

Chapman Mills Public School Council Constitution

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Terms of Reference

The Chapman Mills Public School Council (referred to hereafter as “School Council” or “Council”) may discuss and make recommendations on all school matters, except those related to salary and personnel, and may engage in activities associated with its objectives. Concerns involving individual students are handled by the staff and the administration, not by the School Council.

Objectives

The objectives of the School Council are to:

1. Establish and maintain a partnership between the school and its community.
2. Work together to provide a positive school environment in which children may grow.
3. Provide a forum in which the school and its community may discuss issues and solve problems of common concern.
4. Provide a forum where parents, school staff and community representatives can meet to discuss interests and concerns relating to the children’s school experiences.

5. Provide a forum in which educational issues, Ottawa-Carleton District School Board policies and operating procedures, and school practices may be discussed.
6. Identify, study and respond to school, area or system-wide matters which require community input.
7. Identify needs of the Chapman Mills school community and address them in the best interest of Chapman Mills students.
8. Ensure that the majority of funds raised during a school year are used for the benefit of the students during that year, but also ensure that sufficient funds are carried over from one school year to the next to support Council activities early in the year.
9. Ensure that funds raised, and any other profits or gains are used in keeping with the above objectives.

Roles and responsibilities

The School Council shall provide advice to the Principal, Vice-Principal and, where appropriate, to the Ottawa-Carleton District School Board on such school matters as:

- local school year calendar;
- school code of behaviour;
- school program goals and priorities;
- school budget priorities;
- criteria for selection of a Principal;
- methods of reporting news and events to parents and to the community;
- extracurricular activities in the school;
- community use of school facilities;
- development of a school profile;
- development, implementation and review of Board policies at the local level; and
- other such issues as deemed appropriate by the School Council.

Membership

The School Council shall include as members parents/legal guardians of students, staff at Chapman Mills Public School and community representatives as appointed by the School Council. Parents shall form the majority of the School Council.

Persons from the community at large are welcome to participate in the School Council meetings, receive notices of meetings, submit topics for the agenda and participate in subcommittees, but these persons do not hold voting positions on the School Council.

The following are voting positions on the School Council, except Teacher Representative and Principal, which are non-voting. Their duties are:

Chairperson

- Must be the parent/guardian of a student currently enrolled at the School, and should have served as a member of the School Council in the previous school year.
- Presides over School Council meetings.
- Prepares the agenda for School Council meetings.
- Fosters consensus and collaboration among School Council members.
- Represents the School Council to outside bodies and authorities, or may appoint a delegate.
- In an emergency, acts for the School Council between meetings, subject to approval at the next School Council meeting.
- Acts as a signing officer.
- Generally exercises such authority as is usually associated with the office.

Treasurer

- Receives moneys and pays bills.
- Acts as a signing officer.
- Gives a complete and verified accounting of all receipts and disbursements for the fiscal year at the last School Council meeting of each fiscal year.
- Submits a financial report to the School Board on an annual basis.
- Ensures a balance, as decided by Council at the June meeting is carried forward to the following September.

Secretary

- Maintains an up to date email distribution list of all Council members.
- Prepares and distributes documents necessary for meetings.
- Prepares and distributes minutes of School Council and Executive Committee meetings.
- Drafts correspondence resulting from specific decisions made by the School Council and the Executive Committee.
- Keeps a file of official documents for each fiscal year.

Fundraising Coordinator

- Manages and coordinates fundraising activities.
- Coordinates volunteers for fundraising events.

Communications Coordinator

- Sends out communications regarding School Council activities.
- Maintains the School Council Facebook page and website or other social media accounts, if applicable.
- Monitors the School Council email account.
- Submits (as required) School Council updates for the school newsletter.
- Publishes minutes on the School Council website.

OCASC Representative

- Represents the School Council at monthly OCASC meetings.
- Reports back to School Council on updates and information from OCASC.

Lunch Program Coordinator

- Manages and coordinates the Chapman Mills Public School lunch program.
- Maintains school lunch website and online order forms.
- Communicates with parents/guardians and staff regarding lunch program options, ordering deadlines, and payment.
- Collects payments from parents and staff for lunch orders.
- Orders supplies and food from vendors.
- Coordinates volunteers for lunch program.

Members-at-Large

- May manage activities outside the scope of other School Council roles.
- May plan and coordinate projects on an ad-hoc basis.
- Act as members for ad-hoc and sub-committees.

Teacher Representative

- Represents Chapman Mills teachers at School Council meetings.
- Informs the School Council members of activities and events that are happening in the school.

Principal

- Informs and advises the School Council on matters of school and Ottawa-Carleton District School Board policy.
- Represents the school board at School Council meetings.
- May be represented by the Vice Principal if unable to attend a given School Council meeting.

Fiscal Year

The fiscal year of the School Council corresponds with the school calendar year.

Subcommittees

The School Council may set up subcommittees or ad-hoc committees made up of interested persons and at least one School Council member to investigate, organize or deal with specific matters or events. Each subcommittee would report on their meetings at School Council meetings and present agenda items for discussion and decision, as required.

School Council Meetings

The School Council meetings are held on the third Wednesday of every month during the school year. If the designated meeting date falls on a school holiday, such as March Break, the meeting date will be moved to an alternative date that is to be agreed upon at the preceding meeting. All meetings of the School Council are open to the public. An agenda is available at least three days before the meeting. Any person may place an item on the agenda for consideration by notifying the Chairperson and supplying the relevant information.

A quorum for School Council meetings shall consist of one-third of members. Any decision or action taken as a result of a School Council meeting must be recorded in the minutes.

A formal vote may be requested by a School Council member on any issue, and the vote is decided by a simple majority of the School Council members present. Each member of the School Council has the right to vote.

If matters requiring a vote arise in between monthly meetings, an email vote will be an acceptable voting method. The email must be sent to all Council members with all the relevant

information. The motion will be approved if a majority of the voting members respond with an affirmative response.

Annual General Meetings

At least one Annual General Meeting is held every year and chaired by the sitting Chairperson. Normally this will be the September meeting. The date of the Annual General Meeting must be determined at the previous June meeting and communicated to the school community before the end of the school year.

If an Annual General Meeting is to be held at any other time of year, this intention must be communicated to the school community at least two weeks before the meeting.

The Annual General Meeting will have an agenda item for the establishment of Council's mission statement for the year. The mission statement would set out the guiding principles for the focus of any fundraising efforts and other Council activities to be undertaken during the school year.

Elections

Parent members of the School Council for the applicable school year are elected at an Annual General Meeting. Nominations are presented at the Annual General Meeting. Voting takes place through a show of hands. A simple majority is required for election. Upon election, the new members are considered duly appointed and assume office immediately. New members are provided with a copy of the Constitution and agree to the requirements herein.

Each voting position, excluding the Principal, Treasurer, and members-at-large, may be shared between two members. In which case, each person in the role would be recognized as the "Co-." For example, "Co-Chairperson," "Co-Secretary," etc.

Appointment of Community Representatives

The School Council shall appoint community representatives who will best serve the needs of the school community. Appointments are normally for a term of one school year, however appointed members may seek additional terms of office.

Community representatives may be appointed from local business and/or labour groups, community or neighbourhood associations, senior citizens, religious or ethnocultural organizations.

Resignations and Vacancies

A member of the School Council ceases to be a member on submission of a written resignation. Failure by any voting member to attend two consecutive School Council meetings without advance written notice to the Chairperson, will automatically terminate the person's membership for the current term.

If a School Council position is not filled or becomes vacant during the year, the School Council may opt on the basis of a motion and vote at a School Council meeting to hold an election for that position at a subsequent School Council meeting.

Constitutional Amendments

This Constitution may be amended at any meeting if the proposed amendments have been included in the agenda for the meeting and if two-thirds majority of the votes cast at the meeting are in favour of the amendments.

Effective Date

This Constitution takes effect on the date on which it is adopted by the School Council.