

Bracebridge Public School  
PARENT'S COUNCIL BY-LAWS  
2023 / 2024

*SECTION 1 - NAME*

Section 1.1

The organization shall be known as the Bracebridge Public School Parents Council. Hereafter, it will be referred to as the Council.

*SECTION 2 - PURPOSE & SCOPE*

Section 2.1 -

The Council will support student success and enhance the accountability of the education system to parents by making recommendations to the Principal and school board.

Section 2.2

Council can advise, but are not limited to advising only, on the following:

- school and learning environment
- curriculum and program
- communication and promotion of school activities
- School Code of Conduct
- School Improvement Plan
- School Dress Code
- fundraising activities
- school leadership
- school-community communication strategies
- extra-curricular activities
- school based services and community partnerships related to social, health, recreational and nutritional programs
- community use of school facilities
- coordination of local services for children and youth
- Board policies

**Section 2.3**

The council will adhere to the tenets and requirements outlined in the following policies and procedures as outlined by the TLDSB and Ministry of Education:

#### TLDSB Procedures and Reference Documents

- OP-6016 School Councils Procedure
- [District School Council / Parent Involvement Committee Procedure BD-2008](#)
- [Fundraising Procedure ES-5006](#)
- [School Funds Administration Procedure ES-3530](#)
- [Records Retention Procedure BD-2036](#)

#### External Reference Documents

- [Education Act – Ontario Reg. 612/00: School Councils and Parent Involvement Committees](#)
- [Ministry of Education Document “School Councils: A Guide for Members”](#)
- Ontario Parent Involvement Policy “[Parents in Partnership](#)” 2010
- [Municipal Freedom of Information and Protection of Privacy Act](#)

#### TLDSB Forms for Internal Use

[School Generated Funds Accounting Procedure Handbook](#)

### *SECTION 3 - MEMBERSHIP*

#### Section 3.1

Members of the Council **must** include:

- parents/guardians of students enrolled in the school (minimum of 6 to form majority)
- Principal (or Vice Principal as designate)
- community representative
- a teacher
- a support staff member

• one person appointed by an association that is a member of the Ontario Federation of Home and School Associations<sup>[SS1]</sup>

Members of the Council **may** include:

- a student

Section 3.2

Parents and guardians shall form the majority of the Council

Section 3.3

The Council should be composed of a majority of parent members (**minimum 6**), ~~a student~~, a community representative, **a teacher, a support staff member** and the principal.

## *SECTION 4: ROLES*

Section 4.1

The principal shall:

- attend all meetings unless unable to do so by reason of illness or other cause
- assist in the establishment and operation of Council
- support and promote Council activities
- distribute and post information from the school, the Board and the Ministry of Education
- seek input from Council on school policies and guidelines, new initiatives, improvement plans and communication
- consider recommendations made by Council and advise Council of actions taken
- act as a resource and provide, where reasonable, information requested by Council
- maintain on-going communications with the Council Chair

Section 4.2

The Council Chair shall:

- call Council Meetings
- prepare the agenda for meetings in collaboration with the principal
- chair Council Meetings
- ensure that minutes and financial records are recorded and maintained
- maintain on-going communication with the principal
- encourage community representation
- facilitate communications with parents and community

- ensure representation at Regional School Council meetings

### Section 4.3

The Council Vice-Chair or Co-Chair shall:

- fulfill duties of the Council Chair in the absence of the Council Chair

### Section 4.4

The Secretary shall:

- record and report, without prejudice, the proceedings of Council
- distribute the minutes and agenda to Council prior to the meetings
- prepare correspondence on behalf of the Council

### Section 4.5

The Treasurer shall:

- receive and bank monies owed to the Council
- keep full and accurate accounts of monies received / distributed on behalf of Council
- present a completed financial statement at the final School Council's meeting of a school year
- act in accordance with the Guidelines for School Generated Funds document

### Section 4.6

All members shall:

- attend and participate in Council meetings
- participate in information and training programs as needed
- act as a link between Council and the community
- 

welcome the participation of parents/ guardians from all groups and of other people in the community

- ~~follow Board policies and procedures and comply with applicable legislation~~<sup>[SS2]</sup>
- act in good faith

## SECTION 5: ELECTION PROCEDURES

### Section 5.1

Elections shall occur within the first thirty (30) days of the start of each school year

#### Section 5.2

Each parent/ guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school, and must declare if he or she is employed by the School Board

#### Section 5.3

Each parent/ guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/ guardian membership position on the Council

#### Section 5.4

An Election Committee shall be struck by the Council to help plan the election process, the gathering of nominations, and the running of the election. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.

#### Section 5.5

The Election Committee shall:

- provide nomination forms
- ensure that the school community is notified of election procedures and election date, location and time at least fourteen (14) days in advance of the election
- request a profile from candidate to make these available to voters
- conduct elections by secret ballot
- help the principal notify all candidates of the results
- keep all results and related information confidential

#### Section 5.6

Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the Council for use in the event of a vacancy

#### Section 5.7

All individuals standing for election shall be notified of the results before results are released to the school community

#### Section 5.8

Parent Council shall help the Principal ensure the names of new members are publicized to the school community within thirty (30) days of the election

#### Section 5.9

At the first meeting of the new School Council at the beginning of the school year, the Council shall set dates, times and locations for its meetings throughout the year

## SECTION 6: FILLING VACANCIES

#### Section 6.1

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

#### Section 6.2

If none of the previous candidates remain interested in becoming a Council member, the Council may request that interested parents/ guardians from the school community submit their names for consideration. The Council shall then appoint one of those who indicate an interest

#### Section 6.3

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

#### Section 6.4

Unexplained or frequent absences (as defined by failure to attend three consecutive meetings) may result in the Council Chair determining that a separate meeting is to be held to determine with the individual member their continued presence on the Council. *(There is no coercive suspension allowed under the guidelines)*

## SECTION 7: CONFLICT OF INTEREST

#### Section 7.1

Members of the Council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they have a vested interest, stand to benefit either directly or indirectly from decisions of the Council

#### Section 7.2

A member shall exclude himself or herself from discussions and resolutions in which:

- a conflict of interest is likely to result
- the member's ability to carry out his or her duties and responsibilities as a member of the Council may be jeopardized
- the Council member, his or her relatives, or a business entity which the member may have an interest, may gain or benefit 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 Board

#### Section 7.3

A member shall not accept favours or economic benefits from any individuals, organizations or entities known to be seeking contracts with the school

## **SECTION 8: CONFLICT RESOLUTION**

#### Section 8.1

Every Council member will be given an opportunity to express his or her concern or opinion about the issue at dispute

#### Section 8.2

Speakers to an issue will maintain a calm and respectful tone at all times

#### Section 8.3

Speakers will be allowed to speak without interruption

#### Section 8.4

The School Council Chair's responsibility is to clarify the statements made by all speakers, to identify common grounds among the points of view raised, and to set out the joint interests of all members

#### Section 8.5

If all attempts at resolving the conflict have been exhausted without success, the Parent's Council Chair shall request the intervention of a Superintendent or other Board administrator to facilitate a resolution to the conflict

### *SECTION 9: QUORUM*

#### Section 9.1

A quorum shall consist of 30% of the voting members plus one.

#### Section 9.2

In the absence of a quorum, any business requiring decisions either by consensus or vote must be deferred to the next meeting

### *SECTION 10: GOVERNANCE*

#### Section 10.1

The Council shall act in a transparent manner

#### Section 10.2

The Council will always endeavour to consider the needs and best interests of students before making decisions



## *SECTION 11: DECISION MAKING*

### Section 11.1

The Council shall make every attempt to reach decisions by consensus

### Section 11.2

If a consensus is impossible, Roberts Rules of Order will be used for decisions requiring a vote. All School Council members/ designates present at the meeting will be eligible to vote.

## *SECTION 12: COMMUNICATIONS*

### Section 12.1

Within thirty (30) days of election of a new Council, the new Council will create and follow a communications plan to raise awareness of Council activities and increase parental involvement.

## *SECTION 13: FINANCIAL ACCOUNTABILITY*

### Section 13.1

The Council shall become familiar with and act in a manner consistent with the Ontario Association of School Business Officials Finance Committee Guidelines for School Generated Funds document  
**Section 13.2**

Records of all meetings and financial transactions shall be kept for seven (7) years - six (6) years plus the current year - in a place known to the principal at the school and readily accessible to all school council members within 3 weeks of a written request.

#### *SECTION 14- Bank Reconciliation and Reporting*

##### **Section 14.1**

Bank reconciliations are to be prepared on a monthly basis.

##### **Section 14.2**

If there are any suspicious or fraudulent transactions found on the bank statements, you must notify the bank within 90 days of the transaction date, in order to recover the funds from the financial institution.

##### **Section 14.3**

School Council bank reconciliations, bank statements and registers should be shared with the Principal and Office Administrator.

##### **Section 14.4**

A financial summary of inflows, outflows and account balances should be shared at each monthly School Council meeting.

#### **SECTION 15: MAKING AMENDMENTS**

##### **Section 15.1**

From time to time, amendments may be necessary to the Council's Constitution. Any amendments to this Council's Constitution must have a minimum of two-thirds (2/3) of the Council in favour of the amendment.

Notice of the intent to amend the Constitution along with specific details of the amendments must be provided at least one meeting prior to any vote.

SIGNATURES:

CHAIRPERSON

DATE

PRINCIPAL

DATE

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[SS1]Do we know of any members?

[SS2]Noted above with specific reference to relevant regulations

