



Nobleton PS School Council Constitution *Revised: May 2014*

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Section 1: Name and Address

The organization will be known as the Nobleton Public School Council.

Nobleton Public School Council
13375 Highway 27,
Nobleton, Ontario
L0G 1N0
905-859-4590

Section 2: Purpose and Role

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 and duties of the Nobleton Public School Council are to:

- Encourage effective parental involvement in the education of their children;
- Provide a means for regular communication and dialogue between all partners in education;
- Advise in the development, implementation and review of the school improvement plan;
- Encourage meaningful involvement of members of the school community in support of student learning;
- Provide input into decisions made by the school administration, the Board and the Ministry.
- Review and maintain the School Council Constitution
- Produce and make accessible an annual School Council report to the school and to the Board
- Be involved in such matters as:
 - School Code of Behaviour
 - Curriculum and program goals and priorities
 - The response of the school or school board to achievement in provincial and board assessment programs
 - School budget priorities and allocations
 - School homework policies
 - Extracurricular activities in the school
 - Development, implementation, and review of board policies at the local level
 - Local capital improvement plans
 - Methods of reporting to parents and to the community
 - Field trip practices



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- Local school safety procedures
- Community use of school facilities
- Fundraising
- Advise on the preparation and review of the school profile by developing criteria to assist in the selection of the school principal/vice-principal

Section 3: Procedures and Operating Guidelines

The operational procedures of this council are outlined in YRDSB Procedure #262.0. All recommendations and activities of this council shall comply with all Ministry of Education Acts, YRDSB Policies and Procedures and Staff Collective Agreements. The YRDSB School Council Handbook, revised October, 2013 may be referenced.

Section 4: Membership

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

- The number of parents on the school council must form the majority of council members with a minimum of 6 to a maximum of 16. Parents cannot be employed at the school with the exception of school (lay) assistants
- The number of community representatives will be 1 (optional)
- One teaching representative
- One non-teaching staff representative (optional) will be appointed in accordance with YRDSB Policy #262.0.
- The school principal shall be a non-voting member of the Council.
- The Chair of the School Council from a previous year may be a voting member of the Council.

Section 5: Elections

Timing and Procedures

- Elections will be held within the first 30 days of the school year.
- It is the responsibility of the previous year's council chair(s) to ensure nomination forms are distributed to the school community no later than the end of the second week of the school year.
- The election committee shall:
 - 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
 - request a profile from all candidates and make these available to the electorate
 - conduct the elections by secret ballot
 - count the ballots
- Council Chair(s) will keep all the results and related information confidential.



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- Council Chair(s) will only release the name of successful candidates. A list of candidates and the vote results will be kept on file for use in the event of a vacancy on the council.
- 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 Members

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

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.

Election of Officers

At the first meeting after the elections, or directly following the elections, council will elect a chair, a chair and vice-chair or two co-chairs, secretary and treasurer, who will be officers of the council. Officers must be Parent Members of the School Council.

At the first meeting after the elections, or directly following the elections, the council will elect or appoint the following officers to ensure the minimum number of parent members required (6).

- 2 Parent Representatives (2 if there are co-Chairs)
- 3 Parent Representatives (if there is 1 Chair)
- 2 Parent Representatives if there is 1 Chair and 1 Vice-Chair

Terms of Office

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

- The date he or she is elected or appointed; and
- The date of the first meeting of the school council after elections held in the school year.

Terms of office are for one school year only, but members may be re-elected or reappointed. The school Chair should be encouraged to take on a two year term.



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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 as soon as possible by:

- Offering the person 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 informing them of the vacancies and application by interested volunteers sought
- If there are more applications than positions, an election will be called
- When no more candidates are available, council may appoint parent members
- Vacancies will only be filled until June of the current year, at which time the vacant positions will be filled through September elections.

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 Section 5 – Vacancies in Membership.

Removal

The council may choose to remove from council any member who misses three (3) consecutive meetings and shall undertake to replace that person according to Section 5 – Vacancies in Membership.

Section 6: Responsibilities of the Council

Responsibilities of the Chair

- a) Schedule and call all school council meetings.
- b) Prepare and distribute an agenda for the school council meetings, in consultation with the principal and school council members, one week prior to the school council meetings.
- c) Forward the agenda to the secretary for distribution at the school council meeting.
- d) Chair school council meetings.
- e) Ensure that the minutes of the school council meetings are recorded.
- f) Ensure that there are regular communications with the school community.
- g) Arrange for the preparation of a school council newsletter quarterly for the school community.
- h) Participate as an ex-officio member of all committees established by Council



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- i) Consult with School Board staff and trustee as required.
- j) Act as Past-Chair for one year, after end of term, if possible for continuance, providing advice and guidance to the new Chair and council members.

Responsibilities of the Principal

- a) Ensure prompt distribution of Ministry materials to each member of School Council.
- b) Attend every meeting of the School Council; in the event he or she is unable to attend, the vice-principal may attend, if applicable.
- c) Consult the Council regarding School Code of Conduct, dress code, School Improvement Plan.
- d) Consider recommendations and give feedback about actions taken.
- e) Pose or distribute the annual report on behalf of the School Council.
- f) Act as a resource person to the school council and assist the council in obtaining information relevant to the functions of the council including information relating to relevant legislation regulations and policies.

Responsibilities of the Vice-Chair

- a) Assist the Chair as required.
- b) Act on behalf of the Chair should the need arise.

Responsibilities of the Secretary

- a) Take minutes at each meeting, recording attendance, discussion, and actions to be taken.
- b) Provide copies of the minutes to each council representative within 2 weeks of the council meeting. They should be passed at the next regular meeting.
- c) Arrange for minutes to be included on the school website and in the binder set up in the office.
- d) Arrange for the agenda to be included on the school website.

Responsibilities of the Treasurer

- a) Complete accurate records of financial transactions, funds raised and their distribution.
- b) Sign approval for expenditures on School Council reimbursement forms that meet the requirements for the School Council approved budget.
- c) Prepare a monthly report for presentation at the council meetings. Confer with the school secretary responsible for budget tracking.
- e) Maintain previous years' financial records for seven (7) years at the school.

Responsibilities of the Teaching / Non-Teaching Staff Members

- a) Solicit ideas and input from other teachers and report at council meetings.
- b) Report council activities and decisions to the staff.

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Responsibilities of Parent Members

- a) To be accountable to the parents they represent.
- b) Maintain a school-wide perspective on issues.
- c) Regularly attend school council meetings. Inform the chair if they are unable to attend a meeting.
- d) Participate in information and training programs
- e) Act as a link between the school council and the community.
- f) Encourage the participation of all parents within the school community.
- g) Participate on sub-committees and assist with tasks of the school council activities and decisions to the staff.

Section 7: Sub-Committees

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.

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

- Fundraising
- School Improvement/Special Initiatives
- Communication
- Hot Lunches/Social
- Positive Climate and Healthy Schools

Each committee will consist of a chair, who must be a member of council. All other committee members can be either council members or a non-parent members. Additional sub-committees will be formed by council as the need arises.

Responsibilities of Sub-Committees

The Chair of each committee will:

- a) schedule and call all subcommittee meetings, as needed.
- b) be responsible for a progress reports at each meeting of school council.
- c) be required to bring to the council the motion for any planned activity so that it can be voted on by the council at the next council meeting
- d) delegate various responsibilities to other committee members.
- e) consult with the school council chair where needed.
- f) keep a record of all pertinent information and financial matters and present a final finance statement with a report at the end of each event.



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- g) submit all records to the chair when the event is finished.

Each committee member is entitled to one vote, at the committee meeting, if voting is required.

Section 8: Meetings

Timetable of Meetings

- a) School council shall meet monthly with a minimum of 4 meetings per year.
- b) The first meeting of the year will be held within the first 30 days of the school year
- c) 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. It is recognized that the timetable may change at any time.
- d) A copy of these dates and times will be communicated to the school community and the local trustee.
- e) Meetings will begin at 7:00pm and end at or prior to 9:00 p.m. unless there is a unanimous agreement among the parent council to extend it.

Quorum

A meeting will have quorum if the majority of council members are present and the majority of those present are parents (i.e., 51%). A meeting of council can be held if there is no quorum but all voting will be deferred.

Responsibilities of Parent Non-Members

- a) Any parent/guardian of a child enrolled at the school may attend any School Council meeting and participate in the discussion as a parent non-member
- b) Parent non-members are not entitled to vote at School Council meetings
- c) Parent non-members are voting members on any sub-committee they have joined through the School Council

Decision-Making

- a) The council will strive to reach consensus on all decisions. Consensus is a collective opinion or general agreement by all the council members.
- b) 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 have a vote by secret ballot
 - To defer the issue to the next meeting.
 - To defer the issue to a special meeting.
 - To defer the issue to a sub-committee.
- c) Each member of the school council is entitled to one vote in votes taken by council.
- d) The principal of the school is not entitled to vote in votes taken by the school council, or by a committee of the school council.
- e) The chair of the school council is entitled to a vote only in the event of a tie.



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- f) 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.

Voting

- a) In the event that a vote must be taken:
- One Member must put forth a motion.
 - The motion must be seconded by another Member
 - The Chair will ask for a vote by way of a show of hands or by secret ballot.
 - The motion will pass when a majority of Members present votes in favour of the motion.
- b) In the event of a tie vote, the Chair shall cast a vote
- c) In the event of an e-mail or phone vote the following should be noted:
- This voting method should ONLY take place if an issue has time constraints and a meeting cannot be called in the specific time required for an answer.
 - If there seems to be a discussion required which can get out of context in phone conversations or emails, an emergency meeting has to be called, at which time a quorum has to be met and only the members at the meeting get a vote. This enforces the fact that a discussion is required for a vote.
 - If any member of the council insists on calling a meeting, instead of voting over the phone or email, this has to be considered and a consensus must be reached by the executive members of the Council (Chair, Vice-Chair, Secretary & Treasurer).

Motion to Reconsider

- In the event that a Member wishes to have a motion reconsidered, the Member shall put forth a motion to have the Chair retake a vote on the motion in question.
- The Motion to Reconsider must be passed by a two-thirds majority of Members present.
- If the Motion to Reconsider is passed, the Chair will once again ask Members to vote on the original motion.

Conflict Resolution

The council will undertake to resolve all internal conflicts within its mandate in a timely manner, abiding by any conflict resolution policy issued by the Board. Section 5 of the YRDSB School Council Handbook, revised October, 2013 may be referenced.

Section 9: Financial Records

Disbursement and Allocation of Money

All money must be collected by the end of the school year. Funds should be dispersed or allocated to a specific purpose by the end of the year. All council expenditures shall be made only with the majority approval of the council. Previous years' financial records need to be maintained for seven (7) years at the school.



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Fundraising

Fundraising procedures are outlined in YRDSB Procedure #676- School Fundraising and Administration of School Generated Funds. York Region District School Board supports the generation and administration of funds and student/school activity fees for educational, cultural, charitable, curriculum-based or recreational activities that are in the best interests of students.

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 for continuous improvement
- 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, family and community involvement in support of 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.

Funds may not be raised for the following purposes:

- To purchase core learning materials
- To cover ongoing staffing costs
- To support religious or political groups/candidates
- To provide occasional teacher coverage for teacher attendance at professional development activities
- To purchase items covered by the Provincial Funding Formula

Section 10: Code of Ethics

All Council members and any committees are equal partners and shall abide by the following Code of Ethics:

- a) To represent the best interests of all students and do nothing to violate their trust.
- b) To focus efforts on the purpose of the council and not on personal goals.
- c) To perform their duties as a council member conscientiously, honestly and in good faith.
- d) To maintain the highest standards of integrity.
- e) To recognize and respect the personal integrity of each member of the school community.
- f) To conduct themselves in accordance with the Board's Equity and Inclusivity Education Policy.
- g) To treat all other members with respect and allow for diverse opinions to be shared without interruption.
- h) To encourage a positive environment in which individual contributions are encouraged and valued.
- i) To support decisions made at legally convened meetings of the council, or while carrying out the responsibilities delegated by the council pursuant to this constitution, or as motioned at a legally



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convened council meeting.

- j) Not to disclose confidential information to any person other than fellow council members during and after their term in office.
- k) To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Section 10: Making Constitutional Amendments

The School Council will review the Constitution every 2 years or as the need arises. Any proposed amendments shall be presented to Council for voting. Any changes made will be made as an amendment to the original constitution.