

# BYNG PUBLIC SCHOOL

## School Council By-Laws

### REGULATIONS

These by-laws are made under the authority of the School Council Policy 4310; APM 7200; APM 7630; and Education and Ontario Regulation 330/10 and 612/00. In any case where these by-laws are deemed to be in conflict with the Ontario Regulation 612/00, the Ontario Regulation will supersede these by-laws.

### NAME

- The organization name shall be: "Byng Public School Council", hereinafter referred to as "the School Council".
- The Simcoe County District School Board will be hereinafter referred to as "the Board".

### MANDATE

In accordance with the Education Act and Ontario Regulation 612/00, our School Council will work together in an advisory role for the improvement of student achievement and well-being and enhance the accountability of the education system by making recommendations to the school and the Board.

### OBJECTIVE

The goals reflect those of the *Simcoe County District School Board Improvement Plan – Teaching and Learning, Programs and Pathways, Community and Caring*.

### MEMBERSHIP

The School Council will be comprised, but not limited to:

Maximum of four Elected and Non-Elected parents / guardians of children currently enrolled in the school. Parents / guardians must form the majority of School Council Members. Listed below are the four elected positions along with the appointed positions:

- Chair and / or Co-Chairpersons;
- One Treasurer;
- One Secretary;
- Principal or Vice Principal (a non-voting member);
- One Support Staff Member from the school, appointed by the support staff;
- One Teacher from the school, appointed by the teaching staff;
- One Community Member (may include parents of students that are no longer at Byng) appointed by the School Council; and
- One Student Representative from the school, appointed by the Principal and members of *Student Voice* (to attend meetings upon invite or request only – requested at previous Council meeting for majority approval).

Elected positions of the School Council will be determined first by a call to parents / guardians for volunteers, then in the absence of sufficient volunteers, by recruitment.

In order to become an Elected Council member, you must be present at the election meeting and once elected, attend the majority of the Council meetings, during the school year. In the event that an Elected Council member fails to attend the majority of the Council meetings, said member will relinquish their Elected Council member status.

Elected Members will serve for a one year term but may seek additional terms of office. Terms start from the date of the first meeting of School Council after the Election, until the date of the first meeting after Election the following year.

Elected School Council positions that become vacant during the term may be filled by Council, following general School Council election proceedings. A vacancy in the membership of the School Council does not prevent the School Council from functioning.

## **COMMITTEES**

- School Council may establish Committees;
- Committees will report to School Council;
- There must be at least one Parent / Guardian member on each Committee;
- Committee decision-making will be by consensus or vote. The Principal will not have a vote;
- Committees may include, but not be limited to: Fundraising, Parent Education, Special Events, etc.

## **ELECTION OF PARENT / GUARDIAN MEMBERS**

- A person is qualified to be a parent member of a School Council if he or she is a parent of a pupil who is enrolled in the school;
- Despite Section 1 of this part, a person is not qualified to be a parent member of a School Council if:
  - a. he or she is employed at the school; or
  - b. he or she is not employed at the school but is employed elsewhere by the Board that established the council, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.
- A person who is employed by the Board that established the Council cannot be a Chair and / or Co-Chairpersons of the Council;
- Elections shall take place within the first 30 days of the new school year;
- The date for Election of School Council will be determined by the Past Chair and / or Co-Chairpersons in consultation with the school Principal;
- The Principal of a school shall, at least 14 days before the date of the election of parent members, on behalf of the School Council, give written notice of the date, time and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school;
- Election proceedings shall be supervised by the school Principal;
- Voting will take place by secret ballot;
- The candidates receiving the most votes will be declared Elected.

## **ROLES AND RESPONSIBILITIES OF ALL SCHOOL COUNCIL MEMBERS**

*The members of the School Council shall:*

- Participate in council meetings;
- As a common courtesy, call or email the Chair and / or Co-Chairpersons at least one day in advance if unable to attend a meeting, and also provide input or comments on the agenda items;
- Arrive at meetings prepared and on time. Familiarize themselves with items on the agenda. Do homework before the meeting by calling or emailing the Chair and / or Co-Chairpersons, Principal or other members for clarification if necessary;
- Be prepared to report on any action items they agreed to take care of;
- Participate in information and training programs;
- Act as a link between the school Council and the community;
- Encourage the participation of parents and other people within the community;
- Participate on sub-committees and report on the activities of sub-committees.

*The Chair and / or Co-Chairpersons of the School Council shall:*

- Chair school council meetings;
- Provide leadership to the Council and its members;
- Respond to and follow-up on Parent/Community input, ensuring regular communication with the school community;
- Monitor and implement Council decisions;
- Prepare a written agenda, in cooperation and consultation with the Principal, and ensure distribution to all Council members prior to each meeting;
- Meet regularly with the School Principal to discuss agendas and School Council activities;
- Represent School Council with senior Board staff/trustees and at Board or County assemblies, as appropriate;
- Represent Council at Board or regional assemblies, or designate another member of Council to do so;
- Work with the Principal to follow / establish election procedures for the following school year;
- Ensure that the minutes of the school council meetings are recorded and maintained.

*The Secretary of the School Council Shall:*

- Take minutes of the School Council meetings and distribute them to Council Members;
- Ensure any minutes/records of the School Council meeting are kept on file;
- With the assistance of the School Principal and/or Secretary, photocopy and distribute any additions to minutes.

*The Treasurer of the School Council shall:*

- Liaison with the School Secretary and/or Principal of the school, prior to the commencement of any school Council meeting to go over the School Generated Funds Ledger of the school;
- Present the School Generated Funds Ledger at every school Council meeting.

*The Principal of the School shall:*

- Facilitate the establishment of the School Council and assist in its operation;
- Support and promote the Council's activities;
- Notify parents/guardians of who is elected to School Council;
- Consult with School Council in accordance with Ontario Regulation 612/00 considering and responding to recommendations made by the Council;
- Facilitate the elections for the teacher and support representative;
- Communicate the work of the School Council to all teachers and support staff at the school;
- Assist the Chair and / or Co-Chairpersons in the preparation and distribution of the agenda to all School Council members prior to each meeting;
- Assist the School Council in communicating with the school community;
- Provide written notice of meetings and elections. This notice may be given through a notice or newsletter sent home with every student for sharing with their parents/guardians and through a posting on the School Council bulletin Board or school web site;
- Maintain a copy of the School Council Minutes at the school for examination, without charge, by any person. Minutes and records must be kept for four years;
- Send a copy of the School Council Annual Report home with every student for sharing with their parents/guardians;
- Provide for the prompt distribution of Ministry and Board materials designated for School Council members;
- Appoint a designate if unable to attend the School Council meeting (usually the Vice-Principal).

*The Teacher Representative shall:*

- Provide the perspective of a teacher in School Council decision making and discussion;
- Provide expertise as an educator to discussions related to the curriculum and educational practices;
- Request input from other teachers with regard to School Council discussions where required;
- Communicate the work of the School Council to all teachers at the school.

*The Support Staff Representative shall:*

- Provide the perspective of a member of the school support staff in School Council decision making and discussion;
- Provide expertise from their particular role in the school where applicable;
- Request input from other support staff with regard to School Council discussions where required;
- Communicate the work of the School Council to all support staff at the school.

*The Community Representative shall:*

- Provide the perspective of a member of the school community in School Council decision making and discussion;
- Provide particular expertise and information from their own background to the School Council where appropriate;
- Assist in building community partnerships and relationships that enhance student learning.

*The Student Representative shall:*

- Provide the perspective of a student in School Council discussions;
- Present opportunities and information regarding possible student engagement activities;
- Request input from other students with regards to student engagement, support and achievement;
- Communicate the work of School Council to students at the school.

## **OPERATING PROCEDURES**

- All meetings are open to the public and will be held at Byng Public School, between the times agreed upon by the present Council and school Principal;
- The Principal of the school shall, on behalf of the School Council, give written notice of the dates, times and locations of the meetings of Council, to every parent of a student who is currently enrolled in the school;
- The School Council shall meet within the first 35 days of the new school year, after Election has been held;
- A meeting cannot be held unless quorum is met. Quorum is met when a majority of the current Council members are present and a majority of the members are parent / guardian members;
- Motions are approved if a majority of the Council members present at the meeting vote in favour of the motion;
- In order for a Council member to be in a position to vote on any given motion, said member shall have conducted their research and be prepared in accordance with the Roles and Responsibilities of Council Members;
- Agenda items must be approved by the Chair and / or Co-Chairpersons and the Principal. All agenda items are due to the Chair and / or Co-Chairpersons no later than one week (7 days) prior the next scheduled Council meeting;
- The school Council Secretary will be responsible for recording the minutes of every meeting and providing the minutes to the Chair and / or Co-Chairpersons no later than one week (7 days) prior to the next scheduled Council meeting;
- If time does not permit, completion of the agenda item(s) may be moved to the following meeting.

## **CONFLICT OF INTEREST**

- When any member has an interest (stands to make financial gain and/or gain advantage for an individual student or family), the member shall disclose the interest and the general nature of the conflict prior to any consideration of the matter at the meeting;
- The member shall not take part in the discussion of, or vote on any question in respect of the matter;
- The member shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question;
- The School Council will record any disclosure of a conflict of interest in the minutes of the meeting.

## **CONFLICT RESOLUTION**

- All members of Council will, in accordance with *School and Board Codes of Conduct and Standards of Behaviour*, demonstrate respect for the members of Council, staff and guests;
- Should a dispute arise, members of the Council and the Principal will make every effort to resolve the dispute following APM 7200, section 8.

## **CODE OF CONDUCT**

- School Council recognizes that all members of the school community have the right to be safe and to feel safe in their school community. With this right comes the responsibility to contribute to a positive school climate. Expectations for behaviour are outlined in APM 7630, Code of Conduct.

## **BYLAWS**

- Bylaws may be amended through a two thirds majority vote of the members of the School Council present;
- Amendments must be on the agenda and distributed in advance of the Council meeting.

## **ADMINISTRATIVE REQUIREMENTS**

- School Council must record and maintain records of all financial transactions, council meeting minutes, grant applications, and all other actions pertaining to Council;
- An Annual Report detailing the Council's goals, activities and achievements will be prepared by the Chair and / or Co-Chairpersons, in consultation with the Principal (but is not the duty of the Principal) and to be submitted to the School Board with a copy to the School Superintendent, every June;
- Copies of the report shall be distributed to each Council member and all parents/guardians of children currently enrolled at the school.