

## **ARTICLE I - NAME**

This organization shall be known as Dalewood School Council.

## **ARTICLE II - MISSION STATEMENT**

Dalewood School Council will act as an advisory body to provide ideas and options to assist the principal and, when appropriate, school board trustees in their decision making to achieve success together.

## **ARTICLE III - GOALS or PURPOSE**

In order to enhance educational experiences, promote student achievement and encourage accountability, Dalewood School Council will:

- Promote and maintain a safe, supportive and inviting environment for all students and staff at Dalewood School.
- Enhance educational opportunities for all students in order to encourage each student to reach his/her full potential in educational social recreational areas;
- Identify issues and concerns within the school community and facilitate the productive exchange of ideas through discussion in order to make recommendations;
- Provide a forum in which educational issues, DSBN policies and procedures, and school practices may be discussed and addressed accordingly.
- Encourage the participation of students, parents/guardians, staff members and principal;
- Promote and encourage constructive, communications between home and school;
- Explore and utilize community resources and encourage participation of businesses and social organizations within the school community and beyond;
- To set an annual budget and raise funds to support initiatives identified by the school and/or by Dalewood School Council;
- To identify annual goals for Dalewood School Council and communicate them to the school community.

## **ARTICLE IV - MEMBERSHIP**

Council members are elected for a term that lasts from the first meeting of one school year to the first meeting of the next school year. The council will reflect the diversity of our school community. Parents and guardians must form the majority of members on the council. Membership shall consist of the following:

- A maximum of fifteen parents/guardians of students currently enrolled in Dalewood School will be elected every year. The parents or guardians will form the majority of Dalewood School Council; A DSBN employee who works at Dalewood School and whose children attend Dalewood School is not eligible to serve as a parent member. DSBN employees who do not work at Dalewood School may be elected as parent members as long as they notify the other parents that they are employed by the school board prior to their election.

- The school principal;
- One teacher employed at Dalewood School to be elected by the teaching staff every year;
- One non-teaching employee to be elected by non-teaching staff every year;
- One or more community representatives who live or work within the Dalewood School district to be appointed every 6 year by the elected council.

## **ARTICLE V - ELECTION OF COUNCIL MEMBERS**

### *Notification*

The Principal, in collaboration with Dalewood School Council, shall support and encourage parents on an ongoing basis to consider involvement in the School Council.

Parents/guardians shall be notified that nominations for positions on the school council for the next school year will be received according to the by-laws of the Dalewood School Council in June.

Before June 30<sup>th</sup>, the Dalewood School Council will establish an ad hoc Elections Committee which will consist of two parents (not running for election) and the principal.

### *Nominations*

The principal will inform the community of the date, time and location of the Dalewood School Council elections at least 14 days prior to the election date.

Nomination forms will be included in the September newsletter and available at the school office.

Nomination forms shall be signed by the nominee (Candidates may be self-nominated).

Nominations shall be submitted prior to the elections.

### *Elections*

Dalewood School Council election of the parent members of the Dalewood School Council shall be held at the first general meeting before the 30<sup>th</sup> of September.

All offices shall be deemed vacant for the purpose of holding the annual election of the Officers and Members.

For the purpose of holding the election, the Principal or designate shall chair the elections of the School Council Officers.

The election Committee will count the ballots and notify the school community of the results.

### *Selection*

If there are a sufficient number of nominees to fill the positions outlined in the Dalewood School Council by-laws, all qualified nominees shall be affirmed as members for the school year by

September 30<sup>th</sup>.

If there are more nominees than the number of positions, an election shall be held according to the Dalewood School Council by-laws;

Parents/guardians shall be notified regarding nominees and vacancies filled.

## **ARTICLE VI - RELACEMENT OF COUNCIL MEMBERS**

Vacant positions may be filled during the school year by agreement of the majority of the current Dalewood School Council members.

## **ARTICLE VII -**

## **DUTIES and RESPONSIBILITIES**

As a school council member, you will:

- place the overall interests of the school and students first;
- maintain a school-wide perspective on issues;
- attend council meetings regularly and contribute to the discussions; notify the Chair or Principal if you are unable to attend;
- serve as a link between the council and the community; solicit views of other parents and members of the community to share with school council;
- maintain respect for the opinions, concerns, interests and ideas of others;
- work towards decision making by consensus creating an atmosphere of mutual trust, openness and collaboration;
- encourage the participation of parents from all groups and of other people within the community;
- ensure that all written Council-related correspondence is approved by Council and reviewed by the Chair and/or Principal;
- become familiar with the Dalewood School council Constitution;
- observe council's code of ethics and established by-laws;
- refer parents with concerns specific to their child to the teacher and/or principals;
- consult with and seek approval from the Chair and principal in regards to any new initiative to be undertaken in the name of the Dalewood School Council.

The Executive of the Dalewood School Council will consist of the Chair, vice Chair, Secretary and Treasurer, Principal and a member at large.

- responsible for the preparation of a preliminary budget for submission to the Dalewood School Council.

### *Role of the Chair*

The chair of the council, who is elected by the council members, must be a parent, as well as previously a member for a minimum of one year. In addition to performing the same duties as other council members, the chair will:

- call, prepare agenda for and chair council meetings with input from members and the principal;
- ensure that minutes of council meetings are recorded, filed and posted;
- communicate regular with the school principal regarding all issues pertaining to the council;
- ensure that there is regular communication with the school community;
- will consult with the senior management team and trustees of the DSBN as required;
- will encourage the school and its community to participate in Dalewood School Council activities;
- will assist with all Dalewood School Council activities;
- will foster a positive image for Dalewood Public School and the Dalewood School Council within the wider community;
- will prepare a year end summary of Dalewood School Council activities and share with the school community.

The chair may participate as an ex-officio member of all committees establish by the school council.

### *Vice-Chair*

- who is a Dalewood School Council member and elected by council members, must be a parent;
- will chair meetings in the absence or at the request of the chair;
- work with the chair as necessary.

### *Treasurer*

- who is a Dalewood School Council member and elected by council members, must be a parent;
- works in collaboration with the school secretary;
- maintain accurate financial records of all receipts and disbursements;
- presents a monthly financial update;
- provides a detailed yearly financial report according to DSBN guidelines.

### *Secretary*

- who is a Dalewood School Council member and elected by council members, must be a parent;
- keep minutes of all meetings noting those members in attendance and recording motions and their outcomes;
- files copies of Dalewood School Council minutes;
- make minutes available prior to the scheduled meetings;
- prepares correspondence as required.

### *Principal*

- distributes ministry materials
- acts as a resource to the council on laws, regulations, board policies and collective agreements;
- attends all meetings;
- obtain and provide information required by council to enable it to give informed advice;
- solicits views on matters pertaining to the establishment or amendment of school policies and guidelines pertaining to student achievement, accountability of the education system to parents; and the communication of those plans to the public;
- may participate on committees.

### *School Staff Members*

- one each from teaching and non teaching school staff;
- contribute to the discussions;
- solicit views from their staff groups to share with their school council;
- may participate on any committee established by school council;
- communicate information back to their staff groups;
- observe the council's code of ethics and established by-laws.

### *Community Member*

- voting member who contributes to the discussions of the Dalewood School Council;
- represents the community's perspective
- may participate on any committees established by the Dalewood School Council;
- helps build partnership and links between the school and the community;
- observes the council's code of ethics and established by-laws
- reports on any community matter that may be of interest/relevance to the school community.

## **ARTICLE VIII - MEETING SCHEDULE**

Dalewood School Council will have 4 to 8 meetings each school year. Meetings will be scheduled for December, March or June, only if necessary.

## **ARTICLE IX - DECISION MAKING PROCEDURES**

Decisions by the School Council will be made through discussions of each issues. In order for a decision to be made, a Quorum must exist. A quorum for a general meeting shall consist of the principal or alternate plus seven other members of the Dalewood School Council. Most decisions will be made through consensus other than those issues with monetary implications and any others deemed appropriate by school council which will be determined by a vote.

In any vote, the principal or alternate may not vote, but must be present and the chair will vote only in the event of a tie.

## **ARTICLE X - SUBCOMMITTEES**

Sub-committees will be established whenever necessary. Each sub-committee shall consist of a council member co-ordinator and a Dalewood School Council member who volunteers to serve. Sub-committees will make progress reports at each subsequent meeting.

## **ARTICLE XI - PRESENTATIONS**

Parents and groups will be invited to make presentations to the council provided either the council agrees in advance, or the Chair, in setting the agenda in co-operation with the Principal, feels the timeliness of the issue does not allow for prior approval of the council. In all cases, the Chair should be notified of the issues before the matter comes to council.

## **ARTICLE XII - AMENDMENTS**

Any proposed changes or additions to the constitutions must be submitted to the Chair at least two weeks prior to a general meeting. Items to be considered will be placed on the agenda and presented in a motion form. All changes must pass by a majority vote or quorum, at a general meeting.

## **ARTICLE XIII - DISPUTE RESOLUTION**

Any internal disputes within the Dalewood School Council will be resolved as per the DSBN board policy.