

Glenview School Council – Constitution

Definition

The Glenview School Council is a volunteer group of parents, staff administrators and community members dedicated to enhancing the schools' learning and environment by working as a team.

Council Purpose:

Serve as a liaison among the school the Halton District School Board and the community. Advise on all areas of school policy and make recommendations on matters affecting student's program and school budget priorities

Propose initiatives and maximize education and enhance school life

Support the implantation of the School Effectiveness plan

Provide opportunities for parents to be involved in the education of their children

Demonstrate accountability to the school community

Membership

The Council Executive will consist of a minimum of twelve (12) members

Parents Guardians of enrolled students 8

Teaching Staff

Non- teaching staff

Community Member

Chair, Vice Chair (Co Chairs), Treasurer, Secretary, Communication, Fundraising, Special Events, Members at Large, Teaching Staff (principal, Teachers) Non teaching staff.

Descriptions of specific Executive Members roles are listed in the Appendix A of the Constitution. **All parents/guardians of a student attending Glenview Public School are members of the School Council.** Meetings are open and everyone is encouraged to participate.

Elections and Appointments

Self –nominating forms for appointment of the executive members will be distributed to the school community by the end of September each year.

Appointments/ Elections will take place at the October meeting followed by the announcement of the new executive at the October meeting

The Principal and one parent from Council will organize the process

The Principal will organize the appointment of the teaching staff and non-teaching staff representatives

Appointment of the community representatives will be completed by the new Council members prior to the new school year.

Terms of Office

The term of office for appointment or elected member is for (1) one year.

No member of the Executive shall not hold the same office for more than a two (2) year period without the consent of Council.

Resignation/Termination of an executive member may be necessary due to the following

No longer has a child enrolled in Glenview Public School

No Longer a staff member of Glenview Public School

Has failed to attend two (2) or more meetings without notifying Chair/Co Chair

Submits letter of resignation

Violation of the Code of Ethics

Vacancies may be filled by appointment and/or vote of the Council executive

Meetings

The means of decision making will be through consensus where all members are willing to accept a decision as reasonable. In the case that consensus cannot be achieved a vote of the executive members in good standing will be a called and the majority supporting the decision will pass.

Each appointed/elected members of the executive will have one vote. Decision making can be performed at open meeting of the executive.

A majority of the executive members in good standing shall constitute a quorum for the transaction of any council business.

Meetings shall not go beyond two (2) hours unless agreed to by all members present.

Special meetings may be called by the Chair/Co Chair with due notice being given to all members of Council.

Code of Ethics

Members will focus on the student learning and school improvements

Members are committed to sharing all information that involves the school community

Issues of a personal nature shall not be discussed at Council meetings by members of the School Council of the executive.

Training and Orientation

Training workshops offered by the Halton District School Board or other related organizations may be offered to individual of the Council.

The cost of any workshop attended by a member of Council shall be covered by Council unless covered by the Halton District School Board. The member shall not be out any funds for attending on behalf of this council.

Outgoing members shall hold an orientation meeting with incoming members at the October meeting.

Bylaws

Decisions on purchases over one hundred (100) dollars are to be approved by consensus at the monthly meetings

Purchases under one hundred (100) dollars can be approved by the Chair/Co Chair

Amendments to the constitution and by-laws can be made by motion discussed and voted on during Council meetings. **The approval of the majority and two thirds of the executive in good standing is required to revise this constitution.**

Glenview School Council Executive: Job Descriptions

Chair

Communicate with the Executive and set the agenda for meetings using the standard format and post agenda before meetings

Chair meeting

Liaison with the Principal

Call motions

Assist in setting the annual budget with Treasure and Fundraising member

Signing officer

Liaison with Aldershot group of schools

Vice Chair/Co Chair

Assume duties of the Chair if Chair is not available

Liasson with Halton District School Board

Establish classroom parent representatives

Appoint co-ordinator for absence Check Program

Organize election of School Council with Principal

Under the Co Chair responsibility of both the chair and Co Chair are shared

Treasurer

Maintain bank account in the name of Glenview School Council

Deposit funds raised, pay debts and distribute funds as directed by

Council Signing Officer

Set annual budget with Chair and Fundraising Chair

Prepare monthly statement to review at meetings

Prepare year end statement for HDSB Oct of Each year

Secretary

Takes minutes of all council meetings

Provide copies of minutes to members, paper or electronic

Communications

Assemble and produce monthly newsletter

Liaison with community and local media

Organize and maintain School Bulletin Board

Produce signs for special events and programs

Ensure consistent use of the School Council Logo

Fundraising

Set annual proposed budget with chair and Treasurer

Decide on fundraising goals and strategies and present to Council

Organize volunteers for special day lunches (Pizza And Sub Days)

And organize all committees groups and volunteers for fundraising events

Special Events

Organize and oversee the following special events

September BBQ

Annual Family Skate

Pancake Day

Staff Appreciation

Acquire volunteers for events

Members at Large

Assist other organized committees and executives positions as required

Physical set-up for Council meetings

Arrange for Child Care during Council meetings

To assist in any function as directed by the Chair/Co Chair

Glenview School Council Election Form

I _____ would like to hold one of the following positions on the Glenview School Council:

If you are Flexible in your choice please prioritize the positions using 1,2 ,3 etc.

Chair _____

Communications _____

Co-Chair _____

Fundraising _____

Vice Chair _____

Special Events _____

Secretary _____

Member @ Large _____

Treasurer _____

- Council meets once per month, on the second Tuesday of each month @ 7:00 pm
- Agendas for the meeting typically included, Treasurers report, Principal/Teacher update, discussions of fundraising goals and initiatives/results, safety issues and other business
- Meetings last approximately 2 hours with baby sitting provided

It is important to have a strong and supporting School Council. If you or you and your spouse or you and another parent are interested in taking on a position at council we welcome your vote.

Attendance to the meetings is crucial; motions must be voted on and decisions regarding programs will need to be discussed. Any member not attending 2 consecutive meetings without notification will be deemed non-active.

Where the number of nominations received is less than or equal to the number of positions vacant, nominees should be declared elected

Where no nominations have been received, it will be stated that the position will exist as a vacancy to be filled at a future election

An election will be conducted when the number of nominations exceeds the number of vacancies