

Fossil Hill Public School
SCHOOL COUNCIL CONSTITUTION

Version 1
2022-2023

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Article I. Name and Address

The organization will be known as Fossil Hill Public School Council. The members of the school council shall be responsible for maintaining the constitution.

Fossil Hill Public School
2 Firenza Road
Woodbridge, ON
L4H 2P5
905 653-8055

Article II. Mission Statement

The Fossil Hill P.S. School Council is a partnership of parents, staff, community and students. Its goal is to actively promote a positive learning environment, which will enhance the quality of the students' education and corroborates the goals as set out in the School Improvement Plan for Student Achievement (SIPSA).

Article III. Purpose and Objectives

The FHPS School Council will:

- Provide a forum for communication among partners.
- Focus on the best interests of all students.
- Develop additional resources to supplement those available
- Support school improvement initiatives
- Act as an advisory body to the Principal and Vice Principal

Article IV. Procedures and Operating Guidelines

The operational procedures of this council are outlined in YRDSB Procedure #262. 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 V. Membership

There shall be no more than one member on the school council from any one household.

Section 5.01 Number of Parent Members

The School Council shall endeavor to maintain the number of parents needed to maintain representation and efficient function.

Section 5.02 Number of Community Representatives

The School Council shall endeavor to find one community representative.

Section 5.03 Other Members

Other members such as teacher representatives and support staff representatives shall be elected/appointed in accordance with YRDSB Policy #262 but shall not form part of the Number of Parent Members,

Section 5.04 Council Structure

At the first meeting of the year, the Council will elect or appoint the following officers (Note: the officer positions may be co-chaired);

- Chair and/or Co-Chairs (executive position)
- Treasurer (executive position)
- Secretary (executive position)
- Vice Chair (optional)
- Communications Officer
- **Sub-Committee Chairs**
- Volunteer Coordinator Chairs
- Pizza/School Lunches Chairs
- Community Events Chairs
- Members at large

The chair, treasurer, and secretary are executive positions of the council. Members holding these executive positions shall declare any potential conflict of interest before taking positions (e.g. school board employees, family members)

Section 5.05 Vacancies In Office

Officer vacancies will be filled as soon as possible. Vacancies may be filled by appointment from the Chairperson.

Section 5.06 Council Roles and Responsibilities (Note: Positions are candidates for Co-chairing)

Chair of the School Council is responsible for:

- Attending and chairing all School Council meetings
- Setting an agenda for all School Council meetings in consultation with the principal
- Delegating tasks
- Maintaining a liaison relationship with the appropriate YRDSB personnel
- Providing financial and budget oversight

NOTE: An employee of the **York Region District School Board** may not hold position of Chair or Co-Chair.

Chair: Sub-committee(s)

- Preparing and administering a committee budget, as approved by Council, and provide budget updates to the treasurer.
- Attending all School Council and Budget planning meetings and/or send sub-committee update reports
- Managing and setting the direction of the sub-committees objectives in concert with the School Council direction and the needs of the school
- Delegating tasks and ensure completion of objectives
- Maintaining a liaison with School Council Chairperson and School Administration, as required.

Additional Responsibilities include;

Student Success

- Facilitate, develop and implement programs which support and enhance the curriculum
- Lead initiatives which will enhance and support the use of technology within the school
- Lead programs which support our school plan for continuous improvement

Parental and Community Involvement

- Facilitate, develop and implement programs which support parents and the whole community
- Lead initiatives to enhance our school grounds
- Lead initiatives to strengthen all aspect of communication amongst partners
- Lead initiatives which bring culture and arts to the school
- Organize events which bring the community together and/or educates parents

School Climate

- Facilitate, develop and implement programs which support and enhance the school
- Lead fundraising initiatives in support of all school initiatives
- Lead and organize volunteers in the delivery of catering and/or extra curricular programs
- Lead initiatives which address the growth of the school and/or the need of additional resources

Vice-Chair_of the School Council shall:

- Attends all School Council meetings
- Assist the Chair of the School Council in carrying out his/her responsibilities when required
- Act on behalf of the Chair in the event of his/her absence
- Perform duties of Secretary and Treasurer in their absence

Communications Officer:

- Coordinates and liaises all external communications
- Coordinates and ensures production of the School Council newsletter
- Oversees maintenance of the School Council web site and other external tools
- Maintains School Council Event Calendar

Treasurer:

- Attends all School Council and Budget planning meetings and/or send reports
- Manages budget planning cycle at the beginning and end of the school year
- Recommend policy and procedure towards accountability and transparency
- Ensures all monies collected from fundraising activities are secured on school premises
- Monitors School Council fiscal budget and oversees expense with the sub-committee chairs and the members of the council.
- Ensures that the Minute Book is kept current with monthly financial statements
- Ensures that all disbursements of funds are accompanied by an authorized Budget Allocation Request Form. (see appendix exhibit A)
- Completes all YRDSB accounting forms as required and address all responses to audit requests
- Be responsible for all cheques and deposit slips
- Ensures proper record-keeping is maintained

Secretary:

- Attends all School Council meetings
- Records meeting the minutes (including attendance)
- Ensures meeting minutes are posted to the FHPS Web Site
- Ensures the minute book is kept current

Member-at-large:

- Attends all School Council meetings
- Must contribute by being a member of record on a sub-committee or by leading an initiative assigned from a sub-committee

Volunteer Coordinator:

- Maintains, promotes and manages the Volunteer list

Article VI. Elections

Section 6.01 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.

Section 6.02 Election Procedures for Parent Members

1. School Council elections shall occur during the first formal School Council meeting and are to be completed within 30 days of the commencement of the 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.
4. The Communications Officer shall (in the event of a vote):
 - Provide nomination forms
 - Contact nominees to confirm nomination status
 - Send a nomination form to each family during the first regular week of school.
 - Ensure nomination forms are returned to the school prior to the first School Council meeting
 - Ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen days in advance of election;
 - Notify all individuals standing for election of the results before the results are released to the school community.
 - Maintain all election results
5. Voting
 - Where consensus is not achievable for all positions then secret ballot elections will ensue with all nominees attending the first council meeting
 - Voting will be conducted amongst all parents with nomination forms attending the meeting, as required.
 - In the event of a vacant position, the School Council Executive may fill the vacancy by appointment.

Section 6.03 Terms of Office

Terms of office are 1 year for all positions. Elected and appointed members may seek additional terms of office.

Section 6.04 Vacancies in Membership

- A vacancy in the membership of a school council does not prevent the council from exercising its authority.
- If parent member positions remain vacant on council, after the election, the council may appoint parent members.
- Positions that become vacant due to resignation or removal shall be filled by appointment.

Section 6.05 Resignations

- Anyone who is a council member, except the principal, may resign his or her position by writing a letter of resignation to the chair.
- If someone resigns the position vacated will be filled according to Article 6.04 Vacancies.

Section 6.06 Removal

The council may choose to remove from council any member who misses more than **three consecutive meetings** and shall undertake to replace that person according to Article 6.04: Vacancies. Any member subject to removal shall be notified by the Chairperson, in writing, of the Student Council decision.

Article VII. Meetings

Section 7.01 Timetable of Meetings

- There will be a minimum of four general and/or executive School Council meetings
- A copy of these dates and times will be included in communication(s) to the families of the school and posted in the school.
- Special meetings of the Council may be held upon the written request submitted to the School Council Executive.
- Special meetings shall have a minimum notice of seven days
- Sub-Committee meetings will be held as needed.
- It is recognized that the timetable may change at any time.
- Additional ad hoc Committees can be established subject to approval of the School Council Executive.
- A copy of the list of dates and times of meetings will be sent to the local trustee.

Section 7.02 Quorum

A meeting will have quorum if:

1. The majority of council members are present AND the majority of those present are parents.
2. A meeting of council can be held if there is no quorum but all voting will be deferred.

Section 7.03 Decision-making

The preferred method to resolve issues on council is by consensus. Consensus is a collective opinion or general agreement by ALL the council members.

In the case where a decision cannot be reached through consensus, the chair may decide on one of the following:

- To defer the issue to the next meeting
- To defer the issue to a special meeting
- To defer the issue to a sub-committee who will report at the next meeting
- To have a vote by way of a show of hands or a silent vote by those present in which a two-thirds majority shall carry the vote

Section 7.04 Conflict of Interest

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

Section 7.05 Conflict Resolution

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

Article VIII. Financial Records

Section 8.01 Signing Authorities

The Principal or Vice Principal and office staff will be signatories of record

Section 8.02 Disbursement and Allocation of Money

- All money must be collected by the end of the school year.

- The executive will establish a list of ongoing expenditures and yearly priorities towards which funds will be allocated annually by ensuring budget sessions are part of the agenda.
- Budgets will be completed by the third council meeting of the school year. Each committee chair will be responsible for the creation and administration of their budget component.
- All expenditures in any amount must submit a request form which will have been reviewed and signed by the school administration. Copies of the forms are to be retained by admin signatory, sub-committee chair and the treasurer.
- All cheques to be signed must be accompanied by a copy of the completed and authorized FHPS Expenditure Request Form.
- Any request for expenditure that was either not part of the approved operating budget or a request that is in excess of an approved budget line item will require voting approval of Council.

Section 8.03 Bank Account, Annual Auditing and Reviews

All school council financials shall follow board policy and procedure regarding accounting, book keeping, and are subject to board auditing and review.

Article IX. Agendas and Minutes

Section 9.01 Agendas

- Agenda items should be submitted to the chair one-week prior to the council's next meeting.
- The chair will set the agenda with the principal, prior to the meeting.

Section 9.02 Minutes

- Agendas and minutes to be shared with Council.
- The minutes shall include motions, decisions and actions to be taken.
- Members of the council must inform the chair if they are going to be absent from a council meeting.

Article X. Constitutional Amendments

- The school council will review the constitution every two years or as the need arises. A sub-committee can perform the review and bring proposed amendments to the school council for voting.
- Amendments to the constitution must be presented to the council, at a regularly scheduled meeting.