

Park West School

School Advisory Council

By-Laws

May 2019

1. Membership

The Park West School Advisory Council will have thirteen members, including:

- The principal, who is a non-voting member;
- The vice-principals, alternating meetings. Vice-principals are non-voting members.
- Three parents/guardians of children enrolled in the school;
- Three teachers and/or Support Staff;
- Three Students – one student each from grades 7-8-9 (and 1 alternate student)
- Three community members

Not more than one third of the membership will be from any one of the above groups. The Principal of the school will serve as a permanent member.

Effort shall be made to include individuals who reflect the diversity of our school community, including but not limited to diversity based on race, colour, culture, ethnicity, linguistic origin, physical or mental ability, socio-economic class, age, ancestry, national or aboriginal origin, place of origin, religion, faith, sex or gender, sexual orientation, family status and marital status, and gender expression.

2. Eligibility for Membership

Parents/guardians

- Parents must have a child/children currently attending the school, and shall not be a teacher or support staff member at Park West School.

Students

- Students shall be currently attending the school and enrolled in grades 7, 8, or 9; with one student from each grade. The alternate student shall be enrolled in grades 7, 8 or 9;
 - After two or more absences by a student, without prior notification of such, that student will be deemed to have vacated the position.

Teachers

- Must be a teacher on staff at Park West School.

Support staff

- Must be on the support staff at Park West (e.g., secretary, teacher assistants, duty aides, caretakers, cafeteria workers, bus drivers).

Community members

- Must not be employees of the HRCE;
- Must not have children registered at Park West School;
- Must reside in the geographical area served by Park West School or provide a service or work within the geographical area served by Park School

3. Elections and Appointments

Elections will be held in Spring and are usually by secret ballot. Appointments of community members will occur prior to the September meeting.

Parents/guardians

A call for nominations and elections may be made during the spring through the school website, newsletters sent home with children. Nominations will close within one week from the call for nominations. Nominations will be received by the school principal and forwarded to the school advisory council chair. Election will be by a simple majority vote of eligible parents/guardians. Eligible parents/guardians are those who have children enrolled at Park West School. In the event of a tie, a run-off election will be organized.

Teachers and support staff

Teachers and support staff will be selected from a pool of volunteers in the first term of the school year

Students

Students will be selected by teachers and guidance staff after the submission of an application, in the first term of the school year

Community members

The community member(s) will be appointed to the school advisory council by the SAC at the first of the school year meeting so that the executive can be selected. The position(s) will be advertised on the school website and may be advertised in the local newspaper. All applicants may be asked to submit, in writing, a brief resume and a letter which explains why the applicant is interested in being on the school advisory council.

The executive of the School Advisory Council shall consist of:

- Chairperson
- Vice-Chair (to be determined annually by the committee if a vice-chair needs to be appointed)
- Secretary
- Principal

The executive shall be elected annually from among the School Advisory Council members at the first meeting of the school year.

4. Terms of service

Terms of service for each representative group are the following:

- Parents/guardians are elected for a term of three years.
- Student representatives are elected/chosen for a term of one year.
- Teachers and support staff are elected/chosen from their respective group for a term of one year.
- Community members are appointed for a term of three years.
- All members can re-offer for election or appointment to the SAC at the end of their term, to a maximum of three consecutive terms.

- The principal position is permanent.
- A council member elected to an executive position may serve in that position for a maximum of six consecutive one-year terms.

5. Filling Vacated Positions

Should a parent/guardian or community member position be vacated prior to the end of the established term, the position will be filled for the remainder of the term as appointed by the Chair in consultation with the SAC.

Should a teacher, support staff or student member position be vacated prior to the end of the established term, the position will be filled for the remainder of the term as appointed by the Principal.

Positions which remain vacant after the election has been completed will be filled as a vacated position.

6. Executive

The executive will consist of a chair, secretary, and principal. The selection of the chair, vice chair and secretary will be done annually at the first meeting. The chair will be selected from the parent / community member. The vice chair and secretary will be selected from those school advisory council members other than the principal. The chair, vice chair, secretary will serve no more than six consecutive years as chair, vice chair or secretary.

7. Agendas and Meeting Summary

Copies of the agenda will be distributed to each member by email, along with any other information that is relevant to the agenda items. Agendas from each meeting will be kept in Park West School's records.. Agendas will be made available to the public upon request and via the Park West School Website.

The secretary will prepare a Meeting Summary for each school advisory council meeting which will include highlights of key decisions and actions. These will be shared with the members via email within two weeks of the meeting. The Meeting Summary will be approved via email before the next SAC meeting. Once approved, the Meeting Summary will be given to the principal of Park West School to be included in the school record in either print or electronic format. The Meeting Summary will be made available to the public upon request and via the Park West School website. All speaking

notes and presentation submitted to the SAC by non-SAC presenters will be appended to the Meeting Summary as is and will be posted to the school website.

8. Meetings

Meetings will be conducted according to the following guidelines:

- The meetings of the School Advisory Council will be held on the Wednesday of the third week of the month at 6:00 p.m. at Park West School. There will be at least six meetings held each year. Meetings will be 60 minutes maximum unless the SAC agrees by consensus to go longer.
- All meetings are open to the public as observers only. Only approved documents will be shared with the observers.
- Members of the public who wish to address/present to the school advisory council **must**:
 - Request to speak to the SAC through the Chair or the school principal in writing at least two weeks prior to the school advisory council meeting. They may address the meeting at the discretion of the chair.
 - Provide a copy of the presentation / speaking notes during the meeting (this will be posted to the school website along with the meeting summary).
 - Be available to answer any follow-up questions/clarifications posed by the SAC Members after they address/present to the SAC.
- Only Members of SAC can ask questions to the presenters. No observer can ask questions to any presenter.
- Members who are not able to attend a meeting will notify the School Advisory Council Secretary or Chair by noon of the meeting date.
- Any member absent without cause for two consecutive meetings will be considered to have vacated their position. Vacancies will be filled as per these bylaws.

9. Quorum

A quorum will be established when the meeting is called to order. A quorum will consist of a minimum of eight of the SAC voting members present and shall include a minimum of two representative from each representative group. Representative groups consist of parents/ guardians, students, staff, and community members.

In addition, the principal or the vice principal shall be present.

10. Decision-making process

The following principles and procedures will be used in making decisions.

Principles

- All council members are responsible for making decisions that ensure the best education possible for our students.
- All council members will have the opportunity to participate in decision-making. However, only voting member can participate in the decision making.
- Council decisions will be by consensus whenever possible.

Procedures

- Agenda items will be discussed in a structured way prior to a decision.
- When background information is needed on an agenda item, the principal will provide council members with that information and the time required to review it in advance of a decision.
- Whenever possible, decisions will be made by consensus.
- If consensus cannot be reached, a majority vote is required of the quorum present for the proposal to be approved.
- Decisions and recommendations will be recorded in the Meeting Summary of meetings.

11. School improvement plan and annual report

The school improvement plan for Park West School will be developed by the principal and staff of the school and shared with the SAC. The SAC will work in collaboration with the principal and participate in efforts to improve student achievement and well-being by regularly receiving information on the school improvement plan and monitoring progress and improvements under the plan.

In addition, in accordance with the terms of the school advisory council agreement, the SAC will determine priorities for spending the funds allocated to support the mandate of the school advisory council including student achievement and report annually on the expenditures of funds to the Minister.

The SAC will prepare an annual report in the form and containing the information determined by the Minister. The report will be presented at the last SAC meeting and then submitted to the regional centre for education by the end of June.

12. Adopting and amending bylaws

A notice of motion, given one meeting in advance, is required to amend the bylaws. Bylaws will be amended following the established decision-making process. The amended bylaws will be forwarded to the regional executive director for approval, and the bylaws or amendments become effective upon receipt of this approval.