

CONSTITUTION FOR LEVACK PUBLIC SCHOOL COUNCIL

September 15, 2016 – Last updated September 18th, 2014

Section I LEVACK PUBLIC SCHOOL

The name of the organization shall be the **Levack Public School Council**.

Section II MISSION STATEMENT

The advisory role of the Levack School Council will be to provide ideas and opinions to assist the principal in decision-making on educational issues in the best interests of students.

Section III GOALS

The **goals of the Levack Public School Council** shall reflect the mission of the School Council:

1. To promote, maintain and support a positive school environment for everyone at the Levack Public School.
2. To enhance the lines of communication among parents and/or guardians, administrators, teachers, students and other community members.
3. To provide a forum for input into educational matters for members of the school community.
4. To provide a vehicle for transmitting ideas, recommendations, and concerns to any or all administrative levels.
5. To encourage parents and/or guardians and community members to participate in educational matters.

Section IV ROLES AND RESPONSIBILITIES OF SCHOOL COUNCIL

1. School councils are advisory bodies. A school council will provide advice to the school principal and, where appropriate, to the school board on any of the matters listed below that the council has identified as priorities:
 - local school-year calendar
 - school code of student behaviour
 - curriculum and program goals and priorities
 - the responses of the school or school board to achievement in provincial and board assessment programs
 - preparation of the school profile
 - selection of principals
 - school budget priorities, including the local capital improvement plans
 - school community communication strategies
 - methods of reporting to parents and community
 - extra-curricular activities in the school

- school-based services and community partnerships related to social, health, recreational and nutrition programs
 - community use of the school facilities
 - local coordination of services for children and youth
 - development, implementation and review of board policies at the local level
2. To develop a yearly plan with goals and procedures.
 3. To organize information and training sessions to enable members of the council to develop their skills as council members.

Section V AUTHORITY

The Levack Public School Council shall not be involved in the day-to-day management of the school, but shall act in an advisory capacity, while respecting the management rights and responsibilities of the principal and the school board.

Section VI MEMBERSHIP

1. The Levack Public School Council shall reflect the diversity of our school community. Parents and guardians will form the majority of members on the school council.
2. The Levack Public School Council shall consist of a maximum of 4 members, but not be limited to:
 - parents an/or guardians of students enrolled in the school (the majority)
 - the school principal
 - at least, 1 teacher elected by members of the teaching staff
 - at least, 1 non-teaching school staff member elected by members of the non-teaching staff, where possible
 - 1 student representative at the discretion of the principal and council
 - up to 2 community members appointed by the Levack Public School Council
3. The **Chair, Vice-Chair, Secretary** and **Treasurer** of the Levack Public School Council shall be members who are also parents and/or guardians, and shall be elected by the council.
4. The term of office for elected and appointed positions shall be one year.
5. Elected and appointed members may serve additional terms of office for a maximum of three years unless otherwise stipulated by the council.
6. If a member does not attend three consecutive meetings without a reason acceptable to the Council, the position may be deemed to be vacant by the Council.
7. If any member resigns during a term of office, or if any office is not filled at the time of elections, the council may appoint a replacement to serve until the next Annual General Meeting.
8. No honorarium shall be paid to members of the Levack Public School Council.

Section VII ROLES AND RESPONSIBILITIES OF SCHOOL COUNCIL MEMBERS

1. The **Chair** of the Levack Public School Council:
 - establishes council meeting dates and times as approved by the council
 - calls council meetings
 - prepares agendas for council meetings
 - chairs council meetings
 - ensures that minutes of council meetings are recorded and maintained
 - communicates with the school principal
 - ensures that there is regular communication with the school community
 - consults with seniors staff members of the school board and trustees as required
 - organizes future elections in collaboration with the principal

2. The **Vice-Chair** of the Levack Public School Council:
 - chairs council meetings in the absence of the Chair
 - ensures that minutes of council meetings are recorded and maintained
 - performs other duties as requested by the Chair

3. The **Secretary** of the Levack Public School Council:
 - records and maintains the minutes of school council meetings
 - issues and receives correspondence on behalf of the council
 - maintains all official documents of the council including policy manuals, constitutions and bylaws
 - prepares the annual report of the Levack Public School Council with the input of the chair and committee chairs

4. The **Treasurer** of the Levack Public School Council:
 - maintains financial records in accordance with the Rainbow District School Board money-handling procedures policy

5. The **Members** of the Levack Public School Council:
 - participate in council meetings and information and training programs
 - act as a link between the school and the community
 - are responsible for encouraging parents and/or guardians, and others within the school community to participate in educational matters
 - shall be members of one or more committees of the council

6. The **Principal** of the Levack Public School Council:
 - helps establish the school council and assists its cooperation
 - supports and promotes the council's activities
 - asks for advice from the council in the areas within its jurisdiction

- acts as a resource to the council on laws, regulations, board policies and collective agreements
- encourages the participation of parents and/or guardians and other people within the school community
- ensures that copies of the minutes of council meeting are kept at the school
- helps the council communicate with the school community

Section VIII MEETINGS

A. Regular Meetings

1. Meetings will be held as per discussed during September meeting, unless the Council decides otherwise. A minimum of 4 meetings will be held yearly.
2. All regular meetings of the Levack Public School Council shall be considered open, public meetings, and active participation is encouraged.
3. Parties wishing to make a presentation to the Levack Public School Council shall contact the Chair no later than one week prior to the scheduled meeting.
4. Unless otherwise specified by policies or procedures of the council, meetings will be conducted in accordance with **Robert's Rules of Order**.
5. A quorum of council shall consist of a simple majority of the existing members of the council.
6. Council meeting shall be no longer than 60 minutes in length. A maximum of two 15 minutes extensions may be approved by a vote of the majority of those members present.

B. Annual Regular Meetings

1. The annual General Meeting will be the first meeting of the year and will be held at the beginning of September.
2. The purpose of the Annual General Meeting shall be to:
 - serve as a transition between old and new councils
 - receive reports of the year's work
 - receive a financial statement
 - transact other business as deemed appropriate by the council
 - determine meeting dates
 - recruit new members
 - hold elections
3. Notification of the date, time, and place of the General Annual Meeting shall be provided in writing to all school community homes.

Section IX COMMITTEES

1. Each of the committees of the Levack Public School Council shall be chaired by a member of the council, to be determined at the first meeting in September.
2. Committees are responsible to the Levack Public School Council.
3. Membership on the standing committees shall be comprised of members of the school council, and others from within or outside of the school community.
4. The Chair of the Levack Public School Council shall be an ex-officio member without a vote on all standing committees.
5. The standing committees of the council shall be determined by council as needed and other such ad hoc committees as council shall establish when deemed necessary.

Section X ELECTION PROCEDURES

Elections will be held at the first Annual General meeting of every new year. Positions for a chair, vice-chair, secretary and treasurer will be filled at this time.

Section XI RESOURCES

1. The Levack Public School Council shall be self-funded.
2. Where appropriate, the Levack Public School Council may rely on outside resources to assist in the performance of its responsibilities.

Section XII CODE OF CONDUCT

The Levack Public School Council is not a forum for the discussion of individual school personnel, students, parents or other members of the school community. As such, the Levack Public School Council will not:

- participate in the personal dealings between a teacher of the school with any parent and/or guardian, or student; or
- support an individual or group grievance against a teacher or the school.

Further, members of the Levack Public School Council who are approached by any members of the school community, with a concern relating to another member of the school community, are in a privileged position and must treat such discussions with discretion, protecting the confidentiality of the people involved.

Section XIII AMENDMENTS

Any proposed change or addition to the constitution must be submitted in writing to the Chair at least two weeks prior to a meeting and placed on the agenda. The change must be presented in motion from and passed by a 2/3 majority at a meeting with a quorum.