



MARSHVIEW PUBLIC SCHOOL

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MARSHVIEW PUBLIC SCHOOL COUNCIL

BY-LAWS

Provisions of the Bylaws for Marshview Public School (MVPS) shall not be in conflict with the direction given by the Simcoe County District School Board.

Article 1 - Name

1.1 The official name of this organization will be 'Marshview Public School Council' (School Council).

Article 2 - Mission Statement

2.1 Our mission is to provide parent and community members with an opportunity to participate in the development of a positive, caring and mutually respectful learning environment. The Marshview Public School Council recognizes that the ultimate responsibility for the management and administration of the day-to-day operations of the school lies with the Principal. The School Council works to support the school's activities by fundraising and through volunteer assistance. The School Council is an advisory committee that makes recommendations to the school.

Article 3 - Objectives

- 3.1 To promote positive, open lines of communication and assist with the distribution of information between the home, the school and community members;
- 3.2 Provide a forum for relaying parental ideas, recommendations and concerns of Marshview Public School to the school board;
- 3.3 To enhance the students learning through cooperative efforts of parents, students, staff members and community members with the support of school activities by fundraising and volunteer assistance;
- 3.4 To provide input into the school's fundraising plan.

Article 4 - Election Process

4.1 Elections for Executive of the School Council shall occur within the first thirty days of each school year;

4.1.1 Eligibility for Executive positions which include Chair, Vice Chair, Treasurer and Secretary on School Council shall include the following:

- Has served on School Council for a minimum of one (1) year;
- Has not been absent from School Council meetings more than twice during the previous School Council school year;
- In the event that there are no School Council Members from the previous year, consideration will be placed on other volunteer experience.

4.2 The current school council shall establish a school election committee. The committee should have representation from parents, teaching and non-teaching staff and a community representative;

4.3 The election committee shall:

- 4.3.1 Provide nomination forms which the Principal will distribute including a description of responsibilities for Executive Members including Chair, Vice Chair, Treasurer and Secretary, information about the date by which nominations shall be received at the school and distributed, should be a minimum of fourteen days prior to the election;
- 4.3.2 Request that candidates submit the reasons for running for school council;
- 4.3.3 Conduct the elections by secret ballot;
- 4.3.4 Keep all results and related information confidential.

4.4 Parents interested in participating on council shall return the completed nomination forms to the school as requested;

4.5 Each parent/ guardian with children attending Marshview Public School shall be entitled to one vote for each membership position on the council;

4.6 If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed;

4.7 All individuals running for election shall be notified of the results before they are released to the school community;

4.8 Elections for school council shall be conducted by secret ballot. The voting shall take place at the school on a selected date with pre-set hours.

4.9 Filling Vacancies

- 4.9.1 A vacancy in school council may occur as a result of a resignation or inability of a member to fulfill their roles and responsibilities. Should an executive vacancy occur before the end of the next election, the school council shall fill the vacancy by appointment from the current council member group for that school year by a vote. Once the vacant council member spot has been filled, the new member's term shall expire at the same time of the next election.

Article 5 - Membership and Meetings

5.1 All Members of the School Council shall be equal partners;

5.2 The Executive shall consist of a Chair, Vice Chair, Treasurer and Secretary. All Executive Council Members shall have the opportunity to serve for a minimum one year term. Elected and appointed members may seek additional terms of office.

5.3 Eligibility for School Council membership shall consist of the following:

5.3.1 A minimum of 6 parents/ guardians with children attending MVPS

5.3.2 A maximum of 18 parents/ guardians with children attending MVPS

5.3.3 Though there may be more than one member on the School Council from any one household, each household will only be able to vote once;

5.3.4 1 Principal

5.3.5 1 Teacher

5.3.6 1 non-teaching staff member (if opportunity presents itself)

5.3.7 1 community representative appointed by Council (if opportunity presents itself)

5.4 Meetings

5.4.1 The School Council shall meet at least four times during the school year;

5.4.2 A school council meeting cannot be held unless,

5.4.2.1 A majority of the current members of the council are present at the meeting; and that the majority of the members of the council who are present at the meeting are voting parent members who have not missed 3 meetings in a school year;

5.4.2.2 All meetings of a school council shall be open to the school community of parents;

5.4.2.3 No votes may be conducted unless the School Council has a quorum (50 % or more of eligible school council voting members

5.4.2.4 The principal on behalf of the school council shall 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;

5.5 Conflict of Interest

5.5.1 A conflict of interest may be actual, perceived or potential;

5.5.2 Members of the School Council shall declare a conflict of interest in matters that members of their families or business entities in which they may have an interest or stand to benefit either directly or indirectly by decisions made by the School Council;

5.5.3 A School Council Member shall not accept favours or economic benefits resulting from any individuals, organizations or entities.

5.6 Conflict Resolution

5.6.1 From time to time the school council may find that they are not able to reach an agreement on a matter under consideration;

5.6.2 Every school council member will be given an opportunity to express their concern or opinion regarding the disputed issue;

5.6.3 A school council member expressing their concern or opinion shall maintain a calm and respectful tone;

5.6.4 A school council member shall be allowed to speak without interruption;

5.6.5 The Chair shall clarify the concerns or opinions made by all members to identify common ground on the view points raised;

5.6.6 If no common ground is identified then the Chair shall seek to clarify the preferences of all members before proceeding any further;

5.6.7 If attempts to resolve a conflict cannot be reached, the Chair shall request the intervention of a Simcoe County District School Board Superintendent or other senior administrator to facilitate the resolution to the conflict;

Article 6 - Roles and Responsibilities

- **Chair**

- Contribute to the discussions of the school council
- Calls council meetings
- Provides input to Principal in setting meeting agendas
- Chairs meetings
- Verifies and approves all council correspondence prior to distribution
- The Chair shall refrain from voting with the exception in the event to break a tie.
- The Vice Chair shall have an opportunity to vote with the exception of acting as Chair in Chair's absence.
- Observe the School Councils established By laws

6.1 Vice Chair

- Contribute to the discussions of the school council
- Vice Chair will act as Chair in the absence of the Chair
- The Vice Chair shall have an opportunity to vote with the exception of acting as Chair in Chair's absence.

6.3 Treasurer

- Contribute to the discussions of the school council
- The Principal and School's Senior Administrative Assistant shall be the custodian of all accounts and prepare book for year-end audit. The Treasurer shall work with the School to be knowledgeable of the balance of school council funds in all accounts and the status of all allocations and receivables.
- Submits an up to date financial report at each council meeting

- Complies with requirement for 2 signing officers as per Board requirements
- The Treasurer shall have an opportunity to vote;
- Chair and/or Treasurer are authorized to approve the expenditure of funds up to a maximum of \$75 without calling a council meeting
- Observe the School Councils established By laws

6.4 Secretary

- Contribute to the discussions of the school council
- Records and prepares minutes of School Council Meetings
- School Council Meeting minutes need to be submitted to the Principal, at least one week after each meeting
- The Secretary shall have an opportunity to vote;
- Prepares correspondence at the direction of the School Council
- Maintains an historical file of the Council to be stored on school premises
- Distribute the minutes from School Council meetings
- Observe the School Councils established By laws

6.5 Principal

- Facilitates the establishment of the School Council and assists in its operation
- Attend all School Council meetings (or appoint a designate)
- Contribute to the discussions of the school council
- The principal of a school may delegate any of his or her powers or duties as a member of the school council, including any powers or duties under this Regulation, to a vice-principal of the school
- Solicits input from the School Council in areas for which it has been assigned advisory responsibility
- Acts as a resource on laws, regulations and board policies
- Communicates with the Chair as required
- Sets meeting agendas in consultation with the Chair
- The Principal is a non-voting member
- Observe the School Councils established By laws

6.6 School Staff Representatives (one each from the teaching and non-teaching staff)

- Contribute to the discussions of the school council
- The School Staff Representative shall have an opportunity to vote;
- Solicit views from Staff to share with the school council and communicate information back to the Staff
- May participate on any committees established by the school council
- Observe the School Councils established By laws

6.7 Community Representative

- Contribute to the discussions of the school council
- The Community Representative shall have an opportunity to vote;
- Represents the community's perspective
- Helps build partnerships and links between the school
- May participate on any committees established by the school council
- Observe the School Councils established By laws

6.8 All Members

- Maintain a school wide focus as opposed to individual concerns
- Contribute to the discussions of the school council
- May participate on any committees established by the school council
- Solicit the views of other parents and members of the community as directed by Council and act as a link between home, school and the community
- A member who is absent from 3 meetings per year will have been considered to have resigned and may still attend meetings but will no longer be able to vote.
- No Member shall benefit financially from their participation on the School Council
- Council Members will express no judgement about the performance of individual staff members or be entitled to specific information about students
- All Council Members are encouraged to work to resolve issues and listen to and speak constructively and respectfully.
- Council members shall not attempt to exercise individual authority over the Council and should accept decisions made by the Council as a whole. A disruptive Council Member may be requested by Council to resign at any time.
- All Council Members are encouraged to respect the ideas and thoughts of all those participating, all ideas will be considered equally.

Article 7 - School Board Personnel

7.1 Supervisory officers in their official capacity may act as a resource, but not as a Member of the Council or its Committees. Trustees are welcome to attend and participate in School Council meetings within their jurisdiction but not as voting Members and not during an election campaign.

Article 8 - Procedures at Council Meetings

- 8.1 If the Chair, Vice Chair, Secretary and Treasurer are absent the Council will accept another Council Member as the Acting Chair and a replacement Secretary will be asked to record the minutes of the meeting only;
- 8.2 Issues requiring an immediate decision shall be decided by a quorum vote of Council Members only. If there is no quorum on the day of a meeting all decisions may be held until the next meeting;
- 8.3 Alternatively an online vote can be completed by email. All votes shall be sent in confidence to the Secretary by a specified date to tally and then communicated to the Chair who will then

communicate the decision to Council Members. All votes received by the specified date will determine the number of votes required to determine a motion in favour or not in favour (i.e. 6 votes received, 4 votes in favour, motion passed);

8.4 Quorum is 50% of the current Council Members in attendance at a Regular Meeting;

8.5 Chair/ (Vice-Chair in Chair's absence) shall refrain from voting and in the event of a tie will then cast their vote to break the tie;

8.6 Parents who are not Council Members who attend a Council meeting may express their opinions/ concerns on the issue presented but may not vote on the issue at hand;

8.7 If a Council Member cannot attend a meeting he or she shall send their regrets to the Chair before the meeting;

8.8 Any items for consideration to the Agenda for a Council Meeting shall be brought to the attention of the Chair prior to the next meeting;

8.9 Any Council Member must in good faith declare a "Conflict of Interest" and abstain from voting if a conflict of interest exists for the voting item;

8.10 Any meetings outside the regularly scheduled meetings of the School Council shall be considered a special meeting. Only the Chair of the School Council shall call a special meeting of the School Council;

8.11 The Order of Business at Council Meeting shall/ may contain the following:

- A guest Speaker or other Activities
- Approval of Agenda
- Approval of Previous Meeting Minutes
- Principal's Report
- Teacher's Report
- Treasurer Report
- Parent/ Trustee Meeting Report
- Committee Reports
- Discussion and Voting as Required of Agenda Items
- New Business to be tabled to the following meeting
- Adjournment

Article 9 - Fundraising Funds

9.1 All fundraising activities shall follow the guidelines consistent with the Simcoe County District School Board's policies which can be found at www.scdsb.on.ca ;

9.2 The fundraising activities supported shall be mindful of the diversity, equity, accessibility and partnerships that exist with the Marshview Public School community;

- 9.3 All funds raised by school council go directly into the school bank account (School Generated Funds). All requests for funds from the school shall be made to the Principal and shall be in writing;
- 9.4 Any remaining funds shall be carried forward to the following school year and shall be marked for the original allocation it was intended
- 9.5 The money generated through fundraising shall be directed to specific projects outlined in the fundraising plan. This annual Plan will be approved by the School administration and endorsed by the School Council and presented at the June Council meeting;
- 9.6 Council will annually identify the categories to reach the needs of the school and prioritize the goals and disbursement of funds raised by the council;
- 9.7 The previous year's allocation of funds shall be taken into consideration to ensure that all school needs are addressed yearly;
- 9.8 When distributing the funds to the school, equity needs to be a strong consideration in the allocations.

Article 10 - Amendments

- 10.1 Any proposed change or addition to the By Laws of the School Council shall be submitted in writing to the Chair at least two weeks prior to a regular meeting for inclusion on the Agenda. The proposed change shall be discussed and voted on as applicable by a quorum vote of the School Council Members.