

Constitution

Sir Wilfrid Laurier Public School

SCHOOL COUNCIL CONSTITUTION

Article 1: Name and Address

Sir Wilfrid Laurier Public School
160 Hazelton Avenue
Markham, Ontario
L6C 3H6
905 927 1452

Article 2: Mission Statement

The mission of Sir Wilfrid Laurier P.S. is for parents, staff, and administration to work collaboratively to promote a positive learning environment in both official languages and to foster in each student the values, skills, and knowledge needed to make a meaningful contribution to their community and society.

Article 3: Purpose and Objectives

Working within the framework of its mission statement and constitution, and governed by the policies, mission and goals of the school, and York Region District School Board, and the Education Act and Regulations, the Council shall:

- Provide informed advice to the principal to assist in making decisions. This advice should reflect the views of the school community and the best interest of the students.
- Participate in the School Improvement Plan for Student Achievement and Well-Being process
- Provide a communication link between the school and the school community¹.
- Speak for all students in matters involving the safe and equitable delivery of quality education to the students of the school.
- Encourage meaningful involvement of all members of the school community in support of student achievement and well-being.

Article 4: Procedure and Operating Guidelines

The operational procedures of this Council are outlined in the York Region District School Board 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 5: Membership

5.1 Number of Parent Members

A person is qualified to be a parent/guardian member of school council if he or she is a parent/guardian of a child who is enrolled in the school. The number of parents/guardians on the school council will be unlimited, provided that they have a child enrolled in the school.

5.2 Other Members

There may be one teacher representative and one support staff representative. The principal or vice-principal cannot fill the teacher position.

Article 6: Elections and Terms of Office

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.

Each parent/guardian of a student enrolled in the school is entitled to one vote for each vacant parent/guardian position on the Council.

The School Council shall strike an election committee in the fall to help plan the election process, the gathering of nominations, and the running of the election. The election committee shall:

- Provide nomination forms;
- Ensure that the school community is notified of election procedures and election date, location, and time, at least fourteen days in advance of the election;
- Request a profile from all candidates and make these available to the school community;
- Conduct the election by secret ballot;
- Count ballots;
- Help the principal notify all candidates of the results;
- Keep all the results and related information confidential;
- Only release the names of successful candidates;

- Ensure that a list of candidates and the vote results are kept on file for use in the event of vacancy on the Council;
- Notify all individuals standing for election of the results before the results are released to the community.

6.3 Terms of Office

Council members are elected for a term of one year that lasts from the first meeting of the school year to the first meeting of the following school year. Members may seek additional terms of office.

6.4 Vacancies in the Executive

- A vacancy in the executive 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 position to the person with the next largest number of votes who was not elected; or
 - Seeking volunteers from the parent community if all members were acclaimed

6.5 Resignations

Any Council member, except the principal, may resign their position by writing a letter of resignation to the chair.

The vacated position will be filled according to Article 6.3 Vacancies

Article 7: Executive

7.1 Executive of the Council

The executive of Council shall consist of a chair, optional vice-chair/co-chair, secretary, treasurer, optional Community Representative and any other officer, as Council deems necessary to carry out the activities of Council.

At the first meeting of the school year, officers of Council will be elected by secret ballot, from among the Council members elected by the school community

An employee of the York Region District School Board cannot be chair.

7.2 Chair or Co-Chair

The Chair or co-Chairs shall:

- Call and chair meetings
- Prepare a meeting agenda in consultation with other Council members and the Principal
- Ensure that the minutes of the meetings are recorded and maintained
- Coordinate the activities of the Council and Sub-committees of the Council
- Communicate with the Administration
- Communicate with the community
- Prepare the council annual report as required by the Board
- Liaise with the trustees and board as required
- Ensure that council constitution and by-laws are reviewed each year

7.3 Secretary

The Secretary shall:

- Record attendance and minutes of the meetings of the Council
- Distribute the minutes by email to all Council members and Administration
- Distribute reminders by email to the Council members about upcoming meetings along with the agendas for the meetings
- Prepare and a Council newsletter informing the community of the activities and concerns of the Council and provide to administration for distribution;
- Develop and implement a communication plan

7.4 Treasurer

The Treasurer shall:

- Prepare a Treasurer's report and distribute copies to attendees at each Council meeting
- Prepare the Annual Council Treasurer's report as required by the Board
- Keep full and accurate accounts, receipts, disbursements and balances for the year

Article 8: Sub - Committees

Council shall form such committees as may be required to carry on the activities of Council such as (but not limited to) Fundraising, Constitution, Volunteering, Policy/Procedure, Election, Communications, Parental Involvement, Events, Pro-Grant

- Council shall form and disband ad hoc committees as deemed necessary.
- Each committee must contain at least one parent member.
- Persons who are not members of Council may be members of committees.
- The principal and chair shall be ex-officio members of all committees.

8.1 Purpose:

The purpose of the subcommittee is to

- Conduct the detailed, in-depth work that is not possible during council meetings

- Make recommendations to the Council and
- Keep the Council informed of issues and developments in its particular area.

8.2 Sub Committee Leads

Each subcommittee will appoint its own lead. The subcommittee lead does not have to be a member of the Council. The Lead takes responsibility for ensuring that any actions are carried out by the committee.

8.3 Meetings

Subcommittees will meet regularly between Council meetings to ensure they conduct their business in a timely manner.

8.4 Updates and Recommendations

All subcommittee chairs are required to provide updates at the Council meeting when indicated on the agenda. If they cannot attend the Council meeting, they will submit a written update. All subcommittees shall report to the Council to obtain final approval of the subcommittee's recommendations.

Article 9: Council Meetings

9.1 Timetable of Meetings

Council shall hold a minimum of four meetings per school year with at least one meeting during each school term.

Additional meetings may be called by the Chair in consultation with the principal or by the secretary of the Council on direction, in writing, of any five members of Council.

Meeting dates and times will be set at the first meeting of the school year and communicated to the school community.

9.2 Decision-making

The preferred method to resolve issues on Council is through consensus. Consensus is a collective opinion or general agreement by all members present. Comments and opinions from all meeting attendees are welcome.

In the case where a decision cannot be reached through consensus, the chair may decide to either

- Call for a vote by way of a show of hands or a ballot by those present in which case a 51% majority will carry the vote
- Defer the issue to the next meeting, or
- Defer the issue to a special meeting, or established subcommittee for continued

deliberation.

9.3 Conflict of Interest/Conflict Resolution

The Council will abide by any conflict resolution policy issued by the Board.

Individual Council members, who perceive themselves to be in conflict of interest, must declare their conflict at the earliest opportunity so the conflict may be reflected in minutes of the meeting.

Members who declare conflict of interest shall not deliberate or vote on that particular issue.

The Council shall undertake to resolve all internal conflicts within its mandate in a timely manner.

Article 10: Financial Records

10.1 Council funds must be used for the benefit of Sir Wilfrid Laurier P.S. students.

Written monthly reports outlining the sources and uses of the funds (i.e. monthly treasurer's report) and the current financial position of the school council's account (i.e. bank reconciliation) must be presented at each meeting of the council. It must be noted in the meeting minutes that the treasurer's report has been received and approved.

Article 11: Agendas and Minutes

11.1 Agendas

Agenda items should be submitted to the chair two weeks prior to the next meeting.

The chair will set the agenda with the principal, prior to the next meeting.

11.2 Minutes

Minutes shall be distributed to members within two weeks after the meeting of Council. Email distribution of minutes is acceptable. Email communication of feedback and approval of minutes is also acceptable.

A decision to accept the minutes may be reached once a quorum of members approves the minutes; either by email prior to the next meeting or in a general meeting.

Any decision made via email should be included in the meeting minutes of the next general meeting. The names of the members of council who motioned for approval and who seconded the motion must also be written in the minutes.

Approved minutes shall be posted at the school and posted on the school website no later than

one week following the next general meeting if not before.

Article 12: Amendments to the Constitution

The School Council will review the constitution each year within the first three months of the new council 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 at a regularly scheduled meeting.

Amendments that do not receive approval may not be re-proposed before one year has elapsed.

History as approved by the Sir Wilfrid Laurier Community and Council.

May 7, 2008.

Approved at the General Meeting of the Sir Wilfrid Laurier P.S. Community.

Marina Salvatore - Chair, Sir Wilfrid Laurier Public School Council

Feb.10, 2010

Addition of section 10.2 approved at the General Meeting of the Sir Wilfrid Laurier P.S. Community

Brenda Tabe & Ingrid Gott – Co-Chairs, SWLPS Council

October 2, 2017

Update of the Constitution

May 2017 Update of the Constitution – Constitution Sub-Committee



1 see Board Policy #262.0 School Councils (Document Integration Project Format)

"School Community" includes, but is not limited to, parents, administrators, teaching staff, support staff, students and members of the local community.