



Flamborough Centre School

School Council Constitution

Hamilton Wentworth District School Board

Flamborough Centre School

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Constitution of the Flamborough Centre School Council

Article 1 - Name

1.1 Name of the Organization

The organization shall be named the Flamborough Centre School Council (FCSC).

Article 2 - Objectives

2.1 Primary Objective

The objective of the Flamborough Centre School Council (FCSC) is to foster a collaborative and effective partnership among students, parents, teachers, and the broader community, prioritizing student achievement and well-being above all else.

2.2 Communication and Priorities

The FCSC will communicate with the school principal and, where appropriate, with the HWDSB, on any matters including, but not limited to, those listed below that it has identified as priorities:

- Student achievement and well-being.
- School-community communication strategies.
- Methods of reporting to parents and the community.
- School-based services and community partnerships related to nutritional programs.
- Local school year and monthly event calendar.
- Facilitate effective communication among Flamborough Centre's feeder schools.
- School policies related to student behavior.
- Curriculum, programs, and their priorities.
- School or board responses to student achievement in assessments.
- Development of the school profile.

2.3 Additional Roles

In addition to its collaborative role, the FCSC may:

- Establish and review its goals, priorities, and procedures annually.
- Regularly engage with parents and the community to gather input on FCSC matters and report its activities to the school community.
- Promote the best interests of the students and school community.
- Plan and/or support fundraising activities.
- Advise on the use of fundraised dollars.
- Encourage Council members to enhance their skills through participation in Board-sponsored training sessions.

2.4 Annual Report

The FCSC shall prepare an annual report or summary of its activities by the end of each school year.

Article 3 - Membership

3.1 Membership Composition

The FCSC may be comprised of, but not limited to:

- Parents or guardians of students enrolled in the school.
- School principal.
- Teacher(s).
- Intermediate student guest(s) enrolled in grade 7 or 8.
- Community representative.

3.2 Membership Selection

Membership in the FCSC shall be determined in the following ways:

- Members shall be elected by parents and guardians, with only one FCSC member per family.
- The Chair/Co-Chairs, Secretary, and Treasurer must be parent members and shall be elected by the FCSC.
- To be eligible to hold the position of Chair/Co-Chair, Secretary, or Treasurer, a parent must have served a minimum of one year on FCSC.

- Voting members shall be limited to 13. If more than 13 individuals wish to become voting members, a blind draw will be held to select 13, with a waiting list established in case a member is removed.
- The student guest(s) shall be selected/appointed by students/staff of the school.
- The community representative shall be appointed by the FCSC.

Article 4 - Organization

4.1 Executive Positions

The Executive of the FCSC shall consist of:

- The Chair/Co-Chair.
- The Secretary.
- The Principal (non-voting).
- The Treasurer (if applicable).

4.2 Appointment to Sub-Committees

FCSC members may be appointed by the membership or the executive to sub-committees or groups as needed, subject to membership confirmation.

4.3 Term Lengths

Each parent and appointed position is held for one school year. Members may seek additional terms. Vacancies may be filled by the FCSC to complete the remaining term.

4.4 Duties of the Executive

The duties of the executive are as follows:

- Promote the objectives and goals of the FCSC and Flamborough Centre School within the community.
- Prepare a list of parent members who have submitted a nomination form.
- Implement and coordinate the actions of the FCSC as needed.

4.5 Duties of the Chair/Co-Chairs

The Chair/Co-Chairs shall:

- Call FCSC meetings.
- Prepare the agenda for FCSC meetings with the assistance of the school principal.
- Chair FCSC meetings.

- Ensure the minutes of the FCSC meetings are recorded and maintained.
- Participate in information and training sessions.
- Communicate with the school principal.
- Ensure regular communication with the school community.
- Consult with senior board staff and trustees, as required.

4.6 Duties of the Secretary

The Secretary shall:

- Record all minutes of the meetings.
- Receive and keep all correspondence.
- Provide the principal with copies of all FCSC resolutions and minutes.
- Forward in writing all resolutions and recommendations of the FCSC to the appropriate people.

4.7 Duties of FCSC Members

FCSC members shall:

- Participate in FCSC meetings.
- Attend meetings and participate in voting regularly. Missing more than 2 consecutive meetings or 2 consecutive votes without notifying the Chair will result in the loss of voting privileges.
- Act as a link between the FCSC and the community.
- Encourage participation from all community groups.
- Engage in relevant information sessions and training opportunities.

4.8 Duties of the School Principal

The School Principal shall:

- Facilitate the establishment of the FCSC and assist in its operation.
- Support and promote FCSC activities.
- Seek input from FCSC in areas where it has guiding responsibilities.
- Act as a resource on laws, regulations, Board policies, and collective agreements.
- Obtain and provide information required by the council to make informed decisions.
- Communicate with the Chair/Co-Chairs of the council, as required.
- Ensure that copies of the council's meeting minutes are kept at the school.
- Assist the council in communicating with the school community.
- Encourage the participation of parents from all groups within the school community.

- 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 Duties of the Treasurer (if applicable)

If a Treasurer is elected/acclaimed, their duties shall include:

- Preparing a statement of sources and uses of funds.
- Presenting this statement to the FCSC at each monthly meeting.
- Preparing a final statement in June of sources and uses of funds for the overall school year.
- Making this annual statement available to the school community.

4.10 Compensation

No honorarium shall be paid to members of the FCSC.

4.10.1 Liability Insurance

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

Article 5 - Meetings

5.1 Frequency

A minimum of four (4) meetings shall be held during the school year.

5.2 Public Attendance

All meetings of the FCSC may be attended by members of the public; however, only council members have voting rights on matters of council business. Members of the public may not introduce new agenda items or bring forward personal agendas for discussion.

Article 6 - Procedures

6.1 Goals of the FCSC

The FCSC's ongoing goals are to learn about:

- Improving and enhancing student achievement and well-being.
- The organization of a school.
- Educational legislation.
- School routines and practices.
- Programs offered at the school.
- Fundraising needs.

6.2 Primary Focus

The FCSC's primary focus must always be to enhance student well-being and achievement. The council shall avoid involvement in matters unrelated to educational issues, including special interests that do not support the council's goals or the educational objectives of the school.

6.3 Formation of Small Committees

Small committees may be formed by FCSC members for specific tasks and will report to the School Council with written reports for the minutes, subject to FCSC approval.

6.4 Decision-Making by Vote

Decisions will be made by voting. Once voting membership is established, a quorum of 50% of voting members plus one is required to hold a vote and pass any motion. Motions may also be proposed via email by the Chair/Co-Chair and will pass if a majority of responses within 48 hours are in agreement. Final decisions will be recorded in the minutes.

6.5 Dispute Resolution Procedure

- Members must submit a clear written statement of their position with supporting rationale.
- Members must respond to clarification questions and restate their position with a willingness to compromise.
- Final resolution is made by the Chairperson and Principal.
- If a conflict arises between the Chairperson and Principal, the matter is referred to the appropriate Superintendent for review and resolution.

6.6 Correspondence

Any letter to the FCSC must be listed on the agenda as "correspondence." Members will decide if issues from the correspondence should be addressed at the meeting, referred to the next meeting, assigned to a specific committee, or removed from discussion if deemed irrelevant to the FCSC's objectives.

6.7 Guidelines for Public Participation

Only items directly related to the FCSC's mandate of supporting student well-being, achievement, and educational priorities will be included on the agenda. Personal grievances, employment issues, or topics outside the council's educational focus will not be considered.

6.8 Delegate Requests

- Any request to address the council as a delegate must be submitted in writing to the Chair/Co-Chair at least two weeks before the scheduled meeting.
- The request should include a summary of the issue and its relevance to the council's objectives.
- The Chair/Co-Chair and Principal will review the request and determine if it aligns with the FCSC's priorities.
- Approval for a delegate to present will be granted only if the matter is deemed pertinent to student achievement, well-being, or other educational priorities. Requests unrelated to these focus areas may be denied or redirected to an appropriate forum.

6.9 Code of Conduct for Guests and Delegates

- All guests and delegates must adhere to respectful behavior, constructive input, and focus on issues that align with the council's objectives of supporting student achievement, well-being, and educational priorities.
- The Chair/Co-Chair and Principal have the authority to ask any disruptive or non-compliant attendee to leave.

6.10 Limiting Speaking Time for Delegates

- Delegates approved to present to the council will be given a set amount of time (e.g., 5-10 minutes) to speak.
- The Chair/Co-Chair and Principal have the authority to extend or limit speaking time based on relevance and alignment with the council's objectives.

6.11 Pre-Approval for Agenda Items

- Anyone wishing to bring a topic to the council must submit a request in advance, explaining how it aligns with the FCSC's goals.
- The Chair/Co-Chair and Principal will review all agenda items before each meeting and may defer or dismiss topics that are not directly related to student well-being, achievement, or educational goals.

6.12 Handling Disruptions

- If a guest, delegate, or council member causes repeated disruptions or behaves in a manner that detracts from the meeting's focus on student and educational issues, the Chair/Co-Chair and Principal have the authority to ask them to step down from participation in that meeting.
- If disruptions persist, the individual's future participation may be limited upon the council's decision.

Article 7 – Elections

7.1 Election Timing

Elections for members will be held in September.

7.2 Application Availability

The Principal will make applications available to students, staff, and parents in September.

7.3 Election Administration

The FCSC will organize and operate the elections.

7.4 Establishment of Incoming FCSC

The incoming FCSC will be established and have their first meeting in conjunction with the previous year's FCSC in September.

7.5 Acclamation

If the number of candidates is insufficient for an election, parents/guardians may be appointed by acclamation.

7.6 Transparency and Fairness

All election procedures shall be conducted with transparency and fairness, ensuring equal opportunity for all eligible parents/guardians to participate.

Article 8 - Communication

8.1 Responsibilities for Communication

The FCSC's communication responsibilities include:

- Keeping the school population and community informed of the current and upcoming business of the FCSC.
- Welcoming feedback from the Flamborough Centre School community via the school council email.

8.2 Respectful Communication Policy

All communications directed toward the FCSC must be respectful and relevant to the council's objectives. Abusive or irrelevant communications will not receive a response and may result in restricted access to council communications if persistently inappropriate.

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