

Glen Ogilvie School Council Constitution

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Terms/References Used in Constitution

Please note the following:

Glen Ogilvie Public School may be referred to as GO

GO School Community may include: parent community, GO administration and staff, members from neighbourhood associations, members from the Ottawa-Carleton District School Board (OCDSB), and members from Ottawa-Carleton Assembly of School Councils (OCASC)

Glen Ogilvie School Council may be referred to as School Council, Council and GO School Council

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The Role of Glen Ogilvie School Council

The main purpose of the GO School Council is to help improve student achievement and to enhance communication and accountability between the school and its community of parents, legal guardians, neighbours, community associations, groups and businesses. Council also aids in identifying the needs of the GO school community and addresses them in the best interest of our students.

As an advisory body, Council achieves its goals by maintaining a school-wide focus and providing advice to the principal and school board on significant education issues, and by planning activities that support the active participation of parents/guardians and GO's School Community.

School Council Objectives

- Establish and maintain a liaison between the school and its community;
- Work to actively engage GO's parent community;
- Collaborate with the school and its community on issues;
- Focus on the best interests of all students;
- Provide a forum where parents, community representatives and school staff can meet to discuss issues related to the student's school experience;
- Identify needs of the GO School Community and provide appropriate solutions where possible;
- Operate without financial gain to its members – all profits and/or funds raised are for the sole purposes of achieving Council's objectives;
- Ensure representative parental input to Council activities; and
- Respond to requests from both the Parents and School Community, including the Board, for advice and participation.

Meetings

GO School Council holds a minimum of 4 meetings per year. All meetings are open to members of the general public. There must be a quorum for School Council meetings to qualify as a meeting. A quorum for all meetings shall be:

- A majority of the current members of the Executive Committee must be present;
- Of all the members who are present, the majority must be parents/guardians; and
- The Principal or designate must be in attendance.

Meetings are normally held on the second Wednesday of each month during the school year. Notice of the meeting is communicated through Council's website and Council's communications. An agenda is provided prior to the meeting. Any person may request to add an item to the agenda by notifying the Chairperson and providing relevant information.

Membership

Membership of the GO School Council is open to all parents/legal guardians of students, as well as any community representatives appointed by Council. Other members include the Principal and a teacher representative, as elected by the staff at GO. The majority of members must be comprised of parents/legal guardians and be no fewer than nine members.

Elections

Elections for Council Executive positions are held on an annual basis. The Election is to be held within the first 30 days of the school year. Notice is to be provided to all parents regarding the date and location of the election at least 14 days prior to the election date.

Nominations can be sought before the date of the election. The new members assume office immediately upon election. A position can be filled by acclamation if there is only one parent interested in a position.

Council has the authority to appoint a person to a position that remains vacant following the Election, and at any point during the year if a vacancy arises.

If no one from the parent community is willing to run for the position of Chair, the remaining Council members will determine how best to carry out the Chair's responsibilities.

Each position has a term of one year. Members can seek multiple terms of office. Members elected for position of Chair, Treasurer and Secretary must have been a member of council for a minimum of one term previously. The Chair/Co-Chair and Treasurer are eligible to serve for three consecutive terms in the same position, or if no one from the parent community is willing to run for the position of Chair/Co-Chair or Treasurer, an election can be made to approve the election for a subsequent term. There are no limits on the number of consecutive terms of the other officers.

Membership is complete at the end of the term or when the member has submitted a letter of resignation to Council.

Executive Committee

GO School Council must, at a minimum, be comprised of a Chairperson, a Secretary and a Treasurer. Other possible roles on the Executive Committee can include, but are not limited to: Fundraising Coordinator, Communication Coordinator, Curriculum and Student Achievement Coordinator, Nutrition Coordinator, and OCASC Representative.

On an annual basis, the Executive Committee for each School Year will be posted on School Council's website.

The duties of these positions are defined in Appendix A.

Parent Representatives

Parent representatives will be voted in at the Annual General Meeting. They will be expected to attend the majority of meetings and are eligible to vote at all meetings.

Ad-hoc Committees

If an issue needs to be explored further or is deemed too time-consuming to discuss at Council, an ad-hoc committee may be formed as the need arises. Depending on their specific mandates, these committees will operate either at specific times during each school year, or throughout the entire school year.

The Council can appoint any parent as Chair of an ad-hoc Committee. For committee meetings, at least one member must be a parent member of the School Council (either on Executive Committee or Parent Representative).

Decision-Making Process

Decision-making will be done firstly through consensus. Consensus will allow all GO School Council members to contribute to the solution.

If a vote is required all members are entitled to vote. No vote will be permitted by the principal, vice-principal or teaching staff. There must be a minimum of 50% of the Executive Committee of Council in attendance for the vote (i.e., quorum). A simple majority of 50% + 1 will carry the vote.

Accountability

GO School Council is accountable to the parent community and the public. School Council Records, including minutes, newsletters and financial reports will be made available in the office. Newsletters will be sent electronically to parent(s)/guardian(s), with notice given in advance for registering for the subscription. Paper copies of the newsletter may be made available upon request. Copies of minutes, financial reports and newsletters may also be requested by contacting the Secretary and must be maintained for four years.

Finances

The fiscal year for GO School Council is from September 1 to August 31.

In addition to the beginning of the year and the end of year report, the Treasurer will provide a report on a monthly basis when there are significant changes to the financial position.

Cheques require two signatures to disburse funds, and shall be signed by any two of the Treasurer, Chair and Secretary. At any given time there must be three signing authorities registered with the Bank. If an unintentional mistake is made with respect to Council funds, those with signing authority will not be held accountable.

No member of GO's School Council shall be paid for duties performed on behalf of the Council.

The financial records of the Council shall be reviewed annually by an independent reviewer who is not a member of Council; or alternatively, by two members of Council who are not signing authorities. The report of the reviewer(s) shall be presented at the AGM.

Amendment to Constitution

The Constitution may be amended at any School Council meeting, by a simple majority as outlined in the Decision-Making Process.

When changes to the Constitution are required, it is preferable to provide notice to the members of Council in advance of the next meeting.

Conflict of Interest

Individuals employed at Glen Ogilvie Public School or those serving as Board Trustees cannot serve as 'parent' members of the Council.

Employees of the Board whose children attend GO are permitted to serve as an Executive Committee member, but must inform the members of School Council of their employment.

Any individual with a conflict of interest with respect to any issue will immediately notify the Council. Council will determine further participation on the issue from the individual.

Appendix A: Executive Committee Roles Defined

Chairperson

- Call and preside over Council meetings
- Prepare the agenda for Council meetings
- Liaise and consult with School Administration, the school community, parents/guardians and staff as required
- Prepare and provide reports on School Council activities
- Prepare and provide reports required by the OCDSB
- Owner of Constitution
- Acts as a signing officer
- Work with Council Members and assist with activities as required

Treasurer

- Manage, document and report on all financial-related School Council activities, including, but not limited to, bank accounts, fundraising, and invoices
- Acts as a signing officer

Secretary

- Record and distribute minutes of School Council meetings
- Maintains a file of minutes
- Acts as a signing officer

Communications Coordinator

- Manage and distribute all communications for School Council
- Including, but not limited to, newsletters, social media, and advertising

Fundraising Coordinator(s)

- Oversee and manage fundraising committee and activities
- Develop, maintain and report on fundraising activities

Curriculum and Student Achievement Coordinator

- Plan and implement reading week activities (ie. Read-a-Thon)
- Provide a forum for discussion related to enhancing the curriculum
- Promote and recognize student achievements

Nutrition Coordinator

- Oversee and manage nutrition committee and activities, including the food programs
- Develop, maintain and report on nutrition activities
- Liaise and coordinate the volunteers for food programs

OCASC Representative

- Attend monthly OCASC meetings
- Report information from OCASC back to School Council

Special Events Coordinator(s)

- Leads a subcommittee to coordinate, manage and execute special events planned by School Council
- Including, but not limited to, the Hallowe'en dance, the Spring dance and Meet the Teacher

Teacher Representative

- Represents the teachers at School Council meetings
- Elected by the teaching staff at Glen Ogilvie

Principal/Vice-Principal

- Attends all School Council meetings
- Provides information on both GO and OCDSB activities
- Supports and promotes School Council activities

Appendix B: Principal Profile

Leadership Skills

- Creates a climate of mutual respect for all parties involved with the school
- Provides a positive daily presence
- Builds an engaged team devoted to creativity and learning
- Encourages, supports and develops relationships with the community
- Approaches all interpersonal relations in a professional and respectful manner
- Attracts and retains highly skilled and motivated staff
- Motivates staff, students and parents to achieve their full potential and supports efforts to improve and develop the school and the community

Communication Skills

- Maintains regular communication with School Council Chair
- Maintains ongoing communication with staff, parents and community members
- Provides a summary of current and important events at School Council meetings
- Ensures the school website is maintained and current

Personal Skills

- Works to resolve concerns or challenges within the school
- Focuses on students:
 - Interacts with and relates well to students of all ages
 - Recognizes and acknowledges individual achievements and exceptional behaviour
 - Supports every student in their academic and character development
 - Identifies and accommodates the exceptionalities and the requirements of all special needs students
- Supports staff:
 - Builds and maintains a high-functioning team
 - Encourages and supports new ideas
 - Provides leadership and training opportunities
 - Welcomes input and encourages feedback
- Listens to parents:
 - Offers time to engage with parents
 - Responds to parent concerns in a professional and timely manner

Curriculum

- Reviews the school's teaching programs regularly to ensure they are consistent with the Ministry of Education curriculum
- Ensures the school's curriculum strikes a balance between learning the basics (reading, writing, mathematics) and acquiring skills in new technologies, the arts, healthy lifestyles, and character development

- Encourages and supports a stimulating and challenging learning environment and recognizes the value of extra-curricular activities

School Council

- Supports and promotes the School Council's activities
- Attends and actively participates at all School Council meetings and provides a Principal's Report
- Actively seeks input from the School Council on issues affecting the school
- Acts as a resource on regulations, Board Policies and collective agreements