

JEANNE SAUVÉ CATHOLIC SCHOOL
School Advisory Council Constitution and By-Laws
Established May 2005
Adopted

1. NAME

The organization shall be know as “Jeanne Sauvé Catholic School Advisory Council” hereinafter referred as the “Council” or “School Council”.

The Council shall adhere to the Huron-Perth District School Board policy 3E:1 School Advisory Councils. The Council shall be governed by this Constitution and the by-laws drafted and approved by said Council.

The Council will act as an advisory body to the school principal. This will encompass the liaison with school staff, parents, church and community, thus encouraging active parent participation in school activities, increasing community awareness and fostering Catholic Education.

2. PURPOSE (In accordance to Board Policy 3E:1)

a) The purpose of School Council is, through active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

b) A School Council’s primary means of achieving its purpose is by making recommendations in accordance with Ontario Regulation 612 to the principal of the school and the Board.

c) As well the role of the School Advisory Council will be:

- to facilitate communication among home, school, parish and community
- to foster positive relations among parents, students, staff and the local community
- to co-operate with, and seek assistance from other school-related groups such as the P.T.A., where appropriate
- to ensure that no student is ever excluded from participation in a school activity due to lack of finances

Advisory Authority of School Councils (in accordance to Board Policy 3E:1)

School Advisory Councils will:

- a) Seek ways in which to involve parents, the parish(es) and community support agencies in the school in order to relieve the teachers of some of the non-academic obligations presently placed on them
- b) Advise the principal on any of the following matters if they have been identified by the Council as priorities on a yearly basis:
 - I. The determination of the focus of the School Action Plan establishing curriculum goals and priorities
 - II. The distribution of the school’s budget in order to achieve the Board’s Statement of Direction for Catholic Educational Programs

- III. The selection of learning materials as necessary to achieve the Board's Statement of Direction for Catholic Educational Programs
 - IV. The school code of conduct in accordance with the Board Policy
 - V. Extra curricular activities in the school
 - VI. The school's response to Board and province -wide test results
 - VII. The prioritization of items to be included on the capital request form
 - VIII. School-community communication strategies
 - IX. Review and implementation of Board policies at the local level
 - X. Other items identified by the principal of School Council: A School Council may make recommendations to the principal of the school or to the Board on any matter
- c) Advise the Board on:
- I. Methods for the collection, on a system-wide basis, of parents' views and preferences concerning the school year calendar
 - II. School programs which are not determined by provincial Ministries, the Canadian Council of Catholic Bishops or the Ontario Council of Catholic Bishops
 - III. The selection on principals/vice-principals in accordance with Board policy, practice and collective agreements
 - IV. Procedures for the community use of school facilities
- d) In addition to their advisory responsibilities
- I. Establish their goals, priorities, and procedures
 - II. Organize information and training session to enable members of the Council to develop their skills as Council members
 - III. Hold a minimum of four (4) meetings per year (all meetings shall be open to all members of the school community)
 - IV. Communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the Council, and to report on the activities of the Council to the school community
 - V. Promote the best interests of the school community
- e) Comply with the Freedom of Information and Protection of Personal Privacy Legislation in matters relating to individual staff and students.

3. COMPOSITION

The School Council shall be composed of the following people:

- a) A minimum of five (5) parents and a usual number of eleven (11) parents with children attending the school - elected annually by the parents, when required
Note: Parent members must constitute a majority of the members of the School Council
- b) The principal of the school
- c) Two (2) teachers who are employed at the school, other than the principal, or any other teacher, elected in accordance with Election Procedures section 6
- d) One (1) person who is employed at the school, other than the principal or any other teacher, elected in accordance with Election Procedures section 6
- e) The Prime Minister of the Student Cabinet, or Deputy Prime Minister as an alternate

- f) One (1) parish/community representative without children or grandchildren at the school - appointed annually by the other members of the Council in consultation with the appropriate pastor(s)
- g) One (1) person appointed by an association that is a member of the Ontario Association of Parents in Catholic Education, if the Association is established in respect of the school.
- f) The number of parents is to be increased as necessary to ensure that parents constitute a majority of the members of the Council.

NOTE: It is possible that some of these positions may remain vacant if no candidates are willing to serve.

4. QUALIFICATIONS (In accordance to Board Policy 3E:1)

- a) All teachers, students, parents and member of the broader community are encouraged to become actively involved with the various committees established to provide assistance and advice at the school.
- b) A member of the Board cannot be a member of a School Council

5. ELECTION OF PARENT MEMBERS:

- a) A person is qualified to be a parent member of a School Council if he or she is a parent of a pupil who is enrolled in the school.
- b) Despite subsection a), a person is not qualified to be a parent member of a School Council if,
 - I. he or she is employed at the school; or
 - II. he or she is not employed at the school but is employed elsewhere by the Board that established the Council, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent member of that employment
- c) Nomination process:
 - I. Within the first 14 days of the school year, the principal will send out a request for nominations for School Council members. Self-nomination or nomination by others is accepted.
 - II. The form will include the information in 5 a) and 5 b), and qualification requirements.
- d) If necessary, an election of parent members of the School Council shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the School Council after consulting with the principal of the school.
- e) The principal of a school shall, at least 14 days before the date of the election of parent members, on behalf of the School Council, give written notice of the date, time and location of the election to every parent of a pupil who on the date the notice is given, is enrolled in the school.
- f) The notice required by subsection e) shall be given by:
 - I. giving the notice to the parent's child for delivery to his or her parent; and
 - II. posting the notice in the school in a location that is accessible to parents.
- g) If an election of parent members is required it shall be by secret ballot.

6. OTHER ELECTIONS:

- a) The elections of members of School Councils referred to in paragraph c) and d) of the Composition section 3 shall be held during the first 30 days of each year.
- b) A person is qualified to vote in an election of a member of a School Council referred to in paragraph c) of Composition section 3 if he or she is a teacher other than the principal or vice-principal, who is employed at the school.
- c) A person is qualified to vote in an election of a member of a School Council referred to in paragraph d) of Composition section 3 if her or she is a person other than the principal, vice-principal or any other teacher, who is employed at the school.

7. TERM OF OFFICE:

- a) A person elected or appointed as a member of a School Council holds office from the later of,
 - I. the date he or she is elected or appointed; and
 - II. the date of the first meeting of the School Council after the elections held under section 5 Election of Parent Members and section 6 Other Elections in the school year.until the date of the first meeting of the School Council after the elections held under sections Election of Parent Members section 5 and Other Elections section 6 in the next school year.
- b) A member of a School Council may be re-elected or reappointed.

8. VACANCIES:

- a) If a vacancy occurs that does not affect the decision-making quorum then the vacancy will remain until the next election. If the quorum is affected, attempts will be made to recruit a member, as the Council deems necessary.

9. OFFICERS

- a) A School Council shall have a chair and a vice-chair or alternatively two (2) chairs
- b) A chair or vice-chair or co-chair of a School Council must be a parent member of the Council, and shall be elected by the members of the Council
- c) A person who is employed by the Board cannot be the chair, vice-chair or co-chair of the Council
- d) The School Council will select a recording secretary and a treasurer
- e) Subject to subsections b) and c), vacancies in the office of chair, vice-chair, co-chair or any other officer of a School Council shall be filled by remaining Council members

10. Remuneration (In accordance to Board Policy 3E:1)

- a) A person shall not receive any remuneration for serving as a member or officer of a School Council

- b) A budget amount sufficient to cover printing, mailing and similar expenses, or out-of-pocket expenses incurred by members of the Council in carrying out their responsibilities will be identified by the Council from the general school budget

11. MEETINGS: (In accordance to Board Policy 3E:1)

- a) The School Council shall meet at least four (4) times during the school year.
- b) The School Council shall meet within the first 35 days of the school year, after the elections held under sections Election of Parent Members section 5 and Other Elections section 6, on a date fixed by the principal of the school.
- c) A meeting of the School Council cannot be held unless:
 - I. a majority of the current members of the Council are present at the meeting; and
 - II. a majority of the members of the Council who are present at the meeting are parent members.
- d) All meetings of the School Council shall be open to the public
- e) The School Council is entitled to hold its meetings at the school
- f) All meetings of the School Council shall be held at a location that is accessible to the public
- g) The principal of the school shall, on behalf of the School Council, give written notice of the dates, times and locations of the meetings of the Council to every parent of a pupil who, on the date the notice is given, is enrolled in the school
- h) The notice required by subsection g) shall be given by:
 - I. giving the notice to the parent's child for delivery to his or her parent; and
 - II. posting the notice in the school in a location that is accessible to parents.

12. COMMITTEES (In accordance to Board Policy 3E:1)

- a) The School Council may, in accordance with its by-laws, establish committees to make recommendations to the Council
- b) Every committee of the School Council must include at least one parent member of the Council
- c) A committee of the School Council may include persons who are not members of the Council.
- d) Meetings section 11 subsections d) and h) apply, with necessary modifications, to committees of School Councils

13. VOTING: (In accordance to Board Policy 3E:1)

- a) The Council will operate in a manner that uses consensus and compromise as the preferred method for developing recommendations and plans
- b) Each member of the School Council is entitled to one vote in votes taken by the Council
- c) Each member of a committee of the School Council is entitled to one vote in votes taken by the committee
- d) The principal of the school is not entitled to vote in votes taken by the School Council or by a committee of the School Council

14. BY-LAWS:

- a) The School Council may make by-laws governing the conduct of its affairs.

- b) The School Council shall make the following by-laws, if not included in the School Council constitution
 - I. A by-law that governs election procedures and the filling of vacancies in the membership of the School Council
 - II. A by-law that establishes rules respecting participation in School Council proceedings in cases of conflict of interest
 - III. A by-law that, in accordance with any applicable policies established by the Board that established the Council, establishes a conflict resolution process for internal Scholl Council disputes

15. MINUTES AND FINANCIAL RECORDS: (In accordance to Board Policy 3E:1)

- a) The School Council shall keep minutes of all of its meetings and records of all of its financial transactions, and forward such to the appropriate Supervisor Officer
- b) The minutes and records shall be available at the school for examination without charge by any person
- c) Subsections a) and b) do no apply to minutes and records that are more than four (4) years old

16. INCORPORATION: (In accordance to Board Policy 3E:1)

A School Council shall not be incorporated.

17. ROLE OF THE PRINCIPAL: (In accordance to Board Policy 3E:1)

- a) The principal of the school may delegate any of his or her powers or duties as a member of the School Council, including any powers or duties under this Policy, to a vice-principal of the school
- b) The principal of the school shall perform the duties relating to School Councils that are imposed on the principal by Regulation 298 of the Revised Regulations of Ontario, 1990 (Operations of Schools - General)
- c) The principal shall:
 - I. Attend meetings of the School Advisory Council as a non-voting, ex-officio member
 - II. Serve as Secretary of the Council
 - III. Facilitate the establishment of the Council and assist in its operation
 - IV. Support and promote the Council’s activities
 - V. Seek input from the Council, as necessary from time to time, in areas which the Council has identified as priorities for the year
 - VI. Act as a resource on laws, regulations, Board policies, and collective agreements
 - VII. Obtain and provide information required by the Council to enable it to make informed decisions
 - VIII. Communicate with the Chairperson of the Council as required
 - IX. Maintain a full and correct record of the proceedings of the Council and ensure that copies of the minutes of the Council’s meetings are kept at the school and are forwarded to the appropriate Supervisory Officer
 - X. Assist the Council in communicating with the school community

- XI. Encourage the participation of parents from all groups and of other people within the school community on various committees established to provide assistance and advice at the school
- XII. Make a general annual report regarding the School Action Plan

Notwithstanding any of the above outlined under the “Role of the Principal”, the Principal continues to be responsible for the day-to-day operation of all aspects of the school subject to the Education Act, the Regulations made thereunder, Board Policies, Collective Agreements, and any other related requirements.

18. ROLE OF THE CHAIRPERSON OF THE SCHOOL ADVISORY COUNCIL (In accordance to Board Policy 3E:1)

- a) Call Council meetings
- b) Prepare the agenda for Council meetings in Consultation with the principal
- c) Chair Council meetings
- d) Ensure that meetings are conducted in a manner that promotes the philosophy and traditions of the Catholic faith and the Board’s Mission Statement
- e) Ensure that the minutes of Council meetings are recorded and maintained
- f) Participate in information and training programs
- g) Communicate with the principal
- h) Ensure that there is regular communication with the school community
- i) Consult with senior Board staff and trustees, as necessary from time to time

19. ROLE OF SCHOOL ADVISORY COUNCIL MEMBERS (In accordance to Board Policy 3E:1)

- a) Participate in Council meetings
- b) Act in a manner that contributes to the Catholicity of the school and the spiritual growth of the students
- c) Participate in information and training programs
- d) Act as a link between the Council and the community
- e) Encourage the participation of parents from all groups and of other people within the school community

20. CONSULTATION WITH THE BOARD (In accordance to Board Policy 3E:1)

School Council will be invited by the Board to provide its views with respect to the following matters:

- a) The establishment or amendment of Board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
 - I. policies and guidelines established under subsection 302 1) of the Act with respect to the conduct of persons in schools within the Board’s jurisdiction
 - II. policies and guidelines established under subsection 302 5) of the Act respecting appropriate dress for pupils in schools within the Board’s jurisdiction
 - III. policies and guidelines respecting the allocation of funding by the Board to School Councils

- IV. policies and guidelines respecting the fundraising activities of School Councils
 - V. policies and guidelines respecting conflict resolution processes for internal School Council disputes, and
 - VI. policies and guidelines respecting reimbursement by the Board of expenses incurred by members and officers of School Councils
- b) The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including:
 - I. implementation plans for policies and guidelines established under subsection 302 1) of the Act with respect to the conduct of persons in school within the Board's jurisdiction, and
 - II. implementation plans for policies and guidelines established under subsection 302 5) of the Act respecting appropriate dress for pupils in schools within the Board's jurisdiction
 - c) Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.
 - d) The process and criteria applicable to the selection and placement of principals and vice-principals.

NOTE: Subsections a) to d) do not limit the matters on which a Board may solicit the views of School councils.

21. FUNDRAISING: ((In accordance to Board Policy 3E:1)

- a) Subject to Purpose Section 2, a School Council may engage in fundraising activities.
- b) A School Council shall not engage in fundraising activities unless:
 - I. the activities are conducted in accordance with any applicable policies established by the Board, and
 - II. the activities are to raise funds for a purpose approved by the Board or authorized by any applicable policies established by the Board.
- c) The School Council ensure that the funds raised by it are used in accordance with any applicable policies established by the Board.

22 CONSULTATION WITH PARENTS: (In accordance to Board Policy 3E:1)

The School Council shall consult with parents of pupils enrolled in the school about matters under consideration by the Council.

23 ANNUAL REPORT (In accordance to Board Policy 3E:1)

- a) The School Council shall annually submit a written report on its activities to the principal of the school and to the Board
- b) If the School Council engages in fundraising activities, the annual report shall include a report on those activities

- c) The principal shall, on behalf of the School Council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school
- d) Subsection c) may be complied with by:
 - I. giving the report to the parent's child for delivery to his or her parent, and
 - II. posting the report in the school in a location that is accessible to parents.