

THE CONSTITUTION OF THE WEXFORD PUBLIC SCHOOL ADVISORY COUNCIL

The Wexford Public school Advisory Council was founded on October 15, 1996. The Constitution of the Wexford Public School Advisory Council was adopted unanimously by the council members on Thursday, May 22, 1997 and revised May 7, 2003. It was further revised on May 26, 2015.

The following is the Constitution of the Wexford Public School Advisory Council. Throughout the document the Wexford Public School Advisory Council shall be referred to as W.P.S.A.C.

ARTICLE 1: NAME OF ADVISORY COUNCIL

1.1 The Committee responsible for Wexford Public School advisory role has determined by a unanimous decision on November 17, 1996 that the name of the organization shall be the Wexford Public School Advisory Council and shall be referred to in the constitution.

ARTICLE 2: MISSION STATEMENT

2.1 The Mission Statement for the W.P.S.A.C. was adopted by a committee majority on February 10, 1997 and reads as follows:

2.2 Philosophy

2.2.1 The Wexford Public School Advisory Council (W.P.S.A.C.) espouses the belief that the growth and development of (Wexford Public School) children is a shared responsibility and recognizes that not only our school's administration, educators, and parents or guardians have a role to play but so does the community represented by the social, service, retail, institutional, commercial, industrial, non-profit and religious sectors.

2.2.2 As an advisory body to Wexford Public School we shall endeavor to provide a forum for open dialogue on matters that maintain a school wide focus among all those sharing the responsibility of enhancing the development of the education and life skills of our children today and, further, shall assist in our children's preparation in meeting the challenges of the future.

2.2.3 As an advisory body we shall endeavor to promote the best interests of the entire school community in their involvement on school wide matters while respecting the personal and professional rights and responsibilities of individuals. Through an election process held annually, we stand accountable for our actions.

2.3 Mandate

2.3.1 Our mandate is to provide a constitution that will enhance Wexford Public School's long standing commitment to excellence in education and provide a structure that will direct our efforts to become an integral part of the Wexford School and Community culture.

2.3.2 Our efforts are focused on building on existing strengths and structures and to identify and integrate those resources that will provide opportunities for student success and, in a supportive role, enrich their lives and assist them in becoming lifelong learners in an ever changing world.

ARTICLE 3: W.P.S.A.C. OBJECTIVES

3.1 At the beginning of each term, the council shall establish a set of objectives (for the school year) that supports the philosophy and mandate of the Mission Statement as outlined in Article 2. The intent of the objectives is to provide reasonable and attainable outcomes which align with the School Improvement Plan and supported by all parties with a vested interest.

3.2 Following the selection of the objectives by W.P.S.A.C., they shall be posted and/or communicated to the students, parents of Wexford School and community.

ARTICLE 4: MEMBERSHIP

4.1 Membership shall consist of representatives as specified in section 4.2 to 4.5. If the council is not filled via election, the elected council may appoint representatives to complete the council. Positions on the council may be acclaimed should the number of positions be equal to or greater than the number of individuals seeking a position on the council.

4.1.1 All members of council in section 4 shall be deemed voting members unless otherwise indicated.

4.2 Parents/Guardians

4.2.1 Parents (maximum 7) - Seven (7) parents or legal guardians of students enrolled in Wexford Public school are to be elected by the parents and/or legal guardians.

4.2.2 Should all students of an elected parent or legal guardian cease to be enrolled in the school, the parent or guardian is obligated to resign from the Advisory Council at that time, but may be appointed as a community representative.

4.2.3 Upon resignation of a council member as a result of (4.2.2) above or otherwise, council will run with the existing members, providing the main positions of Chair, Vice Chair, Treasurer and Secretary are filled. If required, the Council may solicit and appoint a parent or legal guardian for the remainder of the school year.

4.3 Teachers

4.3.1 Up to two (2) representatives are to be elected by the teaching staff.

4.4 Community Representatives

4.4.1 A maximum of two (2) community representatives who are public school supporters are to be appointed by the Advisory Council.

4.5 Student Representatives

4.5.1 One grade eight representative from each home room is to be elected by the grade eight students. This position is a non-voting position.

4.6 School Principal

4.6.1 The Principal of the school shall be a designated non-voting member of the Advisory Council. The Vice Principal will act as stand in as a non-voting member in the Principal's absence.

ARTICLE 5: ROLE OF ADVISORY COUNCIL

5.1 General Advisory Function

5.1.1 The Wexford Public School Advisory Council shall serve as an advisory body, where appropriate, to the school principal, the school administrative team, the school board and/or designate on general matters within the following framework, while recognizing that the ultimate responsibility for administration and management of the day-to-day operation of the school rests with the school principal.

5.1.2 To promote the best interest of the school community.

5.1.3 Encourage the participation of parents of enrolled students and other community residents from within the school community.

5.1.4 Maintain a school-wide focus on all issues.

5.1.5 Develop an Advisory Council Communication Plan and strategy for communicating same.

5.1.6 Develop advisory initiatives supporting the mission statement of the Constitution to enhance the students' education, re: experiences and support the school's Curriculum Management Plan.

5.2 Specific Advisory Function

5.2.1 As an Advisory Council the members shall pursue initiatives of a special nature as outlined, but not limited to the following:

5.2.2 Enhancing school/community relations and communications.

5.2.3 Encouraging parent and community involvement at all levels.

5.2.4 Improving facilities and equipment.

5.2.5 Providing input into the setting of goals and program outcomes consistent with the school's Curriculum Management Plan.

5.2.6 Enhancing the availability of co-curricular activities at the school.

5.2.7 Participating in the organization of community events.

5.2.8 Assisting in the development of a Parent Resource Centre in the school.

5.2.9 Inviting the active participation of local business, social agencies, seniors, community members and community organizations / clubs to identify common areas of concern and to participate with the Advisory Council in seeking solutions, input, resources and expertise.

5.2.10 Enhancing local school procedures.

5.2.11 Developing a local school-year calendar.

5.2.12 Collaborating in the development of and amendments to the Wexford Code of Behaviour.

5.2.13 Providing input into the responses of the school to achievement in provincial and board assessment programs.

5.2.14 Assisting in the preparation of the school profile.

5.2.15 Collaborating in the selection of principals.

5.2.16 Providing input into the prioritizing of the school budget, including local capital-improvement plans and school budget reviews.

5.3 Accountability Role

The Wexford Public School Advisory Council shall:

5.3.1 Maintain a constitution that meets the needs of the school / community partners.

5.3.2 Establish its goals, priorities and procedures.

5.3.3 Organize information and training sessions enabling individuals of the council to develop skills as council members.

5.3.4 Communicate regularly with parents and other members of the community or council members as well as to determine views and preferences with regard to matters being addressed by the council.

5.3.5 Work within parameters of existing policies and procedures of the Board of Education.

5.3.6 Review goals, priorities, procedures and contents of the constitution annually.

5.3.7 Ensure that all meetings are open and accessible to all members of the school community.

5.4 Reporting Role

5.4.1 Formal recommendations and decisions of W.P.S.A.C. shall be communicated to the school Principal and to the trustee for Ward 19 when required.

5.4.2 The school council shall prepare and submit a council meeting report at the conclusion of each school year evaluating its activities and achievements. This report shall include but not be limited to Agenda and Minutes of each council meeting. The report shall be made available to the local community and posted on the school website.

5.4.3 Recommendations and decision directions which are broader in scope pertaining to the local school may be referred by the school principal to the trustee for direction to the appropriate board official(s).

ARTICLE 6: ROLE OF COUNCIL MEMBERS

6.1 General Members

6.1.1 Participate in council meetings.

6.1.2 Participate in information and training programs.

6.1.3 Attend council meetings on a regular basis.

6.1.4 Act as a link between the school council, students, school staff, and community.

6.2 Officers

6.2.1 The officers of W.P.S.A.C shall be elected from within its membership at the first council meeting each year and include the following: Chairperson, Vice-Chair, Secretary and Treasurer.

6.3 Chairperson's Role

6.3.1 The chair shall be a parent/guardian who has previously served at least one year on W.P.S.A.C or who has previously been actively involved in the operation of Wexford Public School.

The Chairperson shall have the following responsibilities:

6.3.2 Call school council meetings.

6.3.3 Prepare the agenda for school council meetings.

6.3.4 Ensure agenda is distributed to council members and posted in a prominent location prior to the meetings.

6.3.5 Chair school council meetings.

6.3.6 Ensure that the minutes of school council meetings are recorded and maintained.

6.3.7 Participate in information and training programs.

6.3.8 Communicate with the school principal on a regular basis.

6.3.9 Ensure that there is a regular communication with school community.

6.3.10 Consult with senior board staff and trustees as required.

6.3.11 Appoint committees as required.

6.4 Vice-Chair's Role:

6.4.1 Chair school council meetings in the absence of the Chairperson.

6.4.2 Assist the Chairperson as required.

6.5 Secretary's Role:

6.5.1 Establish and maintain complete records of all meetings in a timely manner.

6.5.2 Ensure minutes are distributed to council members and prepare a summary of each meeting to be included in the school newsletter.

6.6 Treasurer's Role:

6.6.1 To maintain and be accountable for all finances pertaining to the W.P.S.A.C.. Cheques drawn on the school bank account for business purposes generated by W.P.S.A.C. shall first be approved by the council members in a motion. The appropriate receipts shall be provided by the Treasurer, and secondly all cheques shall require the signature of two signators, Principal, Vice-Principal and office administrator of the school.

6.6.2 Provide a current written status report at each meeting including financial updates and expenditures.

6.6.3 Any council fundraising activities determined by a committee majority with approval of the Principal shall be in accordance with Toronto Board policies and procedures. All monies will be used to meet student needs.

6.7 Principal's Role:

The Principal of the school shall be responsible for but not limited to the following duties:

6.7.1 Facilitate and assist in the operations of the school council.

6.7.2 Assist, advise, cooperate and consult with the school council as it works towards achieving its goals and desired outcomes.

6.7.3 Support and promote the council's activities.

6.7.4 Seek input from the council in areas for which it has been assigned advisory responsibility.

6.7.5 Act as resource or help to seek out those resources that shall provide professional advice on laws, regulations, board policies and collective agreements.

6.7.6 Obtain and provide information required by the council to enable it to make informed decisions.

6.7.7 Communicate with the chair on a regular basis.

6.7.8 Ensure that copies of the minutes of the council meetings are kept at the school and are accessible to the local community.

6.7.9 Assist the council in communicating with the school community.

6.7.10 Maintain the authority, responsibilities and obligations of the principalship as mandated by Board policy, the Education Act and the regulations of the Province of Ontario.

ARTICLE 7: SUBCOMMITTEES

7.1 Subcommittees will be established as required, for managing special programs and events relating to the operation of Wexford Public School.

7.2 If a subcommittee is struck, participation is not limited to elected members. The persons in the committee may be made up of council and non-council members.

7.3 Any member of the school community introducing an initiative that would benefit the school and necessitating the functions of a subcommittee, may be appointed to chair the subcommittee.

7.4 The School Advisory Council is to encourage volunteers from the school community to participate in any subcommittee.

7.5 The Chairperson of a subcommittee is responsible for reporting the progress of its work to School Advisory Council as required until such time as it is dissolved.

ARTICLE: 8 MEETINGS

8.1 Meetings are to be held at a minimum of four (4) times during the school year. It is recommended that meetings be held monthly.

8.2 Meetings shall be open to all parents, guardians and teachers as well as members of the community at large.

8.3 Minutes of each council meeting will be distributed to members prior to the next meeting.

8.4 Minutes of each meeting will be available upon request and posted on the school website.

8.5 Quorum

8.6.1 A quorum to conduct business on a motion requires a majority vote of the current council who have voting privileges at the time of the vote. This must include the Chairman and/or Vice-Chair, Treasurer and/or Secretary, teacher and/or designate and sufficient council members in good standing.

8.7 Attendance

8.7.1 Elected or appointed council members must attend a minimum of four (4) meetings as set by the council at the beginning of the school year. A failure to attend two (2) consecutive meetings without notable cause could constitute the council member to resign.

ARTICLE: 9 DECISION MAKING AND AMENDMENT PROCESS

9.1 A prepared agenda will be followed at all council meetings. Issues and concerns may be submitted prior to the meeting to be included on the agenda.

9.2 The council will regularly communicate with parents and community to solicit feedback with regard to matters being addressed by the council. Only council members may vote on agenda items. Prior to voting, input from elected and non-elected members will be reviewed.

ARTICLE: 10 ELECTIONS AND APPOINTMENTS

10.1 Parents and guardians wishing to seek a term on the council will be invited to submit to the principal a brief resume to be posted in the school during the week prior to elections. They must also declare if they are employed by the school board.

10.2 Declarations will be posted and names listed alphabetically on ballots by last name.

10.3 Each parent or guardian of children enrolled in the school may vote for a maximum of seven (7) candidates.

10.4 If the total number of declared candidates is fewer than the number of elected positions to be filled, then those candidates shall be acclaimed. The newly constituted Advisory Council shall appoint the necessary number of eligible persons to serve for the balance of the term of office.

10.5 Elections for School Advisory councils will be conducted by secret ballot. Voters must be present at the school on the election day(s) during the preset hours for voting (to include both daytime and evening hours).

10.6 Ballots shall be counted by the principal in the presence of at least two (2) parents who are not eligible candidates.

10.7 If there is a tie for the final position for a representative on the School Advisory Council, the tie will be broken drawing of a name from a hat. This should be conducted with the candidates or a representative present, if they so desire.

ARTICLE: 11 FUNDRAISING

11.1 Fundraising initiatives shall be established at the beginning of each term and integrated within the set of objectives as set out in Article 3.1. The established Policies & Procedures 6.50 of the Toronto Board of Education shall be used as guidelines for all school fundraising activities. Should the need arise that warrants a change in the fundraising initiatives it shall be discussed and moved as a motion in a W.P.S.A.C. meeting after consultation with and approval by the Principal in accordance with existing Board of Education policies.