

Crossland Public School

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SCHOOL COUNCIL CONSTITUTION

The Crossland School Council Constitution is written in compliance with the Ontario Ministry of Education Act *Regulation 612.00/613.00*, York Region District School Board *School Council Procedure 262.0*, York Region District School Board *Policies and Procedures 676.0*, and with reference to the Ontario Ministry of Education *School Councils – A Guide for Members* and York Region District School Board *School Council Handbook – Quick Start Guide*. The School Council members will adhere to the Constitution.

ARTICLE 1 – NAME

1. The name of the organization shall be the “Crossland School Council.” Hereafter referred to as “School Council” or “Council.”

ARTICLE 2 – MISSION STATEMENT

1. Our mission is to foster a positive learning community, and promote a shared sense of responsibility, while striving to enhance student achievement.

ARTICLE 3 – OBJECTIVES

1. Utilize communication strategies to foster strong partnerships.
2. Encourage parental and community involvement.
3. Participate in the development and support of the School Plan for Continuous Improvement (SPCI) with School Council initiatives.

ARTICLE 4 – CODE OF ETHICS

The School Council members shall:

1. Maintain a school-wide perspective on issues.
2. Be guided by the school’s and the School Board’s mission statements.
3. Act within the limits of the roles and responsibilities of the School Council, as identified by the Ontario Ministry of Education, the School Board, the school, and the Constitution.
4. Become familiar with the school’s policies and operating practices and act in accordance with them.
5. Maintain the highest standards of integrity.
6. Recognize and respect the personal integrity of each member of the school community and allow for diverse opinions.
7. Promote a positive environment in which individual contributions are encouraged and valued.

8. Will remain free of discussion about individual parents, students, Board employees, or other Council members.
9. Respect the confidential and privileged nature of school business.
10. Use appropriate channels of hierarchy when questions or concerns arise.
11. Promote high standards of ethical practice within the community.
12. Declare any conflict of interest, and not use their Council membership for their own personal advantage.
13. Not accept any payment or benefit financially through Council involvement.

ARTICLE 5 – MEMBERSHIP

In accordance with York Region district Policy 262.0, members of the Crossland School Council shall include:

1. Parents/guardians, hereafter referred to as “parents,” of students enrolled in the school (constituting the majority of Council):
 - i. Chair (Executive)
 - ii. Vice-Chair (Executive), if applicable
 - iii. Secretary (Executive)
 - iv. Treasurer (Executive)
 - v. Fundraising Co-ordinator
 - vi. Members-at-Large (up to six)
2. Community Representative
3. Principal/Vice Principal
4. Teacher Representative
5. Support Staff Representative
6. Student(s) Representative (at the discretion of the Principal and Council)

ARTICLE 6 – TERM OF OFFICE

1. Members are elected for a one-year term to last from the first School Council meeting after elections are held, until the first School Council meeting of the next school year. It is recommended that members should have served on Council the previous year prior to holding an executive position. Members of the Council may be re-elected to serve another term.

ARTICLE 7 – ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS

ALL School Council Members’ Roles and Responsibilities shall include:

1. Regularly attending School Council meetings and informing the Chair if unable to attend.
2. Participating in information and training programs.
3. Participating on committees and assisting with tasks of the Council.
4. Encouraging parent attendance and participation at Council meetings, school and Council committees, and information/training sessions.
5. Enhancing the communication and liaising between parents, students, community, and staff regarding school issues.

Chair's Roles and Responsibilities *shall* include:

1. Presiding over all School Council meetings and overseeing all Council activities.
2. Preparing an agenda prior to meetings.
3. Preparing a monthly Council insert based on highlights of Council's prior meeting for the school newsletter.
4. Maintain the Council bulletin Board across from the office.
5. Acting as the official liaison between the Council and parents, community, school administration and the Board.
6. Communicating regularly with the Principal and/or Vice-Principal.
7. Ensuring that:
 - i. Minutes are recorded
 - ii. Parents are consulted
 - iii. Fundraising meets Board policies
 - iv. Special orders are adhered to, as outlined in the Bylaws
 - v. The Constitution is reviewed annually
 - vi. Council reviews and helps update the School Plan for Continuous Improvement annually.
8. Preparing, in consultation with the Principal, an annual report which shall be submitted to the Superintendent.

May also include:

9. Having served on the Council in the previous term.
10. Representing the Council at official school functions.
11. Signing any documents which the Council has authorized
12. Spending authority for up to \$250.00/year for Council-related objectives, without Council's prior approval. Such expenditures will be noted in the monthly Treasurer's report and minutes.
13. Drafting and updating a welcoming letter to new families for inclusion in the kindergarten registration package.
14. Regularly checking for Council telephone and email messages on the Council's school voicemail and email account.

Vice-Chair's Roles and Responsibilities *shall* include:

1. Sharing responsibilities with Chair.
2. Acting on behalf of the Chair in the event of Chair's absence.
3. Recording and posting minutes in the Secretary's absence.
4. Maintaining communication with Community Representative.

Secretary's Roles and Responsibilities *shall* include:

1. Recording minutes of all School Council meetings.
2. Typing Council minutes.
3. Submitting a draft of Council minutes to the Chair and administration for review a maximum of two weeks after the Council meeting has taken place.
4. Posting minutes and filing a copy in the Council binder, kept in the Resource Centre/Library on the Parent Information shelf.
5. Maintaining a file of minutes for a four-year period.
6. Preparing, distributing, and updating a current list of all Council members, including email addresses and phone numbers.

Treasurer's Roles and Responsibilities *shall* include:

1. Preparing and distributing a financial report at all School Council meetings.
2. Receiving money collected by the Council and preparing the deposit for the school secretary.
3. Maintaining a file, at the school, of all financial transactions for a seven-year period. Because the school is preparing cheques on the Council's behalf, the school records require the originals. However, copies of these originals must be kept with the Treasurer's reports.
4. Preparing an annual financial report for the parents, Principal, and the Board, ensuring the Council balance reconciles with the school's balance.
5. Ensuring all debts incurred by the Council are paid on time.
6. Keeping accurate account of Council finances.
7. Upon completion of the annual financial report, and in conjunction with the Principal, arranging for an annual review of all financial transactions.

Fundraising Coordinator's Roles and Responsibilities *shall* include:

1. Being responsible for coordinating the major School Council fundraiser, under the direction of the School Council, and overseeing any other fundraising efforts of the Council.
2. Ensuring all fundraising campaigns are approved by Council and Principal.
3. Reviewing other fundraising possibilities and presenting suggestions.
4. Submitting fundraising reports to Council as needed.

Member(s)-at-Large' Roles and Responsibilities *shall* include:

1. Acting as a liaison between School Council and parents.
2. Encouraging the participation of parents in activities supported by Council.

Community member's (non-school parent) Roles and Responsibilities *shall* include:

1. Acting as a liaison between the School Council and the community.
2. Representing the community on the Council.

Principal's Roles and Responsibilities *shall* include:

1. Attending all School Council meetings, unless unable to do so by reason of illness or cause beyond control. In such case, the Vice-Principal, if applicable, shall attend as a delegate. In the case where there is no Vice-Principal, the meeting must be postponed until such a time as the Principal is able to attend.
2. Calling the first Council meeting within the first 35 days of the school year.
3. Providing written notice of election information in accordance with Bylaw Article I – Election Procedures.
4. Providing all parents with the names of Council members within 30 days after the determination of Council.
5. Ensuring that written notices of upcoming Council meetings are communicated to all parents by means of newsletter, email, the student agendas, and/or the information board in front of the school.
6. Making a copy of the annual report accessible to all parents.
7. Ensuring copies of minutes, Constitution, and Bylaws are accessible to all parents.
8. Distributing materials deemed relevant by the Board to each member of the Council.
9. Acting as a resource on laws, regulations, Board policies, and collective agreements.
10. Advising Council when they are not in compliance with Board policies and procedures.

11. Obtaining and providing information required by Council to enable it to make informed decisions.
12. Seeking input from the Council in areas for which it has been assigned advisory responsibility.
13. Soliciting Council's views on School Code of Conduct, Appropriate Dress Code Policy, and School Plan for Continuous Improvement.
14. Approving the administration and spending of raised funds.
15. Supporting and promoting the Council's operations and activities.
16. Assisting the Council in communicating with the school community.
17. In accordance with Article 10, item 10, and upon receipt of Council's annual financial report, arrange with Business Services for the review of Council's financial transactions.
18. Communicating with the Chair as required.

Teacher Representative's Roles and Responsibilities *shall* include:

1. Representing the teachers at School Council meetings.
2. Sitting on committees as the need arises.

Support Staff Representative's Roles and Responsibilities *shall* include:

1. Representing the school support staff at School Council meetings.

Student Representative's Roles and Responsibilities *shall* include:

1. Being a student Council member, if applicable.
2. Representing the students of Crossland on the School Council.
3. Acting as a liaison between the students and the Council.
4. Attending Council meetings, as required.

ARTICLE 8 – COMMITTEES

1. All committees will be sub-committees of the Council.
2. One member of each committee shall assume the role of Committee Chair.
3. Each committee must include at least one parent member of Council.
4. Committees shall abide by the Council's Code of Ethics.
5. Progress reports shall be submitted to Council, as requested.
6. Committees will make recommendations to the Council.
7. Ad Hoc committees will be formed to address issues as they arise.

ARTICLE 9 – FUNDRAISING

1. All fundraising is subject to the approval of the Principal, in accordance with Board policies and guidelines.
2. There shall be no more than one major fundraising event per term, determined by the current Council for the following year and communicated to the community by the end of October each school year.
3. There shall be no door-to-door canvassing.
4. Funds are to benefit the majority of the students.
5. Funds raised should be used to support Council- and staff-generated student program needs budget.

6. Where possible, funds raised should be spent in the year in which they are raised, setting aside a float for the following year to be determined by Council. (Ideally, this discussion will be an agenda topic at the November meeting.)

ARTICLE 10 – FINANCE

1. The School Council will generate its funds from fundraising activities, approved by the Principal, in accordance with Board Policy 676.0.
2. Council will be responsible for the administration and spending of funds raised, subject to the approval of the Principal.
3. The Council will develop an annual budget for the year based on anticipated income.
4. Council will determine annually the amount of financial support for the staff-generated student program needs budget, to be reviewed as needed.
5. All cash deposits are to be kept on school premises and verified in the presence of two Council/committee members. All deposits will be held in the school safe, with a detailed deposit slip, until funds can be deposited by the school.
6. All payment requests require a detailed invoice and the Treasurer's signature approving payment before any cheques are issued by the school. Payment information is to be recorded on invoice copies with the corresponding cheque number for audit and cross-referencing purposes. When the Treasurer is unavailable, the Chair may approve payment.
7. The Treasurer has the authority to direct the school to invest excess funds in short-term cashable Guaranteed Investment Certificates fully insurable through the Canada Deposit Insurance Corporation, at the financial institution where the school's bank account is held, until the funds are required during that school year.
8. An annual audit of the financial records of the Council will be completed by Business Services. The date of the audit will be determined by the Principal, Treasurer, and Business Services.

ARTICLE 11 – MEETINGS

1. Meetings will adhere to Crossland School Council Operative Norms (see Appendix 1.)
2. There will be a minimum of four (4) School Council meetings held during the school year.
3. The first meeting will be held within 35 days of the school year, after the elections are held.
4. Parents are to be notified of meetings in the annual Crossland Public School Student Agenda, in the monthly newsletter, by email (where email addresses are provided) and on the information board in the front of the school.
5. All meetings will be open and accessible to the public and will include an open discussion period.
6. Every effort will be made to make decisions by reaching consensus; however, should voting be necessary, Council will follow guidelines as outlined in Section 8 of the Ontario Ministry of Education *School Councils – A Guide for Members*.
7. Council meetings can proceed in the absence of quorum, however all decisions requiring a vote must be deferred. Quorum is the majority of members.
8. Limit discussions at Council meetings to matters of concern to the school community as a whole, and do not discuss individual students, parents, or staff.

9. A motion is required to introduce a subject to the council for discussion and action.
10. All motions require a majority vote to pass.
11. A rescind motion requires a two-thirds vote.
12. Motions may be deferred until the next meeting of Council.
13. All members of Council are entitled to one vote, including teacher, staff, student and community representative(s). The Principal and Vice-Principal, if applicable, of the school are not entitled to vote in votes taken by the School Council or by a committee of the School Council.
14. From time to time, Council may be required to communicate with other Council members to conduct emergency votes or to transmit other information in conducting Council business. For these purposes, communication by email is considered sufficient to have communicated to all Council members, provided that all the Council members who have provided email addresses are included in the distribution. By extension, voting by email, if initiated by the Chair and suitable recorded, is considered valid. For emergency email votes, a period of 48 hours shall be allotted to allow members to reply. Majority will rule.

ARTICLE 12 – CONSTITUTIONAL AMENDMENTS

1. An Ad Hoc committee will review the Constitution yearly and bring proposed amendments to the Council for approval at a regular scheduled meeting.
2. Constitutional amendments require a 2/3 majority to be passed.

BY-LAWS

ELECTION PROCEDURES

All parents, teachers, support staff, and student(s) shall be elected through processes adhering to the following procedures, in compliance with *Regulation 612.00* and *School Council Procedure 262.0*:

1. Elections must be held within the first 30 calendar days of each school year.
2. Written public notice of the annual elections and nomination forms shall be given to every parent, by the Principal, at least 14 days before the date of the election.
3. Information about candidates shall be made available to the school community at least one week before the election.
4. Election proceedings shall be supervised by the Principal and a non-candidate parent.
5. Elections will be by secret ballot.
6. Each parent/legal guardian of a student attending the school will have one vote during the election.
7. In the event of a tie, a run-off ballot will be held immediately.
8. Elections shall be by acclamation when the number of candidates is equal to or less than the number of parent member positions on Council.
9. The Principal will communicate the results to the candidates and then to the school community in writing.
10. The school Principal shall be a designated member.
11. The Council executive shall be elected by the members of Council.
12. The community representative shall be appointed by the Council.
13. The teacher representatives shall be elected by the teachers.
14. The non-teaching staff member shall be elected by the members of the non-teaching staff.

VACANCIES

1. If the majority of parents on the Council is not maintained, and should a position become vacant before the next election, the Council shall fill the vacancy by appointment from the non-elected candidates from the previous election. If none of the previous candidates remain interested, the vacancy shall be filled by election. Council will request other interested parents submit their names for consideration. The school community shall then vote, by secret ballot, to fill the position.
2. Should an executive position become vacant before the next election, Council shall follow the preceding Election Procedure Bylaw.
3. When a vacant spot on Council is filled, the new member's term shall expire at the time of the next election.

CONFLICT OF INTEREST

1. Each member shall avoid situations that could result in an inconsistency between its overall goals and vision of the Council and a personal or vested interest that arises in connection with his or her duties as a Council member.
2. Should an issue or agenda item arise during a Council meeting where a Council member is in a conflict of interest situation, he or she shall declare conflict of interest immediately and decline from the discussion and resolution. Minutes shall reflect this declaration.

CONFLICT RESOLUTION

1. All Council members will undertake to collaboratively resolve all conflicts within their mandate, in a timely manner, and abiding by the code of Ethics, in accordance with Ministry of Education *School Councils – A Guide for Members*, Section 7.
2. If, within the Council, members are unable to resolve the conflict, the Chair may request, through appropriate channels (Principal/Superintendent,) the intervention of a third party to assist in achieving a resolution to the dispute.
3. Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

SPECIAL ORDERS

Budgets

1. School Council will set a proposed budget for presentation at the October meeting.
2. The staff-generated student program needs budget will be presented to Council for financial consideration at a Council meeting. (Ideally, this will occur in November.)

Fundraising

1. The annual School Council major fundraiser for the following year will be determined on or before the May Council meeting.

:kd
January 17, 2011
Amended December 2013

CROSSLAND ELEMENTARY SCHOOL
SCHOOL COUNCIL - Operating/Working Norms

We, the School Council at Crossland Elementary School agree to the following operating norms in an effort to keep our meetings on track and productive.

NORMS

1. The meeting will begin and end on time.
2. The meeting will be facilitated by the Co- Chair(s) and run according to the pre-published agenda.
3. Discussions will be limited to matters of **school-wide** concern (Discussions of personal matters or matters concerning specific teachers, students or staff and not permitted in this forum (see Principal directly)).
4. Items **NOT** on the Agenda will be scheduled and discussed at the next meeting; or if time permits, and a consensus is reached, can be discussed at the conclusion of Agenda items.
5. School Council will provide a positive environment in which individual contributions will be encouraged and valued.

Our Core Values

- be present, attentive, open-minded and objective
- recognize and respect the personal integrity of each member of the school community
- allow for diverse opinions to be shared without interruption
- not participate in “side discussions” during the meeting
- acknowledge and respect the decisions of the council
- it is expected that all interactions between council members/guests will be respectful and brought forth in the spirit of supporting the school/community in a positive manner.

Conflict Resolution and decision-making

- Members will make decisions where possible by consensus
- If consensus cannot be reached, majority will rule
- Prior to decision being made, the Chair will allow all sides to present their position and allow time for discussion on each perspective