Council bank account and authorized to sign cheques on behalf of the School Council.

11. Code of ethics

- A. A member shall consider the best interests of all students.
- B. A member shall be guided by the school'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 as a whole.
- M. A member shall use established communication channels when questions or concerns arise.
- N. A member shall promote high standards of ethical practice within the school community.
- O. A member shall declare any conflict of interest.
- P. A member shall not accept any payment or benefit financially through school council involvement.

12. Process to amend bylaws

A council member may make a motion to amend these bylaws at any time during the academic year after

- A. submitting the proposed changes to council
- B. consulting the school community
- C. providing supporting documentation, if applicable

School council may vote on amendments at the council meeting after the above has been completed.