

Forest Hill Public School – School Council – Bylaws

(as referred to in the Education Act - Ontario Regulation 612/00)

1.0 Name: Forest Hill Public School Council (Council)

2.0 Mission Statement:

To foster partnerships that enhance student achievement.

3.0 Objectives:

To enhance the accountability of the education system the school council will:

- Be an advisory body that promotes ideas and opinions to enhance student achievement within a safe learning environment
- Promote communication among home, school and community
- Encourage the involvement of our school community

4.0 Membership:

- All parents/guardians who wish to become voting members of council, must complete a School Council Parent Candidate Nomination Form: FORM A7200-3
- Elected positions require the same nomination form as well as a brief resume.
- The elected positions are Two (2) Co-Chairs, Secretary and Fundraising Chair(s) and all are voting members of Council

5.0 Term of Office:

- The term of office of all Council members will be from the September election date until the next election the following September
- Any vacancies during the term of office may be filled by appointment, based on a majority vote by the current members of council

6.0 Elections:

- The Council will carry out elections in accordance with SCDSB Administrative Procedures Memorandum A7200 which covers all aspects of the election process
- As per APM A720, any parent of a student in the school is eligible to vote for council members however, only council members are able to vote for the chair positions
- There is no set limit on the number of parent members of council, so no vote is held for general members. Therefore all parent members are acclaimed merely by completing form A7200-3
- A member of the school council, including elected positions may be re-elected or reappointed for additional terms

7.0 Roles and Responsibilities of School Council/School Council Members:

- The roles and responsibilities of the school council shall be in accordance with SCDSB Administrative Procedures Memorandum A7200-APPENDIX A

8.0 Meetings:

- A minimum of four meetings per school year are required as per SCDSB guidelines but more may be scheduled
- The first meeting in early September is the final meeting of the previous year's council members prior to an election
- In the case of a cancellation due to inclement weather the meeting may be moved to the next meeting date or if necessary, may be rescheduled sooner
- A schedule of Council meetings will be established at the Council meeting in October following the election
- Meetings will be conducted in accordance with SCDSB APM A2700 Section 6.
- All parents /guardians of students at Forest Hill Public School are welcome to attend meetings and are welcome to address council.
- Council and Fundraising Meetings should be held at the school if possible

9.0 Quorum and Consensus:

- Quorum will be established in October after an election
- Quorum is established as one half of the total number of Council members plus one
- Quorum may need to be adjusted if new members join or members resign from Council
- All decision making is based on the consensus model. However, failing consensus, a vote may occur if quorum has been met
- Decisions may be formalized through motions made and voted upon, at the discretion of the Chair
- If quorum is not met, meetings may still continue, but no voting may occur.

10.0 Minutes & Agendas:

- Agendas and minutes will be forwarded to all council members and Interested Parents not later than the Friday prior to a Monday meeting.
- Minutes and agendas shall be retained for a period of four years on the website and filed in a binder in the school office

11.0 Expressions of Gratitude by FHPS-SC:

- No monetary gifts will be permitted on behalf of Council members
- Recognition will be limited to notices on the school website, newsletter or minutes

12.0 E-Mail and Electronic Information

- By completing the Parent Council Nomination Form APM A2700-3, Council members agreed to have their email addresses made available to the rest of Council unless otherwise indicated on that same form
- Council Chairs are provided with a SCDSB e-mail address to be used for correspondence with Council members and the Interested Parents List
- The SCDSB council e-mail account uses the SCDSB server and is subject to SCDSB technology policies and SCDSB code of conduct
- This email address is listed on the school website for use by all parents to contact the Council
- This e-mail may only be used for the distribution of agendas and minutes and meeting notifications.
- Council business should not be conducted via e-mail between Council members
- Non Council business communication is not be permitted using the Council distribution lists
- The password for the SCDSB email account will be reset by SCDSB each year

13.0 Conflict Resolution Procedure:

- Every school 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 him or her.
- Speakers to an issue will maintain a calm and respectful tone at all times.
- Speakers will be allowed to speak without interruption.
- The chairs' responsibility is to clarify the statements made by all speakers, to identify common ground among the points 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 members before proceeding further.
- If all attempts at resolving the conflict have been exhausted without success, the chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.
- 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(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 disputing 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 a meeting of 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 parties to the agreement.

14.0 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 or 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 or she shall declare conflict of interest immediately and decline from the discussion and resolution.

15.0 Communication:

- The School council will communicate with the school community in a variety of ways
- Agendas and Minutes of the meetings will be posted on the school website and displayed on the school bulletin board
- Council members may also attend other meetings, like the volunteer sessions or the September Open House to advise parents of Council's activities
- Council Chairs must prepare and submit a written Annual Report to the school and to the board, outlining the council's goals, activities, and achievements, including any fund-raising activities.
- The Annual Report shall be posted on the website and/or attached to a newsletter to ensure all parents are provided with the opportunity for review

16.0 Feedback Tools:

- At the April Council Meeting, a feedback form (sample attached to these by-laws) to gauge Council's effectiveness, should be distributed to all members. Any member may complete and submit this form anonymously at the end of the meeting.
- Comments from the forms will be compiled, by the secretary, and a summary report will be submitted to the council members before the year end

17.0 Updating of FHPS By-laws:

- A copy of the current By-laws shall be posted on the FHPS website for review by any parent
- A copy of the current By-laws along with copies of all referenced documents (Education Act, APM 7200, SCDSB 4300-4310) shall be filed in the Minute Binder in the school office.
- These By-laws may be reviewed on an annual basis at a council meeting
- Previous versions of the By-laws shall be retained for a period of four years in the Council Minute Binder in the School Office

Version 2014 – Updated April 2014 by 2013-14 FHPS Council Members

2013-14 Council Members

<i>Co-Chairpersons</i>	Susan Anderson & Debra Kapy
<i>Secretary</i>	Patti Joslin
<i>Fundraising Co-Chairs</i>	Angie Swain & Mary Jane Ulens
<i>Volunteer Co-ordinator</i>	Kimberly Pongo
<i>Members of Council</i>	Alex Ikonikov Andrea Armstrong Christine Handy Colleen Smith Donna Henderson Eleanor Dunthorne Erin Nightingale Gina Perepeluk Jan Bailey Jo-Ann Giorshev Jody Evans Katrina Carpenter Lana Cukrovani Laura Lighthouse Linda Kauer Lisa Hickling-Miller Liz Grummett Lorna Allen Manuela Lord Marian Phillips Mitra Budaghzadeh Nancy Byles Ruby Young Sarah Coppard Scarlett Graham Susan Leon Tamara Perlic Tina Pain Tracey Taylor Veronica Lewis