

MOUNTVIEW



Mountview Public School Council Constitution

Approved by School Council April 16, 2008

Mountview Public School Council Constitution

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Article 1 – School Council Name

The organization shall be known as the Mountview Public School Council.

The organization's place of business shall be at Mountview Public School, 59 Karen Crescent., Hamilton, Ontario, L9C 5M5.

Article 2 - Vision

A future in which all students can achieve their full potential.

Article 3 - Mission Statement

Supporting the education of all students as lifelong learners by focusing on the best interest of the students, representing the school community, being informed and taking an active role in decisions relating to improving student achievement.

Article 4 - Objectives

The primary objective of the Mountview Public School Council (MPSC) is to provide opportunities for parents and guardians of children attending the school to become involved in the provision of quality education for their children. This objective will be achieved by providing a forum so that parents and guardians are kept informed of, and have input on, matters concerning school-centered decisions that will affect their children, the school, the Board and the community.

The additional objectives of the Council are as follows:

- To recognize that our school is an extension of our home.
- To bring together the resources of family, School, community and Board to support the education and growth of students.
- To provide information and gather feedback on school curriculum programs, parent involvement, school policies and community issues.
- To draw on information of interest from local, provincial and federal governments, and the Board to share with the school community.

Article 5 - Mandate

The School Council functions as an advisory body, to the School Principal and to the Board, on any matter, as outlined in the Board Policy on School Councils.

Article 6 - Membership

In accordance with the membership requirements described in Board Policy, the membership of the Mountview Public School Council shall consist of:

1. Six (6) to Fifteen (15) Parents
 - a. Each Parent/Guardian of a student enrolled in the School will be eligible to be a parent member of the MPSC.
 - b. Parents elected to the MPSC will constitute a majority of the members of the Mountview Public School Council.
2. One (1) Principal or Vice Principal designate, non-voting member
3. One (1) or Two (2) Teacher Representative(s)
4. One (1) Non-teaching Representative
5. One (1) Community Representative, appointed by the MPSC

Article 7 - Voting Procedures

1. Meeting quorum is majority (50% + 1) of the current MPSC voting members as defined by Board policy. The majority of the members of the council who are present at the meeting must be parent members. The Principal or designate must also be in attendance in order for the meeting to occur. Attendance must be maintained until the meeting is adjourned.
2. Voting at MPSC meetings will be by show of hands; with the vote carried by a simple majority (50% +1) of the current MPSC voting members present at the meeting. Principals do not have a vote on Council.
3. Any amendments made to the MPSC by-laws must be voted on at a MPSC meeting, and may only occur with the approval of 2/3rds of all the current MPSC voting members.

Article 8 - Roles and Responsibilities

All MPSC members will:

1. Actively participate in MPSC meetings and committees
2. Participate in information and training programs
3. Act as a link between the MPSC and the Community sharing activities of the MPSC and soliciting the views of other parents and members of the community to share with the MPSC.
4. Encourage the participation of parents from all groups, and of other people within the school community

5. Vote on issues as required
6. Be committed to the improvement of the school
7. Observe the MPSC Code of Ethics

Officers

Pursuant to the Board Policy governing MPSC's, the Officers elected by the Council, from the parent membership will include:

1. Chair(s)
2. Secretary
3. Treasurer

The MPSC will also appoint a Volunteer Coordinator. This person does not need to be a member of the school council but will be expected to report to the school council on matters affecting the volunteers.

Chairperson

1. Communicates on an on-going basis with the School Principal
2. In consultation with the Principal, establishes the meeting agenda
3. Chairs school council meetings
4. Ensures minutes of meetings are recorded and maintained
5. Ensures that the school community is kept informed on MPSC proceedings and activities by making information available through means such as meeting minutes, board website, newsletters and bulletin boards.
6. Represents the council at special functions
7. Acts as a spokesperson for the MPSC
8. Consults with senior board staff and trustees, as required
9. Participates in information and training sessions
10. Ensures follow-up on items raised by council members
11. Ensures council members are familiar with the local By-Laws.
12. Submits annual reports according to board policy.

Treasurer

1. Maintain financial records and report on School Council monetary status based on income and expense forecasts from MPSC and financial records from office administration.
2. Prepares an annual, written financial statement for review and approval of the MPSC

3. Ensures that a copy of the financial records is provided to the school for access by the school community.

Secretary

1. Records, distributes and maintains records of MPSC meetings and correspondence
2. Ensures that the school community has access to MPSC records.
3. Ensures that minutes from MPSC meeting are posted on the website.

Teacher Representative

1. Brings the perspective of the educator, with respect to curriculum, child psychology, cultural impacts, the Education Act, and Collective Agreements
2. Advocates sound pedagogy to assist in identifying the impact on teachers in terms of workload, time and resources, of any undertaking and decisions being considered by the MPSC
3. Provides information to MPSC from a local, provincial, and national teacher perspective.
4. Solicit views from their staff group to share with the MPSC.

Support Staff Representative

1. Represents support staff within the school team at MPSC meetings
2. Reflects the Support Staff perspective on issues presented to the MPSC
3. Assists in identifying the impact on support staff in terms of the Collective Agreement, time and resources, of the undertakings and decisions being considered by the school councils.

Community Representative

1. Reflects the views of the local community
2. Provides a link between the MPSC and the community
3. Brings the concerns of the local community to the MPSC.

Principal

1. Ensures that the mandate of the Council is reviewed in accordance with current legislation and/or regulations
2. Develops and maintains a collaborative partnership and open communication with the Chairperson and Council members
3. Facilitates the establishment of the MPSC and assists in its operation
4. Seeks input from the MPSC in areas of assigned responsibilities

5. Acts as a resource to the MPSC in the areas such as the Acts, Regulations, Collective Agreements, etc.
6. Supports and promotes MPSC activities as deemed appropriate
7. Ensures availability of copies of the MPSC minutes at the school
8. Assists the MPSC with communications in the school community
9. Encourages parent/guardian and school community participation within the MPSC
10. Assists in identifying the impact on all school staff in terms of workload, time and resources, of any undertaking and decisions being considered by the MPSC
11. Provides prompt distribution to each member of the MPSC of any materials received from the Ministry
12. Posts in a place accessible to parents any materials distributed to the members of the MPSC
13. Consider all recommendation made by MPSC and respond with information about action taken in response.
14. Maintain minutes and annual reports in the school and make them accessible as needed to the school community.

Article 9 - Term of Office

The term of office for each MPSC member shall be one year; from the date he/she is elected or appointed until the date of the first meeting of the MPSC and after the elections in the next school year as outlined in the Board's School Council Policy.

A member of the MPSC may be re-elected or appointed.

Article 10 - Elections

(Refer to the Ministry Regulation 612/00, Section 3.2).

ELECTION PROCESS

1. Each parent seeking election must be nominated or self-nominated in writing, must have a child enrolled at the school, and must declare if he/she is employed by the Board.
2. Should there be 15 or less members nominated, elections will not be necessary and members will be acclaimed.
3. Each parent of a student enrolled in the school shall be entitled to one vote for each of the 15 parent membership positions on the MPSC.

4. The MPSC shall strike an election committee at the June meeting to help plan and advertise the election process, the gathering of nominations, and the running of the election.
 - a. The election committee will include the Principal and 2 parent representatives. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.
 - b. The election committee shall:
 - i. Set the date of the election;
 - ii. Ensure that the school community is notified of election procedures and election date, location, and time, at least 14 days in advance of the election;
 - iii. Request profile from all candidates and make these available to the electorate;
 - iv. Conduct the election by secret ballot;
 - v. Count the ballots;
 - vi. Notify all candidates of the results.
5. All individuals standing for election shall be notified of the results before the results are released to the school community.
6. The Principal will make necessary arrangements for the election of teaching and non-teaching staff members.
7. The Principal shall ensure that the names of the newly elected MPSC are publicized to the school community within 30 days of the election.

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FILLING VACANCIES

Council members

1. If any school council positions become vacant because of resignation, inability of a member to fulfill his or her roles and responsibilities, or other cause, the MPSC shall have the power to appoint a person to fill the same office for the remainder of the term.
2. Should an elected parent/guardian council position become vacant before the next election, the council shall fill the vacancy by appointment of the person, provided they are still interested, who received the next highest number of votes from the non-elected candidates from the previous election.
3. Vacant positions, other than for parent representatives, may be filled by appointment of the council for the remaining term of office, from among members of the school community who meet the requirements set for the vacant positions.
4. If the vacancy cannot be filled, the remaining members shall constitute the school council, unless the parent/guardian majority is not maintained.
5. If a vacancy occurs and parents no longer represent the majority on the MPSC, the MPSC shall instruct the election committee to send nomination

forms home with the students to seek nominations for the vacant parent's position(s) for the purpose of holding an election to fill the vacancy or vacancies.

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

Officers

Should an Officer resign or withdraw from a position before the term is finished, the position shall be filled until the next election as follows:

- Chair by the Vice-Chair (if available)
- All remaining positions shall be appointed by the MPSC.

Article 11 - OPERATING PROCEDURES

MEETINGS

1. The first meeting of the MPSC will occur within the first thirty-five (35) calendar days of the school year
2. There must be a minimum of four (4) meetings a year. The Chair and the Principal may call special meetings as deemed necessary.
3. The dates, times and locations of the regular meetings will be established at the first meeting of the year, and will be communicated to all parents/guardians as soon as possible.
4. The agenda for MPSC meetings should be set in consultation with the school principal prior to the meeting date.
5. Items brought forward at a meeting will be added to the agenda and addressed if there is sufficient time remaining at the end of the meeting. Otherwise they will be placed on a future agenda.
6. All MPSC meetings are to be held on school property in a location accessible to the public.
7. All meetings are chaired by the Chair, Vice-Chair or designate.
8. Meetings cannot be held unless a majority of the current members are present, including the Principal, and the majority of those present are parent members.
9. The preferred decision-making process at all meetings is by way of consensus. Consensus can be determined on the basis of surveys of the school community, in consideration of committee/sub-committee reports, and through discussion at meetings. If, in the judgment of the Chair, consensus is unclear, or if any member of the school community attending requests a recorded vote, a formal process should be used, based on the following principles:
 - One item at a time
 - Justice, respect and courtesy to all
 - The right of the majority to carry a decision
 - The right of the minority to be heard.
10. Discussions at School Council meetings should not have inappropriate references to individual parents, students, Board personnel, Trustees or individual Council members

RECORD KEEPING

1. Minutes of MPSC meetings and MPSC financial records (or bank balances) must be kept for four (4) years, and must be accessible by the school community.
2. An Annual Report outlining the Council's activities (including a financial statement) must be prepared at the end of the school year and submitted to the Board and made available to the school community.

CONFLICT RESOLUTION

1. Council members are elected to serve the school community and will demonstrate respect for their colleagues on council at all times.
2. 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.
3. Speakers to an issue will maintain a calm and respectful tone at all times.
4. Speakers will be allowed to speak without interruption.
5. 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.
6. If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
7. If all attempts at resolving the conflict have been exhausted without success, the chair and/or Principal shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict

BOARD/COMMUNITY COMMUNICATION PROTOCOL

1. School council communications shall be conducted in accordance with the Board's policies and guidelines.
2. All written communications sent on behalf of the MPSC shall be reviewed, approved, and signed by the Chairperson, with the exception of notices sent to the parent community in the course of conducting MPSC activities.
3. All written communications sent on behalf of the MPSC, to both the school parent community and to external recipients, shall be reviewed by the school principal before being issued.

AD HOC COMMITTEES

1. Committees may be appointed by the MPSC for the furtherance of the work of the MPSC.
2. The MPSC should appoint the Chair of an Ad Hoc committee or sub-committee. The Chair of the Ad Hoc committee or sub-committee does not have to be a MPSC member.
3. Ad Hoc committees or sub-committees may include non-members of the MPSC, but each committee must include at least one (1) MPSC member.
4. Committees shall submit reports and recommendations to the MPSC and shall follow directions from the MPSC
5. All meetings of MPSC committees must be open to the public.

FINANCES

1. All monies shall be deposited in a bank/trust company approved by the MPSC and in accordance HWDSB policies and procedures.
2. All expenditures over \$300.00 shall be made by resolution of the MPSC.
3. In the course of activities associated with the MPSC, council members may expense a total of up to \$100.00 without prior approval of the MPSC.
4. All expenditures, regardless of the amount, shall be reported at the next MPSC meeting by the council member who made the expenditure, and shall be reflected in the minutes of the MPSC meetings.
5. The MPSC's financial records shall be accessible to any member of the school community and shall be maintained at the school.
6. All cheques must be signed by the school administration.
7. All volunteers, MPSC members and school staff responsible for coordinating MPSC activities that involve financial transactions shall confirm the monthly financial statements that apply to the activity for which they are responsible. Every attempt will be made to do this prior to each scheduled meeting to ensure the MPSC financial records are accurate and as current as possible.
8. A financial report approved by the MPSC shall be presented at each meeting.
9. The June financial statement shall be audited by at least two MPSC members, and included in the MPSC annual report for distribution to the school community.
10. Each outgoing MPSC shall leave in the treasury a sum equal to the unpaid bills or obligations for which the MPSC is responsible and a minimum balance of \$1500.00.

Article 12 - Conflict of Interest

1. A conflict of interest may be actual, perceived, or potential.
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.
3. A member shall exclude him- or herself from any discussions of, or any vote on, a resolution in which:
 - a. a conflict of interest is likely to result;
 - b. the member's ability to carry out his or her duties and responsibilities as a member of the school council may be jeopardized;
 - c. 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.
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.

Article 13 - Amendments to the By-Laws

1. Any changes to the Mountview Public School Council must comply with the Board's By-Laws Guidelines and Board Policies and Procedures and the *Education Act*.
2. The By-Laws may be changed with the proposed amendments being submitted to the MPSC at any regular meeting of the MPSC provided that:
 - a. The amendment must be published and distributed to the members of the MPSC prior to voting.
 - b. Voting on the amendment will take place at a subsequent MPSC meeting.
 - c. The amendment must secure a 2/3 vote of the full MPSC.
3. Any amendments made to the By-laws must be filed with the Board, and a copy must be available in the school for public access.

Glossary of Terms

By Laws:	The standing rules of the Mountview Public School Council for the regulation of its conduct and internal organization. The two terms are interchangeable since some school council's use one term, while the remainder use the other.
MPSC:	Mountview Public School Council.
Board:	Hamilton- Wentworth District School Board.
Community:	Refers to the businesses, community organizations and/or local government agencies or persons geographically located near the school.
Ministry:	Ontario Provincial Ministry of Education.
Ad Hoc Committees:	Refers to Committees that are formed for a specified period of time to respond to a need or issue.
Regulation 612/00 and 613/00:	Refers to the provincial law governing all aspects of School Councils
In writing:	Includes written correspondences conducted via email
MPSC member:	Elected/appointed Mountview Public School Council member Officer: A position of additional responsibility held by an elected or appointed MPSC parent member. An Officer on the MPSC may be any one of the following positions: <ul style="list-style-type: none">• Chair• Vice-Chair• Secretary• Treasurer

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 that 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.

Source: Adapted from the bylaws of the Port Arthur Collegiate Institute School Council, Lakehead Board of Education, Thunder Bay, Ontario.