

## **Tiffany Hills Elementary School**

255 Raymond Road

Ancaster Ontario L9K 0B1

# **School Council Constitution 2017**

Hamilton Wentworth District School Board

CONSTITUTION OF THE  
TIFFANY HILLS ELEMENTARY SCHOOL COUNCIL

ARTICLE I - NAME

- 1.1 The name of this organization shall be the Tiffany Hills School Council (THSC).

ARTICLE II- OBJECTIVES

- 2.1 The mission of the Tiffany Hills School Council (THSC) is to achieve a positive working partnership among the students, parents, teachers, and community, collaborating on decisions regarding school policies and practices.

- 2.2 The THSC will provide advice to the school principal and, where appropriate, to the Hamilton-Wentworth District School Board (Board) on any matters including, but not limited to, those listed below that the THSC has identified as priorities:

- local school year calendar
- School code of student behaviour
- curriculum and program goals and priorities (SIP)
- the responses of the school or board to achievement in Provincial and Board assessment programs (EQAO)
- preparation of the school profile
- school-community communication strategies
- methods of reporting to parents and the community
- development, implementation, and review of Board Policies at the local level (dress code, behaviour code)

- 2.3 In addition to its advisory responsibilities, the THSC may:

- establish and review its goals, priorities, and procedures annually
- support Council Members to develop skills by attending Board Sponsored In-Services
- communicate regularly with parents and other members of the community to seek their views and preferences with regards to matters being addressed by the THSC and to report on the activities of the THSC to the school community
- promote the best interests of the school community
- plan and/or support fundraising activities
- advise on the use of fundraised dollars

- 2.4 The THSC shall develop an annual report in the Spring. This statement will be distributed annually to the school community and the Board.

### ARTICLE III — MEMBERSHIP

3.1 The THSC may be comprised of, but not limited to:

	<b>Minimum</b>	<b>Maximum</b>
Parents/Guardians	5	15
Principal	1	1
Teacher Representative	1	1
Non-teaching Representative	0	1
Community Representative	0	1
Student Council Representative (if they choose to attend)	0	1
<b>Total Council</b>	<b>7</b>	<b>20</b>

3.2 Membership in the THSC shall be determined in the following ways:

- members shall be elected by parents and guardians of students enrolled in the school
- there should be only one THSC member per family
- the chair/co-chairs, secretary and treasurer of the THSC shall be members, who are also parents, and shall be elected by THSC
- to be eligible to hold the position of chair or co-chair, a parent must have served a minimum of one year on THSC
- the members with voting rights shall be limited to a maximum of 15. If more than 15 members wish to be voting members, 15 voting members will be determined by a blind drawing of ballots.
- the student representative shall be selected/appointed by students/staff of the school and will not have his/her parent as a member of the THSC
- the teacher representative shall be elected by members of the school's teaching staff of the school
- the community representative shall be appointed by the THSC

### ARTICLE IV — ORGANIZATION

4.1 The Executive of the THSC shall consist of

- a) the Chair/Co-Chair
- b) the Secretary
- c) the Principal (non-voting)
- d) the Treasurer (if applicable)

ARTICLE IV — ORGANIZATION (CONT'D)

- 4.2 The THSC shall be represented by members appointed to sub-committees or groups that may be required from time to time. These members shall be appointed either by membership or the executive, subject to confirmation by the membership.
- 4.3 Each parent and appointed position shall be held for a term of one school year. Elected and appointed members may seek additional terms of office. Vacated positions may be filled by the THSC to complete the term of the member who has resigned.
- 4.4 It shall be the duty of the *Executive* to:
- a) promote within the Community the mission and goals of the THSC and Tiffany Hills Elementary School
  - b) prepare a slate of parent members who have completed the nomination form.
  - c) implement and coordinate where necessary the actions of the THSC
- 4.5 It shall be the duty of the *Chair/Co-Chairs* to:
- a) call THSC meetings
  - b) prepare the agenda for THSC meetings with the assistance of the school principal
  - c) chair THSC meetings
  - d) ensure the minutes of the THSC meetings are recorded and maintained
  - e) participate in information and training sessions
  - f) communicate with the school principal
  - g) ensure that there is regular communication with the school community
  - h) consult with senior Board staff and trustees, as required
- 4.6 It shall be the duty of the *Secretary* to:
- a) record all minutes of the meetings
  - b) receive and keep all correspondence
  - c) provide the principal with copies of all THSC resolutions and minutes for archival records
  - d) forward in writing all resolutions and recommendations of the THSC to the appropriate people
- 4.7 It shall be the duty of the *Tiffany Hills Elementary School Council Members* to:
- a) participate in the THSC meetings
  - b) participate in information and training programs
  - c) act as a link between the THSC and the community
  - d) encourage the participation of parents from all groups and of others within the community
  - e) attend meetings regularly. Members who do not attend a minimum of 60% of the meetings will lose their position as a voting member of council.

#### ARTICLE IV — ORGANIZATION (CONT'D)

4.8 It shall be the duty of the *School Principal* to:

- a) facilitate the establishment of the THSC and assist in its operation
- b) support and promote the THSC activities
- c) seek input from the THSC in areas where it has been assigned advisory responsibility
- d) act as a resource on laws, regulations, Board Policies, and collective agreements
- e) obtain and provide information required by the council to enable it to make informed decisions
- f) communicate with the Chair/Co-Chairs of the council, as required
- g) ensure that copies of the minutes of the council's meetings are kept at the school
- h) assist the council in communicating with the school community
- i) encourage the participation of parents from all groups and of other people within the school community
- j) maintain the authority, responsibility, and obligations of the principalship as mandated under Board Policy and the Education Act and Regulations of the Province of Ontario

4.9 It shall be the duty of the *Treasurer* (if one is elected/acclaimed) to:

- a) prepare a statement of sources and uses of funds on a monthly basis
- b) present this statement to the THSC at each monthly meeting
- c) prepare a final statement in June of sources and uses of funds for the overall school year
- d) make this annual statement available to the school community via the newsletter

4.10 No honorarium shall be paid to members of the THSC

4.11 Hamilton-Wentworth District School Board liability insurance coverage shall be extended to THSC members while on THSC business.

#### ARTICLE V - MEETINGS

5.1 A minimum of six (6) meetings shall be held during the school year.

5.2 All meetings of the THSC may be attended by members of the public; however, only council members have voting rights on matters of council business

5.3 Parents will be informed of meeting dates and the business arising from the meetings, in at least one of the following ways:

- i) newsletter
- ii) notice on bulletin board
- iii) website
- iv) email
- v) social media

## ARTICLE VI — PROCEDURES

- 6.1 The THSC's goals which are ongoing are to learn about:
- a) the organization of a school
  - b) educational legislation
  - c) the specifics of the school routines, practices, etc.
  - d) specific programs offered at the school
  - e) improvement of student performance
  - f) fundraising needs
- 6.2 The THSC must recognize that its priority is always to improve student engagement and performance.
- 6.3 The THSC will meet monthly or bi-monthly where holiday periods apply. Small committees formed by THSC members might be formed for a specific task to report to the larger School Council with verbal or written reports for the minutes. The report is to be approved by THSC.
- 6.4 Decision making will be by voting. Any motion proposed at a scheduled meeting will be considered passed if the majority of the member's present are in agreement with the motion. Any motion may be proposed by the Chair/Co-Chair by an email to all members. Any motion proposed by email will be considered passed if a majority of email responses are in agreement with the motion after a 48 hour period. A minimum of 2 Executive members must participate in any vote including at least one Chair/Co-Chair. A minimum of 5 votes must be recorded on any proposal. A final decision is to be recorded in the minutes.
- 6.5 There is a step-by-step procedure for dispute resolution:
- a) clear written statements must be provided of an individual member's position with supporting rationale
  - b) the member must respond to questions for clarification
  - c) the member must restate the position with fullest compromise
  - d) any final resolution is to be made by the chairperson and the principal
  - e) when conflict arises between the chairperson and the principal, the dispute shall be referred to the appropriate Superintendent for review and resolution
- 6.6 Any letter, which is written to the THSC, must be identified in the meeting agenda as "correspondence". Members can determine if there are issues arising from the correspondence, which should be dealt with at the meeting or referred to the next meeting agenda or a specific committee's task.

## ARTICLE VII — ELECTIONS

- 7.1 Elections for members will be held in September
- 7.2 The Principal will make applications available to students, staff and parents in September.
- 7.3 The THSC will organize and operate the elections.

#### ARTICLE VII — ELECTIONS CONT'D

- 7.4 The incoming THSC will be established and have their first meeting in conjunction with the previous year's THSC in September.
- 7.5 If any numbers are insufficient for an election, parents/guardians may be acclaimed.

#### ARTICLE VIII — COMMUNICATION

Responsibilities of THSC surrounding communication include:

- 8.1 To keep the school population and community informed of the current and upcoming business of the THSC.
- 8.2 THSC welcomes feedback from the Tiffany Hills Elementary School community.

#### ARTICLE IX — EVALUATION

- 9.1 The constitution shall be reviewed at least every second year to ensure compliance with the Ministry and Board Policies.

Last updated in May 2017