

John Wanless Public School
School Advisory Council



School Advisory Council Bylaws
February 2018

Mission Statement

Every John Wanless family is represented by members of the John Wanless School Advisory Council (SAC). Together we strive to best serve the interests and needs of the students of John Wanless.

The John Wanless community endeavours to develop responsible, independent individuals who question, take risks, are confident and are capable of divergent thinking, by:

- delivering a programme which emphasizes academic excellence and personal success;
- instilling an appreciation of our immediate and global communities;
- providing a safe and accepting environment where individual differences are valued and respected;
- communicating openly among all partners; and
- recognizing that all members bear responsibility for their part in this process.

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1. INTRODUCTION

The School Advisory Council (“SAC”) Bylaws define the SAC’s purpose, explain how the SAC will be structured and describe its rights and responsibilities, all in accordance with, and subject to, *Ontario Regulation 612/00 School Council and Parent Involvement Committees* made pursuant to the *Education Act (Ontario)*. Capitalized terms not otherwise defined herein have the meaning provided in the glossary at Appendix “A”.

2. PURPOSE, OBJECTIVES AND ROLE OF SAC

The John Wanless SAC is a proactive body. It is a dynamic partnership among John Wanless families, staff and the community. The fundamental purpose of the SAC is to assist John Wanless Public School’s (JWPS) staff and administration with maximizing student learning and enrich connections amongst home, school and the community. Through diverse representation and collaboration, the SAC will work to:

- Promote a safe environment
- Support the school’s administrative functions
- Support the JW staff in delivering programmes
- Encourage meaningful parental involvement
- Foster meaningful community involvement
- Provide opportunities for student enrichment
- Provide opportunities for parent education and support
- Strategically raise and allocate funds
- Budget according to appropriate school needs
- Advocate for school improvement

3. SAC STRUCTURE

The JWPS SAC is made up of 11 voting members and 7 non-voting members. Of these 18 total members, 10 members are elected, while the remaining 8 are either appointed or designated. SAC members serve on council from the end of the election period, at or around the beginning of October until the end of the following year’s election period.

a) SAC COMPOSITION

The following sets out the structure of the SAC, 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
Daycare Representative	Appointed Member	Voting
JK/SK Parent Representative (Rotational)	Appointed Member	Non-Voting
Junior Parent Representative (Rotational)	Appointed Member	Non-Voting
Senior Parent Representative (Rotational)	Appointed Member	Non-Voting
Community Representative	Designated 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) SAC MEMBERSHIP LIMITATIONS

A person may not be a Member of SAC if he/she is a trustee of the TDSB or a Member of Provincial Parliament.

A person may not be an Elected or Appointed Member of SAC if he/she is

- not a parent of a child at John Wanless or
- employed at JWPS

A person may not be appointed to SAC as the Community Representative if he/she is employed by the TDSB unless:

- he/she is not employed at John Wanless, and

- the other members of SAC are informed of the person's employment before the appointment.

c) ELIGIBILITY REQUIREMENTS FOR PARENT REPRESENTATIVES

The SAC JK/SK, Junior and Senior Parent Representatives are appointed from the pool of Class Parents already chosen from the respective grades by the other Class Parents.

Any Class Parent with a child in Junior Kindergarten or Senior Kindergarten at JW for the applicable school year is eligible to be appointed to act as a Kindergarten Parent Representative for that year.

Any Class Parent with a child in grades 1 to 3 at JW for the applicable school year is eligible to be appointed to act as a Junior Parent Representative for that year.

Any Class Parent with a child in grades 4 to 6 at JW for the applicable school year is eligible to be appointed to act as a Senior Parent Representative for that year.

Different Class Parents within the applicable grade group may be appointed as Parent Representative within the school year to allow for a broader rate of parental participation.

d) CONFLICTS OF INTEREST

SAC 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 SAC. Such member shall exclude themselves from discussions in which a conflict may likely arise, their responsibilities as a SAC Member may be jeopardized or they, their family members or their related business entities may benefit from discussions or actions made by SAC. A SAC Member may not accept favours or economic benefits from any individuals, organizations or entities known to be seeking business contracts with the school.

e) SAC TERMS OF OFFICE

The term of office for the Chair, Vice-Chair, Treasurer, Fundraising and Extra-Curricular Chairs shall be two years. The term of office for all other Elected or Appointed Members shall be one year. There is no maximum number of terms for any position on SAC.

f) DUTIES AND RESPONSIBILITIES

All SAC members are expected to behave responsibly and ethically in all of their actions and deliberations, adhere to the Code of Ethics of SAC or JW, if any, and carry out their duties and responsibilities as set out on Schedule A hereto.

g) REMUNERATION

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

h) VACANCIES

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

If the position remains vacant, the SAC (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 person is elected or appointed.

Any member of SAC may serve in multiple capacities on SAC as needed but is only allowed one vote on voting matters.

i) REMOVAL OF SAC VOTING MEMBERS

Any Voting Member who fails to fulfill his/her responsibilities to SAC, following the conflict resolution procedures in Section 8, may be removed with the approval of two-thirds of the Voting Members.

These responsibilities include the expectation that voting members attend at least 5 out of the eight meetings that occur during the school year.

j) COMMITTEES AND SUB-COMMITTEES

The SAC may create or remove Committees and Sub-Committees, as required in the opinion of the SAC. Every SAC Committee and Sub-Committee must include at least one parent of a student at JW.

SAC Committees shall submit reports and recommendations to the SAC and shall follow directions from the SAC to implement the recommendations.

SAC Sub-Committees shall submit reports and recommendations to their SAC Committee Chair and shall follow directions from such SAC Committee Chair to implement the recommendations.

SAC Committee Chairs and SAC Sub-Committees shall provide updates on activities in person at meetings of SAC at least once per school term.

4. SAC PROCEDURES

a) SAC MEETINGS

The SAC Chair and Vice-Chair shall endeavor to hold meetings of SAC on a monthly basis, however, a minimum of four meetings will be held during the school year. Additional meetings may be scheduled at the discretion of the SAC Chair and Vice-Chair.

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

SAC meetings are open to all parents of children at John Wanless. On behalf of the SAC, the Principal will give written notice of the dates, times and locations of the SAC committee meetings to every parent of a student enrolled at the school.

Every SAC meeting shall include a question period.

A SAC meeting cannot be held unless a majority of current SAC members are present and the majority of those members are voting members.

b) MOTIONS AT SAC MEETINGS

Any attendee at a SAC meeting may make a motion at any SAC meeting, and the chair of the meeting will require a seconder.

Any parent may make a motion for possible discussion at SAC meetings, either by attending a meeting or by submitting a motion in writing to the Chair for consideration.

c) VOTING ON SAC MATTERS

Each Voting Member is entitled to one vote on SAC matters subject to a vote, provided that no individual may cast more than one vote regardless of whether such individual holds more than one position entitling such individual to a vote. Any shared position are subject to 1 shared vote.

A SAC Voting Member may abstain from voting on any motion.

A vote of SAC may be conducted by secret ballot or show of hands, as determined by the chair of the meeting.

Unless a greater majority is required herein, a majority vote (50%+1) of the SAC Voting Members is required for approval of a matter and a tie vote is a loss.

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

The SAC Chair and Vice-Chair, acting reasonably, shall establish the manner and procedures for which matters requiring a vote shall be voted on. Any vote on a motion presented at a SAC

meeting (which in the opinion of a majority of SAC Voting Members present in person at such SAC meeting should be subject to a vote of SAC Voting Members, unless otherwise required hereby) does not need to be voted on at such (or any) SAC meeting and can be voted on a time outside of such SAC meeting, all in accordance with the voting procedures set forth herein.

The Secretary shall maintain a record of each vote including the manner in which each SAC Voting Member voted.

d) RECORDS

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

A copy of the meeting minutes and financial transaction records shall be made available to parents of every child enrolled in the school at no charge upon request.

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

5. SAC ELECTION PROCESS

Each elected position of SAC must stand for election every year, except for the Chair, Vice Chair, Treasurer and Extra Curricular Chair, which stand for election every two years.

a) SAC ELECTION PROCESS

A SAC Elections Committee will be formed in the Spring preceding Fall Elections. The Elections Committee will be formed by no later than May 1 of the year preceding the election. The Election Committee shall be composed of the current Principal and/or the current Vice Principal and two previous members of SAC, whom are chosen and voted on by the outgoing voting members of SAC. Current elected members of SAC cannot be members of the Elections Committee.

SAC elections shall be held in the first 30 days of each school year.

Any person may vote in a SAC election if he/she is a parent of a student enrolled at the school.

b) SAC ELECTION PLANNING

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

- At least 14 days before the date of the election, the Principal, on behalf of SAC, will give written notice of the time, date, location, procedures and nominees of the election to the JW parents.
- Each eligible voter may cast one vote for each nominee of a vacant position.

- If there is only one candidate for a position, the candidate will be acclaimed.
- If there is a tie for a position on SAC, the vote will be decided by drawing lots by the Principal or Vice Principal.
- Appeals related to SAC elections shall be resolved by the Election Committee. If the situation is not resolved, the Principal and the immediate past Chair of the SAC will make a decision, unless the appeal relates to the immediate past Chair's participation in the current election, in which event the Principal alone will make a decision.

c) SAC CAMPAIGN PROCESS

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

Campaigning for a role on SAC 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 SAC members to publicly endorse them.

d) NOMINATION OF VOTING MEMBERS

A parent may nominate themselves or others for election to SAC. A SAC candidate nomination form shall be completed and returned to the SAC election committee by each candidate in accordance with the committee's requirements.

Candidates may nominate themselves or stand for election for only one position. Only a single person may be nominated for the Chair, Vice Chair and Treasurer positions, while the remaining elected positions may have as many as two people running as a slate for each position.

e) NON-PARENT SAC MEMBERS

The Principal, in consultation with the SAC, 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 Advisory Council.

A Community Representative shall be appointed by SAC.

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

6. SAC REPORTING

a) FISCAL YEAR

The Fiscal Year for the SAC is September through August 31.

b) SAC FIDUCIARY RESPONSIBILITIES

The SAC will:

- maintain control of all funds raised by SAC
- determine all purchases and expenditures made with those funds following the TDSB's guidelines and policies;
- administer SAC funds through the SAC 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
- make a copy of all reporting available to the parents 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 kept at the school for a minimum of four years.

c) REPORTING

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

- a list of members of SAC
- a summary of SAC meeting dates and meeting minutes
- a summary of SAC's activities for the Fiscal Year
- a report of any fundraising activities for the Fiscal Year
- other information which the SAC feels is appropriate.

Financial Reporting shall be prepared as per TDSB Guidelines on a semi annual basis. The TDSB financial reporting shall document SAC assets and liabilities, revenue and expenses for the Fiscal Year, and shall be reconciled to SAC 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)

All reporting should be made available to the parents 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 kept at the school for a minimum of four years.

d) SIGNING OFFICERS

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

Any agreement to be executed by SAC or any commitment of SAC or a SAC Member in respect of SAC matters shall be executed by any one of the Chair, Vice-Chair, Treasurer or Committee Chair. Any agreement or commitment involving an expenditure of \$500 or more of SAC funds must be first approved by the Chair, Vice-Chair and Treasurer.

7. PROCEDURE FOR AMENDMENTS

SAC may amend these Bylaws by submitting a proposed amendment to the SAC at any regular SAC meeting or a meeting called for such purposes. The proposed amendment shall be publicized in the notice of meeting and the minutes. The amendment shall come into force if it is approved by no less than two-thirds of all Voting Members.

8. CONFLICT RESOLUTION

SAC Members must demonstrate respect for other SAC Members at all times. Each SAC Member must be given the opportunity to express their concerns or opinions without interruption. Each SAC Member is to remain calm and respectful at all times. The Chair or Vice-Chair will clarify the statements made by each Member, the conflict, and will identify common ground and suggest a resolution. If this is not possible, the Chair or Vice-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 will be asked to facilitate a resolution to the conflict.

9. DISSOLUTION

Upon the final dissolution of SAC and after the payment of all its debts and liabilities, its remaining assets shall be distributed to John Wanless and if John Wanless does not exist, the remaining assets shall be distributed to the TDSB for redistribution to other SACs in the district.

APPENDIX A GLOSSARY OF TERMS

In these Bylaws, and any amendment hereto, the following words have the following meanings unless the context otherwise requires:

“Appointed Members” means, the appointed members of SAC being collectively, the Community Representative and the Daycare Representative;

“Bylaws” means the bylaws adopted by SAC, as same may be amended and or restated in accordance with the terms provided for herein from time to time;

“Class Parent Representative” means the parent representatives provided for in Section 7 of the Bylaws;

“Elected Members” means, the members of SAC elected by parents;

“Fiscal Year” means the fiscal year of the SAC being the year beginning September 1 and ending on August 31;

“John Wanless” or “JW” means John Wanless Public School;

“Members” means, the members of SAC;

“parent” means a parent of a pupil who is enrolled in the school and includes a guardian as defined in the *Education Act* (Ontario);

“Principal” means the principal of JW;

“SAC” or “Council” means the JW School Advisory Council;

“Superintendent” means the individual holding the position of superintendent within the TDSB whose territory of schools includes John Wanless;

“TDSB” means the Toronto District School Board;

“Vice-Principal” means the vice principal of JW; and

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

APPENDIX B
DUTIES AND RESPONSIBILITIES OF SAC MEMBERS

Chair

Prepare agendas and facilitate SAC meetings, conflict resolution, communicate with Principal on behalf of Council and vice versa, ex-officio member on all committees

Vice Chair/Co-Chair

Chair Council meetings in absence of Chair, help develop agendas, ensure all committees are staffed, ex-officio member of all committees,

Treasurer

Assess financials from previous year, develop Council budget, collect budget submissions, review and reimburse expenses, manage bookkeeping for fundraising, assist grad committee treasurer, prepare SAC annual report, report on Council financials, chair council in the absence of Vice/Chair

Secretary

Record minutes of Council meetings and post to website, may receive minutes from committee meetings, compile minutes from past meetings

Child Care Representative

Represent the John Wanless Child Care to Council and vice versa

Communications Chair

Distribute communications from various departments of school to parent community via electronic distribution, prepares communications as needed, oversee website uploads, oversee Tech Committee, assist on updating website

Curriculum Support Chair

Speaker series for students and/or parents, workshops for students, scholastic initiatives, Pro Grant, oversees Art, Drama, Music, Phys Ed and Literacy Committees, assist on Special Education

Education Advocacy Chair

Head educational advocacy committee, act as link between Council and TDSB, attend Ward meetings and PIAC reporting back to Council, maintain grasp of key policies within TDSB that may impact education, , staffing issues, communicate with each grade to support any issues and convey to Council

Extra-Curricular Enrichment Chair

Coordinate enrichment programmes outside of classroom including, as appropriate, After 4, Lunchtime Programme, Chess, TBall, Home Alone and Babysitting

Fundraising Chair

Raise funds as required and appropriate, develop regular communications with community on fundraising initiatives including as applicable direct donation initiative, Fall Fair, Spring BBQ, Pizza Lunch, Parents Night Out, Spring Fling

School Support Chair

Interest in day to day operations in school, research community giving funds, oversees Class Parents, Grad committee, Glenview Rep, Grade 6 Class Trip, Wellness & Health, Lost and Found, Lunch Room, New Parents Night, appreciation gifts, Curriculum Night, teacher holiday lunch and Volunteer Tea

Community Representative

Provide insight into the needs of the community outside of the JW community and report to Council as needed.

APPENDIX C
LIST OF SAC COMMITTEES AND SUB-COMMITTEES

[Note: would propose to not include here (but on website or elsewhere) as may change]

After 4 and Lunchtime Programming Committee	(Extra Curricular Enrichment)
Arts Committee	(Curriculum Support)
Bylaw Committee	
Caring and Safe Schools Committee	(School Support)
Chess	(Extra Curricular Enrichment)
Class Parent Coordinator	(School Support)
Elections	(Educational Advocacy)
French	(Curriculum Support)
Graduation	(School Support)
Literacy	(Curriculum Support)
Mental Health and Awareness Committee	(School Support)
Music Committee	(Curriculum Support)
Physical Education Committee	(Curriculum Support)
Pizza Lunch Coordinator	(Fundraising)
Play Scape Committee	(School Support)
Social Media Committee	(School Support)
TBall and Slow Pitch Committee	(Extra Curricular Enrichment)
Technology Committee	(Curriculum Support)