

MISSION STATEMENT

Our aim is to enrich the learning environment at Mono Amaranth Public School (M.A.P.S.) for students by encouraging the involvement of students, staff, caregivers and the community of Mono Amaranth Public School through a cooperative approach and open communication.

DEFINITION AND INTERPRETATION

The name of the Council shall be **M.A.P.S. (or MAPS) School Council** also called School Council or Council (formerly known as Parent Council).

The Council shall operate in accordance with the Ontario Ministry of Education Act, **Ontario Regulation 612/00 – School Councils, Ontario Regulation 298 – Operation of Schools - General and Upper Grand District School Board Policy # 201 – School Councils**, and under the auspices of these bylaws. The Council is a non-profit organization and shall operate without financial gain for itself.

‘M.A.P.S. or MAPS’ refers to Mono Amaranth Public School.

‘Parent’ includes parents and legal guardians of students attending M.A.P.S.

‘School’ refers to Mono Amaranth Public School.

‘Principal’ refers to the Principal of M.A.P.S.

‘Executive’ refers to the Executive of the School Council.

‘Board’ or ‘UGDSB’ refers to the Upper Grand District School Board.

‘Employee of the Board’ is anyone who works for and is paid by the Upper Grand District School Board.

‘Community’ refers to the neighbourhood served by Mono Amaranth Public School.

‘Ministry’ refers to the Ontario Ministry of Education.

PURPOSE

The purpose of Council is:

- To work cooperatively with the school administration, teaching staff, and parent community to improve student learning and execute our shared character education program, such as our RESPECT values (R-Respect, E-Empathy, S-Service, P-Participation, E-Effort, C-Courtesy, T-Trust).
- To improve pupil achievement and to enhance the accountability of the education system to M.A.P.S. families by encouraging the active participation of parents/guardians.
- To organize parent/community volunteer activities in support of the school and promote a safe, equitable and enjoyable learning environment for our students.
- To work together to improve the financial resources of our school to support the Ontario Curriculum.

- To support and advise the Board and the Ministry on school, area and system-wide matters.

CODE OF ETHICS

Adapted from the Ontario Ministry of Education document – School Councils: A Guide for Members, 2001, Revised 2002

- A member shall consider the best interests of all students.
- A member shall be guided by the school's and the school board's mission statements.
- A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.
- A member shall become familiar with the school's policies and operating practices and act in accordance with them.
- A member shall maintain the highest standards of integrity.
- A member shall recognize and respect the personal integrity of each member of the school community.
- A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.
- A member shall encourage a positive environment in which individual contributions are encouraged and valued.
- A member shall acknowledge democratic principles and accept the consensus of the council.
- A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- A member shall not disclose confidential information.
- A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.
- A member shall use established communication channels when questions or concerns arise.
- A member shall promote high standards of ethical practice within the school community.
- A member shall declare any conflict of interest.
- A member shall not accept any payment or benefit financially through school council involvement.

BYLAW REVIEW AND AMENDMENTS

These bylaws are made available to the school population and will be provided to Council members at the first meeting of the school year.

These bylaws may be amended by a majority vote of the Council. Any proposed amendments will be circulated in writing to voting Council members not less than fourteen (14) days prior to the meeting, and will be made available to the parent population upon approval.

School Council may want to review bylaws from time to time, although they do not need to be rewritten each year.

MEMBERSHIP AND TERM

Membership in School Council shall be open to any parent/guardian of a pupil registered in the school. (An exception to this is the Community Member, see below.)

All parents/guardians are welcome to attend School Council meetings and have the right to share their ideas and contribute to discussions. To avoid sweeping directional changes that may not support Ministry guidelines and Board and Administration policies, parents/guardians will not be permitted to vote on official School Council matters. (Elected Parent Members are eligible to vote.)

The elected and appointed Council members shall serve a term of one year, starting the first meeting of one school year, and ending the first meeting of the following school year.

Each term is one year in length and the number of terms served is unlimited.

School Council members will be provided with orientation material via web-posting/electronic links or hard-copies, as required. Orientation materials shall include relevant documentation that may become available as well as:

- Ontario Ministry of Education, Education Act, Ontario Regulation 612/00
- Ontario Ministry of Education, Education Act, Ontario Regulation Regulation 298
- Ontario Ministry of Education, School Councils A Guide for Members (current version).
- Upper Grand District School Board Policy 201, School Councils and the Parent Involvement Committee (PIC).
- Upper Grand District School Board 201-A, School Councils and the Parent Involvement Committee (PIC)- Procedures Manual
- Upper Grand District School Board 201-A, Appendix A; OSBIE Risk Management Advisory School Councils/Parent Groups
- Mono Amaranth Public School Council Bylaws (current version).
- OPHEA Healthy School Certification Website - <https://www.ophea.net/healthy-schools-certification>
- Ontario Ecoschools Certification Website- <https://www.ontarioecoschools.org/>

COMPOSITION OF SCHOOL COUNCIL

School Council shall be composed of the following:

- Parent Members (minimum 5, maximum 10)*
- Executive Members (who are Parent Members):

- Chair and Vice-Chair, or Co-Chairs
- Secretary
- Treasurer (with support of a Vice-Treasurer, if determined by Council)
- Principal and/or Vice Principal
- A Teacher Representative
- A Non-Teaching Representative of staff
- A Grade 8 Student or Student Council Representative (Optional at the discretion of the Principal)
- A Community Member (Mandatory)

* Should fewer than 5 persons indicate interest in filling Parent Member roles, the Council, at its discretion, may modify the minimum number of voting parent members accordingly.

If the aforementioned positions are not filled, they may remain vacant at the discretion of the School Council Executive and the Principal. (Refer to Election Procedures and Filling Vacancies for additional information.)

PARENT MEMBERS:

A person is qualified to be a Parent Member if he/she is a parent of a student enrolled in the school. If a person is a Board employee who works in the school, he/she is not qualified to be a Parent Member. If a person is an employee of the Board but does not work in their child's school, he/she must inform qualified voters before the election for parent members of their employment by the Board, but can be a Parent Member if voted into this position.

A Parent Member has the right to vote on School Council matters.

The number of voting parent members will not be less than five (5)* or more than ten (10) individuals, and will form the majority of members of the School Council. Ideally, the Parent Members will reflect the diversity of the M.A.P.S. community. * Should fewer than 5 persons indicate interest in filling Parent Member roles, the Council, at its discretion, may modify the minimum number of voting parent members accordingly.

A Parent Member is expected to regularly attend Council meetings. At minimum, a Parent Member shall attend half of the required meetings per school year. If at any point in the year, a voting parent member has attended less than half of the total meetings planned for the entire school year, that parent member will no longer be a voting member for the duration of the school year, and the total Quorum numbers will be adjusted accordingly.

A Parent Member shall serve on, and contribute to the discussions of the School Council. He/she shall provide input and a voice in school happenings and provide representation for concerns brought forward by others. All Parent Members will make an effort to be part of at least one of the major events planned throughout the year.

A Parent Member shall recognize that he/she may serve on any committees established by the School Council and are strongly encouraged to do so.

A Parent Member must observe the Council's Code of Ethics and established bylaws.

EXECUTIVE:

A member of the Executive is a Parent Member (see above).

The Executive is comprised of a Chair and/or Vice-Chair (or two Co-Chairs), a Secretary and a Treasurer (and Vice-Treasurer, if required). The roles of these positions are outlined below.

Chair/Co-Chair

A Chair/Co-Chair must have served on a School Council for at least one year prior to holding the position of Chair/Co-Chair. Board employees who are Parent Members of Council can not serve as Chair/Co-Chair.

Shall:

- Prepare the meeting agenda in consultation with the Principal and Council Members.
- Chair Council meetings.
- Support the work of subcommittees.
- Regularly consult with the Principal as needed and monthly prior to upcoming School Council Meetings.
- Oversee Council initiatives and activities.
- Assist with volunteer recruitment and parent/guardian communication.
- Complete all annual reports, community requests and Board documentation, in cooperation with other members of the Executive and Administration.
- Be responsible for overseeing the activities of the Executive and assume Executive roles that have not been filled, or roles which have been vacated.
- Attend and participate in information and training programs and consult with Board staff and trustees as required.

Vice-Chair

Shall:

- Assume the duties of the Chair in his/her absence.
- Assist the Chair in executing responsibilities.

Secretary

Shall:

- Collaborate with the Executive and Council subcommittees to prepare newsletters or information releases at the request of council or the subcommittee.

- Record minutes at the Council meetings and distribute these DRAFT Minutes to Council Members within one week of each meeting.
- He/she shall arrange for an Executive Member to record minutes in his/her absence.
- Work with the rest of the executive to develop and execute all Council correspondence.
- Once meeting minutes are finalized at the following council meeting, he/she shall send a PDF copy to the Principal to post to the website and place a master copy of all meeting documents in the School Council binder.
- Be responsible for website communication and updates, in cooperation with the Chair and Principal.
- Monitor the Council UGDSB email box and advise the Executive and Council of relevant inbound information.
- Update the School Council Bulletin Board in the Main Hall of the Lobby on a Regular Basis with relevant Council information.
- At the beginning of the year, send out survey to determine which Parents of the greater school community wish to receive the School Council Agenda and/or Meeting Minutes. On a monthly basis, send out the corresponding communications to those parents.
- At the beginning of the year, establish the volunteer pool, and maintain this list. Throughout the year, distribute information to these persons regarding volunteer opportunities at the request of Council.

Treasurer

Shall:

- Be guided by the Board's fiscal policies.
- Prepare a preliminary budget for the second council meeting, with input from the Executive and the Principal.
- Be responsible for providing post-project revenue and cost break-downs to Council and to the Secretary in cooperation with the chair of each event.
- Collect, count and deposit all money made through fundraising in coordination with the School Secretary.
- Pay all bills and invoices in coordination with the School Secretary.
- Arrange to meet with School Secretary at an agreed upon time to print out all cash online accounts just prior to each Council meeting. Using these account summaries and information known about outstanding bills/costs/etc update all financial statements to be presented at each school council meeting.
- Prepare the annual financial report for the Principal, Board and school community prior to last School Day of the year.
- Support signing officer responsibilities: All financial transactions will require two (2) signing officers. One signing officer shall be from the school (Principal/Vice-Principal or Office Coordinator), and one signing officer shall be from the Council (Treasurer or Chair/Co-Chair).

Vice-Treasurer

Shall:

- Assume the duties of the Treasurer in his/her absence.
- Assist the Treasurer in executing responsibilities.

Principal/Vice-Principal

The Principal/Vice-Principal shall be a designated, non-voting member of School Council.

Shall:

- Support the annual processes for filling the roles of Teacher Representative, Non-Teaching Representative and Student Representative.
- Be present at all Council meetings, and arrange for a suitable representative to be in attendance in his/her absence.
- Provide guidance to Council on issues to be addressed.
- Provide input to Council from an administrative perspective.
- Act as a resource to Council on the laws, regulations and Board policies.
- Work with Council to improve the learning potential and environment for students and to provide support for teaching staff.
- Maintain regular communication with the Chair/Co-Chair(s) of School Council through scheduled monthly meetings.
- Provide opportunities and channels for the Chair/Co-Chair(s) to speak with Staff and families through communication vehicles already in use by the school and community.
- Consider each recommendation made by School Council and provide feedback about course of action.
- Solicit the views of the School Council on any matter when he/she deems appropriate.
- Solicit views on matters pertaining to the establishment/amendment of school policies and guidelines related to student achievement and the accountability of the education system to parents, and communication of those plans to the public.
- Review funding requests presented by teachers to ensure they are appropriate, and support curriculum connections prior to them being brought to School Council.

Teacher Representative

The Teacher Representative shall be a voting member of School Council.

Shall:

- Be elected by members of the teaching staff as their representative.
- Shall liaise between teaching staff and Council and shall provide input, ideas and feedback.
- Encourage open communication and provide a teacher's perspective to Council matters.

- Update teaching staff on the activities/outcomes of School Council and concerns brought forward by the Parent Community.

Non-Teaching Representative

The Non-Teaching Representative shall be a, voting member of School Council.

Shall:

- Be elected by members of the non-teaching staff as their representative.
- Liaise between non-teaching staff and Council and shall provide input, ideas and feedback.
- Encourage open communication and provide a non-teaching staff perspective to Council matters.

Student Representative (Optional)

The Student Representative shall be an appointed, non-voting member of School Council.

Shall:

- Be selected by the Principal/Vice-Principal, at his/her discretion.
- Liaise between students and Council and shall provide input, ideas and feedback.
- Encourage open communication and provide a student's perspective to Council matters.

Community Representative

The Community Representative shall be an appointed, non-voting member of School Council. Board employees cannot be appointed as community representatives if they are employed at the appointing school. Board employees may be appointed as community representatives in a school where they are not employed. They will be required to take reasonable steps to inform the members of the School Council of their employment by the Board before their appointment.

Shall:

- Be appointed by the Principal/Vice-Principal and Council.
- Liaise between the school and corporate, private and commercial enterprises.
- Promote communication between schools in the community.
- Promote, endorse and enhance the school's profile within the community.
- Encourage open communication within the community and with teachers, parents and Council members.

ELECTION PROCEDURES – PARENT MEMBERS AND PARENT-EXECUTIVE MEMBERS

A person is qualified to vote in an election of Parent Members to School Council if he/she is a parent/guardian of a student enrolled in the school.

An election of Parent members to School Council shall be held during the first thirty (30) days of each school year, on a date that is set by the Chair/Co-Chairs in consultation with the Principal of the school.

The Principal shall, at least fourteen (14) days prior to the date set for election, give written notice of the date, time and location of the election to every parent/guardian of a student currently enrolled in the school. This notice can be delivered to the parent by way of their child and/or via established means of communication.

At the first Council meeting of the school year, any interested parent may offer his/her candidacy for a position of Parent Member on the School Council. A slate of names of all interested persons shall be presented to parents in attendance at the first Council meeting.

From the slate of names generated, each parent in attendance may then choose not fewer than 5 (five)*, and not greater than ten (10) names to form the Parent Members of the School Council.

*Should fewer than 5 persons indicate interest in filling Parent Member roles, the Council, at its discretion, may modify the minimum number of voting parent members accordingly.

The number of Parent Members selected is dependent on the number of parents interested in serving on Council in a given year and may change from year to year. The election of Parent Members shall be by secret ballot. Those individuals having acquired the highest number of votes will fill the Parent Member positions.

Once Parent Members have been identified, the new Parent Members will then choose the Executive Members (Chair and Vice-Chair or Co-Chairs, Secretary, and Treasurer with support of a Vice-Treasurer if determined by Council). The Executive Members are chosen from the newly voted-in Parent Members. A slate of names of candidates and the position in which each candidate is interested, shall be presented to the newly voted-in Parent Members. The election of the Executive positions shall be by secret ballot. The individual having acquired the highest number of votes will fill the Executive position for which he/she offered his/her candidacy. A Parent Member offering his/her candidacy for an Executive position is entitled to vote for all Executive positions, including the position for which he/she extended his/her candidacy.

ELECTION PROCEDURES – TEACHING REPRESENTATIVE, NON-TEACHING REPRESENTATIVE

The Principal/Vice-Principal shall conduct an election for the role of Teaching Representative at the first staff meeting of the year. A person is qualified to vote in an election for the Teacher Representative if he or she is a teacher, other than the Principal/Vice-Principal. The Teaching Representative will be established by the Principal/Vice-Principal prior to the first Council Meeting of the year.

The Principal/Vice-Principal shall conduct an election for the role of Non-Teaching Representative at the first meeting of the year at which non-teaching staff are present. In the event that there is minimal

candidate interest/availability, the Non-Teaching Representative may be appointed by the Principal/Vice-Principal. The Non-Teaching Representative will be established by the Principal/Vice-Principal prior to the first Council Meeting of the year.

APPOINTMENT OF STUDENT REPRESENTATIVE

The Principal/Vice-Principal shall, at his/her discretion, select Student Representative.

APPOINTMENT OF COMMUNITY REPRESENTATIVE

The Council shall appoint a Community Representative who can not be an employee at the school. If he/she is employed elsewhere by the Board, he/she must inform other Council members of his/her employment prior to appointment. The Community Representative will be appointed after the first Council meeting of the year by the new Council voted in.

FILLING VACANCIES

In the situation where there is minimal candidate interest in a Parent Member or Parent Member-Executive position at the beginning of the school year, the School Council shall provide notice of vacancy to the entire school community. Parents are welcome to volunteer or can be nominated to fill vacant positions. The Chair/Co-Chair and Principal may choose to fill vacancies by appointment or election. The current Chair/Co-Chair and Principal may decide to announce the names of the candidates to the school community for input on suitability, prior to acclamation. The school community will be informed once a vacancy has been filled, and by whom.

If an Executive position is vacated during the one year term, the remaining Executive, in its discretion, may appoint another Parent Member to fill the post until the end of the school year.

If a Parent Member (non-Executive) position is vacated during the one year term, the position may remain empty at the discretion of the Council. If the position must be filled to fulfill quorum requirements, the Executive may choose to appoint or elect additional Parent Member(s).

MEETINGS AND QUORUM

There shall be no less than four (4) meetings during the school year.

Council will meet within 35 days of the start of the school year, after elections are held. This date will be determined in coordination with the Principal.

A meeting of a School Council cannot be held unless a majority of the current members of the Council are present at the meeting, and a majority of the members present are parent members. A meeting will not be considered a meeting of the Council unless the Principal or delegated Vice-Principal is in attendance along with one member of the executive. In certain circumstances, an online vote may be permitted. Quorum would be achieved if the above outlined attendance in met.

CONFLICT OF INTEREST

Each School Council member shall avoid situations that could result in an inconsistency between the overall goals and vision of the School Council and a personal or vested interest, that arise in connection with his/her duties as a School Council member.

Should an issue or agenda item arise during a Council meeting where a Council member is in a conflict of interest situation, he/she shall declare conflict of interest immediately and decline from the discussion and resolution. The minutes of the meeting shall record the declared conflict.

DECISION MAKING

Consensus is a form of group decision-making based on willingness to consent and support. Consensus is reached when all members of the School Council, including the Chair/Co-Chairs are willing to accept and support an idea or concept as the best choice for the entire School Council. In the event that consensus cannot be achieved, a vote may be taken. Each School Council member will have one vote in votes taken by the School Council or in committees of the School Council. The Principal is not entitled to vote in votes taken by the School Council or a School Council committee.

The Council supports the consensus model for reaching important decisions. Every meeting participant will be given an opportunity to express his/her concern and opinion, and how the issue/dispute has affected him/her. Speakers will maintain a calm and respectful tone at all times and will be permitted to speak without interruption.

The Chair's/Co-Chairs' responsibility is to clarify the statements made by all speakers, identify common ground among expressed points of view and set out the joint interests of all members.

If no common ground can be established, the Chair/Co-Chairs will seek to clarify preferences among all Council members before proceeding further. A vote may be called at this point. If all attempts at resolving the conflict have been exhausted without success, the Chair shall request the intervention of the Principal. Unresolved issues may be further escalated to the Superintendent of Education or other senior administrator to facilitate a resolution.

SUB-COMMITTEES

If warranted, a sub-committee may be formed to address special projects, such as a fundraising initiative.

The sub-committee must include at least one Parent Member from School Council.

Participation on sub-committees is open to all M.A.P.S. parents, and is not restricted to members of the School Council.

FINANCIAL POLICY AND RECORD RETENTION

No amount exceeding the limit of fifty dollars (\$50) shall be spent without the prior consent of the Executive, or the Principal and Treasurer together. All expenditures shall be discussed at a meeting of School Council.

Per Board policy, all financial records must be maintained for seven (7) years.

Per Board policy, all School Council meeting minutes must be maintained for four (4) years.

Copies of finalized meeting minutes and financial statements will be stored in the School Council binder held in the main office at M.A.P.S. at the end of the year. These are available for review upon request to the Principal/Vice-Principal. Finalized electronic versions of the minutes including monthly financials will also be made available on the M.A.P.S. website.

Each School Council will submit a written report on its activities to the Principal of the school and the School Board on an annual basis. The Annual Report will include a report on fundraising activities. A copy of the Annual Report will be provided to every parent of a student enrolled in the school.

END OF DOCUMENT.