

Fossil Hill Public School School Council Constitution

Article 1: 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, Ontario

L4H 2P5

905-653-8055

Article 2: Mission Statement

Our school council is a collaborative and cooperative 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 with a shared sense of responsibility and accountability.

Article 3: Purpose and Objectives

1. Encourage effective parental involvement in the education of their children.
2. Encourage meaningful involvement of all members of the school community in support of student learning.
3. Provide a means for regular communication and dialogue between all partners in education.
4. Facilitate the building of a supportive, equitable and inclusive school community, which works together in the best interests of our students and their education.
5. To nurture a sense of respect for the environment and community in which we live.

Article 4: Procedures and Operating Guidelines

The operational procedures of this council are outlined in YRDSB Procedure #262, see Appendix 1. 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

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

5.1: Number of Parent Members

September, 2023

The number of parents on the school council will be 15.

5.2: Number of Community Representatives

The number of community representatives will be 2.

5.3: Student members

The number of student members will be 2.

5.4: Other Members

Other members such as teacher representatives and support staff representatives shall be elected/appointed in accordance with YRDSB Policy #262.

- Teacher member
- Support staff
- Principal / Vice Principal

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.

6.2: Election Procedures for Parent Members

- 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.
- Elections must be held during the first 30 calendar days of each school year.
- Public notice must be given 14 days before the election, specifying the date, time and location
- 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.
- Only release the names of successful candidates. A list of candidates and the vote results will be kept on file for use in the event of vacancy on the council.
- Shall notify all individuals standing for election of the results before the results are released to the school community.

6.3: Terms of Office

Elected and appointed members may seek additional terms of office.

September, 2023

6.4: 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 become vacant on council, the position will be left open until the next election.

6.5: Resignations

Anyone who is a council member, except the principal, may resign their position by writing a letter of resignation to the chair / co-chairs.

6.6: Removal

The council may choose to remove from council any member who misses 2 consecutive meetings.

Article 7: Executive

7.1: Chair/Co-Chair

At the first meeting after the elections, council will elect a chair or 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 or appoint the following officers:

Secretary and Treasurer

7.3: Vacancies in Office

The position will be filled with the current existing members of the council.

Article 8: Sub-Committees

8.1: Establishment

At the first meeting of the school year, sub-committees may be formed to:

- conduct more detailed or in-depth work than is possible during council meetings,
- make recommendations to the council,
- Keep the council informed of issues and developments in its particular area.
- Additional sub-committees will be formed by the council as the need arises.

8.2: Sub-Committee Membership

- Each sub-committee must contain at least one parent member of the council.
- Persons, who are not members of the council, may be members of sub-committees.

8.3: Chairs of Sub-Committees

Each sub-committee must have a parent member as chair.

Article 9: Meetings

9.1: Timetable of Meetings

- At the first meeting of the new school year, a timetable will be created which states the meeting dates agreed to for that school year. Minimum of 4 meeting dates.
- A copy of these dates and times will be included in communication(s) to the families of the school.
- It is recognized that the timetable may change at any time.
- A copy of the list of dates and times of meetings will be sent to the local trustee.

9.2: Quorum

A meeting will have quorum if:

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

9.3: 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 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.

9.4: 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.

9.5: 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 10: Agendas and Minutes

10.1: Agendas

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

10.2: Minutes

- Minutes shall be posted in the school prior to the next meeting of the council.
- The minutes shall include motions, decisions and actions to be taken.

Article 11: School constitution

The school constitution will be reviewed on a yearly basis.