

William Dunbar P.S.
School Community Council
Constitution

A supplement to the DDSB SCC handbook

INDEX

Item:	Page:
Article 1-Mission Statement	
Article 2-Purpose and Objective	
Article 3-Formation of the SCC	
Article 4-Formation of the SCC Sub Committees	
Article 5-Code of Ethics	
Article 6-Meetings	
Article 7-Financial Reporting	
Article 8-Accountability	
Article 9-Amendments	
By-Laws	

Article 1 – Mission Statement:

The William Dunbar School Community Council's (SCC) mission is to ensure the best possible school experience for every student. This will be achieved through the Council's active involvement with and support of all students, staff and parents.

The SCC envisions working in an advisory capacity, serving the entire school community to enhance a positive working partnership between students, teachers/staff, parents and the community, thereby endeavouring to provide a successful learning environment at William Dunbar Public School.

Article 2 – Purpose and Objective:

The purpose of the William Dunbar SCC is to act as an advisory group to the principal and the school board. The SCC has been established to provide a means for parents to express opinions about how to improve student achievement and to ensure that parents can actively participate in the education of their children.

The objective of the SCC is to:

- Work with William Dunbar Public School to assist in meeting its goal of student achievement.
- Work together to ensure the best possible learning environment for the students at William Dunbar Public School.
- Promote the philosophy that William Dunbar Public School not only enriches the community as a centre of learning, but that William Dunbar students, staff and parents take an active role in the concerns of the community as well.
- Assist the school administrator in encouraging members of the William Dunbar Public School community to be involved in a volunteer capacity, in areas affecting SCC activities, which will result in an enriched school program.
- Encourage William Dunbar Public School staff to welcome the knowledge and talents that t community members can bring to the school, through active participation in the SCC
- Provide an opportunity for parents to become more knowledgeable about the many aspects involved in the education process.
- Provide a forum for discussion between parents and staff as to matters pertaining to school life.

Article 3 – Formation of SCC

I. The SCC shall be composed of:

- Parents members, both voting and non-voting, who will fulfill the roles of Chair/Co-chair or Vice-Chair, Secretary, Treasurer and other active voting positions. Parents must constitute a majority of the SCC.
- Principal of the school
- One person who is employed at the school, other than the principal or Vice Principal
- One student rep
- One non-teaching staff, not administration
- Community representatives

II. **Roles & Responsibilities:**

Chair/Co Chair:

- Call SCC meetings
- Prepare the agenda for SCC meetings and shares with the community 1 week prior to the meeting.
- Chair the SCC Meetings
- Ensure that the minutes of the SCC meetings are recorded and maintained
- Participate in information and training programs
- Communicate with the school principal
- Ensure regular communication with the school community
- Consult with senior board staff and trustees as required
- Presides at all meetings and has general supervision of the affairs of the council
- Works with the Principal in planning and directing the business of the council including monitoring committee progress
- Appoints temporary or standing committees (ad hoc) as needed, and serves in an ex-officio role on all committees
- Ensures annual report is completed and submitted to school Principal
- Facilitates resolution of conflict
- Must be a parent of a student attending William Dunbar PS

Vice-Chair *if applicable:*

- Assist the Chair
- Assume the responsibilities in his/her absence
- Assume other duties and responsibilities as assigned by the council

Secretary:

- Keeps full and accurate accounts of the proceedings and transactions of all meetings of the council
- Keeps accurate notes and minutes of all meetings and files them with the school administration for up to four years.
- Prepares any official correspondence that the Chairperson may request
- Maintains a Council File containing copies of all minutes, council plans and progress reports, any council related information from the ministry or board and a current copy of the by-laws/constitution

Treasurer:

- Ensure that accurate accounts, receipts and disbursements and monthly bank reconciliations are maintained (working in conjunction with the School Administrative Assistant)
- Assume other duties as assigned
- Develop any budget proposals necessary for the operation of the SCC
- Provides the financial reports at SCC meetings
- Prepares a financial statement that is included in the annual report for the Board that shows all transactions from Sept. 1 to August 31.
- Liaise regularly with school administration and secretary to prepare and monitor funds and fundraising

Principal:

- Facilitate the establishment of the SCC and assist in its operation
- Support and promote SCC activities
- Reports back to SCC actions/non-actions on recommendations made by the SCC
- Seek input from the Council in areas for which it has been assigned advisory responsibility
- Act as a resource on laws, regulations, board policies and collective agreements
- Obtain and provide information required by the SCC to enable it to make informed decisions
- Communicate with the SCC Chair/Co-chairs as required
- Ensure copies of the SCC meeting minutes are kept at the school
- Assist the SCC in communicating with the school community
- Encourage the participation of parents from all groups and of other people within the school community
- Gives written notice to every parent of the time, date and location of the SCC election, at least 14 days before the date of the election.
- Observes the council's code of ethics and established by-laws

- Ensures annual SCC report is completed, submitted to the board and made available to parents.

Teacher (voting member)

- Serves as a member of the SCC
- Seeks ideas and views of all teaching staff
- Encourages parents and community to become involved in school activities
- Communicates information back to fellow teachers
- Observes the council's code of ethics and established by-laws

The Council Members (voting members):

- Regularly participate in Council meetings
- Participate in information and training programs
- Act as a link between the SCC and the school community
- Encourage the active participation of parents from all groups and of other people within the school community
- Participate in the organization and execution of special SCC events

III. Election Procedures

SCC elections will be held within the first 30 days of the school year (in September). See Election Bylaws below for details.

IV. Terms of Office

Each SCC position will be held for a one-year term, being from September to September. Members may be re-elected.

V. Vacancies

A vacancy in the membership of the SCC shall be filled by election or appointment as agreed to by the existing SCC members. A vacancy in the membership of the SCC does not prevent the SCC from exercising its authority and continuing to make decisions on issues in which it is currently involved.

Article 4- Formation of SCC Sub-Committees

From time to time, it may be necessary to establish SCC sub-communities to address specific initiatives or areas of concern. Participants of such sub-committees are not required to be members of the SCC. They are however, bound by the same ethics and responsibilities and must report to the SCC.

Article 5 – Code of Ethics

All SCC Members shall:

- Work within the guidelines as outlined by board policy and procedure.
- Respect the rights and opinions of all members of the SCC.
- Encourage, support and value individual contributions.
- Support and apply the democratic processes.
- Be guided by the principles of honesty, integrity, truth and fairness.
- Take into consideration interests of all students and parents as a whole.
- Avoid a single-issue focus. Accept accountability for decisions.
- Practice exemplary ethical practices with all members of the school community.
- Follow appropriate channels of communication when gathering information.
- Focus meeting discussion on matters of concern to the school community.
- Honour the privacy of members of the committee as well as members of the school community.
- Respect and apply the principles of confidentiality and privacy.

Article 6 – Meetings

The SCC shall convene a minimum of four meetings per year. Notice of meetings shall be posted (both in the front foyer and included in the school newsletter if timing permits) and the agenda will be available (posted in the front foyer), one week prior to each meeting. Minutes of each meeting will be available within one week of each meeting. These will be distributed to the SCC members and class representatives and will also be posted in the front foyer and maintained in the school SCC binder. Where issues are voted upon, these will be reflected in the minutes, indicating the name of the individual who placed the motion, and the name (s) of these who approved the motion.

Meeting dates will be set in September for the school year and this information shall be made available to all class representatives, shall be placed in the school office SCC binder and shall be posted in the front lobby.

Article 6a – Quorum

The required quorum is 51%. Minimum number of voting members is seven, of which five must be parent members.

Article 6b – Decision Making Procedures

While it is hoped that all issues can be resolved with a consensus, unanimous consent, compromise, co-operation or collaboration, where these are not possible, the SCC will utilize majority voting. It is the responsibility of the Chair to ensure that all present at SCC meetings are given the opportunity to voice their opinions prior to putting issues to a final and decisive vote.

Article 7 – Financial Reporting

The fiscal year will run from September 1st to June 30th. Financial reports shall be kept in order (including receipts and all relevant records) by the Treasurer in conjunction with the school secretary.

No SCC member shall contract or cause to be made any commitment or debt in the name of the SCC without the prior approval of the SCC. No SCC member shall be personally liable for any debts incurred on behalf of the SCC.

Article 8 – Accountability

At the end of its term, the SCC must prepare and submit a written report to the school and the board, outlining goals, activities, achievements and any fund-raising activities. The principal on behalf of the SCC must ensure that this report is provided to every parent who has a child enrolled in the school.

Article 9 – Amendments

The SCC is required to review the Constitution on an annual basis to ensure it is kept up to date with current conditions. Notice of motion for any amendments to this Constitution shall be submitted to the SCC for consideration, discussion and vote. The Chair shall be responsible for advising the SCC of any required amendments to the Constitution.

Constitutional amendments must be presented, in writing, at SCC meetings where they will be reviewed, discussed and implemented as required. ~~Amendments will be attached as addendums to the Constitution.~~

William Dunbar PS SCC Constitution Bylaws

Bylaw No. 1 – Election Procedures

1a. Parents/guardians of a student enrolled at the school are eligible both to vote for and run as parent candidates. Self-nomination will suffice. Candidates should be prepared to summarize their reasons for running for the school council. They must also declare if they are employed by the school board.

1b. Nomination forms shall be filed by all parent-candidates for elected positions on the school council. Parents may nominate themselves or other parents. Nomination forms will be sent to all families.

1c. If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.

1d. No individual campaign literature for school council elections may be distributed or posted in the school

1e. The election proceedings shall be publicized by the principal at least fourteen days prior to the election.

1f. The election day proceedings shall be supervised by the principal in accordance with the election guidelines as established in the Ontario School Council Guide.

1g. All eligible voters shall be entitled to cast one vote for each of the candidate positions available.

1.h. Must vote in person, by secret ballot and only vote once

Bylaw No. 2 – Vacancy Procedures

2a. 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; or

2b. Where no alternate candidates exist, or if none of the previous candidates remain interested, the council may request other interested parents/guardians from the school community submit their names for considerations. The council shall then appoint one of those who indicate in interest.

2c. When a vacant spot on the council is filled, the new member's term shall expire at the time of the next election.

Bylaw No.3 – Conflict of Interest

Any time the school council does business with the potential for monetary gain/loss with any person, agency, or company, and a member of the school council has vested interest in any way with that particular person, agency or company, that member shall declare a conflict of interest and shall not discuss or vote on any such resolution relating to the matter.

Bylaw No.4 – Conflict Resolution

If all attempts at resolving a 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.

Bylaw No.5 – Deposits and Safeguards

5a. Two individuals should count all funds collected

5b. All funds collected shall be deposited intact; no expenditures shall be paid from cash collected

5c. All funds collected on school premises shall be counted there and deposited on a timely basis