

John Wanless Junior Public School

School Council By-laws 2024

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1. INTRODUCTION

School Councils are legislated bodies, governed by Regulation 612 of the Ontario Education Act. John Wanless Junior Public School (“JWPS”) School Council (“**School Council**”) and all of those who attend School Council meetings and activities shall adhere to these By-laws, as well as the policies and the procedures of the Toronto District School Board, including but not limited to P031 – Human Rights Policy, P037 – Equity Policy, P034 – Workplace Harassment, Prevention for Non-Human Rights Code Harassment Policy, P051 – Caring and Safe Schools Policy and PR585 – Board Code of Conduct.

These By-laws define the School Council’s purpose, explain how the School Council will be structured and describe its rights and responsibilities, all in accordance with, and subject to, applicable legislation. Capitalized terms not otherwise defined herein have the meaning provided in the glossary at Appendix A.

2. PURPOSE, OBJECTIVES AND ROLE OF THE SCHOOL COUNCIL

The School Council is a proactive body. It is a dynamic partnership among JWPS families, staff and the community. The fundamental purpose of the School Council is to assist JWPS staff and administration with maximizing student learning and enrich connections among home, school and the community. Through diverse representation and collaboration, the School Council endeavors to:

- Promote a safe environment and create, maintain and contribute to a climate of understanding and mutual respect for the rights and the dignity of each person.
- Support the JWPS staff to deliver programs.
- Encourage meaningful involvement from parents/caregivers.
- Foster meaningful community involvement.
- Provide opportunities for student enrichment.
- Provide opportunities for parent/caregiver education and support.
- Strategically raise and allocate funds.
- Budget according to appropriate school needs.
- Advocate for school improvement.
- Identify, confront and eliminate barriers to engagement and participation.
- Examine biases and reflect on the impact that power and privilege have on parents/caregivers and their engagement.
- Work to prevent discrimination and harassment and support individuals who are, or have been, targets of discrimination and harassment.
- Take all allegations of discrimination and harassment seriously and respond promptly by reporting them to the Principal.

3. SCHOOL COUNCIL STRUCTURE

An effective School Council relies on the contributions of the broader school community. The

School Council will work to elect/acclaim members who are representative of the JWPS community. To this end, eligible candidates will be encouraged to seek office regardless of their race, colour, creed, culture, ethnicity, linguistic origin, disability, level of ability, socio-economic class, age, ancestry, nationality, place of origin, religion, sex, gender identity, gender expression, sexual orientation, body image, citizenship, immigration status, family status, marital status or as First Nations, Metis or Inuit.

School Council is made up of 10 elected voting members and 10 appointed/designated non-voting members. School Council members, elected or appointed, hold office from the latter of:

- (a) the date that they were elected or appointed; and
- (b) the date of the first meeting of the School Council after the elections held in the school year, until the date of the first meeting of the School Council after the elections held in the next school year (unless otherwise indicated).

a) SCHOOL COUNCIL COMPOSITION

The following sets out the structure of the School Council, membership type and voting status.

Members	Membership Type	Voting Status
Chair	Elected Member	Voting
Vice-Chair/Co-Chair	Elected Member	Voting
Treasurer	Elected Member	Voting
Secretary	Elected Member	Voting
Fundraising Chair	Elected Member	Voting
Communications Chair	Elected Member	Voting
Curriculum Support Chair	Elected Member	Voting
Educational Advocacy Chair	Elected Member	Voting
Extra-Curricular Activities Chair	Elected Member	Voting
School Support Chair	Elected Member	Voting
Child Care Representative	Appointed Member	Non-Voting
Parent Representative and Class Parent Coordinator	Designated Member	Non-Voting
JK/SK Parent Representative (Rotational)(Optional)	Appointed Member	Non-Voting
Junior Parent Representative (Rotational)(Optional)	Appointed Member	Non-Voting

Senior Parent Representative (Rotational)(Optional)	Appointed Member	Non-Voting
Community Representative	Designated Member	Non-Voting
Future Planning	Appointed Member	Non-Voting
Teacher Representative	Designated Member*	Non-Voting
Staff Representative	Designated Member*	Non-Voting
School Principal	Designated Member	Non-Voting

* Upon completion of teacher and staff election.

b) SCHOOL COUNCIL MEMBERSHIP LIMITATIONS

A person may not be a School Council Member if they are a trustee of the TDSB or a member of Provincial Parliament.

A person may not be a School Council Member if they are:

- not a parent/caregiver of a child at JWPS; or
- employed at JWPS.

A person may not be appointed to School Council as the Community Representative if they are employed by the TDSB unless:

- they are not employed at JWPS, and
- the other School Council members are informed of the person's employment before the appointment.

c) ELIGIBILITY REQUIREMENTS FOR PARENT REPRESENTATIVES

The School Council Parent Representative shall be appointed from and by the pool of Class Parents already chosen as Class Parents for the respective calendar year.

d) CONFLICTS OF INTEREST

A conflict of interest may be actual, potential or perceived.

School Council Members shall declare a conflict of interest in any matter that they, members of their families or business entities in which they have an interest, stand to benefit either directly or indirectly by decisions of School Council. Such Member shall exclude themselves from discussions in which a conflict may likely arise, their responsibilities as a School Council Member may be jeopardized or they, their family members or their related business entities may benefit, directly or indirectly, from discussions or actions made by School Council. A School Council Member may not accept favours or economic benefits from any individuals, organizations or entities known to be seeking business contracts with JWPS.

e) SCHOOL COUNCIL MEMBERS OF OFFICE

The term of office for the Chair, Vice-Chair/Co-Chair, Treasurer, Fundraising and

Extra-Curricular Chairs shall be two (2) years. The term of office for all other elected or appointed/designated Members shall be one (1) year. There is no maximum number of terms for any position on School Council.

f) DUTIES AND RESPONSIBILITIES

All School Council Members are expected to behave responsibly and ethically in all their actions and deliberations, adhere to the School Council or JWPS Code of Ethics, if any, and carry out their duties and responsibilities as set out on in the Roles Description document, as may be amended from time to time.

g) ATTENDANCE AT SCHOOL COUNCIL MEETINGS

Voting Members are expected attend all School Council meetings. It is recognized that Members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. In such instance, the Member shall notify the Chair or Vice-Chair/Co-Chair of their inability to attend in advance of the meeting.

h) REMUNERATION

A person shall not receive any remuneration, including honoraria or lieu time, for serving as a School Council Member. School Council Members shall be reimbursed for pre-approved expenses they incur in carrying out their School Council responsibilities.

i) VACANCIES

If any School Council position is vacant, School Council shall continue to function while efforts are made to fill the vacancy (if deemed necessary). The vacant School Council position may remain vacant while School Council attempts to fulfil the position.

If the position remains vacant, the School Council (with the approval of a majority of voting Members) may appoint a replacement for the remainder of the term of the former Member or until a permanent replacement is elected or appointed.

Any School Council Member may serve in multiple capacities on School Council as needed but is only allowed one vote on voting matters.

j) REMOVAL OF SCHOOL COUNCIL VOTING MEMBERS

Any voting Member who fails to fulfill their responsibilities, following the conflict resolution procedures in Section 8, may be removed with the approval of two-thirds (2/3) of the voting Members.

k) COMMITTEES AND SUB-COMMITTEES

School Council may create or remove Committees and Sub-Committees, as required in the opinion of the School Council. Every School Council committee and sub-committee must include at least one parent of a JWPS student.

School Council committees shall submit reports and recommendations to the School Council

and shall follow directions from the School Council to implement the recommendations.

School Council sub-committees shall submit reports and recommendations to their School Council committee chair and shall follow directions from such School Council committee chair to implement the recommendations.

School Council committee chairs and School Council sub-committees shall provide updates on activities in person at meetings of School Council at each meeting of the School Council.

4. SCHOOL COUNCIL PROCEDURES

a) SCHOOL COUNCIL MEETINGS

The School Council shall endeavor to meet monthly, however, a minimum of four (4) meetings will be held during the school year. Additional meetings may be scheduled at the discretion of the School Council Chair and Vice-Chair/Co-Chair.

School Council shall meet within the first 35 days of the school year after the School Council election, on a date chosen by the School Council Chair and Vice-Chair/Co-Chair, in consultation with the Principal.

School Council meetings are open to all parents/caregivers of children at JWPS. On behalf of the School Council, the Principal will give written notice of the dates, times and locations of the School Council committee meetings to every parent/caregiver of a student enrolled at the school.

Every School Council meeting shall include a question period.

An official meeting of the School Council cannot be held unless a majority (51%) of the voting Members of the School Council are present at the meeting (in-person or virtually), including the Principal or their designate. A Member of a School Council who participates in a meeting by phone or virtually shall be deemed to be present at the meeting.

b) LAND ACKNOWLEDGEMENT

All School Council meetings and events will start with the reading of the Land Acknowledgement, as follows:

“The Toronto District School Board (TDSB) is situated on the ancestral, treaty and title lands of the Mississaugas of the Credit, the Anishinaabe, the Chippewa, the Haudenosaunee and the Wendat peoples. It is covered by Treaty 13 with the Mississaugas of the Credit.”

c) MOTIONS AT SCHOOL COUNCIL MEETINGS

Any School Council meeting attendee may make a motion at any School Council meeting. Each motion will require a seconder.

Any parent/caregiver of a child at JWPS may make a motion for possible discussion at School Council meetings, either by attending a meeting or by submitting a motion in writing to the Chair for consideration.

d) VOTING

The School Council Chair and Vice-Chair/Co-Chair, acting reasonably, shall establish the manner and procedures for which matters requiring a vote shall be voted on.

Each Voting Member is entitled to one (1) vote on School Council voting matters, provided that no individual may cast more than one (1) vote even if such individual holds more than one (1) position entitling such individual to a vote.

Unless a greater majority is required, a majority vote (51%) of the School Council Voting Members is required for approval of a matter and a tie vote is a loss.

All School Council votes/decisions will be recorded in the School Council minutes.

Virtual voting may take place using Google forms, ZOOM or other voting tools and neither proxy nor absentee voting is permitted.

Each committee/sub-committee member is entitled to one vote in votes taken at the committee/sub-committee level. Non-voting Members are not entitled to vote in votes taken by the School Council nor by a committee/sub-committee of the School Council.

The School Council shall not approve any motion where, in the opinion of any two of the School Council Chair, Vice-Chair/Co-Chair, and Treasurer, the proposed motion requires the allocation or spending of School Council funds which would a) jeopardize in any way, any previous financial commitment made by School Council, b) cause the financial position of School Council to shift to a negative balance, and/or c) jeopardize, in any way, the financial reserves necessary in the opinion of the School Council Chair, Vice-Chair/Co-Chair or Treasurer to meet School Council's anticipated working capital requirements.

e) RECORDS

The Secretary shall take minutes of all School Council meetings and the Treasurer shall maintain records for all School Council financial transactions. In the event of a vacancy or temporary absence of either, the Chair shall designate another person to be responsible.

Upon a written request to the Chair, a copy of the meeting minutes and financial transaction records shall be made available to the parents/caregivers of every child enrolled at JWPS at no charge.

School Council financial records shall be subject to audit by both internal (TDSB) and external auditors.

5. SCHOOL COUNCIL ELECTION PROCESS

a) ELECTION PROCESS

School Council elections shall be held in the first 30 days of each school year on a date that is set by the School Council Chair in consultation with the Principal.

Any person may vote in a School Council election if they are a parent/caregiver of a student enrolled at the school.

b) ELECTION PLANNING

If there is competition for a School Council Elected Member position, the following procedures shall be observed:

- At least 14 days before the date of the election, the Principal, on behalf of School Council, will give written notice of the time, date, location, procedures and election nominees to JWPS parents/caregivers.
- Each eligible voter may cast one vote for each nominee of a vacant position. A person is eligible to vote in an election of parent/caregiver members of a School Council if they are the parent/caregiver of a student enrolled at JWPS.
- If there is only one (1) candidate for a position, the candidate will be acclaimed.
- If there is a tie for a position on School Council, the vote will be decided by drawing straws by the Principal or Vice Principal.
- Nominations will not be accepted from the floor on the evening of the elections.

c) CAMPAIGN PROCESS

Candidates should be prepared to summarize their reasons and any qualifications for running for School Council in the form of a biography to be posted to the JWPS website or otherwise made available to all parents/caregivers entitled to vote.

Campaigning for a role on School Council is not permitted. This includes that candidates may not use school resources to campaign for election, may not post or distribute campaign literature on any source, and may not ask current or outgoing School Council Members to publicly endorse them.

d) NOMINATION OF VOTING MEMBERS

A parent/caregiver may nominate themselves or others for election to School Council. A School Council candidate nomination form shall be completed and returned to the Chair by each candidate in accordance with stated requirements.

Candidates may nominate themselves or stand for election for only one position.

e) NON-PARENT SCHOOL COUNCIL MEMBERS

The Principal, in consultation with the School Council, shall make arrangements for the appointment of the Teacher Representative and the Staff Representative within the first 30 days of each school year.

Any full or part-time teacher employed at the school, other than the Principal or Vice-Principal, may be appointed to the Teacher Representative position.

Part-time employees of the TDSB (but not the Principal, Vice-Principal or any teacher) who are employed at more than one school, may only hold a position with one school's Student Council.

A Community Representative shall be appointed by School Council.

The Child Care Representative shall be selected by the John Wanless Child Care Board of Directors.

6. SCHOOL COUNCIL REPORTING

a) FISCAL YEAR

The Fiscal Year for the School Council is September 1 through August 31.

b) FINANCIAL RESPONSIBILITIES

The School Council will:

- Maintain control of all funds raised by School Council.
- Determine all purchases and expenditures made with those funds following the TDSB's guidelines and policies.
- Administer School Council funds through the School Council bank account maintained in trust by JWPS.
- Adhere to TDSB financial reporting requirements.
- Where reasonable and value added, follow generally accepted accounting principles in the preparation and presentation of financial statements.

c) REPORTING

At the end of every school year, an Annual Report summarizing School Council activities shall be prepared and presented to council at the last meeting of the year. The Annual Report shall include:

- A list of School Council Members.
- A summary of School Council meeting dates and meeting minutes.
- A summary of School Council's activities for the Fiscal Year.
- A report of any fundraising activities for the Fiscal Year.

- Other information that the School Council deems appropriate.

Financial Reporting shall be prepared as per TDSB Guidelines on a semi-annual basis. The TDSB financial reporting shall document School Council assets and liabilities, revenue and expenses for the Fiscal Year, and shall be reconciled to School Council bank statements. The financial reporting shall include, but is not limited to:

- The opening balance (cash on hand at the beginning of the Fiscal Year).
- Revenue collected during the year.
- Expenses incurred during the year.
- The closing balance (cash on hand at the end of the Fiscal Year).

Upon request, all reporting should be made available to the parents/caregivers of every child enrolled in the school via any medium that is deemed to be the most generally accessible. Reporting should be available for examination at no charge and should be available for a minimum of four years.

d) SIGNING OFFICERS

The signing officers for cheques, or other fund transfer authorizations shall be (a) the Treasurer and (b) any two of the Chair, Vice-Chair/Co-Chair or Principal.

Any agreement to be executed by School Council or any commitment of School Council or a School Council Member regarding School Council matters shall be executed by any two of the Chair, Vice-Chair/Co-Chair, Treasurer or Committee Chair. Any agreement or commitment involving an expenditure of \$500 or more of School Council funds must be first approved by the Treasurer and any one of the Chair or Vice-Chair/Co-Chair.

7. PROCEDURE FOR AMENDMENTS

School Council may amend these By-laws by submitting a proposed amendment to the School Council at any regular School Council meeting or a meeting called for such purposes. The proposed amendment shall be publicized in the notice of meeting and the minutes.

8. CONFLICT RESOLUTION

School Council Members must always demonstrate respect for one another, this includes remaining calm and respectful at all times. Each School Council Member must be given the opportunity to express their concerns or opinions without interruption. The Chair or Vice-Chair/Co-Chair will endeavor to clarify the statements made by each Member about a particular conflict, and will identify common ground and suggest a resolution. If this is not possible, the Chair or Vice-Chair/Co-Chair will request the intervention of the Principal or Vice-Principal. If the conflict is not resolved after the intervention of the Principal or Vice-Principal, then the Superintendent or other administrator may be asked to facilitate a resolution to the conflict.

9. DISSOLUTION

Upon the final dissolution of School Council and after the payment of all its debts and liabilities, its

remaining assets shall be distributed to JWPS and if JWPS does not exist, the remaining assets shall be distributed to the TDSB for redistribution to other School Councils in the district.

10. REPEAL

By the passage of these By-laws, all prior By-laws of School Council are hereby repealed.

APPROVED by the School Counsel Voting Members as the JWPS School Counsel By-laws, the 2nd day of April, 2024.

Candice Kelamis
Candice Kelamis (Apr 3, 2024 14:35 EDT)

Chair

Giselle Smejda
Giselle Smejda (Apr 5, 2024 08:38 EDT)

Secretary

APPENDIX A

GLOSSARY OF TERMS

In these By-laws, and any amendment, the following words have the following meanings unless the context otherwise requires:

“Appointed Members” means, the appointed members of School Council, being collectively, the Community Representative and the Daycare Representative.

“By-laws” means the by-laws adopted by School Council, as same may be amended and or restated in accordance with the terms provided for herein from time to time.

“Elected Members” means, the members of School Council elected by parents/caregivers of children enrolled at JWPS.

“JWPS” means John Wanless Junior Public School.

“Member” means a member of School Council.

“parent/caregiver” includes the parents, caregivers, guardians and families of students, as shown on the school registration.

“Principal” means the principal of JWPS.

“School Council” means the JWPS School Council.

“Superintendent” means the individual holding the position of superintendent within the TDSB territory of schools that includes JWPS.

“TDSB” means the Toronto District School Board.

“Vice-Principal” means the vice principal of JWPS.

“Voting Members” means the members of School Council entitled to vote.