

Algonquin Ridge Elementary School Council

Constitution

Algonquin Ridge Elementary School Council believes that quality education and student growth are achieved through the active participation of parents, staff, students, community and school council.

School Council will:

- Communicate effectively among council members, parents, staff, students and the community, by offering a forum for honest, open communication, which promotes a mutual commitment to enhance quality education
- Advise and discuss specific/relevant issues with school administration
- Discuss policy changes/issues/initiatives put forth by the SCDSB and/or the provincial government as they relate to or effect students at Algonquin Ridge
- Raise funds to be used to enhance and promote a positive student experience at Algonquin Ridge
- Promote a constructive positive tone as the foundation for successful partnerships at Algonquin Ridge school

In order to develop an atmosphere of trust that promotes and fosters dialogue between school council members and Algonquin Ridge community members, all school council participants are expected to treat each other respectfully and professionally.

ARTICLE 1

Structure and Composition

Algonquin Ridge School Council is responsible to follow the guidelines as stated in the Simcoe County District School Board Policy 4310, Memorandum A7200 (see addendum A). The composition of the school council with regards to membership and terms of office shall be determined as per Sections 1-4 of Memorandum A7200.

The School Council shall have an executive body comprised of the following: a Chairperson, Vice-Chairperson, Secretary and Treasurer. This executive body will be elected annually. The Chair position may be held by the same person for a maximum of three consecutive years.

The number of seats in each category are as follows:

Category	# of Positions
School Principal	2
Parents/Guardians	15
Students	As needed
Teacher(s)	1
Non-teaching Employee(s)	1
Community Representatives	As needed
Committees	

The Algonquin Ridge School Council may elect to have ad-hoc committees as necessary, that will be formed and dissolved to discuss/deal with specific issues, but the council will have as part of its structure, the following Standing Committees: Safe Arrival, Garden Committee, Fun lunch/Milk.

ARTICLE 2

Roles and Responsibilities

All School Council members must:

- Attend council meetings; failure to attend 2 meetings will result in a vote for the member to resign from council. Regrets for any of these meetings must be received by an executive member prior to the meeting
- Act as a link between the school council and the community
- Encourage the participation of parents from all groups and other people within the school community
- Conduct themselves in a respectful and productive manner
- Be willing to offer advice to the school administration when requested
- Have equal standing and voting privileges on the council

The School Council Chair is responsible for:

- Communicating with the school administration
- Preparing the agenda for school council meetings in consultation with the school administration and council members.
- The Chair will distribute the agenda prior to School Council meetings.
- Chairing school council meetings in a productive and positive manner
- Ensuring that the minutes of school council meetings and records of all financial transactions are recorded and maintained
- Participating in information and training programs (when available)
- Ensuring that there is regular communication with the school community
- Consulting with senior board staff and trustees, when requested
- Serving as a spokesperson for the council or delegating this responsibility to another council member
- Encouraging active participation of all council members
- Assisting, advising and offering support to school council and committees
- Ensuring that all records and files are delivered to the newly elected chair within one month of the beginning of the new school year
- Preparing the Annual Administrative Team Profile Recommendations Report for SCSBD in the fall.
- Preparing and including the ARES Annual Report in the last newsletter of each school year

The School Council Vice-Chair is responsible for:

- Following the guidelines as listed above for all council members
- Assisting the Chairperson with his/her responsibilities
- Acting in concert with the chair and other executive members
- Assuming the responsibility(ies) of Chairperson when he/she is absent

- Performing any council related duties delegated by the chair

The School Council Secretary is responsible for:

- Recording, displaying, distributing and maintaining a written record of the school council meetings and activities
- Maintaining the binder in the school office with up-to-date council minutes
- Acting in concert with the chair and other executive members

The School Council Treasurer is responsible for:

- Maintaining the financial records of the school council in accordance with the SCDSB regulations
- Acting in concert with the chair and other executive members

The Principal shall is responsible for:

- Facilitating in the establishment of yearly school council and assisting in its operation
- Supporting and promoting the school council's activities
- Consulting with the school council on the development and implementation of school policies on code of conduct, student dress and school EQAO action plans
- Consulting with the council in any areas identified by the council
- Informing school council regarding provincial education acts, regulations and implementation or changes to board policies
- Obtaining and providing information as required so that school council may make informed decisions
- Communicating with the chair of the council, as required
- Ensuring that copies of the financial records and minutes of parent council meetings are kept at the school and available for examination
- Encouraging participation of parents and other people within the school community
- Distributing to council, any relevant materials received from the Ministry members
- Attending (or designating a replacement) every school council meeting
- Abstaining from voting procedures in council meetings

ARTICLE 3

The Algonquin Ridge School Council shall have the following kinds of Committees:

1. STANDING – these are created by the standing orders, rules, by-laws or regulations of an Organization. They exist and function more or less on a permanent basis.
2. AD HOC – these are appointed for a particular purpose on a short term basis.

School Council Committees and Committee Chairs are:

- Accountable to the executive and the council
- Responsible for the written records of procedures and ideas so that the information can be passed on to future chairs and committee members
- Responsible for updating the school council on school related activities on a regular basis

ARTICLE 4

Meetings

The School Council meetings operate under the following rules:

- Meetings allow for participation by all members
- Advice given and voted on will be taken under advisement by the school administration
- 60% of parent membership must be present to make a quorum for voting purposes. At the discretion of the chair, the vote may be verbal (i.e. show of hands) or by written secret ballot.
- School administration is under no obligation at anytime to act on the advice of the school council, whether taken to vote or not

ARTICLE 5

Elections

The Algonquin Ridge School Council will hold elections annually within 30 calendar days of the start of the school year. The upcoming elections and the election process will be outlined in the first school newsletter which will be send home within the first 21 days of the start of school. Elections will be for council and for its executive.

- All parents/guardians of a student enrolled at the school are eligible to vote for parent representatives
- Parents/guardians of a student enrolled at the school are eligible to run as parent representatives (except when specifically prohibited in Policy 4310). Board employees are not eligible to run as a parent representative at their child's school if they are employed at that school. If they are employed elsewhere in the Board, they may run as a parent representative providing they inform the parent community of that employment prior to the election.
- If more than 15 parents submit their names to be on the school council then the voting procedures outlined in Memorandum A7200 must be followed.
- A school council chair, vice-chair, secretary and treasurer will be elected at the first meeting. The chair/vice-chair must be a parent member, who is not employed by the Board.
- The principal will make the necessary arrangements for school council staff representative to be elected
- The principal shall make the names of the members of the school council known to the parents within 30 calendar days following the election of parent members.

ARTICLE 6

Absenteeism

School Council members may be asked to resign if:

- He/she misses two meetings in the school year
- He/she neglects to follow the responsibilities as outlined in the constitution

If one of these situations arise, the council member will be notified by the executive that council will be voting to determine the member's future inclusion on the council. The member may choose to resign prior to the meeting, and he/she will be requested to give a written resignation to any executive member.

ARTICLE 7

Meeting Schedule

The Algonquin Ridge School Council shall meet once a month from September to June, excluding the months of December and March. The meetings will take place on the first Tuesday of the month unless otherwise decided by the council.

ARTICLE 8

Voting to Spend Fundraising dollars

The Algonquin Ridge School Council will vote to spend funds at three meetings throughout the school year – November, February and June. Requests for funds must be submitted to the staff representative or the treasurer prior to these meetings.

ARTICLE 9

Changes to the Constitution

The Algonquin Ridge School Council constitution may be opened for review by majority vote in January of each year. An ad hoc committee will be formed to prepare and present to the council any necessary changes. A majority vote by 60% of the council members will be necessary to accept the changes. If there are no changes to be made to the constitution in any given year, the council votes to accept the constitution as stands. Any changes must be consistent with the policies and procedures set in place by memorandum regarding school councils by the Simcoe County District School Board and the Ontario Ministry of Education.