Grandview

Public School

School Council

 Bylaws

Contents

1. Definitions………………………………………………………………….Page 2
2. Composition and Duties of School Council Members………………………….Page 3
3. Election of School Council Members………………………………………….Page 3
4. Filling Mid-year Vacancies ………………………………………………Page 5
5. Conduct of School Council Meetings…………………………………………Page 6
6. Conflict of Interest……………………………………………………………Page 7
7. Conflict Resolution Procedures………………………………………………...Page 8
8. Accountability………………………………………………………………..Page 8
9. Code of EthicsPage 9
10. Appendix I — Definition of MembersPage 10
11. Appendix Il Sample School Council Nomination FormPage 12
12. Appendix Ill —Sample Financial ReportPage 13

Definitions:

1. In these Bylaws,

 Code of Ethics means the Grandview Public School Council Code of Ethics as attached hereto in Schedule "A" and forming a part of the Grandview Public School Council Bylaws;

* + - 1. Community Representative means any person who is not an employee of Grandview Public School and who lives or works within the Grandview Public School boundary as determined by the Grand Erie District School Board.
			2. Executive means one or more persons on the School Council holding the position of Chair, Co-Chair, Treasurer or Secretary;
			3. Non-Teaching Representative means anyone employed by the Grand Erie District School Board who does not have teaching duties and who is a member of the School Council;

Parent means the parent or guardian of a Grandview Public School student;

 Parent Member means a member of the School Council, other than an Executive, or the Home and School representative, who has accepted a nomination to stand as a Parent Member and who shall be permitted to vote at a meeting of the School Council;

* + - 1. Regulation means Ontario Regulation 612/00, and Regulation 298;
			2. School Board means the Grand Erie District School Board;

School Council means the Grandview Public School Council;

Teacher Representative means anyone employed by the Grand Erie District School Board who has teaching duties and who is a member of the School Council;

(k) Home and School Representative means a anyone who is a member of the Grandview Public School Home and School, who is a member of the School Council, and who shall be permitted to vote at a meeting of the School Council.

Composition and Duties of School Council Members:

* + 1. School Council shall be composed of the principal, a Community Representative, a Teacher Representative, a Non-Teaching Representative, a Home and School Representative, the Executive, and a minimum of two Parent Members.
		2. All School Council members shall be a majority of Parents, observe the Code of Ethics, attend meetings regularly, and, may participate on subcommittees established by the School Council.
		3. School council members shall not be paid for their work on School Council but may be reimbursed for approved expenses incurred as part of School Council business.

Election of School Council Members:

* + 1. Elections shall occur within the first 30 days of the start of each school year.
		2. An election committee, which shall include the principal, shall be struck by the School Council at the last meeting of the school year to plan the election process, and the running of the election.
		3. The election committee shall:
			- 1. Provide nomination forms;
				2. Ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen days in advance of the election;
				3. Conduct the elections by secret ballot;
				4. Count the ballots;
				5. Notify all the candidates of the results; and,
				6. Keep all results and related information confidential.
	1. No person standing for election, or the spouse of any person standing for election, shall be a member of the election committee.
	2. If a member of the election committee is nominated for the Executive such nomination shall be declined.
	3. Each potential Executive or Parent Member 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.
	4. Executive and Parent Member positions shall be filled according to the Regulations and with regard to the following process:
	5. Each potential Executive or Parent Member must accept a nomination to hold a particular position of the School Council, either in person or in writing;
	6. Where more than one person seeks the same Executive position;
		+ 1. Each candidate shall be given the opportunity to provide a brief biography in the form of a written communiqué which shall be provided to the school community;
			2. At a date and time to be determined by the election committee, each Parent shall have an opportunity to cast one written, secret ballot; and,
			3. Votes shall be tabulated immediately and the successful candidate announced by the principal;
	7. Where only one person seeks to fill a particular Executive position, that person shall be acclaimed.
1. Nominations shall be submitted to the principal, Teacher Representative, or Non-Teaching Representative of the School Council. The principal shall supply the list of nominees to the election committee of the School Council.
2. Only the names of the successful candidates shall be made public and a list of candidates and the vote results will be kept on file by the principal for use in the event that a vacancy on the School Council occurs during the school year.
3. All individuals standing for election shall be notified of the results before the results are released to the school community.
4. The School Council shall ensure that the names of the Executive and Parent Members are publicized to the school community within thirty days of the election.
5. The Secretary shall ensure that a contact list for all council members is distributed to School Council within thirty days of the election.

Filling Mid-year Vacancies:

17.A School Council member who can no longer fulfill the duties of their position may resign by providing one months notice to the Chair. In addition, that person shall provide a report of their activities, orally or in writing, to the School Council, to ensure a smooth transition for their replacement.

* + 1. If any School Council position, other than an Executive position, becomes vacant due to resignation, inability of a member to fulfill his or her roles and responsibilities, or any other cause, the remaining members shall constitute the School Council, unless the parent majority is not maintained.
		2. If an Executive position becomes vacant due to resignation, inability of a member to fulfill his or her roles and responsibilities, or any other cause, vacant positions may be filled by appointment of the School Council for the remaining term of office from among the list of candidates for that position with the next highest votes. Should the candidate not accept the appointment, the School Council shall seek to fill the position from the remaining Parent Members or, failing which, from members of the school community who meet the requirements set for the vacant positions.
		3. If the majority of parents on the School Council are not maintained, vacant positions may be filled by appointment of the School Council for the remaining term of office, from among members of the school community who meet the requirements set for the vacant positions.

Conduct of School Council Meetings:

* + 1. The School Council shall meet a minimum of four times per school year at such date and time as is determined by the School Council at the first meeting of the school year.
		2. The principal shall ensure that the dates and times of School Council meetings is communicated to the school community.
		3. The Chair shall set the agenda for each meeting in consultation with the School Council and shall ensure that the agenda is circulated to the School Council prior to the scheduled meeting.
		4. All meetings shall be open to Parents and the principal shall ensure that the agenda is made available to the school community.
		5. At the discretion of the Chair, a Parent who is not a member of School Council may place an item on the agenda for discussion by the School Council.
		6. At the discretion of the Chair, a Parent or other interested stakeholder may be permitted to make a presentation to the School Council.
		7. In accordance with the Code of Ethics, all School Council members shall be given an opportunity to express his or her concerns and opinions on the agenda matter under discussion.
		8. Any voting member may make a motion which shall be seconded by another voting member prior to debate.
		9. Motions must be related to matters under consideration and must receive full debate.
		10. Motions shall be passed by a simple majority vote (51 0/0) at a meeting where there is a quorum.
			1. A quorum for the transaction of regular business at a meeting of the School Council shall consist of not less than five voting members.
			2. To count towards the quorum, an individual must be a Parent

Member or a member of the Executive and shall be present at the meeting. Should the Home and School Representative be the parent or guardian of an Grandview Public School student, that individual will then count towards the quorum.

* + - 1. A tie vote shall be resolved by vote of the Chair.

31. All School Council expenditures must be approved by a majority vote of the School Council and recorded in the Minutes.

* + - * 1. The Secretary shall ensure that the Minutes of each meeting are circulated to the School Council prior to the next meeting following the taking of those Minutes and that the Minutes are made available to any Parent upon request.

Conflict of Interest:

* + - * 1. A conflict of interest may be:

Actual: When a School Council member has a private interest that is sufficiently connected to his or her duties and responsibilities as a council member that it influences the exercise of these duties and responsibilities.

Perceived: When reasonably well-informed persons could reasonably believe that a School Council member has a conflict of interest, even where, in fact, there is no real conflict of interest.

Potential: When a School Council member has a private interest that could affect his or her decision about matters proposed for discussion.

34. School Council members 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 School Council.

35.A School Council 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; or,

the council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the principal or board in response to advice that the council provides to the principal or to the board.

* + - * 1. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

Conflict Resolution Procedures:

* + - * 1. 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.
				2. Speakers to an issue will maintain a calm and respectful tone at all times.
				3. Speakers will be allowed to speak without interruption.
				4. 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.

41 . If no common ground can be identified, the Chair will seek to clarify preferences among all members before proceeding further.

* + - * 1. 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 of the School Board to facilitate a resolution to the conflict.

Fundraising:

The Grandview Public School Council shall not engage in fundraising so long as there is a Home & School Association at Grandview Public School that is recognized by the Ontario Federation of Home & School Associations, Inc., save and except with the express permission of the Grandview Public School Home & School Association.

Accountability:

* + - * 1. At the end of the term School Council shall prepare and submit a written report to the school and to the principal, outlining the School Council's goals, activities, and achievements, including any fund-raising activities.
				2. The principal, on behalf of the School Council, shall ensure that a copy of the annual report is forwarded to the School Board and is made available to every Parent.

Schedule "A"

# CODE OF ETHICS

A member shall consider the best interests of all students.

A member shall be guided by the school's and the school board's mission statements.

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.

A member shall become familiar with the school's policies and operating practices and act in accordance with them.

A member shall maintain the highest standards of integrity.

A member shall recognize and respect the personal integrity of each member of the school community.

A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.

A member shall encourage a positive environment in which individual contributions are encouraged and valued.

A member shall acknowledge democratic principles and accept the consensus of the council.

A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.

A member shall not disclose confidential information.

A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.

A member shall use established communication channels when questions or concerns arise.

A member shall promote high standards of ethical practice within the school community.

A member shall declare any conflict of interest.

A member shall not accept any payment or benefit financially through school council involvement.

Appendix I

# ROLE OF MEMBERS

1 . Chair:

1. In addition to the same duties as other council members the chair shall;

i. Ensure agendas are circulated to all members prior to next meeting ii. Chair school council meetings iii. Facilitate the resolution of conflict iv. Communicates with the school Principal on behalf of the council

1. To determine with any elected member who fails to attend school council meetings regularly whether or not he or she is able or willing to continue to serve on the school council
2. Co-chair:

a, Same as chair in chair's absence

1. Secretary:
	1. Record minutes at school council meetings
	2. Circulate the to School Council prior to the next meeting
	3. Prepare a list of all members names and contact information
2. Treasurer:
	1. Work with school council committees to provide accurate deposit slips to the school secretary for each School Council activity that involves money
	2. Collect approved expense receipts for School Council activities, tally for each person and provide to the school secretary for reimbursement
	3. Ensure deposits are provided to the school secretary in a timely manner after each school council activity
	4. Keep records of expenses and revenue for each School Council activity
	5. Primary contact for financial questions regarding ail School Council activities
	6. At the end of the school year an annual report must be prepared and submitted to the school community and to the board outlining the council's goals, activities, and achievements, including any fund-raising activities.
	7. Ensure School Council's financial records reconcile with school secretary
3. Parent Members:
	1. Solicit the views of other parents and members of the community to share with the school council
	2. A Grand Erie District School Board employee who works at our school and child attends our school is not eligible to serve as a Parent Member of School Council
4. School Principal:
	1. Must be a member of the School Council. A School Council meeting cannot be considered a meeting of the School Council unless the principal is in attendance.
	2. The principal is a non-voting member of School Council.
	3. To ensure the school community has been notified of the School Council election process at least fourteen days before the election deadline, dates/time/location of school council meetings and annual reports
	4. Store a minimum of four years’ worth of School Council meeting minutes and financial records
	5. Will receive School Council nominations
	6. Will distribute at each meeting any material identified by the ministry for distribution to School Council members
	7. Acts as a resource to the School Council on laws, regulations and board policies
	8. Considers each recommendation made by the School Council to the principal and returns to the council with the action taken in response to the recommendation

May solicit the views of the School Council on any matter

j. The principal, on behalf of the School Council, must ensure that a copy of the annual report is made available to every parent who has a child enrolled in the school.

1. Teacher Representative:
	1. Is to be elected or nominated by other teachers
	2. Solicits views from teaching staff to share with the School Council
	3. Communicates information back to teaching staff
2. Non-Teaching Representative:
	1. Is to be elected or nominated by other non-teaching staff.
	2. Parents working in such a capacity in the school that their children attend may consider running for the position of non-teaching staff representative if they wish to serve on the council
3. Community representative:
	1. The council must appoint at least one community representative who cannot be an employee at the school. If the community representative is employed elsewhere by the board, he or she must inform other council members of his or her employment prior to appointment.