MISSION STATEMENT
Our mission is to provide the parents, staff, students, administration and the community with an opportunity to work together to improve student learning and school effectiveness at Bayview Hill Elementary School.

ARTICLE I - NAME
The School Council shall be referred to as the "Bayview Hill Elementary School Council".

ARTICLE II - PURPOSE
The objectives of the School Council will be to:
  a. Support an environment which is conducive to improving student learning and school effectiveness.
  b. Increase and improve communication among parents and/or guardians, administrators, teachers and students in the school community.
  c. Provide a forum for input into school educational matters for members of the school community.
  d. Provide a vehicle for transmitting parental ideas, recommendations and concerns to the school board.
  e. Provide advice on the development, implementation and review of the School Plan for Continuous Improvement, the school profile, student code of behaviour, budget priorities and community use of school facilities.
  f. Provide support for school, family and community partnerships that assist parents in the education of their children.
  g. Support additional initiatives: i.e. educating the Council on school board policies and procedures that might not otherwise be provided.
  h. Assist in establishing a school community which works together in the interest of education at Bayview Hill Elementary School.

ARTICLE III - NON-PROFIT ORGANIZATION
The School Council will operate without financial gain for its members. Any profit to the organization will be used in promoting its purposes.

ARTICLE IV - OFFICERS
(Taken from Ministry of Education and Training, Memorandum Number 122 - Policy/Program, page 2.)
Members of the School Council shall include:
  a. up to a maximum of 16 parents and/or guardians of students enrolled in the school;
  b. community representative(s);
  c. the school administration;
  d. teacher representation;
  e. non-teaching staff member;
  f. student representative from grade 7 or 8 are encouraged to attend.

At no time shall the number of parents be exceeded by the number of non-parents on the council.

ARTICLE V - ELECTION OF COUNCIL MEMBERS
a. Membership
All parents/guardians, staff community representatives and senior students attending Bayview Hill Elementary School are eligible for membership. Parents/guardians will be elected by parents/guardians. Only one parent/guardian per family can sit on School Council as a voting member.

b. Election Procedures
i. Elections shall occur within the first thirty days of the start of each school year.
ii. 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. A profile must be included with the nomination. The nominee should make every effort to attend the School Council election in order to represent themselves to the voting membership.
iii. 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.
iv. A person can self-nominate themselves up to the time of voting at the first School Council meeting and that all efforts should be made to encourage a full Council and give everyone present the opportunity to volunteer before the election.

v. The election committee or school administration shall:
   - provide nomination forms;
   - ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen days in advance of the election;
   - request a profile from all candidates and make these available to the electorate;
   - conduct the elections by secret ballot;
   - count the ballots;
   - help the principal notify all candidates of the results;
   - keep all results and related information confidential.

vi. If there are only 16 or fewer nominations then the Principal has the right to acclaim that these nominations will form the council for the following year.

vii. 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 that a vacancy on the council occurs.

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

ix. The school council shall help the Principal ensure that the names of new members are publicized to the school community within thirty days of the election.

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

xi. Council members will be elected for a one year term. Elected and appointed members may seek additional terms of office. Previous council members agree, if possible, to attend the first new council meeting for transition purposes.

xii. The Chair (Co-chairs) of the Council shall be a member(s) who is a parent and shall be elected by the Council.

xiv. Should one of the nominated members of Council resign, it is at the Council’s discretion to post the vacancy for nomination prior to the next council meeting at which time all standing election procedures are carried out.

xiv. Community representative(s) shall be appointed by the Council.

xv. Student representative(s) from grades 7 and 8 shall be elected by Student Parliament with staff and parental approval.

xvi. The teacher representative(s) shall be elected by the teachers.

xvii. The school Principal and Vice-Principal shall be designated members.

xviii. The non-teaching staff member shall be elected by the members of the non-teaching staff.

xviii. There will be no honorarium paid to the members of the school council.

ARTICLE VI - ROLES and RESPONSIBILITIES OF EXECUTIVE COUNCIL
Each September a link of the constitution will be sent to all council members

ARTICLE VII - MEETINGS
a. There will be a minimum of four regular meetings. The council’s intent is to have monthly meetings during the school year.

b. All meetings are to be open to the school community and will be communicated in the monthly school newsletter.

c. Members may miss up to a maximum of three monthly council meetings, at which point they will be removed as a member, and the spot will be offered to the next in line.

d. Working meetings may be held upon the request of the Council. Working meetings shall have a minimum of seven days notification.

e. Approved minutes will be posted on the school website monthly.

f. Agenda items should be submitted to the Chair one week prior to the next meeting. The Chair will submit the agenda to the Principal three business days prior to the meeting.

g. An annual report prepared by council is required to be submitted on its activities to the school principal and to the York Region School Board. The report is to include fund raising activities, if it is engaged in such. The principal shall on behalf of the council give a copy of the report to every parent of a pupil who on the date the copy is given is enrolled in the school.

ARTICLE VIII - MEETING NORMS
a. A quorum for a regular meeting must have a minimum of nine (9) members in attendance with the number of parent members being in the majority. It is understood that all members will make every effort to attend all meetings. (One of the 9 members must be an Administrator from the school.)

b. All Council members will support fully all Council decisions.

c. Consensus will be the preferred method of decision making for all Council decisions.

ARTICLE IX - SUB-COM MITTEES

a. A sub-committee shall be formed whenever the need arises. Each subcommittee will consist of a Chair and at least one member of the Council.

b. The Chair will:

i. Consult with the Council Chair(s) whenever necessary.

ii. Delegate various responsibilities to other committee members.

iii. Provide a report of the sub-committees activities at each council meeting

iv. Present a final report to Council containing recommendations and a financial statement where necessary.

v. Submit that report to the Council Chair(s) in a timely fashion.

c. All subcommittee roles/responsibilities must be put in writing at the first council meeting of each year and distributed to all subcommittee members by its chair.

d. Sub-committee meetings will be held as necessary and may be called by the chair of that committee. The sub-committee chair must be a voting member. Minutes shall be kept by sub-committees and presented to the Council at its next regularly scheduled meeting.

e. Should a sub-committee chair resign from the leadership position, any member of the sub-committee can assume the leadership position; however, they must report to the School Council (via email or attendance at the meeting).

ARTICLE X - AMENDMENTS

Any proposed change or additions to the constitution must be submitted in writing to the Chair(s) of the Council at least one month prior to the Council meeting and placed on the agenda. Changes and or additions must be presented in the form of a motion and passed by the quorum at a Council Meeting.

ARTICLE X - CODE OF ETHICS

A member shall consider the best interests of all students.

A member shall be guided by the school’s and the school board’s mission statements.

A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school’s operating guidelines, the school board, and the Ontario Ministry of Education.

A member shall become familiar with the school’s policies and operating practices and act in accordance with them.

A member shall maintain the highest standards of integrity.

A member shall recognize and respect the personal integrity of each member of the school community.

A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.

A member shall encourage a positive environment in which individual contributions are encouraged and valued.

A member shall acknowledge democratic principles and accept the consensus of the council.

A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.

A member shall not disclose confidential information.

A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.

A member shall use established communication channels when questions or concerns arise.

A member shall promote high standards of ethical practice within the school community.

A member shall declare any conflict of interest.

A member shall not accept any payment or benefit financially through school council involvement.

ARTICLE XI - FILLING VACANCIES

If any school council positions become vacant because of resignation, inability of a member to fulfill his or her roles and responsibilities, or other cause, the remaining members shall constitute the school council, unless the parent/guardian majority is not maintained. If the majority of parents on the council is not maintained, the school council shall instruction is nominating committee or school administration to send home nominations forms for the vacant position(s) for parents on the council and to hold a election for the purpose of filling the vacancy. Vacant positions, other than for parent representatives, may be filled by appointment of the council for the remaining term of office, from among members of the school community who meet the requirements sets for the vacant positions.

ARTICLE XII - CONFLICT OF INTEREST
a. A conflict of interest may be actual, perceived, or potential.
b. Members of the council shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the council.
c. A member shall exclude him- or herself from discussions 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 school
   - council may be jeopardized;
   - the council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either 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 to the board.
d. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

**ARTICLE XIII - CONFLICT RESOLUTION**
a. Every school council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.
b. Speakers to an issue will maintain a calm and respectful tone at all times.
c. Speakers will be allowed to speak without interruption.
d. The chair’s responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interest of all members.
e. If no common ground can be identified, the chair will seek to clarify preferences among all members before proceeding further.
f. If all attempts at resolving the conflict have been exhausted without success the chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

**ARTICLE XIV - LOGO**
The Bayview Hill School Council will use the Council’s designated logo.

**ARTICLE XV - FINANCIAL MANAGEMENT PROCEDURAL GUIDELINES**
Financial Management Procedural Guidelines For Bayview Hill Elementary School Council Funds

**Purpose**
To enable the BHES School Council to manage and monitor school council funds, fundraising activities and current financial information as required by York Region District School Board Procedure 133.

**Governance**
These guidelines apply to all members of the BHES School Council. Where a separate parent group that engages in fundraising, financial transactions or school programs requiring funds exists, it is considered a sub-committee of the BHES School Council. A key component of the governance mandate of school council activities is to ensure that the raising of funds is separate and distinct from the disbursement of funds.

**Budget**
At the commencement of each fiscal year, a budget will be prepared outlining the planned sources and uses of school council funds for the current fiscal year. Such budget, once finalized, will be the “The BHES Annual Budget” (see Appendix B).

**Financial Reporting Requirements**
To achieve the purpose of this guideline, written monthly reports outlining the sources and uses of the funds (see the Monthly Treasurer’s Report Appendix A) and the current financial position of the school council funds must be presented at each council meeting.
The following must be included in the Monthly Treasurer’s Report:
1. Opening Balance of school funds (should reconcile to previous month’s closing balance and previous fiscal year’s closing balance)
2. Deposits made during the month and year to date
3. Disbursements issued or any other charges to the account during the period and year to date
4. Closing Balance of school funds
5. A reconciliation of projected sources and uses of funds versus the budget
Minutes of each meeting will reflect the Treasurer’s Report has been received and approved. Regulation 612 (24), School Councils states that “every school shall annually submit a written report on its activities to the Principal of the
school and to the Board”. If the school council engages in fundraising activities, the annual report shall include a report on those activities.

**Record Retention**
Regulation 612.16 states School Council is required to keep minutes of its financial transactions (records that are not over 4 years old) for examination without charge by any person. All records are to be kept for a period of seven years.

**Fiscal Year**
The fiscal year of BHES school council is September 1 to August 31 of the following year. Annual financial reports shall reflect the activities as required by Regulation 612.

**Request for Expenditures**
All requests must be submitted to the Principal by completing a Request For Disbursements Form (see Appendix C). The Principal will then forward the request to the School Council. Approval of such expenditures will be guided by The BHES Annual Budget. Any items not covered under the approved budget will be discussed at school council meetings.

**Approval of Expenditures**
Any expenditure of school council money requires the approval of BHES School Council. To facilitate the issuing of cheques for on-going expenditures (i.e. lunch and milk programs, etc.), the school council will authorize activities for which funds can be dispersed and then reported at each council meeting. These items will fall under the defined and approved school council budget. With the exception of expenditures related to the school lunch and milk programs, the limit for such expenditures is $250. All other expenditures will require BHES School Council approval prior to the initiation of the purchase. Approval and discussion for expenditures will be guided by The BHES Annual Budget (see Appendix B).

**Financial Roles and Responsibilities**

**Principal:**
1. Ensure BHES school council are aware and in compliance with the monthly and annual reporting obligations
2. Be one of the signing officers on all cheques for disbursements of the school council generated funds
3. Review and ensure all financial reports are presented at each council meeting
4. Ensure that all funds are administered in accordance to the Board Regulations and the BHES School Council Guidelines.
5. Ensure all funds collected are deposited to the school council generated fund accounts.
6. Advise School Council or other fundraising parent groups of activities under consideration that do not conform to Board policies.
7. Relay pertinent information from Council meetings to the teachers via their staff meetings.

**Treasurer:**
1. Keep current and accurate financial records available at the school.
2. Submit a report at each school council meeting in accordance with these guidelines.
3. Work with the Principal to ensure that processes are in place to adequately control the funds and ensure security over cash and records.
4. Ensure disbursements from the school council generated funds have been properly authorized by school council members

1. Approve expenditures of funds from the school council fund account
2. Work within their subcommittees to continuously make BHES a better place to work and learn.

*All recommendations and activities of the council shall comply with all Ministry of Education and Training policies, York Region District School Board policies, procedures and staff practices and not infringe upon any staff collective agreements.*