

## **Schedule D**

### **Article I Lawrencetown Consolidated School Council**

#### **Constitution/By-Laws**

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### **Article II Purpose and Objectives**

#### **Section 1: Statement of Purpose**

The Lawrencetown Consolidated School Council shall be a community/school partnership of individuals who support each other in the common goal of improving educational opportunities and environment.

#### **Section 2: Objectives**

- a) To provide guidance to parents, principal, teachers and students to enable learners to become socially responsible and to experience a broad-based and enjoyable education.
- b) To work cooperatively with school boards, Department of Education, teachers, support staff and parents to achieve the goal stated in objective a).
- c) To work to maintain and improve the Lawrencetown Consolidated School as a quality educational facility in Lawrencetown.
- d) To foster and develop an understanding of the school, its programs, successes and educational changes.
- e) To be advocates of children and youth.
- f) To maintain an awareness of the issues in education and to provide and promote a vision of the future.
- g) To further the positive public image of the school in the community.
- h) To encourage public interest and involvement in education decision making.
- i) To serve cooperatively with the Home and School as a liaison between the home, school and community.
- j) To represent the school and community to the Regional School Board.
- k) To represent the school and community with the Regional School Board to the Department of Education, as applicable.
- l) To continue to involve students in the workings of their school.
- m) May act as a sounding board in the consideration of school initiatives and special programs.
- n) To ensure the partnership of council, school and board in the cooperative development of policy.

### Article III Roles and Responsibilities

1. The Lawrencetown Consolidated School Council shall be an advisory body to the principal of Lawrencetown Consolidated School and the school board on education issues. [Education Act; Section 22 (d) (e)]
2. The Lawrencetown Consolidated School Council will not be involved in the day-to-day management of the school.
3. The Lawrencetown Consolidated School Council will support the school in the development of a school improvement plan and annual accountability report. [Education Act; Section 22, (a) (b)]. The accountability report will be submitted to the school board and Department of Education and Culture, and will be communicated to students, parents and the community at large.
4. Council members will establish and participate on committees to develop school policies which promote academic excellence, social and physical well being and a positive learning environment.

### Article IV Membership

#### Section 1 Eligibility/Format

- a) The Lawrencetown Consolidated School Council will consist of nine volunteers equally representing parents, community, and teachers/support staff: 3 parents; 3 teachers/support staff; 3 community members. Efforts should be made to include individuals who reflect the diversity of the community, including minorities and persons with disabilities.
- b) The principal will be a permanent non-voting member.
- c) Not more than one third of the membership will be from any one of the above groups.

#### Section 2 Election and Term of Office

- a) Members may serve on the Lawrencetown School Council to a maximum of three consecutive years. One member of each representative group will be replaced annually.
- b) Council members who leave before their term expires may be replaced with a representative appointed by the School Advisory Council until the next normal election/voting/appointment period or for a term not to exceed 6 months. Council members can only be replaced by a representative of the same group (i.e., parent-staff-community).
- c) Parent representatives may be elected by secret ballot at a public meeting after having expressed interest to the school principal. Parent representatives are as defined by the Department of Education for school council membership. [Education Act; Section 21 (a)]

- d) Community representatives may be appointed or elected upon expression of interest to the principal. A nomination/appointment committee may be formed to ensure community members are represented on the School Advisory Council. [Education Act; Section 21 (f)] Community representatives shall not have children attending the school.
- e) Teachers and support staff will elect their representatives. [Education Act; Section 21 (d)]
- f) The school board will arbitrate membership disputes; the Department of Education and Culture will resolve any disputes which the board cannot resolve.
- g) If a Council member misses three consecutive meetings, without an excuse deemed valid by the Council, he/she will be replaced (as per Article IV, Section 2, Sub-section b).
- h) The principal shall be in charge of elections.

## Article V Meetings

### Section 1 Quorum

- a) Quorum is defined as the minimum number of members required to hold a meeting. This applies to council and committee meetings.
- ~~b) The quorum will consist of half plus one of the elected/appointed School Advisory Council membership.~~  
NEW The quorum will consist of five of the nine elected/appointed School Advisory Council membership. In the event there are not nine members, the quorum will consist of a simple majority of the current elected/appointed School Advisory Council membership.

### Section 2 Date, Location and Time

- a) Dates of regular meetings will be determined at the annual meeting by the School Advisory Council membership.
- b) There will be a minimum of seven meetings per year, one being the annual meeting. All meetings will be open to the public.
- c) The annual meeting will be held during the month of October.
- d) Special/urgent meetings will be called jointly by the principal and the chairperson.

### Section 3 Operation of Meetings

- a) Minutes shall be taken of all council meetings, made part of the school's official record and available to the public.
- b) School Advisory Council and Committee meetings shall follow the established quorum and consensus format of decision-making.

- c) A meeting form will be used to record and report committee meetings. (Meeting form, Appendix A) These will be attached to subsequent minutes.
- d) Except in the case of special meetings, the agenda will be developed at least one week prior to the meetings. School Advisory Council members will be informed of the agenda; School Advisory Council minutes and agenda will also be posted on the council bulletin board. (Agenda, Appendix B)
- e) For special/urgent meetings members will be called and public meeting notices posted regarding date, time, location and topic.
- f) Operation of School Advisory Council meetings shall have an order of business. (Order of Business, Appendix C)
- g) Meetings shall operate by the consensus model with appropriate strategies to deal with blocks or conflicts.

#### **Section 4 Table Officers/Duties**

- a) The Executive of the School Advisory Council will consist of the Chairperson, Vice Chairperson, Secretary, Financial Officer and the Principal.
- b) The School Advisory Council chairperson shall be annually elected from among the members (excludes principal).

The Chairperson or other appointed School Advisory Council representative:

- i) shall call meetings jointly with principal;
  - ii) shall normally preside at all Council meetings;
  - iii) shall prepare an agenda jointly with the principal, indicating date, location, time, for next meeting;
  - iv) shall represent School Advisory Council at Board/Department meetings;
  - v) shall fulfil other duties as determined by School Advisory Council.
- c) The Vice-Chairperson shall be annually elected from among the members (excludes principal).

The Vice-Chairperson:

- i) will assume all duties of the Chair in his/her absence;
  - ii) shall be a signing officer, as needed;
  - iii) shall fulfill other duties as determined by School Advisory Council.
- d) The School Advisory Council secretary shall be annually elected from among the members (excludes principal).

The Secretary shall:

- i) record, post and file minutes of the School Advisory Council meetings;
  - ii) ensure that constitution/by-laws have been adhered to;
  - iii) ensure that all members have been notified of meetings;
  - iv) deal with correspondence as directed by School Advisory Council.
- e) The School Advisory Council finance officer shall be annually elected from among the members (excludes principal).
- f) The positions of secretary and finance officer can be combined into one position.

The Finance Officer:

- i) shall maintain and update accurate financial records;
- ii) act as signing officer.

#### Article VI Committees

Council Committees shall be formed each year as deemed necessary. Chairperson and recorder for the committees are to be chosen by the committee members. Each committee must consist of interested persons, and at least one council member. A student may also be included.

#### Section 1 Standing Committees

- a) School Improvement Planning
  - b) Occupational Health and Safety
  - c) Promotion and Public Relations
- d) Home and School
  - e) Policy, Procedures and Operations Committee, i.e.,
    - i) Discipline
    - ii) Curriculum

#### Section 2 Other Possible Committees

- a) Facilities
- b) Training (Advisory Council related)
- c) Fundraising
- d) Budget

## Article VII Amendments to the Constitution/By-Laws

### Section 1

~~This constitution shall not be altered without public notice of the proposed change. Public notice shall consist of an AVR announcement of the Council meeting at which the proposed constitutional changes will be discussed. Notice of meeting and proposed changes shall also be posted in three public places and sent out in school notices.~~

~~The proposed amendment must be introduced at a regular School Advisory Council meeting.~~

~~The proposed amendment must be brought forth at a second regular School Advisory Council meeting for discussion.~~

~~Consensus must be reached at a third regular School Advisory Council meeting, for the amendment to be adopted.~~

This constitution shall not be altered without public notice of the proposed change. Public notice shall consist of an announcement of the Council meeting at which the proposed constitutional and by-law changes will be discussed. This announcement is to be placed in the Lawrencetown Consolidated School Newsletter prior to the meeting at which the bylaw change is to be made.

The proposed amendment must be introduced at a regular School Advisory Council meeting.

Constitution/by-laws will be able to be adopted or amended by a consensus decision of Council members at the meeting following public notice.

## **Appendix A**

### **Committee Meeting Form**

**Name of Committee:**

**Date:**

**Those in Attendance:**

**Topic(s):**

**Recommended Action Plan:**

**Consensus Reached:**

**Recorder:**

Please return this form to the principal or Council Chairperson as soon as possible.

## **Appendix B**

### **AGENDA**

**1. Call to order**

**2. Minutes**

**3. Additions to Agenda**

**4. Committee Reports**

**5. Business Arising from Minutes**

a)

b)

c)

d)

e)

**6. Financial Report**

**7. Correspondence**

**8. Presentations**

**9. New Business**

a)

b)

c)

d)

e)

**10. Preparation of Agenda (date, location, time) for next meeting**

**11. Adjournment**

**Appendix C**

**Order of Business for Chair**

**1a. Call to Order**

**1b. Introductions**

**2. Minutes of previous meeting (errors or omissions)**

**3. Additions to Agenda**

**4. Committee Reports**

**5. Business arising from Minutes**

**6. Financial Report**

**7. Correspondence**

**8. Presentations (if applicable)**

**9. New Business**

**10. Preparation of agenda, date, location, time for next meeting**

**11. Adjournment**

**August 24, 1995**

**Please Note:**

The Lawrencetown School Council Operations Committee acknowledges the work of the Pictou District School Board and Parker's Cove School regarding constitution/bylaws. Their draft materials were reviewed as we developed the enclosed draft.

The Lawrencetown Consolidated School constitution/bylaws are presented at this time as a source of information for schools who will be working through the process of developing a school advisory council. This particular draft will be revised after input from staff, parents and community members.