



# Wilkinson School Community Council Constitution

## Article 1. Name

The name of the association shall be the Wilkinson School Community Council ("the Council" or "Parent Council").

## Article 2. Purpose

School Councils are legislated bodies, governed by Regulation 612 of the Ontario Education Act. The Council and all of those who attend Council meetings and activities shall adhere to these regulations, as well as the policies and the procedures of the Toronto District School Board, including but not limited to [Human Rights](#), [Equity](#), [Caring and Safe Schools](#) and [Code of Conduct](#).

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. The Board acknowledges that Indigenous Peoples are distinct from other equity seeking groups in that they are self-determining nations with inherent rights, laws, and institutions. Indigenous rights are distinct. It is the goal of the TDSB to ensure that Indigenous Elders, parents/caregivers, Staff, students, and community are not deprived of their rights and are provided with an environment that is free from racism and discrimination of any kind. TDSB is committed to human rights, equity, anti-racism, and anti-oppression, which includes anti-Black racism, anti-Indigenous racism, anti-Semitism, Islamophobia, anti-Asian racism and other forms of racism and discrimination against racialized groups, such as Sikhs, Roma and people from Latin America as well as homophobia, transphobia, the discrimination faced by those with physical and intellectual disabilities.

To do that, the School Council will:

- 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;
- support individuals who are, or have been, targets of discrimination and harassment;
- work to prevent discrimination and harassment;
- take all allegations of discrimination and harassment seriously and respond promptly by reporting it to the Principal.

[Regulation 612](#) of the Ontario Education Act states that "the purpose of School Councils is, through the active participation of parents/caregivers, to improve student achievement and enhance the accountability of the education system to parents/caregivers."



A School Council's primary means of achieving its purpose is by making recommendations to the Principal of the school and to the Board of Trustees.

In addition, the purpose of the Council is:

1. To enrich our children's education by encouraging parental and community participation and input into school activities, policy development and programs.
2. To maintain and foster the partnership between staff and parents.
3. To keep parents and community members informed about changes in education policies and programs and their effect on Wilkinson.
4. To actively encourage respect and understanding for the rights of everyone in our school community.
5. To raise and distribute funds for Wilkinson School.

### **Article 3. Membership**

An effective School Council relies on the contributions of the broader school community. This will include parents/caregivers, one teacher, one non-teaching staff and one community representative (when possible). The Council will work to elect/acclaim members who are representative of this school's community. To this end, eligible candidates will be encouraged to seek office regardless of sexuality, diversity (Two Spirit, lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual), race, class, faith, nationality, abilities, gender, education, language, or status. The Council will strive to build cross cultural, racial and faith relationships to improve the engagement of all parents/caregivers into the decision-making process.

All elected members of Council may vote at Council meetings.

#### **Parents**

The majority of the members of the Council shall be parents/guardians of children registered at Wilkinson Junior Public School. The number of available positions cannot exceed 5% of the student population.

#### **Other Members**

The Principal and Vice Principal are designated members of the Council.



The Dandelion Daycare Board will appoint a representative to the Council.

## **Article 4. Elections**

The parent members volunteer to serve on the Council by submitting nomination forms in September of each school year. Because Council membership cannot exceed 5% of the student population (see [Appendix 2: Roles and Responsibilities](#)), an election via blind ballot will take place as per Ministry regulations if more nomination forms are received than there are voting positions available. If the number of declared candidates is less than or equal to the number of positions, no elections are required, and the candidates will be acclaimed at the first School Council meeting of the academic year. If the number of declared candidates is higher than the number of positions, then an election will be held on the date set by the Principal. Elections for School Council shall be supervised by the Principal (or designate) and at least one parent/caregiver not seeking election.

Elections will take place in an inclusive, transparent, and accountable manner, encouraging the participation of this school's community as candidates or as active voters. Elections shall occur within the first 30 (school) days of the school year in accordance with Ontario Regulation 612/00 (usually on Curriculum Night), and all ballots are confidentially disposed of on school property after the election.

The Principal, on behalf of the School Council, shall give written notice of the date, the time, and the location of the election to every parent/caregiver of a student in the school, at least 14 days before the date of the election.

Each parent/caregiver seeking election (via self-nomination form) must be a parent/caregiver of a student in the school, must declare if they are employed by the Toronto District School Board, and must summarize their reasons for seeking election.

Nominations will not be accepted from the floor on the evening of elections. Nomination forms supplied by the school/School Council shall be filed by all parent/caregiver candidates with the school (Principal or designate) via the Council. Written information about each candidate supplied by the candidate themselves shall be made available to the school community at least one week prior to the election. Candidates may not engage in campaigning on or off school property or use any social media to promote their candidacy.

The Principal shall conduct a lottery of candidate names to determine randomly selected ballot positions for each candidate. Voting shall be by secret ballot and neither proxy nor absentee voting is permitted.



Only parents/caregivers of a student enrolled in the school shall be entitled to one vote for each vacant parent/caregiver position on the Council.

The names of the successful candidates shall be shared with the school community and posted on the school website. Elections for teaching and non-teaching staff representatives on the Council will be held during the first 30 days of each school year.

### **Term of Office**

School Council members will hold office for one school year (elected or acclaimed) and will hold office from the date of election or appointment until the date of the first School Council meeting following elections.

### **Vacancies**

Throughout the year, new members may join the Council if there are resignations, or the Council has not reached the maximum membership set for the academic year. Nominations to appoint new members may be made in writing to the Chair(s)/Council email and will be voted on at the next meeting. A vacancy in the membership of the Council does not prevent the Council from exercising its authority. However, every effort will be made by the Council to fill vacancies throughout the year through elections or appointments. If an election is used, the elections process applies.

## **Article 5. Executive**

The Executive positions on the Council are:

1. Chair
2. Vice Chair or Co-Chair
3. Secretary
4. Treasurer

All members of the Executive must be elected from the voting members of the School Council and must be parents/caregivers. The Executive is elected at the first meeting of the new Council (usually in October) by the elected Council members. If several people wish to run for an executive position, the Council members will elect the Council Executive in a manner decided by those in attendance at the first meeting.

The Executive Committee retains the authority to act on behalf of the Council until a new Executive is elected each fall.



Should the need arise, the Council will elect to replace an Executive member from among the membership of the Council. Nominations to appoint new members may be made in writing to the Chair(s)/Council email and will be voted on at the next meeting.

## **Article 6. Remuneration and Reimbursement**

No member or officer of the Council will be paid for serving on the Council.

Members, officers, volunteers, and staff will be reimbursed for expenses incurred in Council approved projects. For further details, please refer to the Wilkinson School Community Council Expense Reimbursement Policy document which is to be updated as needed and posted along with the current constitution on the [Council website](#).

## **Article 7. Meetings**

TDSB is committed to safeguarding, advancing, and proactively promoting the rights of every student, employee and TDSB member in order to learn, function and work in an equitable, accessible, respectful and inclusive environment that is free from discrimination and harassment.

The Council recognizes that accessibility is a human right and will design meetings and activities to meet the needs of everyone.

Councils are mandated to have at least four meetings per calendar year.

This Council typically meets once each month during the school year, except in December and March. The first meeting of the year will occur within the first 35 days of the school year, on a date set by the Principal in collaboration with the Council Executive. The dates for Council meetings will be set at the first Council meeting, in consultation with the Principal. The Council Executive may call a special meeting at its discretion.

A formal meeting of the Council cannot be held unless a majority (51%) of the current elected members of the Council are present at the meeting, including the Principal or their designate. The majority of those present must be parents/caregiver members.

Meetings are open to all members of the Wilkinson community and the public.

All Council meetings take place on school premises or via video conference as needed. All in-person Council meetings will be held at the school in alignment with school or Board protocol and the space will be reserved by the Principal. The Chair or designate may permit space for committee meetings by



accessing their TDSB e-Base account at [www.tdsb.on.ca/Community/Permits](http://www.tdsb.on.ca/Community/Permits) with their shared TDSB School Council email account ([SC.schoolname@tdsb.on.ca](mailto:SC.schoolname@tdsb.on.ca)).

Virtual meetings will be held using the TDSB approved virtual platforms (Zoom and Google Meet). Meeting platforms must include a call-in option to ensure access for all parents/caregivers. Recognizing that not all parents/caregivers will have access to these platforms, the Council will ensure that the minutes are available electronically and in hard copy (translated when appropriate). The Council must pass a resolution each year to determine whether Council meetings are recorded and posted on the school's website. Meeting attendees will be notified of recordings and offered the opportunity to opt out of the meeting. Virtual meetings shall be accessible to the public through a registration and/or posting of meeting link on the school website.

### **Quorum**

At a meeting, the presence of 51% of the voting members of the Council, one of which is the Chair or its designate, shall constitute a quorum. The majority of those present must be parents/caregivers. It is essential that elected Council members send their regrets to the Chair(s) or Secretary if unable to attend a meeting as members who do so are excused from quorum for that meeting. Failing to send in regrets has the potential to impact the decision-making capability of the Council. Members waive their right to vote during any meetings for which they are absent.

In case of no quorum, there may be deliberations among members, but no decisions may be made. Motions can be raised at the subsequent meeting and voted upon.

In the event of a time sensitive issue, a meeting may be called within two weeks. In this case, any number of participants shall constitute a quorum. Alternatively, the Executive can request a vote by all Council members via email.

Because quorum is needed for a Council vote to take place, should a member of the Council miss 3 consecutive meetings without sufficient notification to the Council, the Chair may call a meeting with the member to determine the member's interest and whether the position is to be deemed vacant. If a teacher or non-teacher member misses 3 consecutive meetings, the Chair will consult with the Principal about their continued participation and/or representation.

### **The Decision-Making Process**

Decisions are made by majority vote formally by making a motion. Each elected member of the Council is entitled to one vote. Each elected Council committee/sub-committee member is entitled to one vote



in votes taken at the committee/sub-committee level. The Principal of the school is not entitled to vote in votes taken by the Council or by a committee of the Council. Voting may take place virtually using Google form, ZOOM or election tools.

Any motions that contradict provincial laws and regulations, local policy, or Council bylaws are out of order and invalid, even if voted on and passed by a majority vote.

### **Minutes and Financial Records**

The Council shall keep accurate minutes of all of its meetings and accurate financial records/transactions for a period of four (4) years on the school premises. Minutes and financial records shall be made available at the school for examination.

### **Article 8. Committees**

Committees are formed at the discretion of the Council. While all committees will be chaired by an elected member of the Council, membership is open to all parents/caregivers, teachers, and non-teaching staff. Ensuring an equitable representation of advice to the Council, committees will seek participants from the school parents/caregiver community.

All committees will meet as required throughout the year to carry out the Council's strategic plans. They will make recommendations and will report to the Council on their activities. All committee meetings may be open by invitation and accessible to the public. Committee Chairs will consider the comfort levels of parents/caregivers when choosing meeting locations.

The committees will prepare a report on their activities to be shared with the Chair(s) prior to each meeting. Committees will present their reports at each meeting and are responsible to keep the Chair(s) regularly updated between meeting dates as needed.

The Chair(s) and the Principal may attend all committee meetings as ex officio members.

Details about committee roles and responsibilities be found in [Appendix 2](#).

### **Article 9. Conflict of Interest**



A conflict of interest may be actual, perceived or potential. members of the Council shall declare any conflict of interest in matters that they, or their business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of School Council.

In financial or fundraising matters, a member of the Council, or a member of the Council who has a family member with a direct financial interest in the outcome of a decision, such as the winning of a contract, shall declare that interest as a conflict and refrain from speaking to or voting on the matter.

A member shall also exclude themselves from discussions in which:

- a conflict of interest is likely to result or
- the member's ability to carry out their duties and responsibilities as a member of the Council may be jeopardized

A member shall not accept favours nor economic benefits from any individual organizations, nor entities known to be seeking business contracts with the school.

## **Article 10. Conflict Resolution**

Internal Council disputes will be mediated through processes established by the TDSB. Please refer to [Appendix 3](#).

## **Article 11. Finances**

The new Council members will discuss a budget for Council funds at their first meeting. This budget is usually formed from the financials from the previous year. The budget is voted on at one of the first two meetings of the school year.

All expenditures of the Council require prior approval of the Council and will be reported in a financial statement to be made available at each School Council meeting. The budget, once the Council approves it, constitutes the authority to disperse funds. Items voted on later in the school year get incorporated into this budget and are reported on monthly and in June. Funds will not be used to support staff appreciation events or gifts. The School Council will not borrow funds nor enter any financial commitment for which funds are not already in hand.

An annual financial report will be issued in June at the Annual General Meeting (AGM) and again at the last meeting of the outgoing Council in September.





The Council must consult with the Principal to access and confirm funds in the school budget (General Ledger 41500) assigned to the Council provided by TDSB (\$1.25 per student to a minimum of \$300 and to a maximum of \$1000) and the Ministry of Education (\$500 Parent Outreach Grant).

### **Signing Authority**

The following may be authorized to sign cheques on behalf of the Council:

- Treasurer
- Chair or Vice Chair/Co-Chair
- Secretary
- Principal or Vice Principal (or their designate).

### **SchoolCash Online**

The Council will maintain funds in the school's non-board account instead of maintaining a separate School Council bank account. Under this arrangement, approval from the Council's designated signing officers is required before the school issues any payments on behalf of the Council. The Principal will also provide the Council with regular statements of the account. Please refer to the process outlined in the WSCC Finance Processes document that resides on the [Council page](#) of our website.

TDSB does not grant Principals nor School Councils the authority to enter into long-term agreements, loan arrangements or other contractual agreements under the name of the school nor the School Council.

### **Article 12. Fundraising**

The Council may fundraise and must adhere to the TDSB P021 Fundraising Policy and the PR508 Fundraising Procedures. Fundraising is intended to enhance programs and to support school initiatives or to support other external causes. The Council must approve and must document in meeting minutes the intended purpose of a fundraising activity before commencing.

Fundraising activities may include, but are not limited to, fun fair events, product sales, requests for donation from parents/caregivers, grant applications, donations (in-kind or monetary) and sponsorships. Fundraising proceeds must not be used for expenses required for completion of the curriculum nor for capital infrastructure improvements funded through renewal grants from the Ministry of Education.

All proposed fundraising activities will take into consideration the ability of our families to contribute and/or to raise funds. Events will come from and will reflect the ideas, the traditions, the cultures, and



the strengths of the parents/caregivers represented in the school. Monetary and non-monetary contributions will be valued equitably.

The Council will use Board approved vendors to ensure compliance with health and safety and risks. The Council can access the up-to-date list of approved fundraising and fun fair vendors at <https://www.tdsb.on.ca/Community/How-to-Get-Involved/Fundraising/Fundraising-Guide>.

All School Council disbursements must comply with the Boards' Purchasing Policy, P017 and must be approved by the school Principal and the Council in advance of incurring the expense. If the fundraiser, meeting or events (such as Fun Fairs, Social and Reunions) are not under the control of the Board's liability policy, the Council must purchase the TDSB School Council insurance to ensure that the appropriate coverage is in place to protect the Council, its members and its volunteers.

### **Article 13. Amending the Constitution**

Articles/by-laws of this constitution may be amended provided that copies of the proposed amendments have been circulated to the membership at least 15 days before the meeting when voting takes place.

To ensure the by-laws reflect the current makeup and the needs of our community, the Council will review them every three (3) years.

If amendments are required:

- a committee will be struck to consider changes, including consultation with the broad school community across race, class, language, gender, ability, nationality and educational background;
- a draft of amendments will be made available to School Council. They will vote to accept the draft or to send it back to committee for further work;
- the accepted draft will be made available to parents/caregivers for feedback, including a method for response and a date of the ratification vote;
- the Council will vote to ratify the by-law amendment(s) at a designated meeting. Ratification requires approval of at least 65% of School Council members present, the majority being parents/caregiver members.

### **Article 14. Indemnification of Officers and Members of Council**

The officers and members of Council are deemed to be acting in good faith and to the best of their ability in pursuing the purposes of the Council. They are indemnified to the fullest extent under the law, the directives of the Ministry of Education, and the directives of the Toronto District School Board.



## **Article 15. Omissions in the Bylaws**

Where omissions are determined in these by-laws, the Council will follow regulations and guidelines provided by the Ministry of Education and the TDSB.

## **Article 16. Annual Report**

To maintain a practice that is transparent, inclusive, and accountable, the Council will annually submit a written report of its activities to the Principal of the school and to the Toronto District School Board. If the Council engaged in fundraising activities, the annual report will include a report on those activities. The Principal will, on behalf of the Council, give a copy of the report to every parent/caregiver of a student who is enrolled in the school, either by giving the report to the student for delivery to their parents/caregivers and/or posting the report in the school in a place that is visible to parents/caregivers and/or online.

# **Appendix 1**

## **Policies of the Wilkinson School Community Council**

### **Policy on Communications**

The Council will authorize members to produce communications on its behalf. These communications may include letters, posters, newsletters or other forms both in hard and soft copy.

The Council will provide parameters for the nature and content of the communication and then delegate a member or members to execute the communication.

No communication on behalf of the Council may be released without the review and approval of the Chair(s) and the review of the Principal or Vice Principal.

### **Social Media**

The Council may utilize any social media (twitter; Facebook; Instagram etc.) platform that will assist in fulfilling its purpose. The Council understands that not all parents/caregivers will be familiar with platforms and will provide ongoing instruction in their use.



These accounts:

- must be approved by the Principal or assigned designate;
- can be shut down by the Chair(s) and the Secretary, in consultation with the Principal and with notification to the Council;
- will not include any photos, videos or recordings of staff or parents/caregivers, unless consent is provided and must ensure that the student media release consent form is signed before posting any photos, videos or recording of students;
- must adhere to TDSB [Advertising and Distribution of Materials policy](#);
- clearly identify themselves as belonging to the Council, eliminating any confusion with the school's official website/social media accounts;
- will be coordinated and managed by the Communications Committee or the Secretary (recorder) and the Chair(s) who will monitor the accounts for any negative, harmful, hateful or discriminatory comments;
- will not engage in advertising;
- will adhere to all TDSB policies and procedures, including but not limited to [anti-spam legislation](#), [school and Board Code of Conduct](#), [Online Code of Conduct](#), [TDSB Equity](#), [Human Page 14 of 25 Rights Policy](#) and all other relevant policies and procedures;
- do not compromise the privacy of any parents/caregiver, student, Staff nor Council member;
- do not use as a tool nor justification to promote, to share nor to distribute hate information or material, nor to isolate or exclude parents/caregivers who do not have access to such tools;
- will be respectful of all Staff, students and parents/caregivers and the community.

## **Policy on Advertising in Our Newsletter and Other Forms of Communication**

### Newsletters & Website

- For sponsorships (e.g., donated coffee for the Learning Garden clean-up) a thank-you to the sponsor with a hyperlink to the homepage of the donor's website.
- A copy of these notices is generally also published to the Council website.
- No additional promotions, special offers, etc. will be promoted **by Council** on these channels.

### Facebook & Twitter

- For donations (e.g., businesses sponsoring a station at Fun Fair or donating a prize to the silent auction), public thanks with tags to the donor's social media pages and/or website.
- No additional promotions, special offers, etc. will be promoted **by Council** on these channels.
- If a parent or member of the broader local community wishes to promote an event or offer that is relevant (e.g., 10% off for Wilkinson families, or seasonal camps for children), they are invited to post it to our FB page or @mention us on Twitter. The posting will be published on the Community tab (FB) or retweeted (Twitter) as long as it is in accordance with the [TDSB sponsorship guidelines](#).



## **Notice of Meetings/ Minutes**

Meeting dates for the school year will be established at the first meeting of the new Council in the fall. A list of meeting dates will be posted within meeting minutes and in the calendar on the Council website and will be added to our email newsletter.

Agendas, including minutes of the previous meeting and a financial report, will be available and distributed by Thursday of the week prior to the meeting.

The Secretary will submit the minutes of a Council meeting to the Chair(s) for review no later than the Friday of the week following the meeting.

The Council will hold a planning meeting for the following school year near the end of the Council term once the major fundraising has been completed.

## **Funding Approval Process**

Requests for funding from the Council must be received in writing using the General Funding Request Form (found on the [forms page](#) of our Website) to the Chair(s) via the Council email in a timely manner to be included in the agenda for the appropriate meeting.

The requests must include:

- a brief description of the item to be funded
- a rationale for the expenditure, an exact cost
- a timeline for expenditure.

Requests not tabled in this manner will be held over until the next meeting.

Between meetings, two members of the Executive may approve expenditures of under \$150, but written notice of the expenditure, including the above criteria, must be included in the package for the following meeting.

## **Delegation of Authority**

The Wilkinson School community in electing the Council delegates authority to the Council to raise and spend funds on its behalf, develop and execute policy on its behalf, and to represent the school community on its behalf to outside parties, including government and the school board.



The Council will appoint an Executive that will have the authority to manage the affairs of the Council, to execute policy, and to represent the Council to other parties.

The Council will convene various committees as it sees fit. These committees will be given the authority to conduct their business after providing to the Council a written plan of action for the year. This plan is presented to the Council at its second meeting in November.

The committees must act within their mandate (as described in the Committee Descriptions), and their plan. Changes to the mandate or the plan must be presented to and approved by the Council. The Treasurer must be kept informed of all financial matters relating to the committees' work.

The Council reserves the right to resume authority of either the Executive's or any other committee's work.

### **Program Cost Recovery**

Wilkinson Junior Public School administration and the Council will not rule out charging students directly for programs that are brought into the school, but every effort will be made to cover the costs of such programs by other means, such as fundraising or seeking grants.

## **Appendix 2**

### **Roles And Responsibilities**

The number of Council's elected members will be set at a maximum of 5% of the students registered at the start of each school year (i.e., if there are 500 students at the school the Council's elected members will be set at a maximum of 25).

#### **All elected Council Members are expected:**

- to serve a one-year term from date of election
- to participate in Council meetings
- to participate in one or more of the Council committees
- to participate in information and training programs, where offered
- to act as a link between the Council and the Wilkinson School community



- encourage others within the Wilkinson School community to participate in the activities of the Council.

At the first meeting of the new Council its Executive will be elected from the current elected members.

### **The Chair and Vice Chair or Co-Chairs:**

The following duties are shared by the Chair and Vice Chair or Co-Chairs in any way that is deemed appropriate and fair.

- Serve a one-year term (and can be re-elected for subsequent terms)
- Chair Council meetings
- Prepare agendas in consultation with the Principal and other members
- Ensure that minutes of Council meetings are recorded and maintained
- Communicate with the Principal on matters relating to the business of the Council
- Facilitate conflict resolution
- Ensure regular two-way communication between the Council and the Wilkinson School community
- Ensure democratic procedures for decision-making and for the overall conduct of the business of the Council
- Consult with senior TDSB staff and Trustees, as required
- Manage school Council funds and ensure that processes are in place to adequately control them within the school
- Assist in the creation of the School Statement of Needs in October and the AGM report in June
- Act as a signing officer on the bank account and be one of two signatories on cheques issued
- Act as ex officio members of school committees, not limited to but including School Budget Committee, School Improvement Plan Committee, School Staffing Committee and School Safety Committee;
- Ensure completion of the School Statements of Needs (SSON) in collaboration with parents/caregivers
- Consult with the rest of the Executive to make decisions where necessary
- Approve all communications sent out to the Wilkinson community
- Book and manage all Council permits

### **The Secretary:**

- Serve a one-year term (and can be re-elected for subsequent terms)
- Take the minutes of each meeting



- Assist in setting the agenda for meetings
- Prepare the draft minutes for distribution to Council Chair(s) by the Friday of the week following the meeting
- Ensure that the copies of the approved minutes are posted on the school website within the week following the Council meeting
- Prepare and distribute communications to the Council members (e.g., meeting invites, information on conferences and special events, reminders, documents for review etc.)
- Compile submitted funding proposals and distribute them to Council members
- Be responsible for upkeep of all School Council social media and communications to the parents body (e.g. blog, social media, email, newsletters etc.)
- Act as a Joint Signing Officer
- Assist in the creation of the School Statement of Needs in October and the AGM report in June
- Consult with the rest of the Executive to make decisions where necessary

### **The Treasurer:**

- Serve a one-year term (and can be re-elected for subsequent terms)
- Ensure that School Council Funds are kept separate from personal funds;
- Confer with event and committee leads to ensure that proper accounting records are maintained for all revenues and expenses
- Compile the P&L statements provided by event and committee leads to populate the end of year financials document
- Maintain the Council's finances (banking, writing cheques, etc.)
- Prepare and submit a PSAB to the TDSB in August and a Fundraising plan to the TDSB in September
- Prepare an annual budget in consultation with the Co-Chairs and Principal in the fall
- Report the status of the funds on a monthly basis to School Council members
- Prepare a final financial statement for the beginning of June
- Be the main liaison between the Council and the school to manage reimbursements, set up of new events and activities, pay to vendors, and withdraw floats for events
- Act as a Joint Signing Officer
- Adhere to the financial protocol instructions outlined in the [School Council Financial Guide](#)
- Ensure that the majority of resources generated through fundraising activities are used within a two-year period, from the date of receipt, unless designated for a specific long-term project
- Consult with the rest of the Executive to make decisions where necessary





### **Principal:**

Act as a resource person to the School Council and assist the School Council in obtaining information relevant to its functions, including information relating to relevant legislation and policies. (Reg. 613/20) Solicit the views of the School Council with respect to:

- School policies and guidelines that relate to student achievement or to the accountability of the education system to parents/caregivers
- A local code of conduct and a local student dress code
- New education initiatives that relate to students or to the accountability of the education system
- School action plans for improvement based on EQAO results and communication of those plans to the public. (Reg. 613/1-3)
- Consider each recommendation made by the School Council and advise the School Council of the action taken in response to the recommendation. (Reg. 613/18)
- Distribute the School Council's annual report to every parents/caregiver and post it in an accessible location. (Reg. 613/24.3)
- Distribute materials intended for School Council from the Ministry of Education to School Council members and post them in an accessible location. (Reg. 613/12.1)
- Give written notice of the elections to parents/caregivers at least 14 days before the election and post such notice in an accessible location. (Reg. 612/6 & 7)
- Attend meetings of the School Council or designate a delegate. (Reg. 613/3.16)

### **Elected members of School Council:**

- Represent the views and the opinions of the parents/caregiver community
- Attend and participate in all meetings
- Participate on School Council committees
- Are encouraged to participate and to facilitate any events that the School Council holds during the school year

### **Teacher Representative:**

- Attend Council meetings and provide information/update on relevant events and activities

### **Community Representative:**

- Attend meetings and share information and resources from the community



## Committee Roles & Responsibilities

Committees make recommendations to Council for fundraising activities and activities that can enhance the experience of students and their families at Wilkinson Junior Public School. Once activities are approved by the Council, they are organized and executed by the Committees.

Committees shall:

1. Define their roles in writing in such a way that it is understandable by the Council and the parent community as a whole, and so that it does not conflict with other committees or the Council itself.
2. Establish schedules for their meetings. Should Council perceive a committee as being inactive, the Council may step in to encourage more activity.
3. Nominate a coordinator who will be responsible for the following:
  - calling committee meetings
  - managing committee meetings and manage the voting process as required
  - preparing a one paragraph summary of the committee's activities for the purpose of reporting to the Council at Council meetings,
  - the committee coordinator is not required to be a member of the Council.
4. Use a document to track expenses and revenues associated with all committee activities on an ongoing basis and submit this sheet to the Treasurer at the close of committee activities (before or by June of the current school year) to aid with the Council's financial report creation and reconciliation. The Committee Budget Tracker template is available on the [Council page](#) of our website.
5. Update, edit or create legacy planning documents for committee activities, processes and events. This activity is done in cooperation with the Communications Committee.

## Committee Definitions

As committees evolve with the needs of the school, a current list of active committees and their responsibilities must be kept in the Council shared drive and made available to the Wilkinson community each academic year via the Council website (or by the current preferred method of display). It is the responsibility of each committee to review these descriptions each September to ensure that they are kept current and updated as needed.

While all committees will be chaired by an elected member of School Council, membership is open to all parents/caregivers, teachers, and non-teaching staff.



### **Permits Coordinator**

Liaises with the TDSB permits office to arrange insurance and permits for Council events and submits receipts for reimbursement (a personal valid credit card number is kept on file by the TDSB). In 2019/20, the TDSB decided that this role would be held by the Chair, Vice Chair or Co-Chairs.

### **Meeting Childcare Coordinator**

Contacts the available roster of babysitters (middle/high school students, mostly alumni) who provide onsite childcare during Council meetings and some events. and pre-arranges payment with the Chair/Treasurer.

### **Anti-Racism and Equity Committee**

Anti-Racism is the practice of identifying, challenging, and changing the values, structures and behaviours that perpetuate systemic racism. Equity practices ensure fair, inclusive and respectful treatment of all people, with consideration of individual and group diversities and intersectionality of multiple social identities, access to privileges and impacts of oppression.

The committee works to ensure every child at Wilkinson feels that they matter and are seen. They will connect and create relationships with the entire Wilkinson community so that everyone's voice can be heard and respected.

### **Arts Committee**

Researches and plans live arts (music, dance, theatre) performances and visual arts programs for students. Activities are selected to work in tandem with the curriculum and are chosen for different age groups/grades with the aim that each grade has at least one to two performances each year. Council membership is not required. This committee will work with the Principal and teacher representatives to ensure that there is no conflict with school curriculum.

### **Communications Committee**

Works with the school and the community to distribute messages on school and Council events and activities via print, email, website and/or social media in a timely manner.

### **Constitution Review Committee**

Reviews the constitution every 3 years and proposes amendments with the aim of providing clear guidelines/processes for committee work.



### **Direct Donations Committee**

Manages the annual direct donations campaign, including the communication of the program to the community, updating program information on the website, collection of funds and thanking donors. Works closely with the Communication Committee, Treasurer and Chair.

### **Fall Events Committee**

Organizes the annual fall event to sell pumpkins and local artisan wares. The committee recruits volunteers to set-up, run the food station, sell pumpkins, and clean up. This committee runs in September and October.

### **Fun Fair Committee**

Organizes and runs the Fun Fair each spring by determining the event date (with Council), recruiting volunteers, soliciting donations, confirming activities to be offered, managing advertising and publicity, and organizing set-up/teardown. This committee runs from February to May. This committee works closely with the Chair and Treasurer.

### **Fundraising Committee**

Supports the Council and the Wilkinson community by determining how funds will be raised, and how they will be dispersed. Helps to coordinate proposals, scheduling, budgets, and permits.

### **Greening and Grounds Committee**

Addresses environmental issues and supports the greening of the school and the community through initiatives like the annual learning garden clean up. This committee will work with the Principal and teacher representatives to ensure that there is no conflict with school curriculum.

### **Health and Safety Committee**

Works with the Principal and Vice Principal to support the Wilkinson School community by providing input and/or direction and/or action in the areas affecting student health and safety (physical safety, personal safety, public health, and physical education). Daytime availability for in-school meetings is required.



### **Lice Checks Committee**

Responsible for working with the school and the lice company to organize and coordinate school-wide lice checks, including booking appointments, tracking and providing information, organizing students, and distributing letters. Responsibilities do not include checking children's heads for lice. Requires daytime availability for shifts during school hours.

### **Movie Night Committee**

Runs 5-7 movie nights held throughout the school year and raises funds with “pay-what-you-can” donations. The committee requests the event permit, and manages volunteers for set-up, concession stand, and clean-up. The committee operates with a valid streaming licence. Friday afternoon and/or evening availability is required.

### **Pizza Lunch Committee**

Manages registration for, and the administration of 8-10 pizza lunches each school year. Coordinates scheduling with the school Administration. Daytime availability for two registration periods and on pizza lunch days is required.

### **Sweetheart Bake Sale Committee**

Solicits donations of baked goods, arranges the purchase/pick-up of any needed supplies, and organizes and sells donated baked goods. Daytime availability on event day is required. This committee runs in January and February.

### **Wilkitchen Committee**

Plans and prepares for two "Wilkitchen" events - community nights where families gather for a fun time preparing a meal or snacks together. This committee runs in November/December and in May/June.

### **Wood Car Derby Committee**

Manages communications, registration, and sales of wood car kits in advance of the event. On event day, the committee organizes volunteers for set-up, crowd control, check-in, car validation, concession stands, and clean-up. This committee runs in January and February. Daytime availability for registration periods is required.



## Appendix 3

### Conflict Resolution Policies and Procedures

- It is in places of conflict that the potential for change exists. Conflicting ideas, beliefs and values may provide great learning and growth opportunities for everyone within an environment that nurtures respectful dialogue;
- There are many forms of oppression that are not always easy to recognize, therefore, it is imperative that we acknowledge and that we take responsibility for the biases, conscious and unconscious and the expectations that we hold;
- We all bear a responsibility in upholding a safer space and we are all accountable to each other. We are not here to exclude each other nor abandon each other. If we are willing to learn, we are here to help each other through the process of unlearning oppression and changing any structures which perpetuate it;
- This process is intended to work in tandem with existing TDSB laws/policies, including the Human Rights Policy, Equity Policy, Employment Standards Act and not to supersede any policies, procedures of legislated procedures of the TDSB;
- The Council shall have the authority to enter conflict resolution with any member from Council using the outlined procedure.

**NOTE:** *The process presented should not be used for reporting and responding to discrimination and harassment. In those situations, the committee should follow the procedures of the TDSBs anti-discrimination or anti-harassment policy. For further information visit <https://www.tdsb.on.ca/About-Us/Equity/Addressing-Discrimination-and-Other-Inequities> and <http://ppf.tdsb.on.ca/uploads/files/live/53/2227.pdf>*

### Definitions

**Conflict:** A strong disagreement or a dispute between the Council members, members and Chair(s); the Council and administration; or between parents and the Council resulting from:

- differences of opinion, beliefs, understanding, and/or
- differences of personality or behaviour, and/or
- violations of Council by-laws/ the school's Code of Conduct.



*The Council member:* Any parents/caregiver of the school who has been elected/identified as a member of the Council.

*The Council Chair/Co-Chairs(s)/Vice-Chair:* member of the Council elected by membership as Chair/Co-Chair(s)/Vice-Chair of the Council.

*Principal:* The Principal of the school or their designate.

*Mediation:* A process where a neutral third party assists two conflicting people to come to agreement. This could involve the mediator speaking individually to the two people, but ultimately must include the mediator facilitating a meeting between both conflicting people(s).

*Resolution:* An agreement by parties that solves the conflict.

### **Conflict Resolution Process**

- Conflicts and disputes that occur within the Council will be facilitated by the following:
- conflict between the Chair(s) and the Council, will be facilitated by an Executive Officer (Secretary/Treasurer) of the Council;
- conflict with the Principal and the Council, will be facilitated by the Superintendent in collaboration with the Chair(s);
- conflict between the Chair(s) and the Principal, will be facilitated by the Superintendent;
- conflict among the Executives (Chair(s), Secretary, Treasures etc.) will be facilitated by the Principal in consultation with the Superintendent;
- if the conflict occurs at a Council meeting (attendee becomes disruptive during a meeting), the Chair(s), after three attempts of unsuccessfully asking for order, shall seek Council approval for removal of the conflicted parties from the meeting, citing reasons for the request. This does not prevent the conflicted Council member(s)/attendees from participating in future meetings of the Council. The incident shall be recorded and submitted to the Superintendent within one week of the meeting, by the Principal. The Council Chair(s), in collaboration with the Principal, shall request that the disputing member(s) participate in a private meeting, the purpose of which will be to arrive at a mutually acceptable resolution to the dispute. Such a meeting will be a private meeting and shall not be construed as a meeting of the Council. The meeting will result in clear steps to be taken by each party to resolve the conflict. The Chair(s) will provide an update of the resolution at the next formal meeting of the Council;



- if a resolution was not possible, the Chair(s) may call for a special meeting of the Council to review the conflict/dispute and to explore options that may include suspension of the member/attendee.

Conflicts and disputes that occur within the Council will be addressed using the following steps:

- the parties to a dispute must attempt to resolve the dispute between themselves within 5 days after the dispute has come to the attention of each party;
- if the parties to the dispute are unable to resolve the dispute between themselves within the time required, any party to the dispute may start the conflict/dispute process by giving written notice to the relevant facilitator of the conflict outlining the parties to the dispute and the matters that are the subject of the dispute;
- within 10 days after the facilitators have been given the notice, a meeting must be convened by the appropriate facilitator to consider and to determine the dispute;
- the facilitator must give each party to the dispute written notice of the meeting at which the dispute is to be considered and determined at least 3 days before the meeting is held.

The notice given to each party to the dispute must state:

- when and where the committee meeting is to be held; and
- that the party may attend the meeting and will be given a reasonable opportunity to make written and/or oral submission to the committee about the dispute.

At the meeting at which a dispute is to be considered and determined, the facilitator must;

- give each party to the dispute a reasonable opportunity to make written and/or oral submission to the committee about the dispute;
- give due consideration to any submissions;
- determine the dispute;
- give each party to the dispute written notice of the committee's determination and the reasons for the determination, within 7 days after the committee meeting at which the determination is made;
- a party to the dispute may, within 5 days after receiving notice of the committee's determination, give written notice to the facilitator accepting the recommended resolution or requesting the appointment of a mediator;
- If a mediator is requested by one or more of the disputants, the facilitator must secure a mediator and each party to the dispute is a party to the mediation;
- the appropriate facilitator will secure a mediator who may be a Board official or independent party identified by the Board and be mutually agreed on by the parties involved in the dispute;





- if a mediator is not supported by one of the disputants a mediator will be secured;
- if a disputant fails to participate in the mediation called by the facilitator, the disputant will adhere to all recommendations of the mediator.

The mediation process must entail the following:

- the parties to the mediation must attempt, in good faith, to settle the matter that is the subject of the mediation;
- each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 3 days before the mediation takes place;
- in conducting the mediation, the mediator must:
  - give each party to the mediation every opportunity to be heard; and
  - allow each party to the mediation to give due consideration to any written statement given by another party; and
  - ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- the mediator cannot determine the matter that is the subject of the mediation;
- the mediation must be confidential and any information given at the mediation can be used in other proceedings that take place in relation to the matter that is the subject of the mediation;
- the costs of the mediation are to be paid by the party or parties who appointed the mediator;
- the recommendation of the mediator is final and cannot be appealed.

### **Suspension of a Council Member**

The Council may consider member suspension when:

- the member's conduct or actions violate the school/Council or Board Code of Conduct, the Ontario and TDSBs Human Rights Policy and other relevant policies and procedures of the school and of the Board;
- the members in a dispute choose not to participate in a resolution meeting or mediation;
- the mediation process does not result in a change of behaviours;
- the member acts detrimentally to the interests of the Council.

Consideration of the suspension of a member shall take place by The Council in a meeting separate from a regularly scheduled meeting. Said meeting requires a 75% quorum of voting members, not including the offending member.



The following procedures shall be used:

- the Chair shall provide the member with direct written notice, given by email or hard copy, of consideration of suspension, including reasons, at least fourteen (14) days before the vote of the Council;
- the member may respond via written submission to the Chair within ten (10) days of receiving notification;
- if written submissions are received, the Council will consider such submissions in arriving at a final decision. Said member may choose to make a short in-person response (as well as a written submission);
- following the presentation of the member's written submission, or oral presentation, the Council will debate the matter before voting via secret ballot. (75% majority vote is required);
- suspensions related to parents/caregiver members, the Chair will notify the member in writing of the Council's decision, including the length of suspension within five (5) days of the vote. For Councils that meet a minimum of four (4) times per year, a member may be suspended for a maximum of 2 meetings. For those who meet more than four (4) times per year, a member may be suspended for a maximum of five (5) times per year;
- suspensions related to the Executive members of the Council and Staff, the Principal will notify the member in writing of the Council's decision, including the length of suspension within five (5) days of the vote.

If the Council is unsuccessful in their attempt to resolve a conflict using the Conflict Resolution process and/or the Suspension process, TDSB Staff (Principal, Superintendent or Executive Superintendent) may halt Council operations (meetings, activities, fundraisers etc.) to engage in a resolution process that cannot exceed 2 - 3 months.

If the Council is unsuccessful in their attempt to resolve a conflict using the Conflict Resolution process and/or the Suspension process, TDSB Staff (Principal, Superintendent or Executive Superintendent) may suspend member(s) of the Council who:

- violates the school/ Council's or the Board's Code of Conduct, the Ontario and the TDB's Human Rights Policy and any other relevant policies and procedures of the school and of the Board;
- chooses not to participate in a resolution meeting or a resolution mediation;
- participated in a resolution meeting or a resolution mediation process but fails to change behaviour(s); acts detrimentally to the interests of the Council.

If the Council is unsuccessful in their attempt to resolve a conflict using the Conflict Resolution process and/or the Suspension process, TDSB Staff (Principal, Superintendent or Executive Superintendent) may reinstate the Council upon completion of the resolution process.



## **Appeal**

A member may appeal a suspension in writing within 2 weeks of the suspension. The suspension appeal shall be presented to the Council for review and decisions. On appeal by a suspended member, the suspension may be altered or rescinded only on a 2/3 vote of all Council members, not including the suspended member. The Council's decision shall be final and shall be binding on the elected member, without any further right of appeal.