

École Publique Rideau Public School Advisory Council Constitution and Bylaws

This organization shall be called “**École Publique Rideau Public School Advisory Council**” (hereafter referred to as the **Council**).

Mission Statement

At École Publique Rideau Public School
We provide experiences
To encourage
Personal growth and lifelong learning.

The Primary division provides
Meaningful experiences
To foster
Independence and love of learning.

The Junior and Intermediate divisions promote
Responsibility
Independence
Dependability
Excellence
Attitude
Understanding.

Our beliefs are reflected in our school motto.

“Si On Veut On Peut”
“They Can Who Think They Can”

Code of Ethics

- ✓ *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 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.

Purpose/Mandate

The Council exists primarily for the purpose of contributing to the ongoing improvement of the learning environment. As an advisory body, the Council may provide advice to the Principal and/or the **Limestone District School Board** (hereafter referred to as the **Board**) on any matters it identifies as priorities including but not limited to the following:

1. School related activities
2. Rideau Public School Year Calendar
3. Rideau Public School code of student behaviour
4. Curriculum and program goals and priorities
5. Extra-curricular activities
6. Local co-ordination of services for children and youth
7. Community related activities
8. Rideau Public School community communication strategies
9. Methods of reporting to parents and the community
10. Rideau-based services and community partnerships related to social, health, recreational and nutrition programs
11. Board related activities
12. The responses of Rideau or Board to results in provincial and board assessment programs
13. Criteria for selection of Principals
14. Development, implementation and review of Board policies

Other Activities

In addition to its advisory responsibilities, the Council Executive should collaborate with the Principal and the Board to:

1. Establish its goals, priorities and procedures.
2. Organize information, training and orientation sessions for members of the Council as needed.
3. Hold a minimum of four meetings per year in addition to an Annual General Meeting held within 30 days of the beginning of the school year to elect parents/guardians to the Council.
4. Communicate regularly with parents and the community.
5. Promote the best interests of the Rideau community.
6. Participate in the development of the Rideau School Profile.
7. When a possible change in the Principal is known or anticipated, validate the Boards description of unique needs in the Rideau School Profile and to offer suggestions for selection criteria.
8. The Council may not be involved in issues relating to performance of individual staff members, as this is covered in collective agreements, Board policies and legislation.
9. The Council shall not engage in fund-raising activities unless,
 - a) the activities are conducted in accordance with any applicable policies established by the Principal; and
 - b) The activities are to raise funds for a purpose approved by the Principal or authorized by

- any policies established by the Principal.
10. **Use of Funds** – The Council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the Board.
 - (a) The Council shall observe the Fund-raising/Charitable Donation Policy.
 - (b) The Council shall consult with the Principal prior to initiating a Fund-raising activity.
 - (c) The Council shall evaluate the appropriateness of offering prizes/incentives to students for fund-raising on a case by case basis.
 - (d) Prizes/incentives shall not exceed five percent of the anticipated profit, or up to a maximum of \$500.00 (five hundred dollars).
 - (e) Funds raised by the Council shall be used to benefit the school as a whole or by fairly distributing them between the grades/divisions.
 - (f) Council funds shall not be used to subsidize individual class field trips.
 - (g) Council shall operate with a balanced budget, and shall not run a deficit in any year unless approved by a two thirds majority of Council. Council shall also endeavor to set aside approximately \$1000.00 (one thousand dollars) per year for schoolyard upkeep and other major projects.
 11. An amount of up to \$350.00 (three hundred and fifty dollars) will be donated to Grade 6 transition activities.
 12. The School, through the Principal, Teachers or a special interest group may request funds from the Council and will be decided on a case by case basis at meetings.
 13. **Gifts** purchased for:
 - (a) Teacher retirement of approximately \$75.00 (seventy-five dollars) per retiree.
 - (b) Administrators (principal, vice-principal or secretary) who are moving on to another school or retiring of approximately \$75.00 (seventy-five dollars).
 - (c) Teachers who are moving on to another school of approximately \$25.00 (twenty-five dollars).
 14. Deleted.
 15. **Council Meetings** Council shall offer babysitting by an appropriate number of qualified babysitters. The babysitters shall be paid fairly by Council.
 16. The Council shall conduct a survey of parents/guardians every 2 years to obtain input as to the direction/initiatives they wish Parent Council to pursue.
 17. The Council shall conduct a survey of Rideau teachers every 2 years to obtain input as to the direction/initiatives they wish Parent Council to pursue.

Council Membership

General

All parents or guardians of students enrolled at Rideau, the Principal, students, teaching and support staff, plus appointed community members are members of this Council. Members are welcome and encouraged to attend Council meetings. There will be no honorarium paid to members of the Council.

Council Executive

The Council Executive shall have a minimum of the following members:

- 6 parents or guardians of students enrolled at Rideau, who shall be elected by parents or guardians of students enrolled at Rideau. Parent members are normally encouraged to serve for 2 one-year terms.
- The Rideau Principal (Ex Officio, no voting privileges).
- A member of the teaching staff of Rideau (elected by the teaching staff).
- At least one member of the Rideau school community appointed by the Council Executive. It is hoped that this representative not be a parent or guardian, but that need not necessarily be the case.

Terms of Office

The Chair of the Council shall be an elected member who is a parent/guardian and shall be elected annually by the Council.

The term of office for all Council members is one year; however, parent members are normally encouraged to serve for 2 one-year terms. Members of the Executive may be re-elected for additional terms as long as they remain eligible.

Council Executive members who retire mid-term will be replaced. Parent members shall be appointed by the remaining parent members to serve until the next election.

Liability

The Board recognizes that Council members are volunteers, and as such, are covered by the Board's liability insurance policy as long as they are acting within the scope of their duties on behalf of the Board.

Roles and Responsibilities of Council Executive

Executive Members

- Council Executive consists of a slate of elected Officers with specific responsibilities. The Officer positions and procedures shall be described in the Council's constitution and shall include the Chair, Vice or Co-Chair, Secretary, and Treasurer. The Council Executive may also include, but is not limited to, the Fundraising Chair, Special Events Coordinator, Environmental Chair, Communications Officer, Volunteer Coordinator/Support Person, Breakfast Club Coordinator, and Parent Member(s)-at-Large.
- Attend and participate in Council meetings.
- Serve on Council committees.
- Act as links between Rideau and the community.
- Encourage the participation and involvement of all parents and students within Rideau.
- Encourage the support of the community for Rideau.
- Ensure the Council is governed by the terms of the Constitution.
- Only Executive Members of Council have voting privileges.

Chair

- Schedules Council meetings in consultation with the Principal of Rideau.
- Prepares the agenda for meetings in consultation with the Principal and chair meetings.
- Ensures that minutes of the meetings are recorded and maintained.
- Participates in information and training sessions.
- Communicates regularly with the Principal.
- Consults, on behalf of the Council, with senior Board staff and trustees as needed, and arranges for Council to be represented at related functions and meetings.
- Provides for regular communication among the Council, parents, the community, and existing organizations within the school, as well as with other School Councils.

Vice-Chair/Co-Chair

- Assumes the duties of the chair in her/his absence.

Secretary

- Takes minutes of the meetings and posts them on the Council website.

Treasurer

- Keeps record of all monies received and paid out.
- Provides monthly statements at Council meetings.
- Generates a yearly budget for the Council in consultation with Council.

Fundraising Chair

- Follows the Fundraising and Charitable Donations Policy for Rideau Public School.
- Researches possible fundraising ideas and profits gained from these activities.
- Reports to the Parent Council and advises on the best choices for fundraising in the upcoming year.
- Sets up fundraising schedule.
- Submits a yearly fundraising report to the Parent Council.
- Coordinates volunteers when needed for various fundraising projects.
- Communicate with the newsletter writing team and communications office to inform the community.

Special Events Coordinator

- Plans and organizes family functions for the Rideau families.
- Endeavours that 2 major functions are held each year, such as a Halloween Dance and June Fun Fair.
- Communicates with the newsletter writing team and communications officer to inform the community.

Environmental Chair

- Is responsible for any environmental issues deemed necessary.
- Reports updates on upcoming projects.
- Sets up schedule for the summer months to tend to all of the gardens, the bushes and trees.
- Coordinates volunteers when needed for projects.
- Communicates with newsletter writing team and communications officer to inform the community.
- Coordinates schoolyard improvement issues.

Communications Officer(s):

- Updates and maintains the Parent Council website.
- Ensures that the links to minutes and other pertinent information are posted on the website.
- This position may be split, with a separate person managing the web site.

Volunteer Coordinator/Support Person

- Collects all volunteer forms.
- Contacts all volunteers for orientation and distributes volunteer handbook.
- Maintains database of volunteers.
- Asks each class to try to acquire 2 parent/guardians to be class representatives responsible for making phone calls if Parent Council, teachers, or administration are looking for volunteers for various projects.
- Provides support where needed.

Breakfast Club Coordinator

- Responsible for overseeing all aspects of the Breakfast Club.
- Ensures food is ordered and picked up as needed.
- Coordinates Breakfast Club volunteers in conjunction with Volunteer Coordinator.
- Prepares and submits proper reporting as required to Food Sharing Project.
- Prepares (in conjunction with Parent Council) and prominently posts a Breakfast Club Code of Conduct.

Principal

As a designated member of the Council Executive, the Principal shall:

- Facilitate the establishment and operation of the Council.
- Support, facilitate and promote the Council's activities.
- Act as a resource to the Council respecting laws, regulations, Board policies and collective agreements as required in order to facilitate the operation and business of the Council.
- Seek input from the Council in areas for which it has been assigned advisory responsibilities.
- Obtain and provide information required by the Council to enable it to make informed decisions and provide appropriate advice.
- Communicate regularly with the Chair of the Council.
- Keep the appropriate supervisory officer informed of the activities of the Council.

Parent Member(s)-at-Large

The Parent Member(s) at large shall:

- Participate in the Council meetings.
- Be encouraged to participate in any Council committees.

Teacher Representative

The Teacher Representative shall:

- Facilitate communication between the teaching staff and the Council.

Community Representative

The Community Representative shall:

- Act as a liaison between the School and the community at large.
- Be invited to assist the Council in achieving specific and well-defined mandates, on an expert, consultative basis.

Kinder-Committee Representative

The Kinder-Committee exists to assist the Kinder community with the transition to school by:

- Building relationships and encouraging involvement of parents within the Rideau Public School kindergarten community (students, parents, and teachers) through activities on the school premises.
- Advocating for Kinder community issues or interests.

The Kinder-Committee is a sub-committee of Council. The Kinder-Committee is represented on Council by a member of the Kinder-Committee that is elected by the Kinder-Committee.

The Kinder-Committee Representative shall:

- Act as a liaison between the Kinder-Committee and the Council.

Council Meetings

General Procedures

The Council shall have a minimum of four regular meetings per year in addition to an Annual General Meeting held each September to elect parents/guardians to the Council and to schedule the dates for Council meetings.

All Council meetings shall be open to all parents/guardians of students enrolled at École Publique Rideau Public School, as well as teacher and support staff of École Publique Rideau Public School.

All Council meetings will begin promptly as scheduled.

At the Annual General Meeting in September, the Council shall elect the Council Executive Officers (Chair, Vice or Co-Chair, Secretary, Treasurer), and other Council Executive members.

The Council Executive may replace members who fail to attend three consecutive meetings during the school year without providing a reason acceptable to the Council Executive. A member who will be absent must notify the Chair or leave a message at the school. A member who does not attend three consecutive meetings will have a voice on issues, but will not have a right to vote on the issues.

Meeting Procedures

All meetings shall be conducted as follows:

- The Chair, in consultation with the Principal, shall establish the agenda for each meeting.
- The written agenda shall be distributed to all members of the Council Executive and made available to the School community, and on the Council website.
- All members of the Council Executive shall receive a copy of the minutes.
- Minutes shall also be made available at all Council meetings and upon request to other interested members of the school community.

Annual General Meeting

Elections

Parent/Guardian candidates for the Council Executive may be nominated prior to the Annual General Meeting where an election must take place by secret ballot.

Election procedures are included in this document as Appendix 1.

A diagram of the Council structure is attached as Appendix 2.

Amendments to the Constitution

The Council Executive shall review its constitution every two years. If there are any amendments to this constitution, a Notice of Motion to Amend, together with a Draft Copy of the Amendments(s) must be submitted in writing to all Council Members one month prior to the Motion being addressed. Any amendment passed must be ratified at the next Annual General Meeting.

The Council Executive shall evaluate its activities and set goals annually that reflect the needs of students, community views and the school growth or improvement plans.

Executive Decisions

The Council shall operate in a non-judgmental manner, respecting individual rights and confidentiality, employing no-fault discussions and reaching consensus through compromise.

The Chair shall allow for participation in discussion by all members of Council in attendance.

A quorum for official Executive decisions, by consensus or voting shall consist of at least 6 Executive Council members, parents/guardians, and include the Chair, Co-Chair or their delegate, the Principal or delegate and the teaching representative or delegate.

When the Chair decides that a matter should be resolved by vote rather than by consensus, all members of the Council Executive, except the Principal, may vote, providing that a quorum exists.

In the case of a controversial issue at a meeting with many parents in attendance, Council Executive will take guidance, but not necessarily their decision, from a parental vote.

Advice and Requests

Advice to the Principal is provided through the Principal's participation as a member of the Council Executive. Advice to the Board may be through existing Board procedures:

- The Council Executive may request that the Principal bring its advice to the attention of the appropriate supervisory officer.
- The Council Executive may put its advice in writing to the Chair through the Secretary (i.e. the Director) of the Board.
- The Council Executive may communicate directly with a School Board Trustee.
- When the Board seeks advice from School Council on relevant topics, the Council may request a report on the outcome of its advice.

Committees

Committees shall be governed by the following:

- Committees shall inform the Chair of dates, time and locations of all meetings.
- Committees cannot allocate expenditures or commit human resources without the approval of the Council Executive.

Conflict of Interest

Anytime the School Council does business with the potential for monetary gain/loss with any person, agency, or company and a member of the School Council has a vested interest in any way with that particular person, agency, or company, that member shall declare a conflict of interest and shall not vote on any such resolution relating to the matter.

Conflict Resolution Procedures

From the Ministry of Education Handbook, we have adopted the following as a form of conflict resolution:

- Council members are elected to serve the 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 members(s) to leave the meeting, citing the reasons for the request.
- The removal of a member for one meeting does not prevent the council member from participating in future meetings of council.
- The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting.
- When the Chair has requested the removal of a member or members from a meeting, the Chair shall request that the disrupting members of council participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting and shall not be construed as meeting of the council.
- The Chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute.
- An independent third party may be a Board official or another individual mutually agreed on by the parties involved in the dispute.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all the parties to the agreement.

Filling Vacancies

If any school council positions become vacant because of resignation, inability of a member to fulfil his or her roles and responsibilities, or other cause, the remaining members shall constitute the school council, unless the parent/guardian majority is not maintained. If the majority of parents on the council is not maintained, the school council shall instruct its nominating committee to send home nomination forms for the vacant position(s) for parents on the council and to hold an election for the purpose of filling the vacancy. Vacant positions, other than for parent representatives, may be filled by appointment of the council for the remaining term of office, from among members of the school community who meet the requirements set for the vacant positions.

Ratified by Council on 20 September 2017.

Jennifer MacDaid – Co-Chair

Jordan Morelli – Co-Chair