

Constitution of the Woodbridge Farms School Council 2015

DRAFT

Whereas the Woodbridge Farms School has formed a school council in accordance with the **Education** Act and the School Councils Regulations, the following is adopted as the Constitution of the Woodbridge Farms School Council:

Name

The name of the school council shall be the Woodbridge Farms School Council (**WBFSC**) of Sherwood Park, Alberta.

Mission

The mission of our **WBFSC** is to foster the well being and effectiveness of our school's community. Parents/Guardians and **WBF School** staff **will** work together **to inspire the citizens of Woodbridge Farms School to create a learning community of support, engagement, and respect.**

Vision—Value Statement

Our **WBFSC** shall facilitate communication amongst all **members** of our community. As partners, **we will work together to support** an effective learning environment **that is safe and positive.** All community **members will** uphold the guiding principles in the following code of ethics when making decisions, or providing advice, with respect to **Woodbridge Farms School.**

Code of Ethics

The School Council has agreed to follow the code of ethics as set out below:

1. A member shall be guided by the mission statement of the school council.
2. A member shall endeavour to be familiar with school policies and operating practices and act in accordance to them.
3. A member shall practice the highest standards of honesty, accuracy, integrity and truth.
4. A member shall recognize and respect the personal integrity of each member of the school community.
5. A member shall encourage a positive atmosphere where individual contributions are encouraged and valued.
6. A member shall apply democratic principles, supporting the decisions of the majority
7. A member shall consider the best interests of all students.
8. A member shall respect the confidential nature of school business.
9. A member shall not disclose confidential information.

- 10.A member shall limit discussions at the school council meetings to matters of concern to the school as a whole.
- 11.A member shall not receive any remuneration for acting as a member of school council officer **and /or for school council activities**.
- 12A member shall use appropriate communication channels when questions of concerns arise. Personnel concerns are not to be discussed at school council meetings, such concerns need to be addressed first to the staff member involved and then to the principal.

Goals

The roles and objectives of the Woodbridge Farms School Council (WBFSC), in keeping with the Education Act and the School Councils' Regulation, are as follows:

1. To provide, when required, advice on the development of the schools mission, **value statement** and philosophy. When required provide input on policy.
2. To have the opportunity to view the budget, annual education plan and annual results report
3. **To support an approach to schooling in which decisions are made collaboratively and at the school and classroom level.**
4. To facilitate communication with all education stakeholders and the community
5. **To promote the school and its activities in the community.**
6. To collaborate with the Woodbridge Farms Parents' Association (WBFPA) regarding
 - 6.1. fundraising
 - 6.2. special events
 - 6.3. special committees
 - 6.4. **WBFPA Out of School Care**

BY-LAWS of the Woodbridge Farms School Council (WBFSC)

The following are the bylaws of the Woodbridge Farms School Council:

1. Definitions in these bylaws:
 - 1.1. "Board" means the Board of trustees of Elk Island Public Schools (EIPS).
 - 1.2. "Council" means the school council for Woodbridge Farms School (WBF School).
 - 1.3. "Minister" means the Education Minister of the Alberta government.
 - 1.4. "Parents/**Guardians**" means parents/**guardians** of students attending WBF School.
 - 1.5. "Regulation" means the School Councils' Regulation under the Education Act.

- 1.6. "School" means Woodbridge Farms Elementary School (WBF School)
- 1.7. "School Community" means persons other than parents and staff members of the school, who have, in the opinion of the majority of the members of the Council, an interest in the school.

2. Membership

- 2.1. Term of Membership will be from their time of appointment until the end of the last council meeting of their current year serving.
- 2.2. The Parent executive shall serve as the executive **from the first meeting in September until the next Annual General Meeting (AGM).**
- 2.3. Members of Council
 - 2.3.1. The Principal shall be a member of Council. The **Assistant Principal** may substitute for the Principal.
 - 2.3.2. A teacher shall be a member of the Council. One teacher elected by the teachers and employed at the school.
 - 2.3.3. **School Council Executive elected by the parents or guardians of students attending WBF. This is to be decided at the first meeting of the school year, known as the Annual General Meeting (AGM).**
 - 2.3.4. **School Board Trustee.**
- 2.4. Election of Members
 - 2.4.1. Election of Parents and their appointment to council will be at the **first** meeting of the school year, **in September**. The Chair, Vice Chair, and Secretary shall be elected. **Each member is to serve a one-year term.**
 - 2.4.2. Election of Officers
 - 2.4.2.1. Officers shall be elected at the **first meeting of the school year.**
 - 2.4.2.2. Members may nominate themselves or another member.
 - 2.4.2.3. Every member is eligible for each position.
 - 2.4.2.4. Each council member has one vote for the election for each officer.
 - 2.4.2.5. If more than one person is nominated, voting shall be done by ballot. It is at council discretion to do all voting by ballot.
 - 2.4.2.6. The election commences with the chair.
 - 2.4.2.7. Additional officers may be proposed, at anytime during the school year, if this is put to motion and approved an election to fill the position shall occur immediately with the

position. The term is for one school year.

2.4.2.8. At the first meeting of the year, information is handed over to the newly elected officer.

2.4.2.9. Any vacancies of the School Council Executive will be advertised to the parent community. Elections for vacant positions will be held at the next regular meeting of School Council. Officers shall serve their position until...

2.4.2.9.1. their elected successors take office.

2.4.2.9.2. they no longer meet the qualifications of membership.

2.4.2.9.3. they resign by written submission to Council.

2.4.2.9.4. they have been absent for three consecutive meetings.

2.4.3. Election of Teachers

2.4.3.1. The principal shall ensure that a teacher is elected by the teachers currently employed at the school and report the name to council.

2.4.3.2. The teacher becomes a member of Council immediately.

2.4.3.3. A teacher member may appoint an alternate teacher to substitute for them at a particular meeting should the need arise.

3. Officer Positions and Duties

3.0.1. The officers of council shall be:

3.0.1.1. the chair;

3.0.1.2. the vice chair;

3.0.1.3. the secretary;

3.0.1.4. the treasurer

3.0.1.5. Collectively they are known as the parent executive.

3.0.2. Duties of School Council Executive Officers

3.0.2.1. Chairperson

3.0.2.1.1. Preside when present at and participate in all Council meetings.

3.0.2.1.2. Plan the agenda for Council meetings in consultation with the Principal.

3.0.2.1.3. Give due notice of Council meetings and post proposed agendas in a prominent place.

3.0.2.1.4. Provide general supervision of all activities of Council.

3.0.2.1.5. Be the official spokesperson of Council.

- 3.0.2.1.6. Inform all other members of the Council of the roles and responsibilities associated with their respective positions.
- 3.0.2.1.7. Provide the Board an annual report in accordance with Regulations and Policy, including a summary of the Council's activities for the year and the financial statements of Council. These reports shall be made available to the school community.
- 3.0.2.1.8. Ensure that all decisions of Council are carried into effect.
- 3.0.2.1.9. Attend Committee of School Council (COSC) meetings or be represented by a designate.
- 3.0.2.1.10. Attend WBFPA meetings or be represented by a designate.
- 3.0.2.2. Vice-Chairperson
 - 3.0.2.2.1. Aid the Chair and undertake tasks assigned by the Chair.
 - 3.0.2.2.2. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council.
 - 3.0.2.2.3. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities.
 - 3.0.2.2.4. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of School Council and manages personal information in compliance with PIPA.
- 3.0.2.3. Secretary
 - 3.0.2.3.1. Record accurate minutes of all Council meetings, including the results of all motions, votes, and other decisions.
 - 3.0.2.3.2. Where applicable, include highlights of meeting minutes in the school newsletter.
 - 3.0.2.3.3. Have charge of all correspondence and official records of Council. Documents must be kept for 7 years.
 - 3.0.2.3.4. Retain at school and make accessible all minutes.
 - 3.0.2.3.5. Make meeting minutes accessible to the membership within two weeks of each meeting.

3.0.2.3.6. Present a draft of minutes to the subsequent meeting of Council and make changes as directed by Council.

3.0.2.3.7. Keeps an accurate list of names and addresses of School Council members in compliance with the Personal Information Protection Act (PIPA).

3.0.2.4. Past Chairperson

3.0.2.4.1. Serve as an advisory capacity to the new school council if their child is still attending WBF.

4. Meetings

4.1. Regular Meetings/Attendance at Meetings

4.1.1. All Council meetings are open to Parents, the principal, school staff and the school community.

4.1.2. The first regularly scheduled meeting of the Council shall be held no later than 30 calendar days after the first instructional day of the school year.

4.1.2.1. A minimum of 3 regularly scheduled meetings of the Council shall be held during the school year.

4.1.2.2. Meetings of the Council shall be held at the school whenever possible.

4.2. Last Meeting

4.2.1. By the last meeting of the school year in June, the Council shall determine, the number of meetings for the upcoming year.

4.2.2. This information, along with the dates, times and locations of meetings will be posted on the school website.

4.2.3. The week prior to the meeting there will be a reminder in the schools weekly newsletter.

4.3. Meeting Procedure

4.3.1. Absence of the Chair or Secretary: If either position is vacant for a meeting it is the responsibility of that individual who is away to find a replacement, preferably one who is on the executive.

4.3.2. **Quorum** will be attained when the majority of voting members **present** at any meeting are parents/guardians of students enrolled in WBF.

4.3.2.1. In the event there is absence of quorum, no motions shall be considered for approval

4.3.2.2. If the majority of the parents wish the meeting to proceed, council may but only for the purpose of discussions.

4.3.3. Any member of Council may make a motion at any meeting with no seconder required.

4.3.4. Any parent, or community member may propose a motion for the council to consider at the meeting. If another parent at the meeting seconds the motion, the chair puts the motion before council.

4.3.5. Voting on Motions

4.3.5.1. Each member of council has one vote on every motion.

4.3.5.2. A member of the council may abstain from voting on any motion.

4.3.5.3. A motion is considered approved if the majority of council present at the meeting vote in favour of it;

4.3.5.4. If the parents are voting, each has one vote per motion, and may only vote if present, the motion is considered approved if the majority vote in favour.

4.4. Special Meetings

4.4.1. One member of the Council **Executive** may call for a special meeting before the next scheduled meeting.

4.4.2. This notice will be given by the Chair through the school newsletter and shall indicate the time, date and place of the meeting as well as describe the matters that will be addressed.

5. Resolution of Conflicts

5.1. If at any time during the term the council is in a state of conflict and cannot resolve the conflict that arises among council members, or between council and parents of the school community, the council will follow current conflict resolution as established by the board.

5.2. If there is conflict that cannot be resolved between the council and principal the matter must be referred to the board.

5.3. Should the council be dissolved through conflict resolution or otherwise, and there is absence of specific direction from the board or minister, it is the principal who shall establish an advisory committee to perform council duties until the last meeting of the year.

5.4. In that situation the principal will accept the duties of chair, the teacher shall accept the responsibilities of secretary.

6. Effective Date

6.1. This document takes effect once the majority of parents at the meeting the council called for the purpose of approving it, has the majority vote.