



Stoneybrook Parent School Council Bylaws

Stoneybrook (Public School) Parent School Council bylaws are created to supplement and precede [Ontario Government Regulation 612/00](#) Part 1 and 2 referred to in this document.

Purpose:

- The main purpose of the SPSC is to improve pupil achievement and to enhance the accountability of the education system to parents. The primary means of achieving this purpose is by making recommendations in accordance with Ontario Regulation 612/00 to the principal of the school and the board that established the council (O. Reg. 612/00, Part 2 s. 2).

Composition:

- The SPSC shall consist of the following in accordance to O. Reg. 612/00, Part 2 s. 3.
 - Principal and/or vice-principal (1)
 - Teacher representative* (1)
 - Student representatives* (up to 2)
 - Council executive positions consisting of the Chair*, Chair-elect*, Past Chair*, Secretary*, Communications Officer* and a Treasurer *(6) **
 - Parent representatives* (up to 6)

*Denotes voting privileges. There shall be no more than 16 voting members on the SPSC at one time (including executive positions). A member of the community who is not an employee of the school board may be appointed by members of the council.

**Where possible, election to an executive position should require previous experience as voting member.

Election of Parent Members:

- Information about the SPSC and nomination forms should be distributed to every parent during the first week of school.
- A person is qualified to be a parent member of a school council if he or she is a parent of a pupil who is enrolled in the school (O. Reg. 612/00, Part 2 s. 4).

- If the number of nominated parents is less than or equal to the number of available executive and parent positions on the school council, then those who have been nominated shall be determined to be acclaimed.
- If required, an election of parent members of a school council shall be held during the first 30 days of each school year on a date that is fixed by the chair after consulting with the principal of the school. Further details about how to proceed with elections is detailed in O. Reg. 612/00, Part 2 s. 4 and 5.
- Upon election, each member will be given a summary of their roles and responsibilities established by the SPSC (see Appendix A) **Under review. Has not been completed.**

Term of Office:

- A person elected or appointed as a member of a school council holds office from the the date he or she is elected or appointed; and the date of the first meeting of the school council the following year after the elections are held (O. Reg. 612/00, Part 2 s. 6).
- Term of office for members of the SPSC are as follows:
 - Chair (1 year)
 - Chair-elect (1 year)
 - Past Chair (1 year)
 - Secretary (2 years)
 - Treasurer (2 years)
 - Communications Officer (2 years)
 - Teacher representative (1 year)
 - Student representatives (1 year)
- A member of a school council may be re-elected or re-appointed but term shall not exceed 4 years. Further details about Officers and Terms of Office can be found under O. Reg. 612/00, Part 2 s. 6 and 8.

Vacancies:

- If any SPSC position becomes vacant during the school year due to resignation or inability of a member to fulfil roles and responsibilities the remaining members shall constitute the SPSC and shall continue to exercise its authority
- If voting majority is not maintained during regular meetings. the council may appoint another person to fill the position or communicate vacancy to the parents and hold another election as required in accordance with with elections section of this document and O. Reg. 612/00, Part 2 s. 4 and 5.

Ministry Powers and Duties:

- As part of its accountability to parents, the Ministry shall report annually to members of school councils on education in the province (O. Reg. 612/00, Part 2 s. 10).

Remuneration:

- A member of the SPSC shall not receive any remuneration for serving as a member of a parent involvement committee (O. Reg. 612/00, Part 2 s. 11).

Meetings:

- The SPSC will meet on the second Wednesday of every month throughout the school year beginning in October. The SPSC may opt to reduce the number of meetings as long as the SPSC meets at least four times during the school year according to O. Reg. 612/00, Part 2 s. 12.
- A meeting of the SPSC cannot be held unless, a majority of the current members of the council are present at the meeting and a majority of the members of the council who are present at the meeting are parent members (O. Reg. 612/00, Part 2 s. 12).
- All meetings of the SPSC shall be open to the public according to O. Reg. 612/00, Part 2 s. 12.
- Dates of all SPSC meetings including monthly agendas and minutes will be communicated through the SPSC Website and the SPSC Hot Lunch HUB e-mail distribution list. In the absence of these methods of communication meeting details will be sent out through the school newsletter or e-mail distribution list set up by the Thames Valley District School board on behalf of the SPSC.

Committees:

- The SPSC may establish committees to make recommendations to the council or to organize SPSC lead fundraising activities.
- Notification of the creation of committees and committee meetings will be accomplished through through the SPSC Website and the SPSC Hot Lunch HUB e-mail distribution list. In the absence of these methods of communication committee information and meeting details will be sent out through the school e-mail distribution list set up by the Thames Valley District School board or included in school newsletters on behalf of the SPSC. Notification will include the name of the committee chair.
- Committees shall be used to gather and analyse information pertinent to their assigned task.
- Committees will report all information back to the SPSC during monthly meetings or by e-mail.
- Committees do not have the authority to make any decisions. All decisions will be made by the SPSC, as a whole, through the voting process. O. Reg. 612/00, Part

2 s. 13).

- Every committee of a school council must include at least one parent member of the council (O. Reg. 612/00, Part 2 s. 13).

Voting:

- each member of the SPSC as detailed above in the *Composition* section of this document is entitled to one vote in all votes taken by the council (O. Reg. 612/00, Part 2 s. 14).
- Voting cannot take place without SPSC voting member quorum.
- The principal of the school is not entitled to vote in votes taken by the school council or by a committee of the school council (O. Reg. 612/00, Part 2 s. 14).
- All voting members, including executive members, must submit regrets to the Chair if they are unable to attend a scheduled council meeting. Should a voting member miss two consecutive meetings, voting privileges will be suspended for a period of two (2) months or two (2) council meetings. In the event that a voting member is absent for more than 3 meetings voting privileges will be revoked for the duration of the school year. Extenuating circumstances will be considered by the SPSC council on a case by case basis.
- Electronic Voting can be administered as a means to expedite timelines and decisions. E-mails requiring a 'yea' or 'nay' response will clearly state the issue and any appropriate additional information, and will be executed by the Chair. The results of 'e-votes' will be promptly announced by email after the stated deadline. A non-response prior to the posted deadline will not be counted.
- Proxy votes may be submitted by a voting member if an absence is anticipated in advance. Proxy forms will be made available by the current chair and/or Treasurer and MUST be submitted prior to the start time of the scheduled meeting.

By-Laws:

- A school council may make by-laws governing the conduct of its affairs (O. Reg. 612/00, Part 2 s. 15).
- Every school council shall make the following by-laws:
 - A by-law that governs election procedures and the filling of vacancies in the membership of the school council.
 - A by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest.
 - A by-law that, in accordance with any applicable policies established by the board that established the council, establishes a conflict resolution process for internal school council disputes (O. Reg. 612/00, Part 2 s. 15).
- The SPSC will review bylaws yearly basis to ensure that the current SPSC is aware of its content and that the SPSC is meeting the requirements set out by the *School Councils and Parent Involvement Committees*, Ontario Government Regulation 612/00, Part 2 s.15.

Minutes and Financial Records:

- The SPSC will keep minutes of all of its meetings and records of all of its financial transactions on the SPSC Website and/or at the school. These should be made available for four years. (O. Reg. 612/00, Part 2 s. 16).

Incorporation:

- A school council shall not be incorporated (O. Reg. 612/00, Part 2 s. 17).

Principal:

- In addition to his or her duties under the *School Councils and Parent Involvement Committees*, Ontario Government Regulation O. Reg. 612/00, the principal of a school shall perform the duties relating to school councils that are imposed on the principal by Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools — General).
- The principal of a school may delegate any of his or her powers or duties as a member of the school council, including any powers or duties under this Regulation, to a vice-principal of the school (O. Reg. 612/00, Part 2 s. 18).

Consultation by Board:

- In addition to its other obligations to solicit the views of school councils under the Act, every board shall solicit the views of the school councils established by the board with respect to the following matters (O. Reg. 612/00, Part 2 s. 19):
 - The establishment or amendment of board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
 - policies and guidelines established under subsection 302 (1) of the Act with respect to the conduct of persons in schools within the board's jurisdiction,
 - policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction,
 - policies and guidelines respecting the allocation of funding by the board to school councils,
 - policies and guidelines respecting the fundraising activities of school councils,
 - policies and guidelines respecting conflict resolution processes for internal school council disputes, and
 - policies and guidelines respecting reimbursement by the board of expenses incurred by members and officers of school councils.
 - The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including,

- implementation plans for policies and guidelines established under subsection 302 (1) of the Act with respect to the conduct of persons in schools within the board's jurisdiction, and
- implementation plans for policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction.
- Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.
- The process and criteria applicable to the selection and placement of principals and vice-principals (O. Reg. 612/00, Part 2 s. 19).
- Subsections do not limit the matters on which a board may solicit the views of school councils (O. Reg. 612/00, Part 2 s. 19).

Advisory Authority of School Councils:

- A school council may make recommendations to the principal of the school or to the board that established the council on any matter (O. Reg. 612/00, Part 2 s. 20).

Duty of Board to Respond:

- The board that established a school council shall consider each recommendation made to the board by the council and shall advise the council of the action taken in response to the recommendation (O. Reg. 612/00, Part 2 s. 21).

Fundraising:

- A school council may engage in fundraising activities (O. Reg. 612/00, Part 2 s. 22).
- Fundraising is presently a sub-committee within the Parent School Council and as such, fundraising issues should be predominantly discussed outside of the monthly SPSC meetings. Fundraising Sub-Committee Chair will bring and issues to council for further review and voting when required.
- A school council shall not engage in fundraising activities unless:
 - the activities are conducted in accordance with any applicable policies established by the board; and
 - the activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the board (O. Reg. 612/00, Part 2 s. 22).

Of note: Decision was made in January 2008 to combine school Council and PTA into Stoneybrook Parent School Council.

Consultation with Parents:

- A school council shall consult with parents of pupils enrolled in the school about matters under consideration by the council (O. Reg. 612/00, Part 2s. 23).
- Notification to parents regarding matters under consideration by the SPSC will be accomplished through Stoneybrook SPSC Newsletters (paper and /or e-mail blasts through the HUB) and posted on the SPSC website.
- SPSC will also submit monthly updates to the principle to be included in the school newsletter. These updates will be posted on the school website and shall include plans for upcoming events, fundraisers, VIP dates, hot lunch program information and outcomes of council run initiatives.
- Any additional communications to parents (i.e. fundraising, special events) must be reviewed first by council chair(s), then by the Principal prior to being sent home.

Annual Report:

- Every school council shall annually submit a written report on its activities to the principal of the school and to the board that established the council (O. Reg. 612/00, Part 2 s. 24).
- If the school council engages in fundraising activities, the annual report shall include a report on those activities (O. Reg. 612/00, Part 2 s. 24).
- The principal shall, on behalf of the school council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school (O. Reg. 612/00, Part 2 s. 24).

Conflict of Interest:

- A member shall declare at the beginning of each meeting if the agenda presents a conflict of interest for the member. At that time, the chairperson(s) will note the conflict.

Conflict Resolution:

- In the event of internal Parent School Council disputes, the Council shall seek the advice of the principal or the Thames Valley District School Board Council/Community Liaison.