

## 1. Definition of the School Council

The School Council for Fielding Drive Public School is constituted under the Education Act, 1998 and regulations made under the Act, and will be called the Fielding School Council (“FSC”).

## 2. Definition of Terms used in this document

*Board* is the Ottawa-Carleton District School Board under whose jurisdiction the school falls.

*Member* is a member in good standing of the FSC.

*Parent* is the parent or legal guardian of one or more students enrolled at the school.

*School* is Fielding Drive Public School, Ottawa, Ontario.

*Student* is a student currently enrolled at Fielding Drive Public School.

*Student Alumni* is a former student who was enrolled at Fielding Drive Public School.

*FSC* is an acronym for ‘Fielding School Council’.

## 3. School Council Goals

The goals of the FSC are to:

1. help create an educational environment that empowers students to be lifelong learners who strive for excellence in a changing world.

The mission statement of the school is as follows:

*“Within a positive, safe, inclusive environment, Fielding Drive Public School will provide programs which strive to meet the needs of all students by fostering the development of personal values, by building skills and knowledge, and by promoting responsibility for one’s own lifelong learning.”*

2. support the Board in fulfilling its obligation to our children as expressed in the Board’s mission statement: “Educating for Success – Inspiring Learning and Building Citizenship”

## 4. Mandate

The mandate of the FSC is to:

- Serve as liaison among the School, the Board, parents, students and the community;
- Provide opportunities for parents and the community to be more directly involved in advising in the educational process of the students of the school;
- Propose initiatives aimed at enhancing school life and maximizing educational opportunities;
- Provide advice to the school Principal and Vice Principal on the development of school plans and management;
- Establish and coordinate committees of the FSC engaged in activities related to fulfilling this mandate.

*For additional guidance on School Councils, including roles and responsibilities and operating procedures, members should refer to the Board’s Policy on School Councils (Policy P.014.SCO).*

## 5. Jurisdiction

The FSC shall serve in an advisory capacity and may advise the school principal and where appropriate, the Board, on any matter, including, but not limited to those listed below:

- the school calendar;
- the school code of student conduct;
- curriculum and program goals and priorities;
- the responses of the school or Board to achievement in provincial and Board assessment programs;
- preparation of the school profile;
- principal profile: provision of input as to the qualities, skills, attitudes, and the training/education for the Board Administration to consider in the selection of school principals;
- school budget priorities, including local capital-improvement plans;
- school-community communication strategies;
- methods of reporting to parents/guardians and the community;
- extra-curricular activities in the school;
- school-based services and community partnerships related to social, health, recreational and nutritional programs;
- community use of school facilities;
- local co-ordination of services for children and youth;
- development, implementation and review of Board policies at the local level.

In addition to its advisory capacity, the FSC:

- shall establish its own goals, priorities and procedures;
- shall respect the rights and responsibilities of individual students, staff, parents/guardians and community members;
- shall foster good relations among students, parents, staff, the community and the Board;
- may organize information and training sessions to enable members of the FSC to develop their skills as FSC members.

FSC members shall maintain a school-wide focus on all issues. FSC meetings are not a forum for discussion about individual parents/guardians, students, staff, trustees or other FSC members, as per Board Policy P.014.sco.

## 6. Roles and Responsibilities of FSC

FSC members shall:

- Attend FSC meetings regularly;
- Participate actively in the work of the FSC by getting involved with at least one committee and/or event sponsored by the FSC;
- Support the work of the FSC in the community and bring forward to the FSC views of others along with their own;
- Encourage the participation of parents/guardians from all groups within the school community.

## 7. Composition of the FSC

### 7.1. Membership

FSC membership shall be as outlined in By-Law #1. The minimum Council size is nine members; five parent/guardian and four staff and other members. Changes to the composition of the FSC can be made by amending By-Law #1, provided that the above minimum members are met and that parent members always hold the majority of votes by at least one.

### 7.2. Member in good standing

A member in good standing is a duly elected member whose term has not expired or who has not resigned.

### 7.3. Selection of Members

Members of the FSC shall be selected as follows:

#### *7.3.1. Principal (and Vice Principal):*

In accordance with Board Policy P.014.SCO the school principal is a non-voting member of the FSC.

#### *7.3.2. Parent Members:*

Shall be elected by the parents of the students enrolled in the school, in accordance with By-Law #1 and Board Policy P.014.SCO.

#### *7.3.3. Teacher Representative:*

Members of the teaching staff shall elect a teacher representative as specified in By-Law #1.

#### *7.3.4. Administrative/support staff representative:*

The administrative and support staff shall elect an administrative or support staff member as specified in By-Law #1.

#### *7.3.5. Community Member:*

The FSC, as set out in By-Law #1, shall appoint a community member.

#### *7.3.6. Student Member:*

Member(s) of the student body, supported by the school administration, shall elect student representative(s) as specified in By-Law #1.

### 7.4. Executive Officers of the FSC

The Executive Officers of the FSC shall be elected annually in accordance with the Board Procedure PR.509.SCO, by the new FSC as a whole, immediately following the FSC's annual general elections.

The executive officers of the FSC shall include, but is not limited to:

- The Chair or co-Chair who must be elected from amongst the parent/guardian representatives as set out in By-Law #2.
- The Treasurer or Co-Treasurers who shall be elected as set out in By-Law #2.

- The Secretary who shall and be elected as set out in By-Law #2.

The responsibilities of these officers are outlined in By-Law#1.

#### 7.5. Terms of Office

All FSC members are elected/appointed to the FSC on an annual basis and within 30 calendar days of the beginning of the school year in accordance with Board Procedure PR.509.SCO. A FSC member may be re-elected or re-appointed until otherwise specified in By-Law #2.

The process of acclamation to the FSC or the filling of vacant positions may take place at any time during the term under the rules set out in By-Law #2.

### **8. General Meetings**

Meetings of the FSC shall be held at least four times a year. The first meeting of the year shall be held within 30 calendar days of the beginning of the school year. Meetings shall normally be held at the school and shall be open to the public. If the meeting does not take place at the school, it shall be held at a location that is accessible to the public. The principal shall, on behalf of the FSC, give written notice of the dates, times and locations of meetings of the FSC to every parent/guardian of a student enrolled in the school.

### **9. Quorum**

To form a quorum, as required for each meeting of the FSC:

- A majority of the current members of the FSC shall be present at the meeting; and
- A majority of the members present shall be parent/guardian members.

### **10. Consensus and Voting**

The goal of the FSC is to achieve decision making by consensus. Consensus is a form of group decision making based on the willingness to consent and support, rather than having a winning and losing side by voting. Consensus is reached when all members of the council are willing to accept and support an idea or concept as the best choice for the entire council (keeping in mind that students come first). In the event that a vote is required on an issue each member of the FSC, excluding the principal who is a non-voting member, is entitled to one vote. Quorum, as stated in section 9 must be met in order to hold votes.

The secretary shall record all votes; a record will be kept of the votes and attached to the meeting minutes. A majority of votes from the members in good standing present at the properly called meeting shall be required to pass any motions or resolutions, except in the case of adoption of or amendment to this constitution as per section 17.

Parent members must always constitute the majority of eligible voters. If a member is unable to attend a meeting, but the member would like to express an opinion and/or cast a vote, the member can do so by proxy by conveying that opinion or vote, either verbally or in writing, to any other member who will be in attendance. Verbal proxies must be subsequently confirmed in writing by the member who voted

by proxy. All proxy votes will be read out loud at the general meeting and will become part of the meeting's minutes.

Should the need arise for an immediate decision before the next council meeting, a vote may be completed by email as long as the following conditions are met:

- a) Quorum is met in the same manner as outlined in 9 above in the number of members voting by email rather than being present
- b) A majority of 'Yes' votes is required from the voting members as outlined in a) above
- c) A record of the email votes must be retained with the Financial Records and Minutes.

## **11. Limits on the Reconsideration of Issues**

If a vote to reconsider an issue is affirmed, the original motion is again put before the general meeting for discussion and vote. Once the motion is carried and a vote is taken, there shall be no further consideration of the issue for the duration of the term of the current executive.

## **12. Non-Profit Status**

All assets of the FSC will be used to promote the goals of the FSC and are to be used primarily for the benefit of the students. No part of the income of the FSC will be available for the personal benefit of any member. There will be no honorarium paid to FSC members or executive.

## **13. Approval of Financial Expenditures**

A budget outlining planned fund raising and resulting revenues as well as anticipated expenditures including contributions to school programs should be presented, discussed and approved in accordance with the above Quorum, Consensus and Voting outlined in numbers 9 and 10 above.

All expenditures issued by council must be either specified by dollar amount in the approved budget or approved for a specific dollar amount and for specific items later by a majority vote in accordance with the above Quorum, Consensus and Voting outlined in numbers 9 and 10 above.

## **14. Review of Financial Records**

The financial books of the FSC funds will be reviewed annually, by a qualified individual not associated with the FSC Executive, preferably a volunteer.

## **15. Signing Authority**

Disbursements of FSC funds will be made upon the signature of the treasurer and one other designated executive member.

## **16. Minutes and Financial Records**

Minutes of all meetings and records of all financial transactions shall be kept for a minimum period of six years and must be available at the school for examination without charge by any person.

## **17. Agenda**

Any member of the FSC may request time on the agenda to discuss issues or to have an item placed on the agenda for open discussion. All requests, either verbal or written, should be submitted to the chair, vice-chair or a co-chair one week in advance of the next general meeting to allow sufficient time to produce and distribute a publicly available agenda. Requests received after this time will be considered at the discretion of the Chair / Co-Chair and may be placed on the agenda for the following meeting.

## **18. Amendment of the Constitution**

The approval of two-thirds of the members in good standing shall be required to amend this Constitution. Quorum, as stated, in section 9 must be met and parent members must constitute the majority of eligible voters.

## **19. Adoption or Amendment of By-Laws**

A majority of votes from the members in good standing present at a properly called meetings shall be required to adopt or amend By-Laws. Quorum, as stated in section 9 must be met and parent members must constitute the majority of eligible voters.

## **20. Affiliation with other organizations**

The FSC will, on an annual basis, review its affiliation with the Ottawa-Carleton Assembly of School Councils.

## **21. Conflict of Interest**

If an FSC member could personally gain financially from a decision made by the FSC, then that member should declare a 'conflict of interest' and not vote. Further, FSC members should not accept gifts from outside organizations/businesses that could be construed as incentive to use his/her influence with students, parents and staff. See also By-Law #4.

## **22. Conflict Resolution**

The FSC should resolve disagreements collaboratively and through consensus or voting. In the event that attempts at resolving a conflict have been exhausted without success, the Chair/Co-chairs or principal will request the appropriate Superintendent of Schools to mediate the disagreement. If a resolution is not attained through the Superintendent of Schools, the Chair/Co-chair or principal will refer the matter to the Director of Education. See also By-Law #3.

### **23. Effective Date**

This Constitution is in effect on the date it is adopted by the FSC.

Adopted by the Fielding Drive School Council this        day of        , 2018, in Ottawa, Ontario.

Signed by:

Mary Khazal, Chair

Jane Turner, Treasurer

Caroline Gauthier, Secretary