

COLEDALE PUBLIC SCHOOL COUNCIL CONSTITUTION

ARTICLE 1: NAME AND ADDRESS

The organization will be known as Coledale Parent Advisory Council. The members of the school council shall be responsible for maintaining the constitution.

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ARTICLE 2: MISSION STATEMENT

Coledale Parent Advisory Council is a collaborative, co-operative advisory body whose mission is to facilitate a partnership between members of the school community to achieve the highest possible standards of education in an inviting and wholesome environment.

ARTICLE 3: PURPOSE AND OBJECTIVES

The purpose and objectives of Coledale Parent Advisory Council is to:

1. Encourage effective parental involvement in the education of their children.
2. Provide a means for regular communication and dialogue between all partners in education.
3. Participate in the school improvement planning process.
4. Provide meaningful consultation and extensive involvement of all members of the school community.
5. Foster parental and community involvement in education.
6. Encourage meaningful involvement of all members of the school community in support of student learning.
7. Provide input into decisions made by the school administration, the Board and the Ministry.
8. Encourage effective parental involvement by focusing on the following areas: parenting skills, communicating, volunteering, learning at home, decision making and collaborating with community.
9. Help to co-ordinate the services for school, family and community partnerships related to social, health, recreational and nutrition programs that assist in the education of children.
10. Facilitate the building of a viable school community, which works together in the best interests of our students and their education.

ARTICLE 4: PROCEDURES AND OPERATING GUIDELINES

The operational procedures of this council are outlined in the YRDSB Policy and Procedure #262, available on the Board's website. All recommendations and activities of the Council shall comply with all Ministry of Education Acts, York Region District School Board Policies and Procedures and Staff Collective Agreements.

ARTICLE 5: MEMBERSHIP

(You may choose to specify the number of parent and community members. If not specified, there will be six parent members and one community member as per Board Procedure #262.)

5.1: Number of Parent Members

The number of parents/guardians on the school council will be a minimum of 4.

5.2: Number of Community Representatives

The number of community representatives will be a minimum of one not to exceed four.

5.3: Student Representative

The Student Council will appoint one student or the school council will appoint one student.

5.4: Other Members

Teacher representative and support staff representative shall be elected or appointed in accordance with YRDSB Policy #262.

5.5: Roles and Responsibilities of all Council Members

All Council members will:

1. Regularly attend and participate in Council meetings;
2. Maintain a school-wide perspective on issues;
3. Help to achieve the goals established by the Council;
4. Encourage the participation of all parents and of other people within the school community;
5. All parents are invited to attend Council meetings as guests of Council and speak to issues, but voting will be restricted to active Council members.
6. Send regrets to the secretary if they cannot attend the council meeting.
7. Support all council initiatives.

ARTICLE 6: ELECTIONS

6.1: Acclamations

Parent elections shall be by acclamation when the number of candidates is equal to, or less than the number of parent member positions on the council. Parents must form the majority of council members.

6.2: Election Procedures for Parent Members

1. Elections shall occur within the first thirty days of the start of each school year.
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 Board.
3. 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.

6.3: Terms of Office

1. Each position shall be in office for one school year (September to June).
2. Elected and appointed members may seek additional terms of office the following September.

6.4: Vacancies in Membership

1. A vacancy in the membership of a school council does not prevent the council from exercising its authority.
2. If positions remain vacant, after the election, the council may appoint parent members.
3. Positions that become vacant due to resignations shall be filled as soon as possible by offering the person with the next highest number of votes, the opportunity to accept the position. Anyone who is a council member, except the principal, may resign their position by writing a letter of resignation to the chair.
4. When there are no more candidates available, council may appoint parent members.
5. Vacancies will only be filled until June of the current year, at which time the vacant positions will be filled through September elections.

ARTICLE 7: THE EXECUTIVE

The Council Executive will consist of a Chair, Vice-Chair, Secretary and Treasurer; or two (2) Co-Chairs, Secretary and Treasurer

7.1: The Chair/Co-Chairs

At the first meeting of the school year, the council will elect one chair or two co-chairs. An employee of the Board cannot be chair.

7.2: Other Officers

At the first meeting of the school year, the council will elect a secretary and treasurer.

7.3: Vacancies in Office

Officer vacancies will be filled as soon as possible according to Article 7.1 and 7.2.

ARTICLE 8: SUB-COMMITTEES

8.1: Establishment

At the first meeting of the school year, the following sub-committees may be formed to conduct more in-depth work or to make recommendations to the council:

Fundraising

Graduation

Hot Lunch

Spring Fling

Additional sub-committees will be formed as the need arises.

Sub-committees must include at least one parent member of council and may include persons who are not members of the school council.

ARTICLE 9: MEETINGS

9.1: Timetable of Meetings

1. The Council will meet a minimum of four times and up to six times throughout the school year.
2. A copy of these dates and times will be included in communication(s) to the families of the school.
3. It is recognized that the timetable may change at any time.
4. A copy of the list of dates and times of meetings will be sent to the local trustee.

9.2: Decision-making

1. The preferred method to resolve issues on council is by consensus. Consensus is a collective opinion or general agreement by ALL the council members.
2. In the case where a decision cannot be reached through consensus, the chair may decide on one of the following.
 - a. To have a vote by way of a show of hands or a silent vote by those present in which a 51% majority shall carry the vote
 - b. To defer the issue to the next meeting
 - c. To defer the issues to a special meeting
 - d. To defer the issue to a sub-committee

9.3: Conflict of Interest

1. If individual council members perceive themselves to be in conflict of interest, they are honour bound to declare their conflict at the earliest possible opportunity and at the time of the meeting, so the minutes may reflect this declaration.

2. Council members cannot receive any remuneration for their work as a member of council.

9.4: Conflict Resolution

1. The council will undertake to resolve all internal conflicts within its mandate in a timely manner.
2. The council will abide by any conflict resolution policy issued by the Board.

ARTICLE 10: AGENDAS AND MINUTES

10.1: Agendas

1. Agenda items should be submitted to the chair one week prior to the council's next meeting. The Treasurer is to make a report at every meeting highlighting any disbursements and allocation of funds made on behalf of the council.
2. The chair will set the agenda with the principal, prior to the meeting.

10.2: Minutes

1. Minutes shall be posted on the school web-site prior to the next meeting of the council.
2. The minutes shall include motions, decisions and actions to be taken.

ARTICLE 11: CONSTITUTIONAL AMENDMENTS

The school council will review the constitution every two years or as the need arises. Constitutional amendments must be presented to council and need a 2/3 majority to be passed.

