

Mission Statement

The Crystal Beach Public School Council (hereinafter referred to as the “Council”) will act as an advisory body to provide ideas and opinions to assist the principal and, where appropriate, school board trustees in their decision-making on educational issues. The advice provided will be based on the general views of the school community, and the best interests of students throughout the school. Crystal Beach Public School Council will operate within the Ontario Ministry of Education and the District School Board of Niagara policies and procedures.

1.0 Name

The name of the organization shall be called the Crystal Beach Public School Council, hereinafter referred to as “the Council”. The Council may also be referred to as “the CBPSC” in written documents.

2.0 Purpose

The Council exists as an advisory body to the school Principal and the District School Board of Niagara and/or senior staff in accordance with the policies and procedures of the Board and of the *Education Act* and Regulations.

The Council also has the following objectives:

- β Develops a strong relationship between home, school and the community at large through effective communications
- β Enhances educational opportunities for all students and helps each student reach his/her full potential in educational, social and recreational areas
- β Provides a forum where parents, school staff and community representatives can meet to discuss interests and concerns relating to the children’s school experiences and successes
- β Provides a forum in which educational issues, District School Board of Niagara policies and operating procedures, and school practices may be discussed
- β Identifies, studies and responds to school, area or system-wide matters which require community input
- β Assists in the development of school goals
- β Expresses needs for which help could be provided by the wider community
- β Provides advance information about school activities to the council and community
- β Attends community meetings on behalf of the School Advisory Council, where appropriate
- β Provides opinions as appropriate on matters identified by the Council and the Principal

3.0 Council Membership

The Council shall consist of, but not be limited to: 1) one teacher assigned to the school 2) an administration/support staff representative 3) the Principal, as a nonvoting member 4) a community representative appointed by Council 5) parents/guardians elected to the Council

Following the annual election and appointment of members to the CBPSC, a minimum of five (5) members shall be elected to serve as executive officers:

β Chair (who must be a parent/guardian member)

β Secretary

β Immediate past Chair

A student representative may be appointed by the Principal to the School Council if the Principal determines, after consulting with other members of the School Council, that the Council should include a student.

Parents/guardians shall form the majority of the Council.

To form a quorum, a majority of the current members of the School Council shall be present at the meeting, AND a majority of the members present shall be parent/guardian members.

Two people from the same household shall not be elected as members of the Council.

Membership is open to all parents/guardians/relatives with children attending Crystal Beach Public School (CBPS), all members of the staff of CBPS, and to interested public school ratepayers from the community.

5.0 General Duties Of All Council Members

- β participates in Council meetings on a regular basis
- β communicates regularly with the Chair
- β ensures that all written Council-related correspondence is approved by Council and reviewed by the Chair and/or Principal before printing and distribution
- β acts as a link between the School Council and the community
- β encourages the participation of parents/guardians from all groups and of other people within the school community
- β keeps reports to Council within five minutes maximum unless previously approved by the Chair to extend the time limit of the report
- β uses proper conduct when representing the Council
- β may be asked to sit on at least one committee
- β may be asked to act as a liaison between the committee and the Council
- β may participate in information and training programs

6.0 Specific Duties Of Officers

6.1 Chair

The Chair, hereinafter also meaning Co-chair, shall be responsible for overall management of the Council in accordance with the constitution, and the Board Policies and Procedures. More specifically he/she:

- β calls School Council meetings
- β In consultation with the principal prepares the agenda for School Council meetings
- β presides over School Council meetings
- β ensures that the minutes of School Council meetings are recorded and maintained
- β participates in information and training programs
- β communicates regularly with the school Principal regarding all issues pertaining to the Council
- β communicates on a regular basis with all committees
- β ensures that there is regular communication with the school community

β Works collaboratively with Council members to assign and delegate the roles and responsibilities of the School Council as outlined in the Board Policies and Procedures

6.3 Vice-chair

- β presides at meetings of the Council in the absence of the Chair
- β communicates on a regular basis with the Chair
- β assists the Chair in any of his/her other roles
- β performs other responsibilities as may be delegated by the Chair

6.4 Secretary

- β maintains a full and accurate summary of all Council meetings
- β ensures that minutes are reviewed by the Chair and/or Principal before distributing
- β declares, records, and notes all votes in the minutes
- β copies and distributes the minutes at each Council meeting
- β ensures the safe-keeping of Council records
- β posts a copy of minutes in prominent location in the school
- β places a copy of the minutes into the School Council Minutes Binder, to be accessible to all parents
- β creates, maintains, and distributes updated contact list of Council members
- β prepares correspondence as required

6.5 Community Representative

- β regularly attends general meetings
- β reports on any community matter that may be of interest/relevance to the school community
- β acts as a liaison between the community and the school

6.6 Teacher Representative(s)

- β regularly attends general meetings
- β acts as a liaison between staff and Council on issues pertaining to the school

6.7 Student Representative

- β attends general meetings where relevant to the student body
- β acts as a liaison between student body, Principal and Council

7.0 Terms of Office

A Chair may preside over the Council for 3 consecutive years. There is no limit to the number of years served by other Council members.

A Council member may be removed from office upon resolution of the Council and a successor appointed. For example: if three (3) consecutive meetings have been missed without explanation, or following disruptive behaviour as described in 11.0.

8.0 Council Meetings

Meetings shall be held at Crystal Beach Public School, and written notice of the dates, times and locations of each meeting must be provided to the parents/guardians of all students enrolled in the school.

Meetings of the School Council shall be held at least four times each year, and shall be open to the general public. These meetings should be evenly distributed throughout the school year.

Only members of the Council as defined herein may vote at Council meetings, although all parents/guardians may attend and participate at the meetings. The Chair will recognize a raised hand and take questions/comments relevant to the issue, where time permits. A show of hands may be requested by the Chair in order to obtain an opinion from parents/guardians present at the meeting.

A special general meeting must be called when the Council is petitioned in writing by a minimum of fifty (50) members of the parent community.

An Annual General Meeting shall be held each year for the purposes of presenting the annual reports of the Council.

9.0 School Council Committees

9.1 General Operations

Committees may be formed at the request of the Council to carry out specific duties or to advise the Council in areas related to particular topics of interest. A representative from each committee shall report regularly to the Council at general meetings.

Each committee meeting is held in public, and written notice of the dates, times and locations of each meeting must be provided to the parents/guardians of all students enrolled in the school. If the meeting is not held in a public place, it must be accessible to all parents.

Each committee shall be provided with a clear mandate by the Council, and may be given specific written terms of reference as determined by the Council. As well, all committees will follow the general guidelines outlined in Sections 9.2 and 9.3 below.

9.2 Committee Membership shall include, but not be limited to:

- β **Chair:** prepares meeting agendas, calls and presides over meetings, communicates closely with the Council Chair regarding all committee activities.
- β **Secretary:** records committee minutes and archives them in the school library, declares and records all votes in the minutes.
- β **Council Representative:** a parent/guardian member of the Council who acts as a liaison between the Council and the committee

With the exception of the Council Representative, committee members need not be members of Council.

9.3 Scope of Activities

Any recommendations made by a committee must be approved by Council, prior to being appropriately directed by Council. As well, Council authorization shall be obtained in order for the committee to:

- β gather information which is not available to the public at large, through surveys, teacher interviews, or classroom observation for example.
- β communicate with parents/guardians or with the public media in writing
- β meet with committees or organizations external to Crystal Beach Public School with the objective of representing CBPS or the Council

The Council shall be kept apprised of all committee activities through regular reports given by a committee representative at general meetings of the Council.

10.0 Decision Making Procedures

Consensus is the preferred procedure for decision making, with issues being put to a vote as required. When a vote is taken, each member of the Council, excluding the Principal who is a non-voting member, is entitled to one vote. Similarly, each member of a committee of a School Council, excluding the Principal, is entitled to one vote when a vote is taken by the committee.

The results shall be declared, recorded and noted in the minutes by the secretary. A majority in favour is

necessary to pass any motion.

11.0 Conduct and Disputes

Any member may be excluded from a meeting for disruptive behaviour or if they exceed the appropriate guidelines set out by the District School Board of Niagara.

11.1 Conflict Resolution Process

The School Council should resolve disagreements collaboratively and through consensus or voting at the local level. In the event that a resolution is not attained at the local level, the Chair or Principal will request the appropriate Superintendent of Schools to mediate the disagreement. If a resolution is not attained through the Superintendent of Schools, the Chair or Principal will refer the matter to the Director of Education.

11.2 Conflict of Interest

If a Council member could personally gain financially from a decision made by the Council, then that member should declare a "conflict of interest" and not vote. Council members should not accept gifts from outside organizations/businesses that could be construed as an incentive to use their influence with students, parents and staff.

12.0 Elections

1. Notification

- (a) The Principal, in collaboration with the School Council, shall support and encourage parents on an ongoing basis to consider involvement in the School Council.
- (b) Parents/guardians shall be notified that nominations for positions on the School Council for the next school year will be received according to the by-laws of the School Council.

2. Nomination

- (a) a statement of willingness to serve shall be submitted verbally or in writing at a meeting prior to September 30th of the new school year.
- (b) the Principal will inform the school community of the date, time, and location of the School Council elections at least 14 days prior to the election date.
- (c) nominations shall be signed by nominee and another parent not related to the nominee.
- (d) nominations shall be submitted prior to the elections
- (e) parents/guardians new to the school shall be encouraged to and have every opportunity to be involved during the current school year.

3. Elections

Elections shall be held prior to September 30th of the current school year. All offices shall be deemed vacant for the purpose of holding the annual election of the Officers and Members. For the purpose of holding the election, the Principal or designate shall chair the elections of the School Council Executive.

4. Selection

- (a) If there is a sufficient number of nominees to fill the positions outlined in the School Council by-laws, all qualified nominees shall be affirmed as members for the school year by September 30th.
- (b) If there are more nominees than the number of positions outlined in the School Council by-laws, the selection process shall include a voting procedure (election) or a provision to include a number of parents beyond a specified minimum or maximum.
- (c) Parents/guardians shall be notified regarding nominees and vacancies filled.

13.0 Rules of Order

The Council will follow the meeting Agenda.

The Chair is to be notified of issues for the Agenda at least three (3) days prior to the meeting. Items may be added to the agenda at the beginning of each meeting, subject to time constraints.

14.0 Amendments

Any elected member of Council may propose amendments to this constitution. Amendments must be proposed in writing, seconded in writing by another member, submitted to the Council, and posted in the school at least ten (10) days prior to a General meeting.

No amendments to the Constitution shall be accepted from the floor at any meeting.

The Constitution may be amended by approval of a motion by a two-thirds (2/3) majority vote of the quorum present at a meeting called for that purpose, provided that at least two (2) weeks' notice is given for such a motion and details of the proposed amendment are circulated to all members with that notice.

All amendments shall become effective immediately as they are passed unless otherwise specified in the amendment.

15.0 Effective Date

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

Adopted by the Crystal Beach Public School Council on:

Date

Chair

Principal

Secretary