**Jean Steckle**

**Public School Council**

**Handbook &**

**Bylaws**



**Welcome to School Council!**

The education of our children is a partnership, working together to build a strong school community. Welcome, we’re glad you’re here.

**Our Mission**

“Uphold, Uplift & Support”

**What is the Role of School Council?**

A school council is an advisory body that functions within the parameters of Ministry of Education and Board policy. School councils provide an opportunity and the means to advise the principal and the Board on any matter pertaining to improvement of pupil achievement and enhancing the accountability of the education system to parents/guardians. The ultimate responsibility for the administration and management of the day-to-day operation of the school rests with the principal.

A school council is an important venue for the various stakeholders in education to work in partnership. Its role, in collaboration with the principal, staff and the community, is to help set the priorities of the school, and to enhance learning opportunities, through various activities, for the benefit of our children/students.

 Jean Steckle Public School Website http://jst.wrdsb.ca/

Contact: jsps.schoolcouncil@gmail.com

**What a School Council is not**

A school council is not a place to pursue your own agenda or advocate for your own child. Individual issues should be pursued through the classroom teacher and/or principal or through your superintendent.

**Waterloo Region Assembly of Public School Councils (WRAPSC)**

The purpose of the Assembly is to assist all school councils in the Waterloo Region District School Board to further their support of student achievement. This is accomplished by providing a single voice for school councils on matters of significant importance impacting all schools. In addition, the Assembly establishes a forum for the exchange of ideas, concerns and best practices for school councils, and provides the Director of Education, staff and trustees with an effective means to share information and consult with school councils on current issues and future plans.

For More Information: http://www.wrdsb.ca/our-schools/get-involved/wrapsc/ or https://www.facebook.com/groups/WRAPSC/

Contact: wrapsc@gmail.com

**Code of Conduct**

**All members shall:**

* **Consider the best interest of all students**
* **Be guided by our school and school board's policies and procedures**
* **Act within the limits of the roles and responsibilities of School Council, as outlined by Waterloo Region District School Board and Jean Steckle Public School Bylaw's**
* **Respect each member of our school community**
* **Allow for diverse opinions to be shared without interruption**
* **Declare conflict of interest**
* **Respect the confidential nature of some information shared at school council meetings and do not disclose this information**
* **Meeting discussions are limited to matters concerning the school community as a whole**
* **Not benefit financially through School Council involvement**

**Jean Steckle Public School Council Bylaws**

1. **Regulations**
* These by-laws are made under the authority of the Ontario Regulation 612.00. In any case where these by-laws are deemed to be in conflict with the Ontario Regulation 612.00, or Ontario Regulation 613.00, the Ontario Regulation will supersede these by-laws
1. **Organization Name**
* The organization name shall be: “Jean Steckle Public School Council”, hereinafter referred to as “School Council” or "Council";
* The Waterloo Region District School Board will be hereinafter referred to as “the Board”;
* This School Council may not be incorporated.
1. **Membership**
* School Council membership will include elected or acclaimed parents/guardians of present Jean Steckle Public School students, to a maximum of 15 members;
* School Council positions that become vacant during the term will be filled by vote of Council;
* Principal/Vice Principal: as a non-voting member;
* Staff: no more than two teachers from the school;
* Staff: one non-teaching member;
* One community member.
1. **Election of School Council Officers**
* The Council shall elect a Chairperson or two Co-Chairs;
* The Council shall elect or appoint a Secretary and a Treasure.
1. **Election Procedures**
* All parents / guardians of students enrolled at Jean Steckle Public School are qualified to stand for election, unless they are employed at Jean Steckle P.S.;
* Parents/Guardians of Jean Steckle P.S. students who are board employees, working at locations other than Jean Steckle P.S. are qualified to stand for election if they have taken reasonable steps to inform people qualified to vote that they are so employed;
* Election of members must take place within the first 30 days of each school year;
* The date for election of School Council will be determined by the Chairperson (or Co-Chairs) after consulting with the Principal;
* The Principal will notify all parents / guardians at least 14 days before the date of the election of parent members, of the election date, time and location;
* Voting will take place by secret ballot;
* The Principal and Staff Representative shall act as vote counters;
* Vote counting will be open to scrutiny by all candidates;
* Ballots and vote tally sheets will be available for 10 days following the declaration of the elected candidates;
* Ballots and vote tally sheets will be destroyed by shredding within one day of the expiry of the scrutiny period;
* Where there 15 or fewer nominees for parent members, the nominees will be acclaimed;
* Votes and voting results will be included in the minutes.
* The Principal will make the necessary arrangements for the election or acclamation of the teacher representatives. Anyone assigned to the teaching staff of the school (full or part-time) other than the Principal or Vice-Principal may be candidate;
* The Principal will make the necessary arrangements for the non-teaching staff representative to be elected or acclaimed. Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate.
* All appointments of community representatives to the Council are to be by majority vote at a meeting of the School Council.
1. **Voting**
* Each School Council member is entitled to one vote on a motion except;
	+ The Principal who may not vote;
	+ A member who has declared a conflict of interest in the issue at hand
* All attempts will be made for decision s to be made by consensus;
* The quorum for Council will be more than 50% of the voting members.
1. **Sub-Committees**
* School Council may establish sub-committees with sub-committee chairs being appointed at the time of formation;
* Sub-Committees will consist of School Council members and will report to School Council;.
* School Council may vote on recommendations regarding committees;
* Committees may include, but not be limited to: Fundraising, Volunteer Coordinator, Special Events, etc.;
* Meetings must follow the same rules as School Council meetings, advertising dates, times, and location as well as being open to all of the school community.
1. **Meetings**
* School Council is required to meet a minimum of four times per school year;
* All meeting must be advertised and open to the school community;
* Meetings will be held in the school library;
* Agenda items will be shared with members of Council one week prior to the meeting;
* Dates, times and location of each meeting will be selected for the school year at the first meeting of the school year.
1. **Vacancies**
* A vacancy in the membership will exist until the maximum number of parent members as outlined in Article 3 has been reached;
* A vacancy in the membership of this School Council may be filled by election or appointment.
1. **Term of Office**
* Members elected or appointed to the Council hold office for one year from the date of their election or appointment, or until the date of the election in the subsequent year;
* Members may be re-elected or appointed.
1. **Conflict of Interest**
* A School Council member is in conflict of interest when:
	+ The School Council does business with the potential for monetary gain/loss with any person, agency, or company and a member of School Council has a vested interest in any way with that particular person, agency or company,
	+ Situations arise in connection with his or her duties as a Council member that could result in an inconsistency between the overall goals and vision of the School Council and a personal or vested interest.
* When conflict of interest is indicated, the member:
	+ Shall disclose the interest and the general nature thereof prior to any consideration of the matter at the meeting;
	+ Shall not take part in the discussion of, or vote on any question in respect of the matter; and
	+ Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
* Every declaration of a conflict of interest and the general nature of the declaration shall in this public meeting, be recorded in the minutes of the meeting.
* In the event that a member has not disclosed a possible conflict of interest by reason of being absent from a meeting, that member shall disclose such interest at the first meeting of the Council attended by him or her.
1. **Conflict Resolution**
* Resolution of Conflict of Opinion:
	+ Every Council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected them;
	+ Speakers to an issue will maintain a calm and respectful tone at all times;
	+ Speakers will be allowed to speak without interruption, subject to a time limit set by the Chair;
	+ The Chair’s responsibility is to clarify the statements made by all speakers, to identify common ground among the point of view raised, and to set out the joint interests of all members;
	+ If no common ground can be identified, the Chair will seek to clarify preferences among all member before proceeding further;
	+ If all attempts at resolving the conflict have been exhausted without success, the Chair may request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.
* Resolution of Disruptive Behaviour:
	+ Council members are elected to serve the school community and will demonstrate respect for their colleagues on Council at all times;
	+ If a Council member or members become disruptive during a meeting, the Chair shall ask for order;
	+ If all efforts to restore order fail or the unbecoming behaviour continues, the Chair may direct the individual Council member(s) to leave the meeting, citing the reason for the request;
	+ The removal of a member from one meeting does not prevent the Council member from participating in future meetings of the Council.
1. **Delegations**
* All parents/guardians and members of the school community may make delegations to the Council;
* Delegations will be given ten minutes to present their issue;
* Delegations presenting an issue may participate in the discussion pertaining to that issue.
1. **Guidelines for Revision**
* To amend this constitution or bylaws, notice of motion of amendment shall be made to all members in printed form at least two (2) weeks prior to the meeting at which time a vote will be taken. These guidelines can only be changed by full consensus of the Council or vote as outlined in Article 6.

**Roles of School Council**

All Members

Chair/Co-Chair

Secretary

Treasurer

Principal

Teaching Staff

Non-Teaching Staff

WRAPSC Representative

**Sub-Committees**

Volunteer/Fundraiser Coordinator

Staff Appreciation Day Chair

Family Fun Day Chair

Public Relations Chair