

# Roberta Bondar Public School Council Handbook of Guidelines and Bylaws

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## Preamble

### Acknowledgements

The Roberta Bondar Public School Council gratefully acknowledges the significant achievements of its predecessors for laying the groundwork of structure, programs, and positive school/ community relations that we inherited.

### Mission

- To promote an educational partnership of parents, teaching staff, and the wider community while contributing to the shared goal of improving student achievement.
- To seek parental and community resources and involvement in setting and meeting educational objectives
- To help establish the priorities of the school in collaboration with the Principal, teaching staff and parents in order to enhance learning opportunities through various activities.
- To support community building and the development of a "Community of Learners".

### Values

- Operates in a manner that shows **respect** for the views of all parents, teachers, and students.
- Displays **trust** and confidence in the desire of all members of the Roberta Bondar Community to act in the best interests of students.
- Is at all times **supportive** of parents, teachers, and students.

- Is **responsive** to the needs of parents, teachers, and students.

## Roberta Bondar School Council Bylaws

### 1. Regulations

- 1.1. This bylaw is made under the authority of Ontario Regulation 612/00 of the Education Act (School Councils and Parent Involvement Committees). In the case where this bylaw is deemed to be in conflict with Ontario Regulation 612/00 or Ontario Regulation 613/00 (Operation of Schools, General), the Ontario Regulation will supersede this bylaw.

### 2. Name of Organization

- 2.1. The name of this organization shall be Roberta Bondar Public School Council, hereinafter referred to as "the Council".
- 2.2. The Ottawa Carleton District School Board will be hereinafter referred to as "The Board" or "OCDSB"
- 2.3. This School Council may not be incorporated.

### 3. Membership Composition

- 3.1. Membership in School Council shall include:

Parent/ Guardian	5
min	
Principal (non-voting)	1
Vice-Principal (non-voting)	1
Student (appointed by Principal)	1
Teaching Staff (elected)	1
Non-Teaching Staff (elected)	1
Community Representative	1

1. School Council is a volunteer group of members of the school community including school staff,

parents/ guardians, students, and community representatives, dedicated to strengthening educational opportunities and partnerships with the community.

2. School council shall include:
  - 2.1. Parents/ guardians of students enrolled in the school are elected/ acclaimed by parents/ guardians at the school. Each parent/ guardian member is entitled to one vote and parents/ guardians must form a majority on the School Council. The number of parents elected each year will be determined by the number of parents at the first meeting. However, the number of parents each year will not be fewer than 5.
  - 2.2. The school Principal (a non-voting member)
  - 2.3. The school Vice-Principal (a non-voting member)
  - 2.4. One teacher from the school, voting member elected by the teaching staff.
  - 2.5. One support staff member from the school, voting member elected by the supporting staff.
  - 2.6. One student, appointed by the Principal, if Council deems a student's inclusion as appropriate
  - 2.7. A Community Representative that lives or works within the Roberta Bondar Public School boundaries as established by the Board of Education, appointed by the School Council.
3. A person who is employed by the Board 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.

1. A member of the Board cannot be a member of the School Council.

## 2. Duties and Responsibilities of School Council

- 2.1. All Council Members are elected/ appointed to the Council on an annual basis and within 30 calendar days of the beginning of the school year; and shall:
  - 2.1.1. Attend Council Meetings regularly
  - 2.1.2. Participate actively in the work of the Council by getting involved with at least one committee and/ or event sponsored by the Council
  - 2.1.3. Support the work of the Council in the community and bring forward to Council views of the others along with their own
  - 2.1.4. Encourage the participation of parents/ guardians from all groups and of other people within the school community
- 2.2. The Council shall serve in an advisory capacity and may advise the School Principal and where appropriate, OCDSB, on any matter including but not limited to:
  - 2.2.1. Local school-year calendar
  - 2.2.2. School code of student conduct
  - 2.2.3. Curriculum and program goals and priorities
  - 2.2.4. Responses of the School and OCDSB to achievement in provincial and Board assessment programs
  - 2.2.5. Preparation of school profile
  - 2.2.6. Provision of input towards Principal and Vice-Principal profiles for OCDSB and administration to consider in the selection of school

- profiles (qualities, skills, attitudes, and training/ education)
- 2.2.7. School budget priorities; including capital-improvement plans
  - 2.2.8. School-community communication strategies
  - 2.2.9. Methods of reporting to parents/ guardians and the community
  - 2.2.10. Extra-curricular activities in the school
  - 2.2.11. School-based services and community partnerships related to social, health, recreational and nutrition programs
  - 2.2.12. Community use of school facilities
  - 2.2.13. Local coordination of services for children and youth
  - 2.2.14. Development, implementation and review of OCDSB policies at the local level
  - 2.2.15. Such other matters that the Council considers appropriate
- 2.3. School Council shall maintain a school-wide focus on all issues and in addition to its advisory capacity, shall:
- 2.3.1. Establish its goals, priorities and procedures
  - 2.3.2. Promote the best interests of the school community as a whole; and
  - 2.3.3. May organize information and training sessions to enable members of the Council to develop their skills as Council members.
- 2.4. A Council member in good standing is a duly elected member whose term has not expired or who has not resigned or is not deemed to have resigned. A Council member shall provide written notice to an Officer of the Council in the event that they will miss three consecutive meetings. A parent failing to do so, will be deemed to have resigned.
- 2.5. New Council shall elect Officers of the Council annually within 30 days of the beginning of the school year, immediately following the Council's annual general election. Officers of the Council shall include:
- (a) Chairperson;
  - (b) Co-Chair or (Vice Chair);
  - (c) Treasurer; and
  - (d) Secretary
1. Duties of the **Chairperson/ Co-Chairperson** are as follows:
- 1.1. Call School Council meetings;
  - 1.2. Prepare the agenda for School Council meetings and distribute the agenda and any other relevant materials to Council members at least 2 days prior to the next meeting;
  - 1.3. Chair School Council meetings;
  - 1.4. Ensure that minutes of School Council meetings and records, including records of all financial transactions, are kept available for at least four years at the school for examination without charge by any person, and that an annual School Council year-end report including, where applicable, a financial report, are prepared and presented to the Council;
  - 1.5. Ensure that the minutes and records of the Council during his/ her tenure are passed on to his/ her successor;
  - 1.6. Ensure that a current Principal and Vice-Principal profile is on file w/ the Board by 31 Oct each year;
  - 1.7. Participate in information and training programs, if possible;

- 1.8. Communicate with the School Principal;
  - 1.9. Ensure that there is regular communication with the school community;
  - 1.10. Ensure that parents/ guardians of all students enrolled in the school are consulted about matters under consideration by the Council;
  - 1.11. Ensure that the Constitution, Guidelines/ By-laws of the Council are maintained and up to date and are reviewed annually by the Council;
  - 1.12. Consult with senior Board staff and trustees, as required; and
  - 1.13. Prepare the annual report of the School Council to the school Principal and the Director of Education including, if the Council engages in fundraising activities, a report on those activities.
2. Duties of the **Treasurer** are as follows:
- 2.1. Monitor the finances of the Council;
  - 2.2. Deposit all monies received from school fundraising activities into the school account;
  - 2.3. Check the accuracy and consistency of monthly bank statements;
  - 2.4. Monitor the cash position and maintain a detailed record of all funds;
  - 2.5. Maintain a sufficient balance in the current account to cover outstanding cheques and back charges;
  - 2.6. Prepare cheques for signing;
  - 2.7. Issue cheques for invoices of Council-approved expenditures;
  - 2.8. Administer the petty cash fund;
  - 2.9. Ensure that Financial Policies and procedures are reviewed annually and recommend and/ or propose amendments as required;
- 2.10. Report monthly to the School Council on fundraising and other revenues, expenditures (including accounts payable), bad debts, investments, and cash position;
  - 2.11. Present a brief budget sheet at each School Council meeting;
  - 2.12. Prepare a year-end financial report to present to Council, which will be included in the School Council annual report to the Principal, Superintendent and the Director of Education;
  - 2.13. Present such fundraising, financial and annual reports as required by the Board or the Ministry; and
  - 2.14. Ensure that all of the financial records of the Council during his/ her tenure are passed on to his/ her successor.
3. Duties of the **Secretary** are as follows:
- 3.1. Record accurate minutes of School Council meetings, including the recording of votes taken at regular meetings and those taken by e-mail/ phone;
  - 3.2. Provide a draft copy of meeting minutes, within 2 weeks following a meeting, to the Council Officers for verification of their accuracy prior to general distribution; and
  - 3.3. Distribute minutes to Council one week prior to subsequent Council meeting, amended if necessary, to the Chair-Co-Chair who prepares the pre-meeting information.
4. Duties of the **Volunteer Coordinator** are as follows:

- 4.1. Maintain a current list of volunteers for various school activities
  - 4.2. Share the list only with staff members and/ or Council members who are organizing a school and/ or Council sponsored event
  - 4.3. Maintain a volunteer Recruitment Procedure and a Policy for contacting volunteers. These items should be presented to Council for approval.
  - 4.4. Ensure that the Volunteer Policy and Procedure are reviewed annually.
5. The **Principal** shall perform the following duties:
    - 5.1. Facilitate the establishment of the school council and assist in its operation
    - 5.2. On behalf of the school council, provide written notice of the dates, times and locations of annual elections and meetings of the Council and of committees of the Council to the parents/ guardians of all students enrolled in the school, both by giving the notice to the student for delivery to his/ her parent/ guardian and by posting the notice in the school in a location that is accessible to parents/ guardians;
    - 5.3. Support and promote the council's activities;
    - 5.4. On behalf of the Council, provide a copy of the annual school council report in the fall of each school year to:
      - 5.4.1. The parents/ guardians of all students enrolled in the school, both by giving the report to the student for delivery to his/ her parent/ guardian and by posting the report in the school in a location that is accessible to parents/ guardians; and
      - 5.4.2. The Director of Education
- 5.5. In accordance with the *Education Act* and Ontario regulations, seek input from the Council by:
    - 5.5.1. Providing for the prompt distribution to each member of the school council, and for the posting in a location accessible to parents/ guardians, of Ministry materials identified by the Ministry for such distribution;
    - 5.5.2. Attending all Council meetings or, when unable to do so, designating a staff member to attend on his/ her behalf;
    - 5.5.3. Acting as a resource to Council;
    - 5.5.4. Considering each recommendation made by the Council to the Principal and advising the Council of the action taken in response to the recommendation; and
    - 5.5.5. Soliciting the views of the school council with respect to
      - 5.5.5.1. the establishment or amendment of school policies and guidelines relating to pupil achievement or to the accountability of the education system to parents/ guardians, such as the Board and school code of conduct and dress code;
      - 5.5.6. the development of implementation plans for new education initiatives relating to student achievement or

- to the accountability of the education system to parents/ guardians, for example the Board and school code of conduct and dress code;
- 5.5.7. school action plans for improvement based on EQAO reports, and the communication of these plans to the public; and
  - 5.5.8. all Board policies on which consultation is required, and any other matter for which the Board has directed that school councils be consulted.
- 5.6. Act as a resource on laws, regulations, board policies, and collective agreements;
  - 5.7. Communicate with the Chairperson/ Co-Chairperson of the Council as required;
  - 5.8. Ensure that copies Minutes of Council's meetings are kept at the school and are available to the public on request;
  - 5.9. Assist the Council in communicating with the school community; and
  - 5.10. Encourage the participation of parents/ guardians from all groups and of other people within the school community in the life of the school and the activities of the school council.
1. **Student Representative** shall serve as a liaison among the Council and students enrolled in this school.
  2. **Teacher Representative** shall serve as a liaison among the Council and teaching staff enrolled in this school.
  3. **Non-Teaching Staff Representative** shall serve as a liaison among the Council and non-teaching staff employed in this school.
  4. **The Community Representative** shall serve as a liaison among the Council and community members.
- ## 2. Election Procedures
- 2.1. Election of Parent/ Guardian Members:
    - 2.1.1. All parents/ guardians of students who are enrolled at Roberta Bondar Public School are qualified to stand for election and to vote in the election of parent/ guardian members of the School Council unless the parent/ guardian is employed at the school.
    - 2.1.2. Parents/ guardians of Roberta Bondar Public School students who are Board employees, working at locations other than Roberta Bondar Public School, are qualified to stand for election if they have taken reasonable steps to inform people qualified to vote that they are so employed.
    - 2.1.3. Election of parent/ guardian members shall take place in the first 30 days of each school year.
    - 2.1.4. The date of election will be determined by the Chairperson/ Co-Chairperson after consulting with the Principal. An Election Chair will be appointed by the Council to run the election. This person should not be running for election, but may be a member of the current out-going Council.
    - 2.1.5. The Election Chair should be appointed by Council by the final meeting of the

- school year, at the latest.  
The Election Chair should be present at that meeting and take part in deciding the date of the election, which should be agreed upon by the final meeting of the school year, at the latest.
- 2.1.6. The Election Chair will:
- 2.1.6.1. Create and monitor a method of registration for electors;
- 2.1.6.2. Oversee the registration, voting and counting of ballots;
- 2.1.6.3. Announce the results of the voting by listing only the names of the successful candidates and total number of votes.
- 2.1.7. The nomination timelines will be determined by the Chairperson after consulting with the Principal
- 2.1.8. The Principal will give written notice to all parents/ guardians at least 14 days before the date of the election of parent members, of the election date, time and location.
- 2.1.9. This notice 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.
- 2.1.10. The Principal will notify all parents/ guardians regarding the nomination process.
- 2.1.11. All parents/ guardians who wish to vote will be required to register by indicating their name, address, child's name and child's teacher's name.
- 2.1.12. The number of parents to sit on Council for the school year will be determined at the first meeting of the new Council .The number of parents to sit on Council shall not be fewer than 5.
- 2.1.13. Voting will be conducted by a show of hands, unless a Council member requests voting to take place by secret ballot.
- 2.1.14. The Chairperson will appoint 2 vote counters.
- 2.1.15. Vote counting will be open to scrutiny by all candidates.
- 2.1.16. The candidates receiving the most votes will be declared elected.
- 2.1.17. If ballots and vote tally sheets were used, they will be available for scrutiny for 10 days following the declaration of elected candidates.
- 2.1.18. If ballots and vote tally sheets were used they will be retained until the end of the term for use in filling parent/ guardian council position vacancies.
- 2.1.19. Where there are fewer than 15 nominees for parent members, the nominees will be acclaimed.
- 2.1.20. If not all available positions are filled, Council may at any time during term bring forward names of interested parties and by consensus, may fill those vacancies by acclamation, until such time as all positions are filled.
- 2.2. Election of the Teaching Staff Representative:
- 2.2.1. The Principal will make the necessary arrangements for the teaching staff representative to be elected during the first 30 days of each school year.

- 2.2.2. Anyone assigned to the teaching staff of the school (full or part-time) other than the Principal or Vice-Principal may be a candidate.
- 2.3. Election of the Non-Teaching Staff Representative:
  - 2.3.1. The Principal will make the necessary arrangements for the non-teaching staff representative to be elected during the first 30 days of each school year.
  - 2.3.2. Anyone assigned to the non-teaching staff of the school (full or part-time) excluding the Principal and Vice-Principal may be a candidate.
- 2.4. Appointment of the Student Representative:
  - 2.4.1. The Principal will consult with other members of the School Council to determine if there is to be a student representative on the council. If a positive decision is reached, the Principal appoints a student representative.
- 2.5. Selection of Community Representative:
  - 2.5.1. All appointments of community representatives to the school council are to be by majority vote at a meeting of the school council.

## 6. Term of Office

- 6.1. A person elected or appointed as a member of a school council holds office from the latter of:
  - (a) The date he/ she is elected or appointed; and
  - (b) The date of the first meeting of the school council after elections held under sections 3 and 4 in the school year, until the date of the first meeting of the school council after the elections held under sections 3 & 4 in the next school year.

- 6.2. Commencing with the coming into force of Ontario Regulation 612/00 any non-parent/ guardian member of school council (with the exception of the Principal) may be elected or appointed or acclaimed for a maximum of two consecutive years.

## 7. Removal of Members

- 7.1. The Roberta Bondar School Council shall have the right to remove, on a two-thirds majority vote, any member who ceases to perform his/ her duties to the satisfaction of the Roberta Bondar Public School Council, only after consultation with the member in question.
- 7.2. Any member who misses three consecutive meetings or five meetings total during the year may be removed. Any removed member shall have at least 30 days notice and full opportunity to defend his/ her actions in person or in writing before the Roberta Bondar Public School Council.

## 8. Vacancies

- 8.1. A vacancy in the parent/ guardian membership shall exist until the maximum number of parent/ guardian members has been reached.
- 8.2. If any parent/ guardian School Council position becomes vacant because of resignation, inability of a member to fulfill his/ her roles

and responsibilities, or other cause, the next available unelected candidate with the most votes from the previous election will be invited to fill the vacancy.

- 8.3. Vacant positions, other than for parent representatives, will 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.
- 8.4. A vacancy in the membership of a School Council does not prevent the Council from exercising its authority.

## 9. Meetings

- 9.1. The School Council shall meet at least four times each year and shall be open to parents/ guardians and to the general public. The Council however, in appropriate situations, may resolve to meet in closed session.
- 9.2. The School Council shall meet within the first 35 days of the school year, after the elections of School Council members, and on a date fixed by the Principal of the school.
- 9.3. A meeting of the School Council cannot be held unless:
  - 9.3.1. A majority of the current members of the Council are present at the meeting; and
  - 9.3.2. A majority of the members of the Council who are present at the meeting are parent members.
- 9.4. All meetings of the School Council shall be open to the public, and shall be held at a location that is accessible to the public. School Council is entitled to hold its meetings at the school.

- 9.5. 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.

## 10. Interim Approval Procedure

- 10.1. From time-to-time it will be deemed desirable to seek the approval of School Council members between regular School Council meetings to prevent undue delay of the accomplishment of approved projects or to respond to changed circumstances. At the discretion of the Chairperson, a letter requesting interim approval will be prepared and will address the following items:
  - 10.1.1. Will clearly state the reason why approval is being sought outside of the regular School Council meeting;
  - 10.1.2. Will fully explain the problem or issue being addressed;
  - 10.1.3. Will clearly state the approval being sought;
  - 10.1.4. Will invite additional comment, questions, and suggestions;
  - 10.1.5. Will clearly state a deadline for responses;
  - 10.1.6. Will provide a name(s) , phone number, and e-mail address for responses;
  - 10.1.7. Will remind School Council members that they have the right to request that approval be deferred until the next regular School Council meeting;
- 10.2. If the Chairperson does not receive a request to defer the approval until the next meeting, then approval will be deemed to have been given.

- 10.3. The item for approval will be reviewed at the next regular Council Meeting and the results of the vote conducted under this process will be recoded in the minutes of the meeting.

## 11. Conflict of Interest

- 11.1. Any time 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 particular person, agency, or company, that member shall declare a conflict of interest and shall not discuss or vote on any such resolution relating to the matter.

## 12. Conflict Resolution

- 12.1. Resolution of Conflict of Opinion:

- 12.1.1. 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.
- 12.1.2. Speakers to an issue will maintain a calm and respectful tone at all times.
- 12.1.3. Speakers will be allowed to speak without interruption.
- 12.1.4. The Chairperson/ Co-Chairperson's 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.
- 12.1.5. If no common ground can be identified, the Chairperson will seek to clarify preferences among

all members before proceeding further.

- 12.1.6. If all attempts at resolving the conflict have been exhausted without success, the Chairperson may request the intervention of a Superintendent or other senior administrator to facilitate a resolution to the conflict.

- 12.2. Resolution of Disruptive Behavior:

12.2.1. Council members are elected to serve the school community and will demonstrate respect for their colleagues on Council at all times.

12.2.2. If a Council member of members become disruptive during a meeting, the Chairperson shall ask for order.

12.2.3. If all efforts to restore order fail or the unbecoming behavior continues, the Chairperson may direct the individual Council member(s) to leave the meeting, citing the reasons for the request.

12.2.4. The removal of a member for one meeting does not prevent the Council member from participating in future meetings of Council.

12.2.5. The incident shall be recorded in the Minutes of the School Council.

12.2.6. When the Chairperson has requested the removal of a member(s) from a meeting, the Chairperson 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 the Council.
- 12.2.7. The Chairperson may request the intervention of an independent third party to assist in achieving a resolution to the dispute.
- 12.2.8. An independent third party may be a Board official or another individual mutually agreed upon by the parties involved in the dispute.
- 12.2.9. Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

### 13. Committees

- 13.1. Roberta Bondar Public School Council may establish standing or ad-hoc committees to make recommendations to the Council for the following (but not limited to):
- 13.1.1. Educational;
  - 13.1.2. Fundraising;
  - 13.1.3. Communications;
  - 13.1.4. Environmental;
  - 13.1.5. Social;
  - 13.1.6. Constitution Review; and
  - 13.1.7. Family Support
- 13.2. Every committee of the School Council must include at least one parent/ guardian member of the Council.
- 13.3. A committee of the School Council may include persons who are not members of the Council.
- 13.4. Subsections 9.4/ 9.5 apply, with necessary modifications to committees of the School Council.

### 14. Guidelines for Revision

- 14.1. To amend this constitution or bylaws, notice of motion for such amendment shall be made to all members in printed form at least

two (2) weeks prior to the meeting at which time this vote is to be taken. These guidelines can only be changed by majority consensus of the Council.

## 15. Roberta Bondar Public School Guidelines

### 15.1. Code of Ethics

- 15.1.1. *A member shall* consider the best interests of all students.
- 15.1.2. *A member shall* be guided by the school's and the school board's mission statements.
- 15.1.3. *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.
- 15.1.4. *A member shall* become familiar with the school's policies and operating practices and act in accordance with them.
- 15.1.5. *A member shall* maintain the highest standards of integrity.
- 15.1.6. *A member shall* recognize and respect the personal integrity of each member of the school community.
- 15.1.7. *A member shall* treat all other members with respect and allow for diverse opinions to be shared without interruption.
- 15.1.8. *A member shall* encourage a positive environment in which individual contributions

are encouraged and valued.

- 15.1.9. *A member shall* acknowledge democratic principles and accept the consensus of the Council.
- 15.1.10. *A member shall* respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- 15.1.11. *A member shall* disclose confidential information.
- 15.1.12. *A member shall* limit discussions at school council meetings to matters of concern to the school community as a whole.
- 15.1.13. *A member shall* use established communication channels when questions or concerns arise.
- 15.1.14. *A member shall* promote high standards of ethical practice within the school community.
- 15.1.15. *A member shall* declare any conflict of interest
- 15.1.16. *A member shall not* accept any payment or benefit financially through school council involvement.