

Kettleby PS School Council Constitution

September 2022

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Article 1: Name and Address

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

Kettleby Public School
3286 Lloydtown/Aurora Road
Kettleby, ON
L0G 1J0
(905) 727-9852

Article 2: Mission Statement

Our school council's mandate is to promote excellence in education, enhance the learning environment at Kettleby Public School and facilitate communication within the school community.

Article 3: Purpose and Objectives

The York Region District School Board believes that collaborative partnerships – among schools, families and their communities – are essential to improve student learning and to increase a shared sense of accountability for public education.

Strong partnerships are built from a common vision and common goals, nurtured through regular communication and meaningful consultation, involving all members of the school.

School councils play an important role in building school, family and community partnerships by providing input into relevant Board and school-level decisions and by encouraging the involvement of all members of the school community in support of student learning.

The objectives of the Kettleby Public School Council are to:

- Encourage effective family involvement in the education of their children;
- Provide a means for regular communication and dialogue between all partners in education;
- Participate in the development and implementation of the school plan for continuous improvement;
- Encourage meaningful involvement of members of the school community in support of student learning;
- Provide input into decision made by the school administrator, the Board and the Ministry.

Article 4: Procedures and Operating Guidelines

The operational procedures of this council are outlined in YRDSB Procedure #262.0, Appendix 1. All recommendations and activities of this council shall comply with all of the Ministry of Education Acts, YRDSB Policies and Procedures and Staff Collective Agreements.

Article 5: Membership

All members of the council are partners. All members support and promote the council's operations and activities and act as chairs for the sub-committees when requested (see roles and responsibilities outlined in Board Policy #262.0).

- There shall be no more than one member on the school council from any one household.
- The number of parents/guardians on the school council will be up to 12.
- The number of community representatives shall be 1.
- One teaching representative and one support staff will be appointed in accordance with YRDSB Policy #262.0.

Article 6: Elections

Timing and Procedures

- Elections will be held within the first 30 days of the school year.
- Nomination forms are distributed to the school community through the school start up package in September
- Council Chair(s) will keep all the results and related information confidential.
- Council Chair(s) will only release the names of successful candidates. A list of the candidates and the vote results will be kept on file for use in the event of a vacancy on the council.
- Administration and Council Chair(s) shall notify all individuals standing for election of the results before the results are released to the school community.

Election Procedures for Parent/Guardian 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 s/he is employed by the Board.
- Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each parent/guardian.

Acclamations

- Parent/Guardian elections shall be by acclamation when the number of candidates is equal to, or less than, the number of parent/guardian positions on the council.

Terms of Office

A person elected or appointed as a member of school council holds office from the later of:

- The date s/he has been appointed; and
- The date of the first meeting of the school council after elections are held in the new school year.

Elected and appointed members may seek additional terms of office up to two (2) consecutive terms. In addition, members may seek additional terms of office after a hiatus of one year.

Article 7: Executive

Chair/Co-Chair

At the first meeting after the elections, or directly following the elections, council will elect a chair, a chair and a vice-chair of two co-chairs. **An employee of the Board cannot be chair.**

Other Officers

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

- Secretary
- Treasurer
- 2 Parent/Guardian Representatives if there are 2 Co-Chairs
- 2 Parent/Guardian Representatives if there if 1 Chair and 1 Vice Chair
- 3 Parent/Guardian Representatives if there is 1 Chair

Vacancies in Membership

A vacancy in the membership of a school council does not prevent the council from exercising its authority. If a parent/guardian member position remains vacant on council after the election, the council may appoint parent/guardian members.

Positions that become vacant due the school year due to resignation or removal shall be filled as soon as possible by:

- Offering the position with the next largest number of votes who was not elected the opportunity to accept the position.
- Where there are not enough candidates to fill the vacancies, notice will be sent to all parents/guardians information them of the vacancies and application by interested volunteers sought
- If there are more applications that positions, an election will be called.
- When no more candidates are available, council may appoint parent/guardian members
- Vacancies will only be filled until June of the current school year, at which time the vacant position will be filled through elections at the start of the next school year.

Resignations

Anyone who is a council member, except the principal, may resign their position by writing a letter of resignation to the chair(s). If someone resigns, the position vacated will be filled according to Article 6 – Vacancies.

Removal

The council may choose to remove from council any member who misses three (3) meetings during the school year and shall undertake that person according to Article 6 – Vacancies.

Article 8: Sub-Committees

Establishment

At the first council meeting of the school year after the election, 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

Committees may include (but need not be exclusive to):

- Fundraising
- School Improvement / Special Initiatives
- Communication
- Playground
- Education
- Maintenance and Capital Improvement

Additional sub-committees may be formed by council as the need arises.

Chairs of Sub-Committees

Council will appoint a chair for each sub-committee it forms.

Article 9: Meetings

Timetable of Meetings

At the first meeting of the new school year after the election, it will be decided how many meetings and the dates when these meeting will take place during the school year. Meetings will be held approximately once per months and a minimum of six (6) meetings will be held during the school year.

The first meeting will be held within the first thirty (30) days of the school year.

A copy of these dates, times and location will be included in communication to all families.

It is recognized that the timetable may change at any point in time.

Quorum

A meeting will have quorum if the majority of council members are present AND the majority of those present are parents/guardians.

A meeting of council can be held if there is no quorum but all voting will be deferred.

Decision-Making

Issues will be resolved by consensus. Consensus is a collective opinion or general agreement by ALL council members.

In the case where a decision cannot be reached through consensus, the chair(s) 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
- To defer the issue to the next meeting
- To defer the issue to a special meeting
- To defer the issue to a sub-committee
- Vote by email

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

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/Ministry.

Article 10: Financial Records

Required Approvals

The chair(s) and/or the treasurer along with the principal must approve all funds requisitions for payment of council expenditures. Two signatures are required on the Funds Request Form, with one of them being the principal.

Disbursement and Allocation of Money

All money must be collected by the end of the current school year. Funds should be dispersed or allocated to a specific purpose by the end of the current school year. All council expenditures shall normally be based on the approved annual budget. Any expenditures not part of the budget must have majority approval before any funds are paid out.

Fundraising

Funds may be raised for the following purposes:

- To acquire, maintain or enhance curriculum support materials, equipment, resources or activities that support the school plan
- To support special events and other co-curricular activities, such as instrumental music, athletic programs, field trips, guest speakers and presentations
- To purchase playground equipment and specialized recreational facilities for students
- To strengthen parent/guardian, family and community involvement in student learning

- To support organizations and causes approved by the principal
- To support program participation fees or student activity fees
- To pay for guest speakers, entertainers or occasional staff to assist with specific special events and student activities
- To assist with cost-sharing initiatives made available by the Board

Funds may not be raised for the following purposes:

- To purchase core learning materials
- To cover ongoing staffing costs
- To support religions or political groups/candidates
- To provide occasional staff support for attendance at professional development activities
- To purchase items covered by the Ministry

Article 11: Agendas and Minutes

Agendas

Agenda items should be submitted to the chair(s) at least one week prior to the council's next meeting. The chair(s) will set the agenda with the principal prior to the meeting. They will send by email to all voting members and community

Minutes

Minutes shall be posted in the school prior to the next council meeting. The minutes shall include the motions, decisions and actions to be taken. Members of the council must inform the chair(s) if they are going to be absent from a council meeting.

Article 12: Constitutional Amendments

The council will review the constitution every two (2) years or as the needs arises. A sub-committee can perform the review and bring the proposed amendments to the council for voting. Amendments to the constitution must be presented to the council at a regularly scheduled meeting. Constitutional amendments need a 2/3 majority to be passed.