

Leslie Frost School Council **By-Laws**

Mission Statement

Parental involvement in education improves both the quality of school and the quality of children's education. By acting proactively and maintaining a school-wide perspective on all issues, the Council will provide informed advice to the principal and Trillium Lakelands District School Board to promote the best interests of the school community.

Article 1 – Goals

The Council shall provide advice to the principal and, if appropriate, to the school board with respect to such issues, among other things, as curriculum, reporting to parents and community, development of a school profile, development of a Principal Profile, school budget priorities, school improvement plan, school year calendar, code of behaviour, school services, promoting the benefits of a dual track educational experience, partnerships with the community relating to health, nutrition and recreational programs, the impact of policies and legislation and supporting school activities. In providing such advice the Council shall work within the framework of the policies, mission statement and goals of the school board, the Education Act and its Regulations.

Article 2 – Membership

The Council shall have between seven and fifteen voting members as follows:

Parents Maximum of ten members. Parents shall always be in a majority relative to the entire membership of the Council. In order to be a parent member, the parent must have a child attending the school.

- Addendum: The council encourages representation from both tracks of the school. Parent representatives from both the English and French streams is ideal. With this in mind, the council will allow flexibility, and adapt as needed the number of parent members.

Administration The principal and/or vice-principal. Both shall be non-voting members of the Council.

Staff Two members. One member of the teaching staff, as chosen by the teaching staff and one member of the support staff, as chosen by the support staff. Both of these members are to be chosen before the first meeting of the Council each October.

Community Up to two members to be chosen by Council. The community rep is a voting member of the council, who is to represent the community's perspective, and help build partnerships and links between the school and the community.

Article 3 – Election Procedures

Membership on the Council shall be for a one-year term. By June 1st every year, and in September, the principal shall circulate a notice to all parents in the school community asking that persons interested in being a parent member of the Council submit a formal written declaration of candidacy to the Council by September 25th each year. Declaration forms will be available at the school office. Should the number of parents intending to return to Council the following September plus the number of new applicants exceed ten, an election will take place. The principal shall establish an Election Planning Committee. This committee shall ensure elections are conducted in accordance with Board policy as set out in Memorandum 165. Such elections shall be held before mid-October.

Article 4 – Appointment Procedures

The new School Council will assume their roles as of October. Their term will start in October and end in June. If any parent member resigns or is unable to complete his or her term, the vacancy may be filled by appointment made by the existing Council, provided that any such appointment shall only last until the end of the school year. The person filling the vacancy may apply, or if necessary run, for a position on the new Council along with any other interested parents the next year.

Article 5 – Council Procedures

There shall be a Chair, Vice-chair and a Secretary chosen by the Council from among its members at the October meeting each year. The Chair and Vice-chair shall be parent members and ideally will be representative of the school's dual track nature.

The Council will meet on a monthly basis, no less than five times per year from 7:00 – 8:30 p.m. The Council will establish specific dates at its October meeting each school year. All meetings are open to parents, students, staff and the community and shall be held in the school. The dates and times of all meetings are to be published in the school newsletter.

Ideally, the Council shall seek to decide all issues by consensus. In the absence of consensus, any decision of the Council shall be made by a quorum of members. A quorum is a simple majority of the current membership. Minutes of all meetings are to be recorded by the secretary.

Article 6 – Chair of the Council

The Chair or Vice-chair, in cooperation with the principal, shall be responsible for preparing and distributing an agenda in advance of all Council meetings. The Chair, or in his/her absence, the Vice-chair shall chair all Council meetings. The Chair shall be responsible for ensuring minutes of all meetings are taken, prepared for distribution and distributed. Correspondence shall be made available to all members, at the discretion of the chair. The Chair and Vice-chair should not act independently of the Council. The TLDSB's "School Council Communication Protocol" shall be followed.

Article 7 – The Principal

The principal of the school shall be a non-voting member of the Council and shall provide administrative assistance and support to the Council in order for it to fulfill its mandate.

This is in accordance with the Education Act, Ontario Regulation 612, Section 14.(3) "The Principal of the school is not entitled to vote in the votes taken by the school council or by a committee of the school council."

Article 8 – Council Secretary

The secretary shall ensure the recording of the minutes of each Council meeting and distribution of the minutes to the members of Council and the Board. The secretary shall maintain copies of the minutes in a School Council binder to be kept at the school. The binder will be available for review by any member of the school community.

Article 9 – Committees

The Council may, from time to time, create ad hoc committees or standing committees to assist with the work of the Council. Such committees shall be appointed by the Council member and may include members who are not on the Council, provided that there shall always be one member of Council on any committee. Each committee is to report to Council as a whole and Council shall have the right to accept, amend or refuse any recommendations of a committee.

Article 10 – By-Laws

By-laws may be amended, from time to time, provided that notice of Motion to Amend any by-law is given to all members of the Council at least ten days prior

to any date on which the question of amendment is to be discussed by Council..
By-laws may be amended by a vote of 2/3 of the members of the Council.

By-laws approved and adopted by the Leslie Frost School Council on June 10,
1997. By-laws amended by the Council on April 11, 2007.