

# School Council Constitution Woodland Public School

Revised and approved on May 14, 2019

York Region District School Board Regulation 612/00 clearly directs school councils to consult with parents of students enrolled in the school about matters under consideration by the council. It is therefore expected that any advice provided to the school principal or school board will be based on the general views of the school community and **the best interests of all students in the school**. Each school council is accountable to the school community it represents.

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# **School Council Constitution Woodland Public School**

## **1. Name and Affiliation**

1.1. The organization will be known as the Woodland Public School School Council (“the Council”). The members of the Council shall be responsible for maintaining the School Council Constitution.

1.2. The address and telephone number shall be:

Woodland Public School  
120 Royal Orchard Boulevard  
Thornhill, Ontario  
L3T 3C9  
(905) 889-4910

## **2. Mission Statements**

2.1. The Council shall espouse the school mission statement, given below in 2.3.

2.2. The mission of the York Region District School Board is “To advance student achievement and well-being through public education, which motivates learners, fosters inclusion, inspires innovation and builds community.”

2.3. In order to support the Board’s mission, the mission of Woodland P.S. is:

"Woodland Public School is a diverse community that works together in French as a second language environment. Our community facilitates academic, social and emotional growth, by helping students to discover and develop a belief in themselves and to recognize each person as a unique individual. This includes active support of Canada's Truth and Reconciliation Commission's Calls to Action about Education (#6-12) and Education for Reconciliation (#62-65). Our goal is to inspire a lifelong love of learning and a desire to promote advocacy and positive change for social justice, equity and inclusion for all. Ensemble, tout est possible!"

## **3. Procedures and Operating Guidelines**

3.1. The operational procedures of this council are outlined in YRDSB Procedure #262, available on the Board’s website.

3.2. 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.

3.3. The Council shall operate in accordance in accordance with the AODA (Accessibility for Ontarians with Disability Act)

## **4. Council Membership**

4.1. There can be only one voting member per household, however, all parents and guardians are welcome to attend all meetings.

4.2. Number of Parent Members

The number of parents on the Council shall not exceed twenty (20).

4.3. Number of Community Representatives (optional)

The number of community representatives will be up to two (2).

4.4. Student Representative (optional)

The Principal will appoint the student representative, from the Intermediate students elected by his/her peers to the Student Council.

4.5. Principal

The principal of the school. (Note – the principal of the school is not entitled to vote in votes taken by the Council or a committee of the Council.)

4.6. Other Members

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

**5. Council Membership Elections**

5.1. 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.

5.2. Council Election Procedures for Members

5.2.1. 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.

5.2.2. A person is not qualified to be a member of the Council if they are employed at Woodland Public School.

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

5.2.4. An election of members shall be held during the first 30 days of each school year, on a date that is determined by the Principal.

5.2.5. The Principal shall, at least 14 days before the date of the election of members, and on behalf of the Council, give written notice of the date, time, and location of the Council Election to every parent/guardian of a pupil who, on the date the notice is given, is enrolled in the school.

5.2.6. The notice of election may be delivered via the following methods:

- a) the student for delivery to their parent/guardian
- b) posting the notice in the school in a location that is accessible to all
- c) posting the notice on the school website
- d) via email

5.2.7. The election of parent members shall be by secret ballot distributed one per household. The principal or their designate should be present for the counting of the ballots, but will only observe and not participate. No teaching staff will be involved. At least 2 parent/guardians who are not standing for election shall count the ballots.

### 5.3. Terms of Office for Members

5.3.1. Elected and appointed members may seek additional terms of office.

5.3.2. A person elected or appointed as a member of the Council holds office from the later of:

- a) The date he or she is elected or appointed; or
- b) The date of the first meeting of the Council after the elections held under section 5.2 in the school year,

until the date of the first meeting of the Council after the elections held under section 5.2 in the next school year.

### 5.4. Vacancies in Membership

5.4.1. A vacancy in the membership of a Council does not prevent the Council from exercising its authority.

5.4.2. Member positions that remain vacant on Council after the election or 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 households 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 members.

5.4.3. Vacancies will only be filled until June of the current year, at which time the vacant positions will be filled through September elections.

## 5.5. Resignations

5.5.1. Anyone who is a Council member, except the principal, may resign their position by writing a letter of resignation to the chair.

5.5.2. If a member resigns, the position vacated will be filled according to 5.4 Vacancies in Membership.

## 5.6. Removal

5.6.1. The Council may choose to remove from Council any member who misses three (3) consecutive meetings, or four (4) meetings during one school year and shall undertake to replace that person according to 5.4 Vacancies in Membership.

## 6. Council Executive Officers

### 6.1. Chair/Co-Chair

At the first meeting after the membership elections, the newly constituted Council will elect a Council Chair or two Co-Chairs from the Council membership. An employee of the Board cannot be Chair.

### 6.2. Other Officers

At the first meeting of the school year, the council will elect or appoint the following officers from the Council membership: Secretary, Treasurer.

### 6.3. Election of Executive Officers

Elections for Council Executive Officers shall be carried out in accordance with the YRDSB School Council Handbook, section 3.2.3, "Election of School Council Members".

### 6.4. Vacancies in Executive Officers

Officer vacancies will be filled as soon as possible according to 6.1 and 6.2.

### 6.5. Terms of Office for Executive Officers

6.5.1. Executive Officer positions may not be held by the same member for more than three (3) consecutive years unless approved by Council and no other candidate has expressed interest.

6.5.2. Term extensions for an Executive Officer who has held the same position for 3 consecutive years are only permitted once, and only by one additional year.

## **7. Council Sub-Committees**

### 7.1. Establishment

7.1.1. As required, sub-committees may be formed to:

- a) conduct more detailed or in-depth work than is possible during council meetings,
- b) make recommendations to the Council,
- c) keep the Council informed of issues and developments in its particular area.

7.1.2. Examples of sub-committees may include: Fundraising, Volunteer, Communications, Constitution, Family Dance, Fun Fair

7.1.3. Additional sub-committees will be formed by Council as the need arises.

### 7.2. Sub-Committee Membership

7.2.1. Each sub-committee must contain at least one parent member of Council.

7.2.2. Persons who are not members of Council may be members of sub-committees.

### 7.3. Chairs of Sub-Committees

Each sub-committee will appoint its own chair.

## **8. Meetings**

### 8.1. Timetable

8.1.1. At the first meeting of the new school year, a timetable will be created, in consultation with the members, which states the meeting frequencies and meeting dates for that school year.

8.1.2. Meeting time shall run from 7pm – 8:30 pm, unless otherwise agreed upon by members.

8.1.3. A copy of these dates and times will be included in communication(s) to the families of the school.

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

8.1.5. A copy of the list of dates and times of meetings will be sent to the local school board trustee.

8.1.6. The Council will meet at least four times during the school year.

### 8.2. Quorum

- 8.2.1. A meeting will have quorum if the majority of council members are present, AND, the majority of those present are parent members.
- 8.2.2. A majority means greater than 50%.
- 8.2.3. A meeting of Council can be held if there is no quorum but all voting will be deferred.

### 8.3. Decision-making

- 8.3.1. The preferred method to make decisions or resolve issues on Council is by consensus. Consensus is a collective opinion or general agreement by ALL the Council members.
- 8.3.2. 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 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.
  - Members unable to attend the meeting may assign their voting proxy to the chair.
  - If an item between meetings requires a vote, an email vote of a majority of all Council members will carry the vote.

### 8.4. Conflict of Interest

- 8.4.1. 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.
- 8.4.2. Council members cannot receive any remuneration for their work as a member of council.

### 8.5. Conflict Resolution

- 8.5.1. The Council will undertake to resolve all internal conflicts within its mandate in a timely manner.
- 8.5.2. The Council will abide by conflict resolution policies issued by the Board.

## 9. Financial Records

### 9.1. Retention of Records

9.1.1. The Council shall retain minutes of all of its meetings, as provided by the Secretary, and records of all of its financial transactions, as provided by the Treasurer.

9.1.2. Financial records shall be archived by the Principal with the school files in accordance with YRDSB SC handbook section 3.7.3 “Financial Records.”

## 9.2. Examination of Records

The approved financial records shall be made available at the school for examination, without charge, by any person.

## 9.3. Reimbursement for Expenses

9.3.1. To be reimbursed for Council-approved expenses, original receipts must be submitted to the school.

9.3.2. Receipts shall be retained by the school, in paper or in electronic format (scanned copies acceptable).

## 9.4. Disbursement and Allocation of Money

9.4.1. All money owed to Council must be collected and all Council expenses must be paid before the end of June of each school year.

9.4.2. Funds should be disbursed or allocated to a specific purpose by the end of June.

# 10. Agendas, Minutes and other Forms of Communications

## 10.1. Agendas

10.1.1. Agenda items should be submitted to the chair at least one week prior to the Council’s next meeting.

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

10.1.3. An email of agenda will be sent to Council members and posted on the school website.

## 10.2. Minutes

10.2.1. Minutes should be recorded and distributed to committee members in draft format within two weeks of the meeting and shall be distributed to the Council members prior to the next meeting of the council.

10.2.2. The minutes shall include motions, decisions and actions to be taken.

10.2.3. Once approved, the minutes shall be posted on the school website in timely fashion.

10.3. Council Communications

10.3.1. To centralize and retain communications for posterity, the Council will use a dedicated YRDSB email address for official business, e.g. communications to vendors and other external parties.

10.3.2. The Council Chair and Secretary shall maintain the email mailbox.

10.3.3. Access to the Council YRDSB email address will also be granted to the Principal and School Secretary.

10.4. Annual Report

10.4.1. A written annual report submitted to the board shall be prepared by the chair/co-chair in consultation with the Principal.

10.4.2. The report should be submitted in accordance with the established timelines by the board.

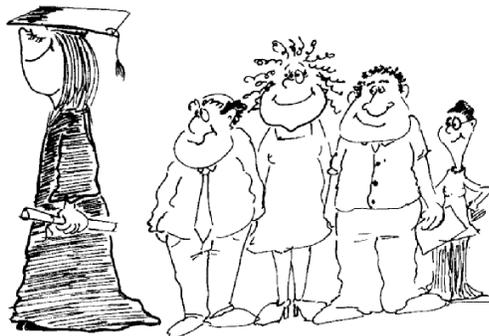
**11. Constitutional Amendments**

11.1. The Council will review the constitution every year or as the need arises. A sub-committee can perform the review and bring proposed amendments to the Council for approval.

11.2. Proposed amendments to the constitution must be presented to the Council at a regularly scheduled meeting.

11.3. Constitutional amendments need a 2/3 majority to be passed.

Behind every graduate....



is an effective school council.