



# ADAM BECK JUNIOR PS SCHOOL COUNCIL OPERATING BY-LAWS

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**APPROVED BY: ADAM BECK PARENT SCHOOL COUNCIL EXECUTIVE**

The Adam Beck Junior PS School Council provides a forum through which parents, teachers, principals, students and other members of the community partner to improve achievement and school performance and enhance the accountability of the education system to parents.

## DEFINITIONS

‘school’ means Adam Beck Junior Public School

‘Board’ means Toronto District School Board

‘parent’ means the parent or guardian of a child enrolled at the school

‘parent member’ means a parent member of the school council executive who is elected in accordance with these by-laws or who fills a vacancy created when a parent elected member ceases to hold office

‘school council’ or ‘council’ means the Adam Beck Junior PS School Council.

‘school council executive’ means the elected group of parents, teaching and non-teaching staff, and community representatives who are tasked to fulfill the legal requirements of the school council as per the applicable legislation.

‘meeting’ does not include events where a school council does not discuss or decide matters that it has authority to decide

## 1. PURPOSE

The school council is an advisory body to the school principal and the Toronto District School Board. The school council provides recommendations to the principal and the Board on any matter. In turn, the principal and the Board are required to report back on the recommendations and ensure they have been taken into account.

## 2. GOVERNING LEGISLATION

The school council is governed by the Ontario Regulation 612/00 and Ontario Regulation 298. In the event of a conflict between these by-laws and provisions of the governing regulations, Ontario Regulation 612/00 takes precedence.

The school council is established by the Board and therefore does not have separate legal status.

## 3. MANDATE

Ontario Regulations 612/00 and 298 outline the following mandate of the school council:

- Consult with and receive feedback from parents of students enrolled in the school about matters concerning the educational environment at Adam Beck Junior PS.
- Develop by-laws that govern election procedures, filling vacancies and a conflict resolution process.
- Keep minutes of meetings and keep financial records for a period of four years.

- Produce an annual written report of the council activities, including financial activities, to be submitted to the principal and the Board.

In addition, the Adam Beck parent school council aims to:

- Facilitate communication and enhance engagement between parents, administration and the Toronto District School Board on relevant matters.
- Raise money to fund projects that will enhance the classroom environment and educational environment at Adam Beck Jr PS
- Make recommendations to the principal on issues that are important to the parents through committees or council meetings.

#### 4. COMPOSITION

All parents or guardians of a child enrolled at Adam Beck Junior PS are members of the parent school council and can participate in school council meetings and bring up issues for consideration and discussion..

A **school council executive** shall be elected to meet the governance requirements set by the applicable legislation. The school council executive shall be composed of a minimum of 9 and maximum of 24 members as follows:

- Minimum 5, maximum 20 parents
- The principal of the school or the vice-principal of the school if delegated by the principal
- One teacher employed at the school, other than the principal or vice-principal
- One non-teaching employee of the school
- One community representative appointed by the elected school council

A member of the school council executive may not be a member if they are employed at the school. If they are employed elsewhere by the Board, they must inform other members of the school council executive prior to the appointment. The community representative may be a parent or guardian of a child enrolled at Adam Beck.

##### **Description of school council executive roles:**

**Parent members** of the school council executive are elected members with voting rights who are expected to:

- Attend and participate in more than 70% of the meetings of the school council;
- Participate in committees established by the school council;
- Participate in and facilitate any events that the school council holds during the school year;
- Solicit views of other parents and members of the community to share with the school council;

Parent members of the school council executive are not authorized to perform managerial or administrative responsibilities that belong to the principal or school administrators.

**School staff representatives** (teaching and non-teaching) are voting members of the school council executive elected by the teachers / non-teaching staff and who are expected to:

- Contribute to the discussions of the school council;
- Solicit views from their staff groups to share with the school council;

- May participate on any committees established by the school council;
- Communicate information back to their staff groups.

**The community representative(s)** is a voting member of the school council executive, appointed by the parent members of the school council executive who is expected to:

- Contribute to the discussions of the school council;
- Represent the community's perspective;
- May participate on any committees established by the school council;
- Help build partnerships and links between the school and the community.

**The principal** is and ex-officio, non-voting member of the school council executive who:

- Distributes promptly to each council member material identified by the ministry for distribution to school council members and posts the material in a school location accessible to parents;
- Acts as a resource to the school council on laws, regulations, and board policies;
- Attends all school council meetings, unless this responsibility has been delegated to the vice-principal;
- Considers each recommendation made by the school council to the principal and returns to the council with the action taken in response to the recommendation;
- Solicits views on matters pertaining to the establishment or amendment of school policies and guidelines relating to student achievement, accountability of the education system to parents, and the communication of those plans to the public;
- May participate on any committees established by the school council;
- May solicit the views of the school council on any matter.

## 5. ELECTION PROCEDURES

- Elections for school council executive shall occur within the first 30 (thirty) calendar days of the start of the school year.
- The principal on behalf of the school council shall at least 14 (fourteen) days before the date of the election of parent members, give written notice of date, time, and location of the election to every parent of a student in the school.
- Each individual seeking election must: be a parent of student in the school, be nominated or self-nominated in writing, declare if they are employed by the Board, and summarize their reasons for seeking election. Nominations will not be accepted from the floor on the day of elections.
- Nomination forms supplied by the school / council shall be filed by and for all parent candidates to the school. Parents may nominate themselves or other parents.
- Information about each candidate supplied by the candidates themselves shall be made available to the school community at least one (1) week prior to the election.
- Parents / guardians of a student enrolled at the school are eligible both to vote for and run as parent candidate.
- No individual campaign literature for school council elections may be distributed or posted in the school.

- h) School resources, both human and material, may not be used to support candidates or groups or candidates.
- i) The election day proceedings shall be supervised by the principal.
- j) If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
- k) If the number of candidates is higher than the number of positions, then an election will be called.
- l) If an election will be called, the principal shall conduct a lottery to determine the ballot position for each candidate.
- m) Voting shall be by secret ballot. No proxy nor absentee voting is permitted, meaning voters must be present at the school on the election day during the preset hours for voting (to include both daytime and evening hours).
- n) Each parent of a student enrolled in the school shall be entitled to one vote for each membership position on the school council executive.
- o) Ballots shall be counted by the principal in the presence of at least two parents who are not election candidates.
- p) In case of a tie for a representative on the school council executive, the winner shall be determined by lot (random draw of name).
- q) All individuals standing for election shall be notified of the results before the results are released to the school community.
- r) Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the executive school council for use if a vacancy on the council occurs.
- s) The principal will make the necessary arrangements for the teaching and non-teaching staff representative to be elected.
- t) Anyone assigned to the teaching or non-teaching staff of the school (full- or part-time) other than the principal or a vice-principal may be a candidate for a staff representative.
- u) The appointment of the community representative to the school council executive shall be by majority vote at a meeting of the school council.

## 6. FILLING VACANCIES

Should a position on the school council executive become vacant before the next election, the council executive shall fill the vacancy by appointment from the non-elected candidates from the previous election.

If none of the previous candidates remain interested in becoming a member of the school council executive, the executive may request that interested parents from the school community submit their names for consideration. The school council executive shall then appoint one of those who indicate an interest.

When a vacant spot on the school council executive is filled, the new member's term shall expire at the time of the next election.

## 7. TERM OF OFFICE

The term of office for parent school council executive members is one (1) year. All other member's terms of office (teaching staff, community representative), shall be one (1) year.

A person elected or appointed to the school council executive will hold office until the first meeting of the Council after elections.

Any executive member may, if qualified, seek re-election or re-appointment.

## 8. REMUNERATION

All school council members shall serve without remuneration and no member shall directly or indirectly receive any profit from his or her position as such, provided that a member may be reimbursed for reasonable expenses incurred in performing his or her duties in accordance with Board reimbursement policies.

## 9. CONFLICT OF INTEREST

Members of the school council shall declare any actual, perceived or potential conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly from the decisions of the council.

A school council member shall exclude themselves from discussions and votes in which:

- A conflict of interest is likely to result;
- The member's ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized;
- The council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the principal or board in response to advice that the council provides to the principal or to the board.

A school council executive member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

## 10. CODE OF ETHICS

All members of the school council shall abide by the school council's code of ethics which outlines the expectations of its members and guides their behavior. (Appendix A)

## 11. CONFLICT RESOLUTION

School council members will demonstrate respect for their colleagues on council at all times.

- 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.
- Speakers to an issue will maintain a calm and respectful tone at all times.
- Speakers will be allowed to speak without interruption.

- The chair'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.
- If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
- If all attempts at resolving the conflict have been exhausted without success, the chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.
- If a council member(s) becomes disruptive during a meeting, the chair shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the chair may direct the individual council member(s) to leave the meeting, citing the reasons for the request.
- The removal of a member for one meeting does not prevent the council member from participating in future meetings of council.
- When the chair has requested the removal of a member or members from a meeting, the chair 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.
- The chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute. An independent third party may be a board official or another individual mutually agreed on by the parties involved in the dispute.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

## 12. COMMITTEES

The school council executive may establish committees as required to make recommendations to the council and to carry out projects of the council on an as-needed basis.

Committees may include non-elected members of the school community and must include at least one parent member of the school council executive.

All committee meetings must be open and accessible to the school community.

All committees will report through the school council.

The school council shall have the following standing committees:

- **Budget Committee:** develops the proposed budget for the next school year, invites and receives proposals from parents and teachers for new initiatives and events for the school; reviews each proposal and evaluates whether it should be allocated funds for the following year, brings forward the final budget draft for approval by the school council in September. Budget committee members are members of the school council executive who attend 70% or more of the meetings of the executive. The executive may extend invitations to parents subject to parent's interest and high attendance rate of school council meetings.

## 13. MEETINGS

At the first meeting of the new school council at the beginning of the year, the school council executive shall set dates, times, and locations for its meetings throughout the year.

The school council shall meet no less than 5 times during the school year.

All meetings of the school council shall be open and accessible to the public.

The principal shall, on behalf of the council, give written notice of the dates times and locations of the meetings of the council to every parent of a student who, on the date the notice is given, is enrolled in the school.

A meeting cannot be held unless:

- A majority of the school council executive members is present at the meeting, including the principal or their designate, and
- A majority of the members of the council who are present at the meeting are parent members.

In case of repeated absences of a school council executive member, the chair or co-chairs can determine with the individual whether they are able or willing to continue to serve on the school council executive.

The school council executive shall keep minutes of all the meetings for a minimum of 4 years.

The minutes and records shall be available at the school for examination by anyone without charge.

## 14. DECISION MAKING / VOTING

The school council shall attempt to reach all decisions by consensus. Once a decision is reached by consensus, it may be formalized by a motion. The result of such vote should be unanimous.

If the school council cannot reach a decision by consensus or when consensus decision-making is not appropriate (i.e. due to expedience) the decision may be reached by formal vote. A motion must be moved, seconded and passed by a majority (50%+1) of school council executive members present at the meeting.

Each school council executive member is entitled to one vote.

The principal is a non-voting member.

## 15. OFFICERS

### Appointment

The school council shall have the following officer positions: chair and vice chair (or two co-chairs); secretary; and treasurer. An officer role may be shared by two individuals.

Officers must be parent members of the school council executive and shall be appointed by majority vote at a school council meeting of the newly elected school council executive.



Officers need to commit to a 2-year term subject to them being re-elected as members of the executive for a second year after their appointment.

### **Roles and responsibilities**

**Chair / Co-chairs** act as liaison between the principal, staff, and the school council. They are responsible for oversight of all council committees and initiatives and provide feedback and support to committee chairs. The co-chairs set the agenda for each meeting and provide support to members who wish to present new ideas and initiatives or who have concerns they wish to present at council. The co-chairs also represent the parent community at school and ward functions and meetings. If the chair cannot be present at a meeting any of the officers can chair the council meeting. Board employees are not eligible to be a chair or co-chair of any council in that board.

**Treasurer** is responsible for acting as custodian of the funds of the council; handling receipt and disbursement of council monies; keeping proper records of all financial transactions; arranging for verification of the council's financial records in June of each year; acting as a joint signing officer, preparing annual report. The treasurer shall chair the Budget Committee, review and approve committee-related expense claims, sign cheques related to council initiatives, track budget to actual expenditures for council initiatives, and periodically report to council.

**Secretary** is responsible for taking minutes of all meetings, making notes of all planned actions and commitments and then distributing the minutes for review and approval, first to the chair, co-chairs and principal and then to the members who attended the meeting.

## **16. FINANCES**

**Annual budget:** The school council shall develop and approve an annual budget that outlines all initiatives planned for the year, including the expenditures and projected revenue for each school council-led initiative.

### **Expenditures:**

- **Expenditures within the approved annual budget** for an event / initiative shall be approved by the committee chair or lead of that event. Every committee chair / lead is responsible for managing the approved budget of their event.
- **Expenditures that exceed the approved budget** or expenditures in addition to the approved budget must be approved at a school council meeting in advance of committing to the expenditure.

**Signing authority:** Signing authority shall be given to the chair, treasurer, and principal. Signing authority may, at the discretion of council, also be given to any of the vice-chair, secretary, and/or vice-principal. Cheques must be signed by the two signing authorities.

**Bank account:** The school council executive shall maintain a bank account to which council funds shall be deposited and from which payments by the council shall be made. Cheques drawn on the bank account of the council shall require the signature of the two signing authorities, one of whom must be the Treasurer.

**Financial statements:** The treasurer shall prepare appropriate financial statements, shall provide a financial update to council at each council meeting, and shall produce an end of year financial report. The school council shall keep records of all its financial transactions for a minimum of 7 years.

## 17. FUNDRAISING

The school council may engage in fundraising activities.

The school council shall not engage in fundraising activities unless:

- The activities are conducted in accordance with any applicable policies established by the Board; and
- The activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the Board.

The school council executive shall ensure that the funds raised by it are used in accordance with any applicable policies established by the Board.

All fundraising activities conducted by the school council must be included in the annual report prepared by the school council executive.

Any funds raised by the school council (and assets purchased with those funds) belong, legally, to the Board. The Board may approve policies specifying that the money raised by the council and any assets purchased by the council will remain with the school.

## 18. ANNUAL REPORT

The school council executive shall annually submit a written report of its activities to the principal of the school and the Board.

If the school council engages in fundraising activities, the annual report shall include a report of those activities.

The principal shall, on behalf of the council, give a copy of the report to every parent of a student who is enrolled in the school.

## 19. BY-LAW AMENDMENTS

These by-laws will be reviewed and revised as necessary every two (2) years or whenever the Ministry of Education or the Board necessitate a change.

These by-laws may be amended at any school council meeting by majority vote (50% +1) of the council, providing the majority of school council executive is in attendance.

Any proposed amendments are to be circulated in writing and/or electronically to council members no less than 14 days prior to the meeting.

## 20. APPLICABLE LEGISLATION, POLICIES AND GUIDELINES:

Ontario Regulation Reg. 612/00: School Councils and parent involvement committees:

<https://www.ontario.ca/laws/regulation/000612>

Ontario Regulation 298: Operation of Schools – General <https://www.ontario.ca/laws/regulation/900298>

Ontario Ministry of Education: School Councils: A Guide for Members  
<http://www.edu.gov.on.ca/eng/general/elemsec/council/council02.pdf>

Toronto District School Board policies, procedures and forms:  
<http://www.tdsb.on.ca/AboutUs/Policies,ProceduresForms.aspx>

Toronto District School Board: School councils  
<http://www.tdsb.on.ca/Community/Howtogetinvolved/Schoolcouncils.aspx>

Toronto District School Board: Fundraising  
<http://www.tdsb.on.ca/Community/HowtoGetInvolved/Fundraising.aspx>

## 21. APPENDICES

**Appendix A: Code of Ethics**

**Appendix B: School Council Election Resources:**

- Schedule of events for planning for the election of the school council executive
- School council executive parent self-nomination form
- School council executive parent candidate nomination form
- Nomination form receipt
- Adam Beck JR PS council executive election ballot for parent / guardian representatives

## CODE OF ETHICS

### Members of the Adam Beck Junior PS School Council shall:

- Consider the best interests of all students.
- Be guided by the school's and the school board's mission statements.
- 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.
- Become familiar with the school's policies and operating practices and act in accordance with them.
- Maintain the highest standards of integrity.
- Recognize and respect the personal integrity of each member of the school community.
- Treat all other members with respect and allow for diverse opinions to be shared without interruption.
- Encourage a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the council.
- Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- Not disclose confidential information.
- Limit discussions at school council meetings to matters of concern to the school community.
- Use established communication channels when questions or concerns arise.
- Promote high standards of ethical practice within the school community.
- Declare any conflict of interest.
- Not accept any payment or benefit financially through school council involvement.

## SCHOOL COUNCIL ELECTION RESOURCES

### Schedule of events for planning for the election of the school council executive

May / June	<ul style="list-style-type: none"> <li>• <b>A committee is established to deal with the school council election of parent members.</b></li> </ul>
Early to mid-June	<ul style="list-style-type: none"> <li>• A plan is put in place to deal with how the school council election will occur. By the last council meeting of the school year, the date*, time, and location of the election are determined, as well as how the election will be advertised in the fall. A nomination form is also developed.</li> <li>• School council executive chairs must have the necessary information for the election to the principal well in advance of the election.</li> </ul>
Mid-August	<ul style="list-style-type: none"> <li>• In the welcome-back-to-school mailing, the principal includes parent-candidate nomination forms and information about the date by which nominations must be received at the school, who is eligible to stand for election, the date of the election, and other information about the election. This package must be in parents' hands at least fourteen (14) days prior to the election.</li> </ul>
Early September	<ul style="list-style-type: none"> <li>• The principal posts school council election information in an area of the school that is easily accessible to parents. Good venues would be the bulletin board and the school website.</li> <li>• Parents return nomination forms to the school.</li> </ul>
Early to mid-September	<ul style="list-style-type: none"> <li>• A list of parent nominees with brief biographies is sent home or mailed out, with a reminder of the election date and information on the election process.</li> </ul>
Mid- to end September	<ul style="list-style-type: none"> <li>• The ballot box is prepared for the election of parent representatives, and arrangements are made for volunteers to help voters at the voting areas.</li> <li>• The election of the teacher, non-teacher, and student representatives may take place at the same time or shortly after the election of parent representatives.</li> </ul>
Late September to early October	<ul style="list-style-type: none"> <li>• The first meeting of the new school council takes place, and meeting dates, times, and locations for the upcoming year are determined. The first meeting of the new school council must take place within 35 (thirty-five) days of the start of school.</li> <li>• The names of the new school council members are publicized to the school community within 30 (thirty) days of the election, as are the dates, times, and locations of future meetings.</li> </ul>

\* Per Ontario Regulation 612/00, section 4(4), the election must be held during the first thirty days of the school year on a date fixed by the school council chair or co-chairs after consulting with the school principal.

## SCHOOL COUNCIL EXECUTIVE PARENT SELF-NOMINATION FORM

<input type="checkbox"/>	I wish to declare my candidacy for an elected position as a parent / guardian representative on the school council executive.
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Name:			
Address:			
Home Phone:		Business Phone:	
Email:			

I am a parent/ guardian of \_\_\_\_\_ (insert name of student), who is currently registered at Adam Beck Junior PS.

I am an employee of the Toronto District School Board (please check):

NO

YES

Candidate  
Signature:

Date:

\_\_\_\_\_

**Please provide a brief bio and highlight the reasons you are running for the school council executive.**

Please submit to the principal's office. You will be notified when your nomination has been received.

## SCHOOL COUNCIL EXECUTIVE PARENT CANDIDATE NOMINATION FORM

	I wish to nominate _____ for an elected position as a parent / guardian representative on the school council executive.
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Name:			
Address:			
Home Phone:		Business Phone:	
Email:			

I am a parent/ guardian of \_\_\_\_\_ (insert name of student), who is currently registered at Adam Beck Junior PS.

The person I nominated is an employee of the Toronto District School Board (please check):

NO

YES

Nominator's  
Signature:

Date:

\_\_\_\_\_

**Please include a brief bio of the candidate you nominate and why you think they should be in the run for election to the school council executive.**

Please submit to the principal's office. You will be notified when your nomination has been received.

## NOMINATION FORM RECEIPT

The nomination for parent / guardian representative on the school council executive for:

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*(parent / nominee's name)*

at Adam Beck Junior Public School in Toronto has been received by:

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Name of principal or chair of nominations committee

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Date



