

Constitution of Mutchmor Public School Council

Definitions

Board: the Ottawa Carleton District School Board, including the trustees, administration, staff and advisory committees

Parent: the birth parent, adoptive parent or legal guardian of one or more students registered at the school

School: Mutchmor Public School, Ottawa

School Community: parents, teachers, support staff, and members of the wider community

1. Purpose

The Mutchmor Public School Council is an advisory body to the school and to the Board, made up of volunteers from the school community and dedicated to strengthening educational opportunities, enhancing the school environment, and developing partnerships with the community. The Council will focus on supporting a safe and caring learning environment that empowers students to be life-long learners who strive for excellence in a changing world.

2. Objectives of the Council

The Council will:

- **Set** its own goals, priorities and procedures
- **Propose** initiatives aimed at maximizing educational opportunities, enriching the curriculum, and enhancing school life
- **Improve** pupil achievement through active participation of parents
- **Review school needs** not met by the Board budgets, and determine which needs require Council action and/or fundraising efforts
- **Provide support** to the principal and teachers
- **Encourage opportunities** that bring together parents, teachers, and students informally

- **Access information and training** to enable members of the Council to develop their skills as Council members
- **Communicate regularly** with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the Council, and to report on the activities of the Council
- **Organize** parent volunteers as required
- **Promote** the best interests of the school community
- **Lobby** the Board and Ministry on policies/programs that affect Mutchmor Public School and the quality of education
- **Enhance** the accountability of the education system to parents
- **Facilitate** a strong relationship between home, school and the wider community
- **Establish and coordinate** committees of the Council engaged in activities related to fulfilling these objectives
- **Advise the school principal and the Board**, where appropriate, on the following (see Board policy P.014.SCO):
 1. school year calendar
 2. school code of behaviour
 3. local and board-wide budget priorities including school renovation and improvement plans
 4. curriculum and program goals and priorities
 5. annual school priorities
 6. preparation of the school profile
 7. preparation of the principal profile (input on the qualities, skills, attitudes and training/education to be considered in principal selection)
 8. school community communication strategies
 9. methods of reporting to parents and community
 10. results and validity of provincial and board-wide testing

11. extracurricular and social activities
12. community services for children
13. school-based services and community partnerships related to social, health, recreation and nutrition programs
14. anti-racist education and ethnocultural equity
15. community use of school facilities
16. review of and response to Board policies and programs
17. such other matters that the Council considers appropriate.

3. Composition of Council

3.1 The Council shall consist of the following members:

Parents	10-14
Principal	1
Teaching Staff	1
Non-teaching Staff	1
Community members	1-3
Past Chair (where possible)	1
Total	16-21

- 3.2 Since parents will form the majority of the members, the Council will still be considered duly constituted if a community representative, teacher and/or non-teaching staff representative do not participate in a meeting of the Council (provided there is quorum).
- 3.3 Community members of Council will not have children registered at the school.
- 3.4 All members shall serve on a voluntary basis. No honoraria shall be paid to a person who undertakes a task as a member of Council or as a member of a committee of the Council.

4. Selection of Members

- 4.1 Parent members of the Council shall be elected by parents, or acclaimed where there are fewer than 14 candidates standing for election.
- 4.2 Teaching staff members shall be selected by teaching staff.

- 4.3 Non-teaching staff members shall be selected by non-teaching staff.
- 4.4 Community members will be appointed by the Council each fall. They may be drawn from any aspect of the community, for example:
 - business
 - health, recreation and social agencies
 - post secondary and other educational institutions
 - ethnic, cultural, and arts organizations
- 4.5 The principal shall be ex-officio without voting rights. The principal may appoint a teaching staff member as his/her alternate for a particular meeting, if s/he is unable to attend.
- 4.6 The main elections shall take place in the spring of each year. In May, 10 parent members will be elected, with the remaining members (up to 4) being elected in the fall, subject to interest.

5. Officers of the Council

- 5.1 The officers of the Council shall be the Chair, Vice-chair, Treasurer, Secretary, the Council's representative to the Ottawa-Carleton Assembly of School Councils (OCASC).
- 5.2 The officers and the Past Chair (where possible) form the Executive Committee of the Council.
- 5.3 The Executive Committee shall be elected from among the parent members of the Council.

6. Terms of Office

- 6.1 The term of office for members and officers will be one year.
- 6.2 Members and officers may seek additional terms of office.
- 6.3 Mid-term vacancies on the Council shall be filled by a representative of the same group from which the member was originally elected, acclaimed, or appointed as per Section 4.

7. Roles and Responsibilities of Council Members

- 7.1 **All Council Members shall:**
 - attend Council meetings regularly. A member who fails to attend three consecutive meetings shall be deemed to have resigned. This rule may be waived by a majority vote of Council if the absent member has provided notice, or reasonable cause for their absence
 - participate actively in the work of the Council
 - bring forward to Council the views of others along with their own
 - encourage participation of students, parents, staff and community members in Council and school activities.

7.2 The Chair shall:

- call and chair School Council meetings
- prepare agendas for meetings and ensure they are circulated to Council members and parents at least one week in advance of each meeting
- ensure that minutes of the meetings are recorded and maintained and circulated to Council members and others as directed by the Council
- meet regularly with the principal to discuss Council and school activities
- coordinate communication with the school community and the Board – this may include notices for the monthly school newsletter and the Glebe Report
- ensure, in cooperation with the principal, that open and fair Council elections are held each year
- ensure that every effort is made to fill vacant positions on Council.
- handle correspondence, both mail and e-mail, for the Council
- be a designated key holder of the mailbox key.

7.3 The Vice-Chair shall:

- work in cooperation with the Chair to discharge the roles and responsibilities of the Chair
- when necessary, take over the role of Chair in meetings and other duties.

The duties of Chair and Vice-Chair may be shared by Co-Chairs as an alternate model if agreeable to Council Members.

7.4 The Treasurer shall:

- prepare an annual draft budget each fall
- advise on the development and implementation of financial policies and procedures for the Council
- maintain accurate and up-to-date financial records for the Council
- make financial reports at Council meetings
- carry out the banking duties of the Council or assign this role to an assistant
- be one of at least two designated signing officers for the Council's bank account
- be a designated key holder of the mailbox key or assign this duty to the assistant treasurer.

7.5 The Secretary shall:

- take minutes and ensure these are forwarded to the chair(s)
- take attendance, ensure quorum and a parent majority are met.

7.6 The Ottawa-Carleton Assembly of School Councils Representative (OCASC) shall:

- seek the direction of the Council on issues to be raised and/or discussed at OCASC meetings
- represent the interests of the Council and the school to OCASC
- report back to the Council on matters discussed and resolutions passed at OCASC meetings.

7.7 The School Principal shall, in accordance with the Board policy:

- assist the Council in it's operations
- support and promote the Council's activities
- ensure, in cooperation with the Chair, that open and fair Council elections are held each year
- seek input from the Council in areas for which they have been assigned advisory responsibility
- act as a resource on laws, regulations, Board policies, and collective agreements
- obtain and provide information required by the Council to enable it to make informed decisions, and
- communicate with the Chair of the Council, as required.

7.8 Community Members shall:

- attend meetings regularly
- support the Council and the school in the community
- bring forward the views and interests of their particular sector to Council meetings
- advance the interest and views of Council outside the school.

7.9 The Executive Committee shall:

- constitute authority between regular Council meetings
- act as a link between the Council and the wider community
- ensure every effort is made to fill vacancies on Council
- ensure continuity of representation over the summer months
- handle any irregularities in Council proceedings in consultation with the Principal.

8. Operations of the Council

8.1 Elections of Parent Members

- Prior to the election, the Council may appoint a Nominating Committee, consisting of the Chair or Vice-Chair of the Council, the principal, and at least two other parent members. The Nominating Committee shall appoint its own Chair.
- The Nominating Committee shall invite nominations of parent members from parents.

- The Nominating Committee shall make every effort to ensure that nominations reflect the school community.
- Notice of the list of nominated candidates for parent member positions shall be prepared and circulated to all parents and/or posted on the website two weeks before the election.
- Additional nominations may be made from the floor at the Council meeting where the election will be held. This procedure shall appear in the election notice.
- The Chair and the principal shall establish the election process and may oversee the election of parent members by secret ballot.
- Parent members of the Council shall elect the Council's officers.
- The Council shall appoint the Community members as soon as practical after the election of parent members.

8.2 Meetings

- All parents in the school community will be encouraged to attend and participate in Council meetings, although only members of the Council (other than the principal) can vote.
- Members and parents shall be notified of the time and place of meetings at least 7 days in advance.
- The Chair of the Council shall call a minimum of four meetings a year.
- School Council shall meet within the first 35 days of the school year, after the elections.
- A majority of members of the Council may request a meeting, provided that all other Council members are notified at least 7 days in advance.
- Meetings of the Council and subcommittees shall be open to the public.
- Meetings of the Executive Committee shall be open to any member of the Council.

8.3 Quorum

Quorum is a majority of Council members, and of the members present, a majority must be parent members.

8.4 Minutes of the Meetings

Full minutes of all meetings shall be kept in electronic files on the school server and shall be distributed to all Council members. They will also be available to all parents. The Minutes shall record all decisions and all action items and record attendance.

8.5 Finances

The Treasurer and the Treasurer's Assistant (or one other Council member if there is no assistant) shall be signing officers on the Council's bank account.

8.6 Committees

At any Council meeting, the Council may appoint one or more committees to meet Council priorities. Each committee shall have a fixed term, and shall have a Terms of Reference mandated by the Council. Committees may consist of as many persons as required.

8.7 Annual Report

The Council shall annually submit a written report on its activities, including all fundraising activities, to the principal and to the board. Every parent of a pupil who is enrolled at the school shall be given a copy of the annual report, or have access to the report posted on the website.

8.8 Amendment of the Constitution

The approval of two-thirds of the parent members shall be required to amend this Constitution.

8.9 Rules and Guidelines

The Council shall have the authority to make rules or issue guidelines with respect to anything in this Constitution. Such rules or guidelines must be in writing and must appear in the Minutes of the meeting at which they were adopted.



Approved by the Mutchmor Public School Council at a general meeting on January 19, 2000.

Amended by the Mutchmor Public School Council at a general meeting on May 25, 2009.

____Daood Aidroos_____
Co-Chair

____Margo Williams_____
Co-Chair

____Kristal Davis_____
Secretary

____Judy Silvestro_____
Treasurer

____Sherri Bonneville_____
Principal