

# **James S. Bell Junior Middle Sports and Wellness Academy**

## **2015-2016 SCHOOL COUNCIL CONSTITUTION**

The James S. Bell Junior Middle Sports and Wellness Academy School Council ("School Council") will operate within the parameters of the *Education Act*, the Regulations, Policy Memorandum No. 122, Toronto District School Board ("TDSB") policies and agreements (including collective agreements), and the TDSB's strategic plan. This Constitution as a document will provide structure to the School Council.

The School Council is defined as the body consisting of the principal (or vice principal), a member of the teaching faculty, the elected School Council Executive Committee, a community representative, and all parents/guardians and caregivers with children attending JSB.

### **Overall Vision**

The overall vision of the School Council is to promote and maintain a positive school environment for all students, staff and parents/guardians, while supporting the unique sports, health and wellness mandate of the school.

### **Goals**

The overall goals of the school Council are that:

- there be open, two-way communication between the school administration, faculty and parents/guardians through the School Council;
- no child be excluded from a class trip due to lack of funds;
- no class trip (within reason) be cancelled due to a lack of funds;
- students be exposed to the arts and other enrichment opportunities through the school curriculum, extra-curricular activities and trips to cultural centres;
- physical activity be encouraged for all students and extra-curricular participation in sports be available and supported;
- no children either start the school day hungry, or go without lunch during the school day;
- parents/guardians have ample opportunity for meaningful input into the school budget, curriculum, and other major decisions affecting the school;
- the multicultural makeup of the school community be celebrated and used as an opportunity to teach the students about cultural differences and thereby acceptance through understanding;
- the school grounds be maintained as a safe and green environment;
- current issues and concerns within the school be identified and then discussed for appropriate action for change and/or improvement; and

- the School Council advise the school community of initiatives and events related to education, TDSB and the broader community (such as ward councils, TDSB conferences, and other events as appropriate) through regular and timely communication via various platforms (email, flyers, social media, etc.).

## **School Council**

The School Council includes any parent/guardian (including a foster parent) of a JSB student, the elected Executive Committee, a member of the teaching faculty, and a community representative.

### **Positions required on the Executive Committee**

The following positions are required on the School Council Executive Committee: the principal AND/OR vice-principal, a member of the teaching faculty, a Chair, Vice-Chair, Treasurer, Secretary and at least three elected Parent Representatives.

### **Roles and Responsibilities of the Executive Committee**

Please see Schedule A attached.

### **Election Process**

- An election for the new School Council Executive Committee (excluding the Principal) will take place within 30 days of the first day of school.
- A JSB School Council Election Committee, consisting of the Principal and at least one non-parent member of the school community, will prepare for this at the end of the previous school year by developing a ballot and election process, and informing the school community of the process at the beginning of the school year.
- Candidates will be required to write a short paragraph advocating their candidacy on the School Council Candidate Declaration Form. In the event there are several candidates for any position, this will be shared at the School Council election.
- The Candidate Form must be received by the school office by the designated deadline.
- Elections will take place by written ballot at the first School Council meeting of the new school year, within 30 days of the commencement of the school year.
- The election will be by silent ballot. All members of the School Council (defined on page 1) are eligible to vote, except the Principal. One teacher is allowed to vote, provided that teacher is not also a parent of a child at the school.

### **Vacancies**

- Should there be no nominees for Chair or Vice-Chair, those interested in the roles of Secretary or Treasurer will be asked if they would be willing to fill that role. Following that, the previous Chair or Vice-Chair may be asked to stay on in that role.
- Should there be vacancies for Secretary and/or Treasurer, the School Council Executive may wish to canvas the school community for any volunteers. In the event there is no interest from the school community, the previous year's Secretary and/or Treasurer will be asked to

stay on. Following that, the Chair and Vice-Chair will be asked to take on those additional roles.

### **Terms of Office**

- School Council Executive Committee members will be elected at the first School Council meeting of the new school year, and immediately take office.
- School Council Executive Committee members will remain in office until the first School Council meeting of the following school year.

### **Removal of a School Council Executive Committee Member**

- A School Council Executive Committee member (excluding the Principal and one member of the teaching faculty), with one meeting notice, can be removed from the Committee for missing three meetings without prior notice.
- A School Council Executive Committee member (excluding the Principal and one member of the teaching faculty) can be removed if their behaviour and/or comments are consistently inappropriate for rudeness, bigotry, harassment, etc., and if they do not in any way support the overall vision and goals of the School Council.

### **School Council Matters**

The School Council will provide ideas and opinions to the principal, and where appropriate, to the Board, on any of the matters listed below that the School Council has identified as priorities:

- James S. Bell school year calendar
- School code of student behaviour
- Curriculum, program goals and priorities
- The responses of the school or TDSB for the selection of the school principal
- Assist the Board in identifying criteria for the selection of the school principal
- Preparation of the School Improvement Plan
- Priorities for the school budget and capital-improvement plans
- Methods of reporting council activities to parents/guardians and the community
- Extra-curricular activities in the school
- School-based services and community partnerships related to social, health, wellness, recreational, and nutrition programs
- Community use of school facilities
- Development, implementation, and review of board policies
- The responses of the school or TDSB to achievement in provincial and TDBS assessment programs

## **School Council Meetings**

### **Frequency of Meetings**

- The first meeting of the new school year must take place 30 days after the school year has started.
- Meetings will take place preferably once a month (a minimum of four per year is required by the Board).
- It is at the discretion of the School Council to decide if a School Council meeting is necessary and/or desirable in the months of December and June.

### **Advertisement and Outreach**

- All School Council members will take it upon themselves to advertise the School Council meeting throughout the school community.
- Childcare will be provided at each meeting, upon request.
- School Council meetings will be advertised on the display board in front of the school.
- School Council meetings will also be advertised on the school calendar, by email and on social media.

### **Sub-Committees**

- Sub-committees will be established by the School Council Executive Committee to work on various initiatives and issues deemed important during that particular school year.
- School Council Executive Committee members will be required to participate in one of these established sub-committees.
- Sub-Committees will arrange for separate meetings, to be open to the broader school community to attend, which may take place at an off-site location.

### **Voting**

- Voting at a School Council meeting will only happen in the event that general consensus cannot be reached, and will be done by the executive members only, considering the entire school community in their voting decision.
- Voting is, however, a requirement at the first School Council meeting of the new school year, to elect the Executive Committee
- Only one member of the teaching faculty can vote on any given item.
- The principal cannot vote.
- If an executive position (Chair, Vice-chair, Secretary, Treasurer or Parent Rep) is shared by two people, only one of the two holding the position may vote.
- If a decision needs to be reached in between School Council meetings, the Executive Committee may discuss the details, and vote/reach an agreement via email.

### **Quorum**

- Voting will be by majority.

- School Council Executive Committee members who are unable to attend the School Council meeting must give their proxy to another member of the School Council, should they wish to vote.

## **Schedule A**

# **ROLES AND RESPONSIBILITIES OF THE SCHOOL COUNCIL EXECUTIVE COMMITTEE**

### **Principal OR Vice-Principal**

- Advertise the School Council meetings
- Attend the School Council meetings
- Ensure that the School Council is in place within 30 days of the start of the new school year
- Act as an important source of information to the School Council on laws, regulations, TDSB policies, and collective agreements
- Ensure a copy of the School Council annual report is sent to the TDSB, as required
- Call Executive Committee meetings, if deemed necessary
- Cannot vote should a vote be required during a School Council meeting

### **Teacher Representative**

- Attend the School Council meetings, providing input from all teaching staff in relation to school activities and School Council initiatives
- Solicit the views of other faculty members to share with the School Council
- Can be rotated amongst teaching staff, wherein a different teacher attends each meeting, provided that communication remains open concerning past meetings
- Only one teacher may vote as a member of the executive, should two or more teachers be present

### **Chair (or Vice-Chair)**

- Must be the parent or caregiver of a student(s) at JSB
- Prepare the agenda for meetings in consultation with the principal
- Chair the meetings
- Encourage consensus among School Council members
- Establish sub-committees on School Council when deemed necessary and appropriate
- Participate on a sub-committee of the School Council
- Ensure that regular communications with the school and parents/caregivers are maintained
- Participate in information and training programs
- Consult with senior Board staff and trustees, as required
- In consultation with the Principal, be responsible for making any public statements on behalf of the School Council
- Call Executive Committee meetings, if deemed necessary

- Solicit the views of other parents/guardians and members of the school community to share with the School Council

### **Treasurer**

- Record all financial transactions
- Manage all financial transactions
- The treasurer shall have signing authority
- Participate on a School Council sub-committee
- Report to the School Council on all expenses and balances
- Prepare an annual report on the activities of the School Council
- Solicit the views of other parents/guardians and members of the school community to share with the School Council

### **Secretary**

- Take minutes at the monthly School Council meetings
- Disseminate the minutes amongst the Executive for review
- Have the School Council minutes disseminated to the school community through the school's website and by email
- Maintain the School Council email distribution list, and provide regular communication to the school community via email and social media
- Participate on a School Council sub-committee
- Solicit the views of other parents/guardians and members of the school community to share with the School Council

### **Parent Representative(s)**

- Participate on one of the School Council sub-committees
- Contribute to the discussions of the School Council
- Solicit parent volunteers for fundraising events
- Solicit the views of other parents/guardians and members of the school community to share with the School Council
- Solicit volunteers from the school community