



## **Louise Arbour French Immersion School Council Constitution & Bylaws (Operational Framework)**

### Contents

1.0	Mission .....	2
2.0	Mandate .....	3
3.0	Membership .....	4
4.0	Term of Office .....	4
5.0	Officers and Duties .....	5
6.0	Election Procedure Bylaws .....	7
7.0	Vacancy Bylaws.....	8
8.0	Conflict of Interest Bylaw .....	9
9.0	Conflict Resolution Bylaw .....	10
10.0	Meetings.....	11
11.0	Annual Report.....	12
12.0	Code of Ethics .....	13
	Appendix I -2020 / 2021 School Council Members.....	14
	Appendix II – 2020 / 2021 School Council Meeting Schedule .....	15

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## 1.0 Mission

The Louise Arbour French Immersion School Council shall provide a forum for parents, educators, students and the community to actively participate as contributors to improving student achievement, success and wellbeing.



## 2.0 Mandate

- The Louise Arbour French Immersion School Council must operate within the Education Act and may make recommendations to the principal, to the TVDSB, on any matter, in accordance with Regulation 612/330 of the Ontario Education Act.
- Louise Arbour French Immersion School Council members shall maintain a general view and school -wide focus on all issues with the best interests of all students and staff in the school by consulting with school community.
- In addition to its advisory responsibilities the school council shall:
  - Establish and review annually the council’s goals, priorities, and procedures.  
Objectives/Purpose “Why are we together.”
    - To enhance the accountability of the education system.
    - To promote and develop strategies for parental involvement in the education of their children.
    - To share information( communicate) with parents and the community and to seek their ideas and views about matters under consideration by the council (consult).



### 3.0 Membership

- The following shall be members of the School Council, elected or appointed, in accordance with Regular majority on the Council. However a person is not qualified to be a parent member if he or she is employed at the school, or is not employed at the school but is a board employee, they must take reasonable steps to inform the council.
  - The School Principal.
  - One teacher other than the principal or vice-principal.
  - One or more non-teaching staff.
  - One or more community representative with no pupils at the school.
  - One or more persons appointed by an association that is a member of another established organization. i.e. P.T.A. or Home and School Association.
  - Non-voting representation of one grade seven and one grade eight student enrolled at Louise Arbour French Immersion serving a two year term. At the principals discretion.
- Note: Should a situation exist where there are not sufficient candidates to fill the vacancies, the council will continue to operate and will attempt to find an individual(s) who will agree to an appointment.

### 4.0 Term of Office

4.1. The term of office shall be one year. A member may be re-elected/re-appointed indefinitely.



## 5.0 Officers and Duties

### 5.1. Parent Members

Louise Arbour French Immersion parent members shall form the majority by election or acclamation. Parent Member duties shall include, but not be limited to;

- Maintain a school-wide perspective on issues
- Participate in council meetings
- Participate in information and training programs
- Act as a link between the school council and the community
- Encourage the participation of parents and community members
- Attend council meeting and fulfill duties.

### 5.2. Chairperson or Co-Chairperson

The Louise Arbour French Immersion School Council shall elect a chair or co-chair, if determined by parent majority, from the parent/ guardian members who are not employed at TVDSB.

Chairperson or Co-chairperson duties shall include, but not be limited to;

- Prepare the agenda in partnership with principal
- Chair the school council meetings
- Ensure the minutes are recorded and kept at the school
- Participate in information and training programs
- Communicate with the school principal on behalf of the council
- Facilitate collaborative decision-making
- Ensure that there is regular communication with the school community
- Facilitate the resolution of conflict;
- Participate as ex-officio member of all committees.

### 5.3. Vice -Chairperson

The Louise Arbour French Immersion School Council shall elect a Vice Chair, unless a Co-Chairperson assumes the duties of the Vice Chairperson, as determined by the majority if parent members. The duties of the Vice-Chairperson shall include, but not be limited to;

- assume the Chairperson's responsibilities in his/her absence
- assist the Chairperson in the performance of his/her duties as delegated
- maintain effective communication with TVPIC Chairperson
- perform other duties as delegated



#### 5.4. Secretary

The Louise Arbour French Immersion School Council shall elect a Secretary. The duties of the Secretary shall include but not be limited to:

- record accurate proceedings at meetings
- maintain file copies of agendas, minutes and correspondence
- maintain effective communication with Chairperson
- perform other duties as delegated

#### 5.5. Treasurer

The Louise Arbour French Immersion School Council shall elect a Treasurer. The duties of the Treasurer shall include but not be limited to:

- report on financial status at meetings
- maintain file copies of budgets, bank account statements and financial correspondence
- maintain effective communication with Chairperson
- perform other duties as delegated



## 6.0 Election Procedure Bylaws

- 6.1. Elections shall occur within the first thirty days of the start of each school year.
- 6.2. Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the school board.
- 6.3. Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the council.
- 6.4. An election committee shall be struck by the school council in May to help plan the election process, the gathering of nominations, and the running of the election. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.
- 6.5. The election committee shall:
  - provide nomination forms;
  - ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen days in advance of the election;
  - request a profile from all candidates and make these available to the electorate;
  - conduct the elections by secret ballot;
  - count the ballots;
  - help the principal notify all candidates of the results;
  - keep all results and related information confidential.
- 6.6. Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the council for use in the event that a vacancy on the council occurs.
- 6.7. All individuals standing for election shall be notified of the results before the results are released to the school community.
- 6.8. The school council shall help the principal ensure that the names of new members are publicized to the school community within thirty days of the election.
- 6.9. At the first meeting of the new school council at the beginning of the year, the council shall set dates, times, and locations for its meetings throughout the year.

*Source: Adapted from Holy Name of Mary School Council, Catholic District School Board of Eastern Ontario, Almonte, Ontario*



## 7.0 Vacancy Bylaws

7.1. Should an elected parent/guardian council position become vacant before the next election, the council shall fill the vacancy by appointment from the non-elected candidates from the previous election.

7.2. If none of the previous candidates remain interested in becoming a council member, the council may request that interested parents/guardians from the school community submit their names for consideration. The council shall then appoint one of those who indicate an interest.

7.3. When a vacant spot on council is filled, the new member's term shall expire at the time of the next election.

*Source: Adapted from the bylaws of Holy Name of Mary School Council, Catholic District School Board of Eastern Ontario, Almonte, Ontario.*



## 8.0 Conflict of Interest Bylaw

8.1. A conflict of interest may be actual, perceived, or potential.

8.2. Members of the council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the council.

8.3. A member shall exclude him- or herself from discussions in which:

- a conflict of interest is likely to result;
- the member's ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized;
- the council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the principal or board in response to advice that the council provides to the principal or to the board.

8.4. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.



## 9.0 Conflict Resolution Bylaw

9.1. Every school council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.

9.2. Speakers to an issue will maintain a calm and respectful tone at all times.

9.3. Speakers will be allowed to speak without interruption.

9.4. The chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.

9.5. If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.

9.6. If all attempts at resolving the conflict have been exhausted without success, the chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.



## 10.0 Meetings

- 10.1. The Louise Arbour French Immersion School Council shall have a minimum of four meetings a year and others as required.
- 10.2. A quorum shall consist of the parent members being in majority.
- 10.3. The school principal or delegated vice principal must be in attendance.
- 10.4. All meetings are open to the public and shall be held in a public place, such as the Louise Arbour French Immersion Library.
- 10.5. The School Council shall meet within the first 35 days of the school year, on a date fixed by the principal of the school, in consultation with chair of the school council.
- 10.6. The principal shall, on behalf of the school council give written notice of the date, time and location to all enrolled school families.
  - 10.6.1 Giving notice in the school newsletter.
  - 10.6.2 Posting notice in the school, at an accessible location.
  - 10.6.3 Posting notice on the school website
- 10.7. Minutes shall be taken at all council meetings. The minutes shall be kept in the School Council binder, in an accessible location to be kept for a maximum of four years.
- 10.8. In the decision making process, every effort will be made to make decisions by consensus. In the event that a vote is required, every member is given one vote with the exception of the principal.



## 11.0 Annual Report

11.1. The Louise Arbour French Immersion School Council shall prepare and submit a written annual report on its activities to the principal and the school board and to the school families. Also the school council annual report is to be posted at an accessible location in the school and filed in the School Council Binder



## 12.0 Code of Ethics

- **A member shall** consider the best interests of all students.
- **A member shall** be guided by the school's and the school board's mission statements.
- **A member shall** act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.
- **A member shall** become familiar with the school's policies and operating practices and act in accordance with them.
- **A member shall** maintain the highest standards of integrity.
- **A member shall** recognize and respect the personal integrity of each member of the school community.
- **A member shall** treat all other members with respect and allow for diverse opinions to be shared without interruption.
- **A member shall** encourage a positive environment in which individual contributions are encouraged and valued.
- **A member shall** acknowledge democratic principles and accept the consensus of the council.
- **A member shall** respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- **A member shall** not disclose confidential information.
- **A member shall** limit discussions at school council meetings to matters of concern to the school community as a whole.
- **A member shall** use established communication channels when questions or concerns arise.
- **A member shall** promote high standards of ethical practice within the school community.
- **A member shall** declare any conflict of interest.
- **A member shall** not accept any payment or benefit financially through school council involvement



## Appendix I -2020 / 2021 School Council Members

Chairman:	Robert Ayres
Vice Chairman:	Krista Mclenaghan
Secretary:	Cheryl Bovingdon
Treasurer(s):	Jennifer Charlton, Amber Giffen
Principal:	Sylvie Blais
Vice-Principal:	Seta Moore-Bridge
Teacher Representative(s):	Julia Lantos, Cara McCrae
Non-teaching Representative:	Vacant
Community Representative:	Vacant
Home and School Association Representative:	Cheryl Bovingdon
Grade 7 Student Representative:	Vacant
Grade 8 Student Representative:	Vacant



## Appendix II – 2020 / 2021 School Council Meeting Schedule

Monday, October 5, 2020 (6:30 – 7:00pm)  
Monday, November 2, 2020 (6:00 – 7:00pm)  
Monday, December 14, 2020 (6:00 – 7:00pm)  
Monday, February 1, 2021 (6:00 – 7:00pm)  
Monday, April 12, 2021 (6:00 – 7:00pm)  
Monday, June 7, 2021 (6:00 – 7:00pm)