

Hartman Public School Advisory Council Constitution

Document Effective: October 15, 2020

Source: YRDSB Board Policy #262.0 (School Councils)

The Constitution of the Hartman Public School Advisory Council shall comply with all recommendations and activities as outlined in York Region District School Board Procedure # 262 and with all Ministry of Education Acts, YRDSB Policies / Procedures and Staff Collective Agreements.

ARTICLE 1 – NAME and ADDRESS

The name of the organization will be the Hartman Public School Advisory Council (herein referred to as the HPSAC or Council).

1.1 The address for the Council is as follows:

Hartman Public School Advisory Council

C/o Hartman Public School
130 River Ridge Blvd Aurora, Ontario
905-727-5938

1 ARTICLE 2 – MISSION

2.1 Our Mission

We, the Hartman Public School Advisory Council, will unite in our purpose to enhance the academic, social, emotional, physical development and well-being of the Hartman students.

In doing so, HPSAC supports the York Region District School Boards mission statement:

“To advance student achievement and well-being through public education, which motivates learners, fosters inclusion, inspires innovation and builds community.”

ARTICLE 3 – PURPOSE

3.1 Our Purpose

As a unified Council, our purpose will be to:

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- Work as an advisory and supporting body within Hartman Public School and where appropriate, School Trustees and the YRDSB.
- Work collaboratively and co-operatively with the Staff, Parents/ Legal Guardians of the School community to provide the best possible atmosphere for the students at Hartman.

3.2 Our Objectives

In doing so, our unified objectives would be to:

- Promote the spirit of volunteerism among parents and the community in school activities.
- Support and maintain an environment which is conducive to improving student learning, create a sense of belonging and promote school effectiveness.
- Enhance lines of communication among parents/ legal guardians, administrators, teachers and children in the school community.
- Provide a vehicle for transmitting student and parental ideas, recommendations and concerns to the School Principal/ Vice Principal, School Board committees or the Board itself, as appropriate.
- Provide input into decisions made by the School Principal/ Vice Principal, the Board and the Ministry.
- Participate in the school improvement planning process
- Raise money via the fund-raising committee of School Council to supplement the school's budget and support the School Improvement Plan

ARTICLE 4 – COMPOSITION OF SCHOOL COUNCIL

4.1 Membership

The council can be comprised of the following:

- 8 – 20 Parents/ Legal Guardians (all are voting members).
- 1 Teaching Staff Representative (1 vote only)
1 Support Staff Representative (1 vote only)
- 1 Community Member (1 vote only)
- School Principal (no vote)

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4.1 Membership (continued)

- School Vice Principal (no vote)
- Student Representative, called on as needed (no vote)

4.2 Parent / Legal Guardian Members

All Parent Members of the Hartman Public School Advisory Council shall be parents or legal guardians of students enrolled in the school. The number of Parent Members shall not exceed 20.

A person is ineligible to be a Parent Member of the Hartman Public School Advisory Council if:

- a) He /she is employed at the school as a member of a Bargaining Unit, Administrator or Manager.
- b) He or she is not employed at the school, but is employed elsewhere by the Board, unless he or she takes reasonable steps to inform parents that he or she is an employee of the Board.

4.3 Community Representative

The number of Community Representatives shall not exceed 1 person.

A Community Representative appointed by the Members of the HPSAC cannot be employed at the School as a member of a bargaining unit, an Administrator or a Manager and if employed in such a capacity elsewhere in the Board, must inform the other members of the HPSAC of his or her employment before the appointment.

4.4 Teaching Staff Representative

The Teacher Representative shall be one teacher (or their designate), who is employed at Hartman Public School. Said representative cannot be the Principal or Vice-Principal. The Teaching Representative will be appointed by fellow Teaching Staff employed at the school.

4.5 Support Staff Representative

The Support Staff Representative shall be one person (or their designate), who is employed at Hartman Public School. Said representative cannot be Principal or Vice-Principal. The Support Staff Representative will be appointed by fellow Support Staff employed at the School.

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4.6 Principal/ Vice Principal

The Principal and/or Vice Principal of the School are members of the Hartman Public School Advisory Council.

4.7 Student Representative

One individual from the Student body (via either election or appointment) will be called upon as needed.

4.8 Trustees

A member of the Board of Trustees cannot be a member of a School Council.

2 ARTICLE 5 - ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS

5.1 Chair/ Co-Chair

The Chair/ Co-Chairs of the School Council shall:

- Call and chair meetings (in conjunction with the Principal and Vice-Principal), a minimum of four times per year as per YRDSB NP #262.
- Be responsible for preparing the agenda for each meeting in consultation with the Principal/ Vice-Principal and distribute the agenda.
- Participate in information and training programs including professional development for School Councils.
- Communicate and consult with the School Principal / Vice Principal, Parent Community, Community at large, Senior Board Staff, Trustees and others, as required
- Ensure the Constitution is reviewed annually.
- Ensure fundraising activities, management of fundraising and all expenditures are in accordance with applicable Board policies and procedures.
- Actively support Council initiatives and School events.
- Review HPSAC financial statements as required.
Obtain approval of the Principal/ Vice Principal, prior to the circulation of Council updates/ bulletins/requests for financial support etc. directed to the Hartman Community.
- Submit a yearly report to the School Board.
- Attend all meetings and ensure the minutes of School Council meetings are accurately recorded.

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- Assume other duties (as required), to ensure the smooth operation of Council run initiatives and events.

5.2 Treasurer/Co-Treasurers

The Treasurer/Co-Treasurers of the School Council shall:

- Provide current financial updates at each Council meeting or at any time, upon request.
- Financial reporting period shall commence on the date following the first Council meeting in September (elections) until September of the following year.
- Implement and maintain budget for all Council run events /initiatives in conjunction with the Principal/ Vice Principal, and Office staff.
- Approve and generate cheque requisitions directing payout of Council generated funds in a timely manner.
- Provide original receipts to Office staff for financial record keeping and audit.
- Actively support Council run initiatives and school events.
- Provide assistance to Office staff (as required) pertaining to all Treasury related tasks.
- Participate in information and training programs including professional development for School Councils, as required.
- Count and prepare all Council generated funds for deposit (on site and during school hours).
- Liaise with EOAA, Principal/ Vice Principal and Office Staff to investigate/rectify any account discrepancies.
- Provide detailed reports regarding event presales, including full record tickets sold and distribution.
- Obtain approval of the Principal/ Vice Principal, prior to the circulation of Council updates/ bulletins/requests for financial support etc. directed to the Hartman Community.
- Assume the lead role pertaining to Treasury related items for all Council run events.
- Assume other duties (as required), to ensure the smooth operation of Council run initiatives and events from a Financial standpoint.

5.3 Secretary

The Secretary of the School Council shall:

- Record all Executive decisions and carry out other Secretarial functions of the School Council such as:
 - Attend, transcribe and submit detailed and accurate minutes to the Principal /Vice Principle Chairs/Co-Chairs and Treasurer/Co-Treasurers in a timely manner for review, prior to the distribution of minutes to full Council ,

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- o Distribute minutes to Council Members and place minutes in the Council binder,
- o Photocopy and distribute necessary information,
- o Obtain approval of the Principal/ Vice Principal, prior to the circulation of Council updates/ bulletins/requests for financial support etc. directed to the Hartman Community.
- o Record all amendments to the Constitution, and
- o Assume other duties (as required), to ensure the smooth operation of Council run initiatives/events in an Administrative capacity.

5.4 Principal/ Vice Principal

The Principal/ Vice-Principal shall:

- Facilitate the establishment of the Council and assist in its operation.
- Support and promote the Council's activities.
- Act as a resource on Board policies/ procedures and collective agreements.
- Obtain and relay information in order for the Council to make informed decisions.
- Maintain regular communication with the Chair/ Co-chairs of the Council.
- Encourage the participation of Parents/ Legal Guardians, Students and the Community at large.
- Approve all printed materials from the Council distributed through the school, as per the Board's policy
- Inform the Chair/ Co-Chairs of significant events that impacts the school community

5.5 Council Members:

The members of the HPSAC are accountable to the constituents they serve and shall:

- Maintain a school-wide perspective on issues.
 - Regularly participate in Council meetings.
 - Participate in information and training programs as needed.
 - Act as a link between the School Council and the community.
 - Encourage the participation of parents from all groups and of other people within the school community.
 - Familiarize themselves with the HPSAC constitution.
- Participate on sub-committees and assist with tasks of Council

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5.6 Student Representative

The Student Representative shall:

- Acts as a liaison between the students of Hartman Public School and Council.
- Be appointed by the Student Council or elected by the student body.

ARTICLE 6 - CODE OF ETHICS

6.1 Conduct

HPSAC members will:

- Maintain a school-wide perspective on issues.
- Respect and support one another.
- Be succinct, courteous and non-judgmental in their interactions with others.
- Attend meetings regularly and promptly.
- Maintain confidentiality at all times; refrain from discussing individual students, parents/legal guardians of students or York Region District School Board employees.
- Identify certain or potential conflicts of interests.
- Support the decision-making process and Operating Norms established by the Council.

6.2 Failure of Conduct

If a School Council Member fails to conduct herself /himself in a manner that is in keeping with the Code of Ethics, the Council Chair /Co-Chair and either the Principal /Vice Principal will discuss the matter privately with the Member and refer the matter to the Council as a whole, if necessary.

ARTICLE 7: SUB-COMMITTEES/ STANDING COMMITTEES/ TASK GROUPS

7.1 Establishment

At any meeting of the school year, sub-committees/standing committees/Task Groups (herein "Committee") may be formed to:

- a) Conduct more detailed or in-depth work than is possible during council meetings;
- b) Make recommendations to the council; and
- c) Keep the council informed of issues and developments in its' particular area.

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7.2 Membership

- a) Each committee must include at least one Parent/ Legal Guardian member the HPSAC.
- b) Parents and Legal Guardians who are not members of the HPSAC, may be members of committees.

7.3 Chairs of Committees

- a) Any committee with more than 3 members must appoint a Chairperson from amongst its members (Chairpersons need not be council members) and must keep and make available to the School Council, minutes of all committee meetings.
- b) Committee Chairpersons will be responsible for reporting back to the HPSAC as requested by the School Council Chair/ Co-Chair or designate.

ARTICLE 8 - ELECTION AND TERMS OF OFFICE

8.1 Election Process of Council Members

Council members shall be acclaimed or elected during the first 30 calendar days of each school year on a date that is established by the Principal/Vice Principal of the School:

- a) Nomination forms shall be distributed to students to be taken home during the first week of the school year.
- b) The nomination deadline shall be one week following the distribution of the nomination forms.
- c) If the number of candidates does not exceed 20, then all candidates shall be acclaimed.
- d) If the number of candidates exceeds 20, a process will be established and announced by the Principal.
- e) If the candidates do not exceed 20, there will be a nomination vote up to five new members throughout the school fiscal year. This vote can include self-nominations.

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8.2 Council Members

Each Parent/ Legal Guardian seeking election as HPSAC members:

- Must be nominated or self-nominated in writing.
- Must have a child currently registered at the School.
- Declare if he/ she is employed by the Board.

8.2 Council Members (continued)

Each Council Member will:

- a) Hold office from the later of either:
 - The date s/he is elected or appointed, and
 - The date of the first meeting of the school council after the election is held during the school year; until the date of the first meeting of the school council after elections are held in the next school year
- b) Be able to be re-elected or re-appointed in subsequent years

8.3 Election of Executive

At the beginning of each school year, Executive positions will be decided:

- These positions include the Chair/ Co-Chairs, Treasurer/Co-Treasurers and Secretary.
- The role of Chair and/or Co-Chairs of the Hartman Public School Advisory Council shall be a Parent Member or Legal Guardian of the council.
- The roles of Treasurer/Co-Treasurers and Secretary can be filled by any member of the School Council (i.e., Parent member, community member or staff member).
- A person who is employed by the Board and is a Member of a Bargaining Unit, Administrator or Manager is ineligible to be the Chair or Co-chair of a School Council.
- These positions can be acclaimed or elected in consultation/ discussion with the Principal/ Vice Principal.
- Acclamations are considered when the number of members seeking Executive positions is equal to, or less than the number of executive positions on the council (e.g., 3/4)
- Executive members will be able to be re-elected or re-appointed in subsequent years.

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8.4 Vacancies in Membership of School Council

- When the number of parent members drops below 8, the vacancies will:
 - be posted **OR**
 - the Hartman Public School Advisory Council will leave the position open until the next September **OR**
 - the Hartman Public School Advisory Council may appoint parent members
 - If an election is held to fill a vacancy in the membership of the Hartman Public School Advisory Council, the above stated conditions for eligibility apply
- Vacancies do not prevent Council from exercising its authority

8.5 Vacancies in Executive Positions

- Executive vacancies will be filled as soon as possible from within the existing Members of Council.
- If the role of Chair or one of the Co-Chairs becomes vacant, the Co-Chair will assume the Chairmanship.
- If both Co-Chairs become vacant, the vacancy must be filled by a Parent Member.
- The roles of Treasurer/Co-Treasurers and Secretary can be filled by any member of the School Council (i.e., Parent Member, Community member or Staff member).

8.6 Resignations

- Anyone who is a Council member, (save and except the Principal or Vice-Principal), may resign their position in writ to Chair/ Co-Chairs as well as the Principal/ Vice-Principal at any time.

8.7 Removal of School Council Members Voting Status

- Council has the right to relinquish the Voting status of any member who misses 2 (two) meetings. This option can be exercised to ensure that Council, can operate (i.e., pass motions, obtain quorum) in a proactive and expeditious manner that will benefit the Students of Hartman Public School.
- A Member who's Voting Status is revoked is still encouraged to provide their valuable input with regards to Council run fundraising/events, attend meetings and assist (should their schedule permit).
- Notification with regard to Cancellation of a Members Voting Status will be delivered via the Chair/ Co-Chairs or the Principal/ Vice Principal.

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ARTICLE 9 - PROCEDURE AND OPERATING GUIDELINES

9.1 Meetings

- All meetings of Council shall be held at Hartman Public School
- All activities must be in full compliance of all Board Policies
- All meetings will adhere to defined quorums

9.2 Timetable of Meetings

- As per Board Policy, Council will hold a minimum of 4 meetings per year that are open to the public and in a location accessible to the public.
- At the last meeting of the current school year, a timetable will be created which states the meeting dates agreed to for the following year.
- It is recognized that the timetable may change at any time. Notice of timetable changes shall be circulated with as much prior notice to meeting as possible.
- The date, time and agenda will be publicized to the public, optimally at least one week prior to the meeting.

9.3 Meeting Agenda

- Agenda items must be submitted to the Chair/ Co-Chairs at least 2 weeks prior to regularly scheduled meetings.
- The agenda will be developed in consultation with the Principal, Vice-Principal, Chair/ CoChairs.

9.4 Quorum

Quorum for a general meeting will consist of:

- At least 50% +1 of School Council Voting members
- Majority of which must be parents or legal guardians
- The School Principal or delegate
- A meeting of School Council can be held if there is no quorum but all decision making will be deferred.

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9.5 Decision- Making Format – Consensus

- After due process, and whenever possible, decisions of the Hartman Public School Advisory Council are best reached by consensus.
- Consensus is a collective opinion or general agreement by all the members such that the members can live with the opinion and publicly support the decision.
- If Council members perceive himself / herself to be in conflict of interest, he/she is honour bound to declare the conflict and abstain for the decision-making process.

9.6 Decision- Making Format - Vote

If a decision cannot be reached by consensus and a vote is necessary, the following will occur at the Chair/ Co-chairs' discretion:

- Each member of Council is entitled to one vote in votes taken by the Council, except the Principal/ Vice-Principal), who do not vote and the teachers, who have a combined one vote
- Only Council members are eligible to vote
- 50% + 1 majority shall carry the motion
- Parent representatives must form the majority of the quorum
- Council members may vote via email or other means
- The decision is postponed to another meeting
- The issue will be deferred to a special meeting or a committee

9.7 Conflict of interest

- Council will abide by any conflict resolution policy issued by the Board (YRDSB #512)
- If an individual Council member perceives 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.

9.8 Conflict Resolution

- The School Advisory Council will undertake to resolve all internal conflicts within it's' mandate in a timely manner.
- Council will abide by any conflict resolution policy issued by the Board.

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ARTICLE 10 - FINANCIAL ACCOUNTABILITY

10.1 Financial Accountability

- Council shall maintain transparent financial accountability at all times.
- Council shall keep an accurate record of income and disbursements which can be available to public record upon request
- All funds raised by Council belong to Hartman Public School and will be used for the needs of the students of Hartman Public School.

10.1 Financial Accountability (continued)

- When money is being counted a minimum of 2 people are present at all times, one of which needs to be a Council member.

10.2 Signing Authority for Services Retained

- Signing authority will be granted to the Chair/Co- Chairs, Treasurer/Co-Treasurers, VicePrincipal and Principal. Two signatures are required on all legally binding documents. One of these signatures must be the school Vice-Principal or Principal.

ARTICLE 11 E-MAIL VOTING

11.1 Email Voting

- In the event that a decision cannot be made at a School Council meeting, due to time constraints, quorum, or other such circumstances, The School Council may choose to conduct an e-mail vote. In this event there must be at least a 50% + 1 majority vote to carry the motion. All e-mail replies must be cc'd to all members, and the Chair or Co-Chairs will record the names of individual votes.

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ARTICLE 12 - AMENDMENTS AND BY-LAWS

- The Constitution of the Hartman Public School Advisory Council should be reviewed annually by Council.
- Any proposed changes or additions must be submitted in writing, hard or email copy, to Council
- Constitutional amendments require a 50% + 1 majority to be passed and can be implemented at any time, to a maximum of once per Council year.

ARTICLE 13 – RECOMMENDED PRACTICES

- While lacking the full authority of the Constitution, the following outlines recommended practices

FUNDRAISING PROTOCOL

- The Hartman Public School Advisory Council must approve, in principle, all fundraising on an annual basis
- The Hartman Public School Advisory Council will provide input on the allocation of funds raised

Fundraising is:

- Based on Board Policy # 676.0
- Balanced against a concern to meet school needs and not overburden the school community
- Optional for the school community
- NOT to promote competitive sales or to display business logo's as per board policy; organizations and companies that give support will be publicly recognized for their contributions
- NOT to promote door to door sales as per board policy
- NOT for individual gain such that a member of the council or parent may derive financial benefit from any fundraising activity for the school ; members of council are expected to declare any potential conflict of interest in a fundraising activity