

Ecole Arbour Vista Public School (EAV)

200 McCann Street, Guelph, ON N1G 0C5

School Council Constitution and By-Laws

Approved by EAV Council ...January 2021

School Council -Legislation

The responsibilities of school councils are established provincially in the Ontario Education Act under [regulations 612/00](#) and 613/00. At Upper Grand District School Board, our policy, [Policy 201](#), Procedure Manual 201-A: School Councils and the Parent Involvement Committee outline the responsibilities of school councils in the Board's jurisdiction.

School council is a group of volunteer members that comprise parents, guardians, administrative staff, teachers, community members and students. The Arbour Vista School Council will support a diverse community of students, parents and staff by providing essential social, emotional and educational resources on their behalf. We are dedicated to working together within a proactive and caring environment to enable students and families to reach their full potential as life-long learners and contributing global citizens. (EAV School Council Spring 2015)

What is the difference between the EAV school council constitution and Bylaws?

- The **constitution** of the EAV council contains the fundamental principles which govern its operation.
- The **bylaws** establish the specific rules of guidance by which the EAV council is to function.

Definition of Terms Used in this Document

- **Board** is the Upper Grand District School Board under whose jurisdiction the school falls.
- **Council** is the School Council of Ecole Arbour Vista
- **Parent** is the birth parent, adoptive parent or legal guardian of one or more students at the school.
- **School** is Ecole Arbour Vista (EAV) Guelph, Ontario.
- **Student** is a person currently enrolled at Ecole Arbour Vista.
- **Executive Members** Chair, Treasurer, Secretary and Committee Leads
- **Voting Parent Members** are in order to ensure that important decisions are made in an informed manner, in the event consensus cannot be reached and a vote is needed. A

decision will be made by voting members. A voting member is one who has committed to council at the first meeting (being present or in writing) and is committed to attending meetings/staying informed through minutes. Voting can only take place in person (live at the meeting location/online/phone)

- **Parent Members** all parents are welcome to attend meetings and share their ideas and participate in discussion. Everyone in attendance is considered a member. All members are encouraged to participate on different committees and volunteer at School Council events. All members are encouraged to read the School Council By-laws.

What does the School Council do? (Mandate)

The EAV council liaises through the school principal and is an important link between parents and the school community. Some of the key duties of the EAV council include:

Building a sense of community through:

- Organizing community events/activities in the school
- Coordinating school-based services and community partnerships related to social, health, recreational and nutritional programs
- The local coordination of school-based services for children and youth (eg. lunch programs, [DASH](#))

Enhancing the home-school relationship through:

- Establishing school-community communication strategies
- Developing methods of reporting to parents/guardians and the community

Providing advice & comments on areas such as:

- The [school year calendar](#) (Board level)
- School Improvement Plan: curriculum and program goals and priorities
- The [school code of student conduct](#)
- Preparation of the school profiles. ([School Councils: A guide for members 2001: 3.6](#))
- The responses of the school or District to achievement in provincial and District assessment programs. (eg: EQAO & Equity, Safety, Mental Health surveys)

- The principal profile - ([School Councils: A guide for members 2001](#); p.3.9-3.18)
- Planning and executing fundraising for supplements that support student achievement that fall within the Ministry and [Board guidelines](#)
- The development, implementation, and review of Board policies at the local level

The principal assists the school council in carrying out its obligations by:

- Providing existing non-confidential information*
- Giving notice of the first school council meeting of the year to all parents
- Working with the school council to publish information about its activities
- Endorsing the school council's fundraising activities (within the parameters and guidelines established by the board) for the benefit of the school and/or the council

*Note: School council cannot access information on individual students and staff or discuss personal matters that are dealt with under collective agreements. Parent/guardians should speak directly to the teacher or principal to resolve any individual concerns

Who sits on the School Council? (Composition)

Membership on EAV council is open to all parents of students enrolled in the school, as well as community members, intermediate/ secondary students, the school principal (non-voting), teachers and administrative staff. There must be a majority of parents among the EAV council members. EAV council should make every reasonable effort to have a minimum of (5) parent members reflecting the diversity of the school community. Members of the Council are elected annually in the fall. (SC&PIC Procedure Manual 201-A; 3 School Councils p.2-4 for more details)

- The minimum Council size is five (5), but not more than thirty (30) Members (not more than 25 voting parent members)
- The majority of Members (by one) must be Parents
- A minimum of five (5) Voting Parent Members and not more than twenty (25) appointed/elected by their peers
- A (1 vote) community representative who is appointed by the school council is recommended
- The school principal (1:non-voting)
- A (1 vote) teacher appointed/elected by his/her peers
- A (1 vote) non-teaching staff member appointed/elected by his/her peers
- A (1 vote) student appointed/elected by the principal

For any seats which remain unfilled or become vacant following the elections, the school council shall continue to seek qualified persons to fill such seats. The council will make all such appointments/elections subsequent to an election as expeditiously as possible.

If the school council consists of fewer than 6 members, it shall be allowed to function provided every attempt has been made to fill all positions.

How are members of the EAV council selected and elected?

Members will be selected as follows:

- **Voting Parent Members:** Parent Members will be appointed/elected by Parents, in accordance with EAV Bylaw and [Board School Council Policy 201](#). A Parent Member may share his/her position with another Parent of the same family as long as both names appear on their official nomination form, and they were appointed/elected to council with the understanding of one shared vote between the two (2) Parents.
- **Principal [Non-voting]; Teacher Representative(s); Non-Teaching Staff Member(s); Community Member(s); Student Members:** In accordance with Board Policy and School Council Procedures Manual 201-A, the above from the school are a Member of the Council.

Officers of the Council

The Officers of the Council shall be elected (if only one (1) interested appointed) annually immediately following the Council's annual selection of Members - as specified in EAV Bylaw. The Officers of the Council will be appointed/elected from amongst the Council as a whole and will include: Chair, Secretary and Treasurer.

Terms of Office

All Members are appointed/elected to the Council on an annual basis in accordance with Board Procedures 201-A. A member may be re-appointed unless otherwise specified in EAV Bylaws.

If at the time of voting positions remain vacant, they can be filled at any time during the term under the rules set out in EAV Bylaws.

What are the Responsibilities of the EAV council members?

- Attend and/or stay informed and/or support School Council initiatives.
- Support the work of the Council in the community and bring forward to Council views of others along with their own
- Maintain a school-wide focus on all issues
- Ensure the EAV council meetings are not a forum for discussion about individual parents, students, staff, trustees or other Members
- Participate in information and training programs as appropriate
- Encourage the participation of Parents from all groups and of other people within the School community
- Observe the Council's Code of Ethics ([School Councils: A Guide for Members p.5.5](#))

The following text describes the specific additional responsibilities of the officers and members of the EAV council.

Chair/Co-Chairs

- Arrange for School Council meetings;
- Prepare agendas for School Council meetings;
- Chair School Council meetings;
- Facilitate conflict resolution;
- Communicate with the Principal on behalf of the School Council;
- Chair, or their representative, shall contribute to school committees that require parent consultation (e.g.: School Budget Committee; School Improvement Plan Committee; and School Safety Committee)
- Responsible for School Council communications to the parent body; (e.g. email, newsletters, school council minutes etc.)

Treasurer

- Review monthly financials of the School Council;
- Handle with school office coordinator receipt and disbursement of School Council monies;
- Arrange for verification of the School Council's financial records in June of each year;

Secretary

- Complete records of all meetings in a timely manner;
- Keep attendance

School Principal (Non-voting):

- Provide guidance to the School Council;
- Facilitate and support its operation;

- Provide such information and advice as would enable members to function effectively in their respective roles.
- Act in accordance with UGDSB Policy 201: 3.26 Role and Responsibilities of the principal p14-16

Setting School Council Annual Goals and Priorities

In addition to the responsibilities as an advisory body, the EAV council is responsible for establishing annual goals and priorities, and promoting the best interests of EAV community as a whole.

The following are some ideas on how EAV Council can create effective goals for the upcoming year:

1. Understand the community - identify the unique characteristics, resources, needs of the community.
2. Create a list of goals - determine top priorities. Are they aligned with the School Improvement Plan and/or school priorities?
3. Develop strategies- maximize the resources & skills of the people in the school community to achieve goals.
4. Evaluate results - analyze what works and what doesn't work in your school community to help with future planning.
5. Remember that communication is key- talk to and listen to people in the school community, share plans, goals and ideas for the year.

When & Where does the school council meet?

- Meetings of the council shall be held at least four times each year and shall be open to the general public
- The first meeting of the year shall be held within 30 calendar days of the beginning of the school year
- Parent members may address the Voting Members of Council as part of an agenda item
- Meetings shall normally be held at the School (EAV School affiliated online forum)
- The principal is responsible, on behalf of the Council, for providing notice of the dates, times and locations of meetings to all Parents
- Meeting notices shall be posted at least one-week in advance of the meeting on school notice boards that are accessible to the public
- Meeting notices shall at minimum announce the date, time and location of the meeting
- No Member may designate a proxy for attendance at Council meetings

How does the school council report to the public?

Minutes of all meetings shall be kept and made available to all parents and must be available at the School. Minutes will be distributed within two (2) weeks of the meeting.

An annual report shall be prepared and made available to the public and will:

- Include activities of council
- Include financial statements: If no financial activity has been associated with the council a statement to this effect must be made
- Be prepared at the end of the school year and made available to all parents
- Be submitted to the principal for posting/distribution on site/online to all parents
- Be submitted to UGDSB representative

How does the school council operate?

Quorum

To form a quorum as required for each meeting of the Council:

- 1) A majority (by one) of the current Members shall be present at the meeting; and
- 2) A majority (by one) of the Members present shall be Parent Voting Members

Voting

Quorum must be met in order to hold votes. No member may designate a proxy for voting.

Each Member, excluding those designated as non-voting Member(s), is entitled to one vote.

The Secretary shall record all votes. A record will be kept of votes and attached to the meeting minutes.

A majority of votes from the Members present at a properly called meeting, excluding those designated as Parent Member(s), shall be required to pass any motions or resolutions

Tie votes will not be broken and shall be deemed as non-passage of the motion or resolution.

Payment

No remuneration or honorarium shall be paid to Members. However, with prior approval of Council, Members may be reimbursed for approved expenditures made on behalf of Council.

School Council Committees

Committees are created by a school council to delve deeper into an issue that is too time consuming or complicated to discuss at council meetings alone.

A committee can be made up of members of the school council and/or additional parents, teachers, or members of the community who are unable to attend regular council meeting but who may be willing to serve on a short-term specific-task committee.

The council may appoint one or more committees, at any meeting, to meet its priorities. Permanent committees may be formed in addition to temporary ad-hoc committees that may be created on an "as needed" basis.

Each committee shall include at least one Parent Voting Member and can be comprised of Parent Members as well.

The council shall identify the Committee Lead of all committees it appoints.

Guidance for the formation of committees:

- Items requiring more lengthy discussions or research are assigned to the committee.
- Committees should make decisions or recommendations, according to the mandate the school council gives them.

Committees formed for EAV School Council include:

- **Fundraising Committee:** To plan and coordinate fundraising campaigns for special projects. (eg: Dance-a-thon; cards; movie night)
- **Parent Outreach Committee:** to plan and carry out communication strategies to improve the links between home and school, and between the community and the school.

Decision Making

The School Council will strive for consensus in its decision-making.

When consensus cannot be reached, a vote will occur. In order to make an informed decision, parents may vote if they meet criteria of a Voting Parent Member.

A motion shall be considered to have passed when approved by a simple majority of voting members present.

Conflict Resolution

Council members will strive to work as a team and have respect for the opinion of others.

The Chair shall attempt, with the support of Council, to resolve conflicts within the council.

If consensus cannot be reached, the Chair, in the final attempt to resolve the conflict, may call for a vote.

If Council is unable to resolve a dispute, the Chair and Principal may consult the school's Superintendent for assistance.

Conflict of Interest

School Council members shall declare any conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly, by decisions of School Council.

A conflict of interest may be actual, perceived or potential. A member shall exclude herself/himself from discussions which:

- A conflict of interest is likely to result.
- The School Council member's ability to carry out his/her duties and responsibilities may be jeopardized.
- The School Council member, his/her relatives, or a business entity in which the School Council member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Principal or board in response to advice that the School Council provides to the Principal or board.
- A School Council member shall not accept favours or economic benefits from any individual organizations, or entities known to be seeking business contracts with the school.

Budget

The Council shall approve, by a simple majority of those present, a budget for its use and present it for information at a Council meeting. The Council shall be empowered to amend the budget at any meeting.

Effective Date

This Constitution is in effect on the date it is adopted by Council as documented on the front cover.

This Constitution and By-laws would be an amendment and ratifying the Ecole Arbour Vista Public School Council By-laws September 2017

These school council constitution & by-laws are adopted from John McCrae Secondary School, Nepean, Ontario version 2 adopted by JMSS Council on the 19th February 2019.

Composition & Duties of The School Council:

Members will include Parents; the principal of the school; teaching staff; student(s), the non-teaching staff of the school and community representative(s). Parent Members must form the majority of the Council.

Compositions

The Council shall consist of Members with maximums in each category as follows:

- Voting Parent Members (maximum of 25 and minimum of 5)
- Unlimited Parent Members
- Principal (non-voting member)
- Intermediate Student (1 voting position)
- Teaching Staff (1 voting position)
- Non-Teaching Staff (1 voting position)
- Community Representative (1 voting position)

The following are designated Officers of the Council:

- Chair
- Secretary
- Treasurer

In addition to the roles and responsibilities of Members set out in the Constitution,

- See Section 3. School Councils Membership [Policy 201](#) of the Procedures Manual page 2 of 21 for more details.

Duties of the Chair

The chair/co-chair of the Council is appointed/elected by voting members and must be a parent or parents who are not employed by the school board.

- The chair/co-chair are voting members who, in addition to performing the same duties as other Council members will:
 - Arrange for meetings;
 - Prepare agendas;
 - Chair Council meetings;
 - Ensure that minutes of Council are recorded and maintained;
 - Distribute by-laws;
 - Facilitate collaborative decision making;
 - Facilitate the resolution of conflict within Council;
 - Participate as ex-officio members of all committees established by the school council;
 - Communicate with the school principal on behalf of the Council;

- Ensure communication between Council and entire parent school body;
- Encourage the participation of parents and others within the École Arbour Vista Community;
- Participate, when required, in information and training programs;
- Consult with senior Upper Grand District School Board administration and Trustees, as required;
- Prepare and submit an annual report to Council and the Upper Grand District School Board.

Duties of the Treasurer

The Treasurer is responsible for developing and implementing the budget, subject to approval by Council and overseen by the Chair. The Treasurer will:

- Attend and participate regularly in Council meetings;
- Review monthly financials for accuracy and completeness
- Ensure all monies are collected and deposited (all money is deposited by the Office Co-ordinator) and expenditures paid;
- Present a financial report at meetings of Council;

Duties of the Secretary

The Secretary of the School Council is responsible for the administrative activities of Council. The Secretary's will:

- Attending and participating regularly in Council meetings;
- Recording and maintaining accurate minutes of Council meetings;
- Send the minutes to the principal and chair for review in a timely manner following each meeting to be posted for the school community
- Maintaining the School Council By-Laws;
- Maintaining a Members' list; and
- Presenting Council minutes and correspondence at meetings, or as the need arises.

Duties of the School Principal

The Principal attends all Council meetings or appoints a Vice-Principal/delegate when required. The Principal may participate on Council committees. This is a non-voting position. The Principal will:

- Seek input of the Council on school improvement planning and school budgets;
- Seek input on community planning and development of school policies and guidelines

regarding student achievement, school Code of Conduct and Board policies (as directed);

- Forward relevant information from the Board and the Ministry of Education to the Council;
- Will support and promote the Council's activities and encourage parents and community members to participate in events and programs.

Duties of the Fundraising Lead

In conjunction with the Fundraising Committee they will organize, coordinate and run all fundraising events approved by EAV School Council to provide funds for the school. Duties include:

- Researching and presenting fundraising ideas at Council meetings;
- Meeting with the Fundraising Committee to discuss fundraising ideas and issues;
- Communicating, negotiating and coordinating any vendors being used for an event;
- Monitoring all products/inventory (who has product/how much is sold/unsold, etc.)
- Booking of school rooms/gym, if needed;
- Sourcing all advertising for events (posters/announcements, etc.)
- Coordinating volunteers;
- Organizing and monitoring of finances for events and giving monies, invoices, receipts to the Treasurer in a timely manner;
- Updating Council at monthly meetings.

Duties of the Fundraising Lead

In conjunction with the Parent Outreach Committee they will organize, coordinate, run and support approved Parent Engagement initiatives approved by EAV School Council. Duties include

- Researching and presenting parent engagement ideas at Council meetings;
- Meeting with The Parent Outreach Committee to discuss ideas and issues;
- Communicating, negotiating and coordinating any projects;
- Sharing UGDSB Parent Involvement Committee updates with Council
- Advocating for the submission of potential grant proposals that support parent engagement
- Booking of school rooms/gym, if needed;
- Sourcing all advertising for events (posters/announcements, etc.)
- Coordinating volunteers;
- Keeping track of finances for event and giving monies, invoices, receipts to the school administrator in a timely manner;
- Updating Council at monthly meetings.

Duties of the Staff Representatives; Student Member; Community Representative;

- Contribute to the discussion of Council
- Solicit the views from whom they represent to share with Council
- Communicate information from Council to their representative groups

Duties of the PIC & SEAC Representative

- Liaise between PIC/ SEAC and Council, bringing to Council issues to be discussed
- Represent the opinion of, and issues raised by, Council at PIC/SEAC committee, meetings

Elections, Acclamations and Vacancies:

In accordance with the [UGDSB Policy 201 and Procedures 201-A](#) a Council meeting to appoint Members and elect Officers of the Council must be held, with a minimum of fourteen (14) days notice, within thirty (30) calendar days of the beginning of the school year.

The principal of the school , or the out-going officers when possible, may run the first meeting to appoint Members and elect Officers of the Council.

Appointment of Parent Members

- A minimum of five (5) Parent Members must be appointed
- Nominations for Voting Parent Members will be accepted by the principal of the School until the time voting begins, provided the person nominated is present and agrees, or if the person is not present their written consent, by hand/e-mail, is delivered to the Chairperson of the election meeting.

Election of Officers of the Council

- Immediately following the appointment of Voting Parent Members the new council shall meet to appoint/elect its Officers. The Council will elect Officers in a manner consistent with the School Council Procedures. All positions shall be filled by Voting Parent Members.

Election of teaching staff Members (1 vote)

- The teaching staff will appoint/elect the teaching staff Member(s).

- Anyone assigned to the teaching staff of the school (full or part-time) may be a candidate

Election of non-teaching staff Members (1 vote)

- The non-teaching staff will appoint/elect the non-teaching staff Member(s).
- Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate

Election of student Members (1 vote)

- See 3.3.3 p.3 of 21 of UGDSB Procedures Manual for more details.

Selection of the community Member (1 vote)

- See 3.2 p.2 of 21 of the UGDSB Procedures Manual for more details.

Filling Officers of the Council Vacancies

- See 3.12 Vacancies P.5 of 21 of the UGDSB Procedures Manual for more details.

References

Ontario Regulation 612/00 SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES, under Education Act, R.S.O. 1990, c. E.2
<https://www.ontario.ca/laws/regulation/000612>

School Councils: A Guide for Members, 2001(Revised 2002)
<http://www.edu.gov.on.ca/eng/general/elemsec/council/council02.pdf>

- Developing a school profile 3.6
- Principal Profile 3.11
- Recruiting Community Representatives 5.3
- Code of Ethics 5.5
- Assessing your Council's Effectiveness 5.10
- Goal Setting and Planning 6.2
- School Council Parent Self-Nomination Form 7.4
- Election Procedure Bylaws 7.8

Upper Grand District School Board Policies

- <https://www.ugdsb.ca/board/policy/>
- Policy 201 School Councils and the Parent Involvement Committee (PIC) Policy 201 (Revised April, 2019)
<https://www.ugdsb.ca/board/policy/policy-201-school-councils-and-the-parent-involvement-committee/>
- Policy 102 School Generated funds
<https://www.ugdsb.ca/board/policy/policy-102-school-generated-funds/> (Section 3 & 4)
- Policy 213 Code of Conduct
<https://www.ugdsb.ca/board/policy/policy-213-code-of-conduct/>
- Policy 302 Purchasing and the Purchasing Handbook
<https://www.ugdsb.ca/board/policy/policy-302-purchasing/>

- Policy 312 Website and Social Media Management
<https://www.ugdsb.ca/board/policy/policy-312-website-and-social-media-management/>
- Policy 408 Harassment in the Workplace
<https://www.ugdsb.ca/board/policy/policy-408-harassment-in-the-workplace/>
- Policy 417 Violence in the Workplace
<https://www.ugdsb.ca/board/policy/policy-417-violence-in-the-workplace/>
- Policy 504 Equity and Inclusive Education
<https://www.ugdsb.ca/board/policy/policy-504-equity-and-inclusive-education/>
- Policy 514 Appropriate Dress
<https://www.ugdsb.ca/board/policy/policy-514-appropriate-dress/>
- Policy 708 Allowable Expenses
<https://www.ugdsb.ca/board/policy/policy-708-allowable-expenditures/> (4.2 & 4.3)
- Social Media Guideline
<https://www.ugdsb.ca/community/social-media-guidelines/>
- Other applicable board policies

Upper Grand District School Board Parent Involvement Committee Website
<https://www.ugdsb.ca/pic/>

PCEO TDSB (March 2019): 3 Videos
 School Council Basics; School Council Bylaws; Effective School Councils
<https://www.youtube.com/channel/UC9gvsGUiLZkIU8VYSnH-Sbq>