

Roywood School Council Advisory By-Laws

Roywood Public School Parent Advisory Council  
By-Laws  
2021

ARTICLE I: NAME AND PARAMETERS

**Roywood Public School** Parent Advisory Council (hereafter known as **RPAC**), will operate within the parameters of the Education Act and Regulations, Ontario Regulations 612/00 and 613/00, and within the parameters of the Toronto District School Board (TDSB) policies, strategic plan and agreements (including collective agreements). The RPAC shall not be incorporated. The activities of the RPAC shall be consistent with the site-based planning activities within the school. The Principal shall convey information regarding these parameters to the RPAC.

The terms 'RPAC', 'council' and '**school** council' shall be considered to be the same. 'Meeting' does not include a training session or other event where a school council does not discuss or decide matters that it has the authority to decide. 'Parent' includes a guardian as defined in Section 1 of the Education Act. 'Parent member' means a member of a school council who is elected to the council in accordance with the RPAC by-laws, or who fills a vacancy created when a parent member ceases to hold office. 'Staff member' means either teaching or non-teaching RPAC staff members. 'Regular RPAC meetings' shall be open to the public and advertised to the school community in advance.

ARTICLE II: OBJECTIVES

The RPAC shall be guided by the following objectives:

1. To promote and maintain a positive school environment for all students, parents and staff.
2. To provide advice to the Principal and where appropriate to the school board on any matters of concern to the education of the students.
3. To develop strategies and solutions regarding the above which will involve a collaborative effort by staff, parents, students and administration.
4. To promote and encourage communication between home and school, thus empowering parents and teachers with a shared responsibility for education.
5. To keep up to date on current trends in education.
6. To provide staff, parents and students with an accountable system through which they can voice their concerns, comments and suggestions for future consideration.

## ARTICLE III: MEMBERSHIP

The RPAC shall be as representative as possible of the diversity of the school community. All terms of office are for one year. Members may seek additional terms of office.

Membership shall be determined in the following ways:

### **1. Parents/Guardians**

- a) Any parent/guardian (including a foster parent) of a student at Roywood Public School is eligible to hold a position on the RPAC.
- b) TDSB employees are eligible to run for the RPAC as parent members if they are parents or guardians of a student enrolled in the school, provided they do not work at the school. Such employees must disclose their employment with TDSB at the time of election.
- c) A maximum of fifteen (15) parent/guardian members shall be elected by parents/guardians of students currently enrolled in the school and shall form the majority of the RPAC.

### **2. Teachers**

A teacher representative employed in the school shall be elected by the members of the teaching staff in September. If one teacher cannot attend all meetings, the teachers will set up a rotation in order to ensure representation. The teacher representative shall be a voting member of the RPAC.

### **3. Non-teaching Staff**

A representative of the non-teaching staff shall be elected by the non-teaching staff in September. This can include a parent/guardian who is employed at Roywood Public School. The non-teaching staff representative shall be a voting member of the RPAC.

### **4. Principal**

The Principal is a designated non-voting member. Responsibilities may be delegated by the Principal to a Vice-Principal.

## ARTICLE VI: OFFICERS

### **1. Executive**

The Executive of the PAC shall consist of a Chair, Vice-Chair, Secretary and Treasurer. No person shall hold more than one office at a time, in any given school year.

The members of the Council shall elect the Executive from among themselves at their very first meeting.

Board employees are not eligible to be Chair or Vice-Chair of the PAC.

The Executive is empowered to make decisions on behalf of the PAC in extraordinary situations (e.g. time constraints). Such decisions shall be communicated to the PAC at the next regular council meeting.

## **2. Duties**

### **a) Chair**

The Chair shall:

- Act as the official spokesperson of the PAC;
- Participate in Ward Council meetings and information sessions;
- Provide the necessary leadership in the formation and effective operation of a council; and
- Chair Parent Advisory Meetings.

In consultation with the Principal, the Chair shall:

- Call Council Meetings;
- Prepare the agenda for Parent Advisory Meetings;
- Set the date for general meetings of the members of the school community;
- Prepare the agenda for the general meetings;
- Prepare an annual report on the activities of the Parent Advisory Council;
- Ensure that minutes of meetings are recorded and maintained;
- Regularly communicate with the school Principal;
- Ensure that there is regular communication with the members of the school community;

### **b) Vice-Chair**

During the absence or inability of the Chair, the duties and powers of the same shall be exercised by the Vice-Chair.

The Vice-Chair shall assist the Chair at all times in the discharge of their duties.

### **c) Secretary**

The Secretary shall keep a record of the proceedings of the Parent Advisory Meetings and of the members, attend to all official correspondence and communications, posting of notices and filing of records as directed by the School Advisory Council, and perform such other duties as may, from time-to-time, be determined by the School Advisory Council.

### **d) Treasurer**

The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Council working in conjunction with the Office Administrator of Roywood. The Treasurer shall be guided by TDSB policy regarding banking and funds disbursements.

The Treasurer shall provide, at regular meetings of the Parent Advisory Council or whenever required, an account of all transactions of the School Advisory Council and of the financial position of the same.

e) Members at large of the Parent Advisory Council

The members at large of the School Advisory Council shall chair committees established by the PAC and:

- Participate in Council Advisory Meetings;
- Participate in ward Council meetings and information sessions as deemed necessary by the School Advisory Council;
- Act as a link between the Council and the school community;
- Encourage the participation of parents within the school community;

ARTICLE VII: THE PRINCIPAL

The Principal shall:

- Attend all PAC meetings
- Assist in the operation of the Council
- Support and promote the activities of the Council
- Seek input from the PAC in areas for which it has been assigned advisory responsibility and provide responses to the recommendations
- Act as a resource on laws and regulations, board policies and collective agreements
- Provide information required by the PAC to enable it to make informed decisions
- Maintain regular communication with the Chair
- Assist the PAC in communication with the community
- Encourage the participation of parents and others within the school community
- Ensure that copies of minutes are kept at the school
- Approve all printed materials from the PAC distributed through the school
- Give written notice (in a manner determined by the PAC) at least fourteen (14) days before the election date for parent members, of the date, time and location of the election, to every parent of a pupil enrolled in school
- Give written notice of any proposed amendments to the by-laws in the same fashion as **outlined in 13 above**

ARTICLE VIII: MEETINGS

**1. Frequency**

The School Council shall hold its first meeting within the first thirty-five (35) days of the school year, after the elections held under Article V. Thereafter, the Council shall conduct its business at public meetings held at such places and such times as it may decide. If

possible, dates for regularly scheduled meetings will be announced at the first meeting. The PAC shall meet at least eight (8) times a year. PAC meetings may be called by:

- a) The Chair in consultation with the Principal;
- b) The Principal;

## **2. Quorum**

A meeting of the PAC cannot be held unless

- a) A majority of the members of the council (50% plus one) are present at the meeting; and
- b) The Principal or Vice-Principal is present.

## **3. Voting**

Questions arising at meetings of the members of the School Advisory Council shall, if possible, be decided by consensus (reaching agreement by all). If consensus cannot be reached, the Council may wish to seek input from parents or establish a committee to conduct more detailed work before deciding the question by majority vote. If appropriate the council may proceed directly to a majority vote.

Voting via phone or email is not permissible.

## **4. Agendas**

The Chair of the School Advisory Council, in consultation with the Principal and the council members, shall prepare and distribute the agenda for all meetings prior to the meeting. Should a school parent or interested party wish to add an item to the agenda, it must be communicated to the Chair at least one (1) week in advance of the meeting. The proposed annual budget will be presented at the first PAC meeting following the AGM.

# **ARTICLE IX: RESPONSIBILITIES**

## **1. Advisory Function**

The PAC is an advisory body. The council may provide advice to the Principal and the school board on any matter. Some of the following items may be priorities for advice:

- School code of student behaviour
- Curriculum and program goals and priorities
- The responses of the school and or school board to achievement in provincial and board assessment programs
- Preparation of the school profile
- Principal and Vice-Principal profiles
- School budget priorities, including local capital-improvement plans
- School budget reviews
- School-community communications strategy

- Methods of reporting to parents and community
- Extracurricular activities in the school
- School-based services and community partnerships related to social, health, recreational and nutritional programs
- Implementation of programs to enhance the school image
- Strategies to evaluate/review school program and to achieve student excellence in all areas
- Community use of school facilities
- Local coordination of services for children and youth
- Development, implementation, and review of board policies at the local level
- Local school safety procedures
- School reviews

**3. The Council recognizes that the ultimate responsibility for the administration and management of the day-to-day operation of the school rests with the Principal**

**4. Focus**

The PAC shall:

- Promote the best interests of the school community
- Maintain a school-wide focus on all issues that support equity, anti-racism, anti-oppression and inclusion
- Respect the personal and professional rights and responsibilities of individuals
- Consult with parents of students enrolled in the school about matters under consideration by the council