

**PLEASANT PARK PUBLIC SCHOOL (PPPS) COUNCIL
CONSTITUTION AND BYLAWS
APPROVED MAY 18TH, 2011**

Note regarding the CONSTITUTION:

Ontario Regulation 612/00, as it appears below on pages 1-6, sets out the mandate and roles and responsibilities for school councils and serves as the constitution for Pleasant Park Public School Council.

Note regarding the BYLAWS:

Regulation 612/00 requires school councils to develop bylaws to address certain areas. Pleasant Park Public School Council's Bylaws appear on page 7-10 of this document and provide greater detail on the Council membership, Elections and filling interim vacancies, Meetings, Committees, Conflict of Interest, Code of Ethics, Conflict Resolution Process and Amendments to Bylaws. The Bylaws are not to be read independently of the Constitution but rather as a companion document. Some information from the Constitution is repeated in the Bylaws to facilitate use of the Bylaws as a reference document. The Bylaws have been formulated with reference to the following documents:

School Councils: A Guide for Members, Ontario Ministry of Education, Revised 2002

OCDSEB Procedure PR.509.SCO: School Council Elections, Constitution and By-Laws, Revised 20 June 2001

OCDSEB Procedure P.014.SCO School Councils, Revised 26 May 2004

**Education Act
ONTARIO REGULATION 612/00
No Amendments
SCHOOL COUNCILS
*This is the English version of a bilingual regulation.***

INTERPRETATION

1. (1) In this Regulation,

“meeting” does not include a training session or other event where a school council does not discuss or decide matters that it has authority to decide; (“réunion”)

“parent” includes a guardian as defined in section 1 of the Act; (“père ou mère”)

“parent member” means a member of a school council who is elected to the council in accordance with section 4 or who fills a vacancy created when a parent member ceases to hold office. (“père ou mère membre”)

(2) In the case of a school that is established primarily for adults, a reference in this Regulation to a parent or to a parent of a pupil shall be deemed, with necessary modifications, to be a reference to a pupil who is enrolled in the school.

PURPOSE

2. (1) The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

(2) A school council's primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council.

COMPOSITION

3. (1) A school council for a school shall be composed of the following people:

1. The number of parent members determined under subsection (2).
2. The principal of the school.

3. One teacher who is employed at the school, other than the principal or vice-principal, elected in accordance with section 5.
 4. One person who is employed at the school, other than the principal, vice-principal or any other teacher, elected in accordance with section 5.
 5. In the case of a school with one or more secondary school grades,
 - i. one pupil enrolled in the school who is appointed by the student council, if the school has a student council, or
 - ii. one pupil enrolled in the school who is elected in accordance with section 5, if the school does not have a student council.
 6. In the case of a school with no secondary school grades, one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of the school council, that the council should include a pupil.
 7. Subject to subsection (3), one community representative appointed by the other members of the council.
 8. One person appointed by an association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education, if the association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education is established in respect of the school.
- (2) For the purposes of paragraph 1 of subsection (1), the number of parent members shall be determined as follows:
1. If the school council has a by-law that specifies the number of parent members, the number specified in the by-law.
 2. If the school council does not have a by-law that specifies the number of parent members, the number specified by the board that established the council.
- (3) A school council may specify by by-law that the council shall include two or more community representatives, appointed by the other members of the council.
- (4) In specifying numbers under subsections (2) and (3), the board or the school council, as the case may be, shall ensure that parent members constitute a majority of the members of the school council.
- (5) A person who is employed by the board that established a school council cannot be appointed as a community representative on the council unless,
- (a) he or she is not employed at the school; and
 - (b) the other members of the school council are informed of the person's employment before the appointment.
- (6) A member of a board cannot be a member of a school council established by the board.
- (7) Paragraphs 5 and 6 of subsection (1) do not apply in respect of a school that is established primarily for adults.

ELECTION OF PARENT MEMBERS

4. (1) 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.
- (2) Despite subsection (1), a person is not qualified to be a parent member of a school council if,
 - (a) he or she is employed at the school; or

(b) 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 members of that employment.

(3) A person is qualified to vote in an election of parent members of a school council if he or she is a parent of a pupil who is enrolled in the school.

(4) An election of parent members of a 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.

(5) Despite subsection (4), if a new school is established, the first election of parent members to the school council shall be held during the first 30 days of the school year, on a date that is fixed by the board that established the school council.

(6) 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.

(7) The notice required by subsection (6) may be given by,

(a) giving the notice to the parent's child for delivery to his or her parent; and

(b) posting the notice in the school in a location that is accessible to parents.

(8) The election of parent members shall be by secret ballot.

OTHER ELECTIONS

5. (1) The elections of members of school councils referred to in paragraph 3, paragraph 4 and subparagraph 5 ii of subsection 3 (1) shall be held during the first 30 days of each school year.

(2) A person is qualified to vote in an election of a member of a school council referred to in paragraph 3 of subsection 3 (1) if he or she is a teacher, other than the principal or vice-principal, who is employed at the school.

(3) A person is qualified to vote in an election of a member of a school council referred to in paragraph 4 of subsection 3 (1) if he or she is a person, other than the principal, vice-principal or any other teacher, who is employed at the school.

(4) A person is qualified to vote in an election of a member of a school council referred to in subparagraph 5 ii of subsection 3 (1) if he or she is a pupil enrolled in the school.

TERM OF OFFICE

6. (1) A person elected or appointed as a member of a school council holds office from the later of,

(a) the date he or she is elected or appointed; and

(b) the date of the first meeting of the school council after the elections held under sections 4 and 5 in the school year, until the date of the first meeting of the school council after the elections held under sections 4 and 5 in the next school year.

(2) A member of a school council may be re-elected or reappointed, unless otherwise provided by the by-laws of the council.

VACANCIES

7. (1) A vacancy in the membership of a school council shall be filled by election or appointment in accordance with the by-laws of the council.

(2) If an election is held to fill a vacancy in the membership of a school council, section 4 or 5, as the case may be, applies, with necessary modifications, to the election.

(3) A vacancy in the membership of a school council does not prevent the council from exercising its authority.

OFFICERS

8. (1) A school council shall have a chair or, if the by-laws of the council so provide, two co-chairs.

(2) A 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.

(3) A person who is employed by the board that established the council cannot be the chair or co-chair of the council.

(4) A school council may have such other officers as are provided for in the by-laws of the council.

(5) Subject to subsections (2) and (3), vacancies in the office of chair, co-chair or any other officer of a school council shall be filled in accordance with the by-laws of the council.

COLLECTION OF INFORMATION

9. (1) The Ministry may, for the purpose of consulting and communicating directly with members of school councils, collect the names, mailing addresses, telephone numbers and e-mail addresses of the chair or co-chairs of a school council and of the other members of the council.

(2) The Ministry may disclose information collected under subsection (1) to the Ontario Parent Council, which may use the information for the purpose of consulting and communicating directly with members of school councils.

MINISTRY POWERS AND DUTIES

10. (1) As part of its accountability to parents, the Ministry shall report annually to members of school councils on education in the province.

(2) The Ministry may,

(a) make other reports to members of school councils; and

(b) provide information to members of school councils respecting the roles and responsibilities of school councils.

REMUNERATION

11. (1) A person shall not receive any remuneration for serving as a member or officer of a school council.

(2) Every board shall establish policies respecting the reimbursement of members and officers of school councils established by the board.

(3) The board that established a school council shall reimburse members and officers of the council, in accordance with the policies referred to in subsection (2), for expenses they incur as members or officers of the council.

MEETINGS

12. (1) A school council shall meet at least four times during the school year.

(2) A school council shall meet within the first 35 days of the school year, after the elections held under sections 4 and 5, on a date fixed by the principal of the school.

(3) A meeting of a school council cannot be held unless,

(a) a majority of the current members of the council are present at the meeting; and

(b) a majority of the members of the council who are present at the meeting are parent members.

(4) All meetings of a school council shall be open to the public.

- (5) A school council is entitled to hold its meetings at the school.
- (6) All meetings of a school council shall be held at a location that is accessible to the public.
- (7) The principal of a 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.
- (8) The notice required by subsection (7) may be given by,
 - (a) giving the notice to the parent's child for delivery to his or her parent; and
 - (b) posting the notice in the school in a location that is accessible to parents.

COMMITTEES

- 13.** (1) A school council may, in accordance with its by-laws, establish committees to make recommendations to the council.
- (2) Every committee of a school council must include at least one parent member of the council.
- (3) A committee of a school council may include persons who are not members of the council.
- (4) Subsections 12 (4) to (8) apply, with necessary modifications, to committees of school councils.

VOTING

- 14.** (1) Subject to subsection (3), each member of a school council is entitled to one vote in votes taken by the council.
- (2) Subject to subsection (3), each member of a committee of a school council is entitled to one vote in votes taken by the committee.
- (3) 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.

BY-LAWS

- 15.** (1) A school council may make by-laws governing the conduct of its affairs.
- (2) Every school council shall make the following by-laws:
 - 1. A by-law that governs election procedures and the filling of vacancies in the membership of the school council.
 - 2. A by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest.
 - 3. 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 school council disputes.

MINUTES AND FINANCIAL RECORDS

- 16.** (1) A school council shall keep minutes of all of its meetings and records of all of its financial transactions.
- (2) The minutes and records shall be available at the school for examination without charge by any person.
- (3) Subsections (1) and (2) do not apply to minutes and records that are more than four years old.

INCORPORATION

- 17.** A school council shall not be incorporated.

PRINCIPAL

18. (1) The principal of a 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 Regulation, to a vice-principal of the school.

(2) In addition to his or her duties under this Regulation, the principal of a 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 (Operation of Schools — General).

CONSULTATION BY BOARD

19. (1) In addition to its other obligations to solicit the views of school councils under the Act, every board shall solicit the views of the school councils established by the board with respect to the following matters:

1. 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.
2. 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 schools 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.
3. 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.
4. The process and criteria applicable to the selection and placement of principals and vice-principals.

(2) Subsection (1) does not limit the matters on which a board may solicit the views of school councils.

ADVISORY AUTHORITY OF SCHOOL COUNCILS

20. A school council may make recommendations to the principal of the school or to the board that established the council on any matter.

DUTY OF BOARD TO RESPOND

21. The board that established a school council shall consider each recommendation made to the board by the council and shall advise the council of the action taken in response to the recommendation.

FUNDRAISING

22. (1) Subject to subsection (2), a school council may engage in fundraising activities.

(2) A school council shall not engage in fundraising activities unless,

- (a) the activities are conducted in accordance with any applicable policies established by the board; and
 - (b) the activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the board.
- (3) A school council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the board.

CONSULTATION WITH PARENTS

23. A school council shall consult with parents of pupils enrolled in the school about matters under consideration by the council.

ANNUAL REPORT

24. (1) Every school council shall annually submit a written report on its activities to the principal of the school and to the board that established the council.

(2) If the school council engages in fundraising activities, the annual report shall include a report on those activities.

(3) 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.

(4) Subsection (3) may be complied with by,

- (a) giving the report to the parent's child for delivery to his or her parent; and
- (b) posting the report in the school in a location that is accessible to parents.

TRANSITION

25. Every school council established by a board before this Regulation comes into force is continued.

26. (1) Sections 3, 4 and 5 do not apply until September 1, 2001.

(2) Until the date of the first meeting of a school council after the first election held under section 4 after September 1, 2001, the references in subsection 8 (2), clause 12 (3) (b) and subsection 13 (2) to a parent member shall be deemed to be references to a member of the school council who is a parent of a pupil enrolled in the school.

PLEASANT PARK PUBLIC SCHOOL (PPPS) COUNCIL BYLAWS APPROVED MAY 18TH, 2011

1. COUNCIL MEMBERSHIP

According to Policy P.014.SCO of the OCDSB, Pleasant Park Public School Council must include a minimum of nine members, of which a minimum of five are parents of students who attend the school, and four are staff/other members. **The membership of PPPS Council shall be as follows:**

An **Executive Committee** (parent members) consisting of the following officers:

- a) Two Co-Chairs: Together or alternately conduct Council meetings and oversee the activities of the Executive Committee and general Council activity. The Co-Chairs are ex-officio members of all committees established by the school Council and communicate with the principal on behalf of the Council.
- b) Treasurer: Maintains accurate records of all Council financial dealings and prepares monthly and year-end reports which are to be kept available at the school for at least four years. The treasurer has signing authority on Council's bank account and monitors all fundraising initiatives undertaken by the Council.
- c) Secretary: Prepares and distributes meeting notices, agenda, minutes and monthly newsletters which are to be kept available at the school for at least four years. Receives and distributes incoming school mail.

AND **Other members of Council** (parent members) with specific responsibilities:

- d) OCASC representative (may include an alternate representative): Represents Council at meetings of the Ottawa Carleton Assembly of School Councils and reports items of interest back to Council.
- e) PRO Grant application/event Coordinators (two positions, one for current school year and one for subsequent school year): Prepares and submits the grant application and organizes the funded event.
- f) Webmaster PPPS Council website (may be a shared position): Maintains Council's website, including regular updates.
- g) Coordinator, Elections and Council Volunteers: Maintains the list of Council positions and coordinates and prepares election materials.
- h) Other coordinators, any of which may be a shared position, the number and responsibilities of which may vary from year to year at the discretion of the Executive Committee, and which may include:
 - i) Fundraiser coordinators (for example, book sale, holiday sale, dance-a-thon)
 - ii) Event coordinators (for example, connections breakfast for new families, staff appreciation lunch, end-of-the-year BBQ)
 - iii) Ongoing program coordinators (for example, pizza, alternative lunches, milk, school supplies)
 - iv) Other activity coordinators (for example, local newspaper contributions coordinator, school garden coordinator)
- i) Members-at-Large, the number of which may vary from year to year at the discretion of the Executive Committee.

AND **Staff/Other members (non-parent) of Council**:

- j) The school principal (non-voting).
- kl) A teacher at the school, elected by his/her peers.
- l) A non-teaching staff member elected by his/her peers.
- m) One community representative who is appointed by a majority vote at a meeting of the school Council.

2. ELECTIONS and FILLING INTERIM VACANCIES

- a) Elections to Council must be held annually within the first 30 days of the start of the school year on a date that is fixed by the Co-Chair(s) of the school after consulting with the principal of the school. Terms of office expire at the time of the elections the following year.
- b) The school principal will facilitate the Council election process by giving notice of the date, time and location by posting and distributing written notice to all parents of students enrolled in the school at least 14 days before the election date. A parent self-nomination form is to be sent with this notice.
- c) Nominations must be made by candidates in person or in writing to the Council Co-Chair(s).
- d) A reminder, from the principal, of the election date along with a list of nominees is to be posted and distributed to all parents of students enrolled in the school a day or two before the election takes place.
- e) Parent elections are to be held during a meeting (can be just before the first meeting of Council), and nominations will be accepted until the time that voting begins. The election proceedings are to be supervised by the principal.
- f) If there is only one candidate for a position, the election will be declared to be by acclamation. Where there is more than one candidate for a position, elections must be conducted by secret ballot (counted by the principal and one parent who is not a candidate) and only the name of the successful candidate and the total number of votes cast can be announced. In the case of a tie vote, the tied candidates will draw lots to determine who is elected.
- g) Voting by proxy is not allowed.
- h) The principal will make the necessary arrangements for the teaching staff representative to be elected by the other teachers in the school, and for the non-teaching staff member to be elected by his/her peers.
- i) The names of those elected must be posted and distributed, by the principal, to all parents of students enrolled in the school no later than 30 days following their election.
- j) For any seats which remain unfilled or become vacant following the elections, the Council shall continue to seek qualified persons to appoint to such seats. The Council will make all such appointments subsequent to the elections as expeditiously as possible. The Council may hold an election to fill a vacancy if deemed necessary by Council. If the Council does not have the minimum nine members, it may still function as a Council as long as parent positions form the majority and provided every attempt has been made to fill all positions.

3. MEETINGS

- a) Council must meet at least four times during the school year. The first meeting must be held within 35 days of the first day of the school year, and after the new school Council is elected. The dates, times and locations of meetings must be posted and distributed, by the principal, to all parents of students enrolled in the school.
- b) Council members are expected to attend Council meetings to the best of their ability. To form a quorum as required for a formal Council vote on a motion, a majority (50% + 1) of the current members of the Council must be present. Of the members who are present, the majority must be parent members.
- c) All parents of students enrolled in the school are to be informed of the matters under consideration by Council, in a timely manner and prior to each meeting of Council. Major decisions shall be scheduled ahead of time in the agenda circulated to all parents. Other decisions may proceed on an unscheduled basis, for example in time-sensitive situations, however reasonable requests to defer them should be considered.
- d) Group consensus of all attending Council members shall be the default method of making decisions. This does not imply unanimous agreement on the issues, but rather unanimous acceptance of the outcome by a show of hands.

e) A formal Council vote on a motion, either by show of hands or secret ballot if requested, shall take place if consensus cannot be achieved. Each member of Council, except the principal, may vote once, and a majority is required for the motion to pass.

4. COMMITTEES

a) Council may establish special purpose committees as deemed necessary. Each committee shall include at least one parent member of the Council and may include parents/non-parents who are not members of Council.

b) These committees will be responsible for organizing meetings and making recommendations to Council. The parents of all students enrolled in the school must be informed of the activities of all committees.

c) Each member of a committee, excluding the principal, is entitled to one vote when a vote is taken by the committee.

5. CONFLICT OF INTEREST

a) A conflict of interest is any situation in which the individual's private interests may be incompatible or in conflict with his or her school Council responsibilities. In situations where there may be a conflict of interest, the member of Council who is in conflict shall declare his/her position the Co-Chair(s) and abstain from participating in discussion and voting on the issue.

6. CODE OF ETHICS

a) All members of Council shall abide by the Code of Ethics as it appears in Appendix I.

b) An elected parent member may be removed from Council with the approval of two thirds of all other elected parent members. This is a serious matter and should be used only as a last resort in cases of negligence of duty, inappropriate conduct, or undisclosed serious conflict of interest.

7. CONFLICT RESOLUTION PROCESS

a) Should a dispute within Council arise, the Co-Chair(s) shall seek to resolve the conflict through collaboration and consensus. If necessary, the Co-Chair(s) or principal shall request the intervention of the Superintendent of Schools to facilitate a resolution to the conflict.

8. AMENDMENTS TO BYLAWS

a) The Bylaws of Council are to be reviewed annually by the Council, preferably in the fall. The Bylaws can be amended by a majority vote of Council members.

Appendix I

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'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.

(Reproduced from the document "School Councils: A Guide for Members" revised 2002, Ontario Ministry of Education)