

UNIONVILLE PUBLIC SCHOOL

ADVISORY COUNCIL CONSTITUTION

June 2005

1. NAME

The name of this organization shall be the Unionville Public School Advisory Council (UPSAC)

2. RATIONALE

School Councils reflect the Board of Education's belief that relationships between schools and their communities can be strengthened through the establishment of local school Councils which serve as a means of improving student learning and school effectiveness. School Councils provide parents, staff, students and community representatives with an advisory role in the direction and management of our schools.

3. MISSION STATEMENT

Unionville Public School is committed to developing within each student the attitudes, knowledge, and skills needed to be a contributing and responsible participant in a changing Canadian society. The commitment envisions schools which are dynamic, purposeful and inviting places where the learning of the student is the primary focus (Consistent with the York Region Board of Education Mission Statement).

4. UNIONVILLE PUBLIC SCHOOL ADVISORY COUNCIL STATEMENT OF PURPOSE

The Unionville Public School Advisory Council shall make a positive contribution to student learning and school effectiveness through the provision of positive and innovative advice to the school.

5. DUTIES & RESPONSIBILITIES

Duties and responsibility of the UPSAC include advising the Principal and, where appropriate, the School Board on any of the matters listed below that the Council has identified as priorities, including but not limited to:

- Develop, implement, and review the school plan for continuous improvement in matters such as:
 - School code of student behaviour
 - Curriculum and program goals and priorities
 - School homework policy
 - the responses of the school or school board to achievement in provincial and board assessment for the enhancement of educational pursuits or to upgrade either the appearance or function of Unionville Public School.

This goal will be realized:

- Through various fundraising initiatives
- By utilizing resources available within the community
- Through the active involvement of any interested parents from the school.

UNIONVILLE PUBLIC SCHOOL

ADVISORY COUNCIL CONSTITUTION

June 2005

The Council will support school, family and community partnerships that assist parents in the education of their children through involvement in matters such as:

- School based services: partnerships with agencies, associations and communities related to social, health, environmental, recreational and nutritional programs
- Local coordination of services for children and youth
- Local school / community communication strategies

The Council will prepare and review the school profile through involvement in matters such as:

- developing criteria to assist in the selection of local school Principal / Vice Principal.

The Council will advise on other matters which the School Council may consider important, such as:

- Local school year calendar
- Extra curricular activities in the school.
- Development, implementation, and review of board policies at the local level.
- Local capital improvement plans.
- Methods of reporting to parents and the community.
- Field trip practices.
- Local school safety practices.
- Community use of school facilities.

6. MEMBERSHIP AND TERMS OF OFFICE

Parents or guardians shall form the majority of the Council and the membership of the Council will reflect the diversity of the school community. All members on the Council are equal partners.

Membership and Representation

- Up to sixteen (16) parents or guardians of students enrolled in the school will be elected by the parents and guardians of students at Unionville Public School in accordance with election procedures as set out in [Appendix A](#). For the purpose of the UPSAC constitution, a parent is defined as a parent or guardian who has a child registered at the school at the time of elections, and is not subject to the restrictions listed elsewhere in the constitution.
- Others members shall include:
 - The Principal and Vice-Principal (if applicable) shall be designated members.
 - Up to three (3) teachers shall be elected by the teachers.
 - One (1) community member shall be elected by a majority vote at the first meeting of the new council in September.
 - One (1) support staff (non-teaching) representative shall be elected by the school support staff.

UNIONVILLE PUBLIC SCHOOL

ADVISORY COUNCIL CONSTITUTION

June 2005

Voting and Quorum

- Each parent member shall have one (1) vote on the Council.
- The Principal and Vice-Principal (if applicable) shall not have a vote on the Council.
- The teacher members shall not have a vote on the Council.
- The community member shall have one (1) vote on the Council.
- The support staff member shall not have a vote on the Council.
- A vote must be approved by 75% of the council in attendance for the motion to pass.
- A quorum for any meeting must include a majority of the members, and meet the following criteria:
 - 50% plus one of the attendees are parents.
 - Attendance of the Chair or designate.
 - Attendance of the Principal or Vice-Principal.

School Board Personnel

Supervisory officers in their official capacity may act as resource personnel, but not as members of the Council or its committees. Trustees are to receive copies of agenda and minutes and are invited to attend and participate in school Council meetings within their jurisdiction, but not as voting members. Other Board of Education employees may vote for and run as parent representatives in any public school where their children attend.

Chair and Vice-Chair

The Chair and the Vice-Chair are parents elected by the Council by secret ballot on an annual basis. Such Chair and Vice-Chair shall not be board employees.

Terms of Office

- Within 30 days of the beginning of the school year, the term of office will begin
- The term of office for elected and appointed positions on the Council shall be one (1) year.
- Elections shall be held every September.
- Members may seek additional terms.

Honorarium

There will be no honorarium paid to members of the School Council.

Family Members

- There shall be no more than one member on the Council from any one household.

UNIONVILLE PUBLIC SCHOOL

ADVISORY COUNCIL CONSTITUTION

June 2005

Positions That Become Vacant

Positions that remain vacant on the Council after elections are held or that become vacant due to resignation or removal, shall be filled as soon as possible in the following manner:

- Notwithstanding the above, vacancies will only be filled until June of the current year, at which time the vacant position will be filled through elections.
- Parent members - The Council will seek volunteers and make an appointment. Priority shall be given to parents who stood for election to school Council and were unsuccessful. Consideration shall be given to the parent(s) with the next highest number of votes.
- Teacher members - to be re-elected by the teaching staff.
- Community member - Council will seek volunteers and make an appointment.
- Support staff - re-elected by support (non-teaching) staff.

7. REGULAR MEETINGS OF THE UPSAC

The school Council shall:

- meet monthly or at the call of the Chair, a minimum of four times per year
- Make all meetings open to the school community (see [Appendix D](#))
- communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the Council, and to report on the activities of the Council to the school community
- promote the best interests of the whole school community
- review annually its School Council constitution and by-laws
- set a schedule of regular meetings for the next school year by June 30th
- have one annual general meeting in September following the election
- follow Cannon's Concise Guide to Rules of Order 1995. ISBN 0-395-621305/73326- X, (one copy of which will be made available at each meeting)
- follow the Operating Norms of the UPSAC Council, (see [Appendix C](#))

8. SPECIAL MEETINGS OF THE UPSAC

- Any meeting outside of the regularly scheduled meetings of the Council shall be considered a special meeting.
- Only the Chair or Vice-Chair of the Council may call a special meeting of the UPSAC.
- Notice of a special meeting of the Council shall specify the purpose of the meeting, may be given by telephone to all committee members, and shall be given a minimum of three school days in advance of the meeting
- Every effort will be made to communicate the special meeting to the school community.

UNIONVILLE PUBLIC SCHOOL

ADVISORY COUNCIL CONSTITUTION

June 2005

9. SUB-COMMITTEES

- The Council may delegate aspects of its responsibility to sub committees which must include a Council member and may also be composed of members of the school community who are not on the Council.
- The Council will be responsible to set, review and approve the mandate and terms of reference of all of its committees.

10. THE AGENDA COMMITTEE

- The agenda committee shall meet prior to each Council meeting or at the call of the Chair in order to set the agenda for the coming meeting.
- The agenda committee shall insure that all issue protocol items will be placed on the agenda at the earliest available opportunity. (See [Appendix F](#))
- The agenda committee shall be chaired by the Chair of the UPSAC.
- Other members shall include:
 - The Principal and / or Vice-Principal.
 - Up to three parent members of UPSAC.

11. ANNUAL REPORT

The Council, no later than September 30th or as directed by the board, shall submit to the Director of Education an annual report which shall include:

- A list of members.
- A summary of meetings held and attendance at those meetings.
- A summary of the Council's activities for the past year (September 1st – June 30th), and may include such other matters that the school Council deems appropriate.

12. ROLES AND RESPONSIBILITIES OF COUNCIL MEMBERS

Chair

The Chair of the school Council shall:

- appoint a secretary, if required
- appoint a treasurer, if required.
- Request completion of duties and responsibilities by Council members, as required
- oversee the transition of Council from one school year to the next
- be elected by secret ballot at the first meeting of new Council in September
- call School Council meetings.
- act as Chair of the agenda committee and prepare the agenda for school meetings in consultation with the agenda committee
- chair School Council meetings, according to operating norms.

UNIONVILLE PUBLIC SCHOOL

ADVISORY COUNCIL CONSTITUTION

June 2005

- ensure that Council meetings are run in an orderly and efficient manner.
- ensure that the minutes and other documentation of School Council meetings are recorded.
- communicate with the school Principal.
- ensure that there is regular communication with the school community.
- consult with senior board staff and trustees, as required.
- participate in training and preparing programs - professional development.
- prepare the annual report for approval by the Council prior to submission
- see that the UPSAC constitution is reviewed annually

Vice-Chair

The Vice-Chair of the school Council shall:

- be elected by secret ballot at the first meeting of each new Council in September
- Act on behalf of the Chair as required.

Secretary

The secretary shall:

- Record minutes of all meetings
- be responsible for the permanent files of all Council meetings

Treasurer

The treasurer shall:

- be the custodian of all UPSAC accounts
- be responsible for receipt and disbursement of all funds related to UPSAC account
- submit an up to date financial report at each council meeting
- Regularly participate in Council meetings, and in subcommittee meetings on which they serve.
- participate in information and training programs.
- Act as a link between the School Council and the community.
- encourage the participation of parents from all groups and of other people within the school community.
- submit potential agenda items to the agenda committee.

Council Members

The members of the school Council are accountable to the parents they serve and shall:

- maintain a school-wide perspective on issues.

UNIONVILLE PUBLIC SCHOOL

ADVISORY COUNCIL CONSTITUTION

June 2005

- Regularly participate in Council meetings, and in subcommittee meetings on which they serve.
- participate in information and training programs.
- Act as a link between the School Council and the community.
- encourage the participation of parents from all groups and of other people within the school community.
- submit potential agenda items to the agenda committee.

The Principal/Vice-Principal

The Principal and Vice-Principal of the school shall:

- support and promote the Council's operations and activities.
- seek input from the Council in areas which it has identified as priorities and be prepared to provide a rationale for decisions made.
- provide or gather resources on laws, regulations, Board policies and collective agreements required by the Council to enable it to make informed decisions.
- ensure that copies of the minutes of the Council's meetings are kept at the school
- ensure that the school Council constitution and by-laws are readily available to the school community.
- assist the Council in communicating with the school community.
- encourage the participation of parents from all groups and of other people within the school community.
- lend support to school community organizations which operate separately from the Council, and provide for an effective liaison between the School Council and the organization.

13. CONFLICT OF INTEREST

If an individual Council member perceives himself / herself to be in conflict of interest in the role of School Council member, they are honour bound to declare it promptly to the School Council.

14. CHANGES TO THE UPSAC CONSTITUTION

- The Chair shall ensure that the UPSAC constitution is reviewed annually.
- Changes to the Council's constitution may be made according to the following provisions:
 - The proposed change cannot be proposed and voted upon at the same meeting.
 - The change must be approved by 75% of the Council's membership.

UNIONVILLE PUBLIC SCHOOL

ADVISORY COUNCIL CONSTITUTION

June 2005

LIST OF APPENDICES

UNIONVILLE PUBLIC SCHOOL Advisory Council Constitution

Procedures for School Advisory Council Elections [Appendix A](#)

Candidate Nomination Form (includes UPSAC Statement of Purpose, Duties and Responsibilities) [Appendix B](#)

Operating Norms [Appendix C](#)

Procedures - Open Attendance at UPSAC Meetings [Appendix D](#)

Financial policies [Appendix E](#)

School Council Issue Protocol [Appendix F](#)

APPENDIX A
PROCEDURES FOR UNIONVILLE PUBLIC SCHOOL ADVISORY COUNCIL ELECTIONS

The Chair will announce the available positions for the next school term. This nomination / election procedure will be used for all elected positions

Nomination Procedures

- The Nominating Committee shall:
 - be a subcommittee of this Council
 - be assembled by April 2
 - be composed of members not be running for re-election,
 - number no less than three (3) members, and include at least one parent member, the Principal or designate, and at least one other person.
 - ensure all parties are aware of the election process, and their opportunity to run and/or vote,
 - Actively seek nominations for open UPSAC position
 - arrange a "meet the candidates' night".
 - Place information about the candidates on the parent information board.
 - supply nomination forms to the school office in order that nomination information can be made available on request.
 - ensure candidate nomination forms are properly completed,
 - propose a slate of candidates for election at the May UPSAC meeting,
 - supervise the election procedure,
 - review the nomination/election procedures and make recommendations annually.
 - propose a slate of Community Member candidates at the first meeting of the new council in September
Election Procedures
 - Acclamation will be used if the number of candidates is equal to or less than the number of positions available.
 - Parents, staff, and support staff will be elected by their respective peer group
 - Nominations will close at the May UPSAC meeting.
 - Ballots will be available at the school office.
 - Poll closing times will be specified by the nominating committee
 - Translations will be made available as required.
 - Ballots will be counted by the nominating committee.
 - Candidates will be listed on the ballots in random order.
 - Candidates with the most votes will be elected for the available positions.
 - Ballots will indicate the number of positions available and the number of ballots to be cast and each vote will be counted equally.

APPENDIX A

PROCEDURES FOR UNIONVILLE PUBLIC SCHOOL ADVISORY COUNCIL ELECTIONS

- In the case of a tie vote the winning candidate will be decided at the next nominating committee meeting by a draw to be conducted by the committee chair in the presence of the nominating committee. The tying candidates will be given an option to be present.
- The nominating committee shall notify the candidates and the school community of the election results.
- The actual voting results will be recorded in the Council minutes. Ballots will be held for one month by the Council.

APPENDIX B

UNIONVILLE PUBLIC SCHOOL ADVISORY COUNCIL CANDIDATE NOMINATION FORM

Name: _____

Address: _____

Home Phone: _____

Business Phone: _____

I am a candidate representing:

Parents Support Staff Teachers

I wish to declare my candidacy for an elected position as a representative on the Unionville Public School Advisory Council (UPSAC). I understand the role and responsibilities of a member of the UPSAC as described on the pages below .

Candidate's Signature: _____ Date: _____

Nomination Forms are to be presented to nomination/election committee by the start of the UPSAC September meeting.

Please note that a profile of up to one page describing your interest in this position is required.

Nomination Form Receipt

The nomination form for Parent Teacher Support Staff on The Unionville Public School Advisory Council has been received.

Candidate Name: _____

Nominating Committee Member: _____ Date: _____

UNIONVILLE PUBLIC SCHOOL ADVISORY COUNCIL CANDIDATE NOMINATION
FORM

1. STATEMENT OF PURPOSE

The Unionville Public School Advisory Council shall make a positive contribution to student learning and school effectiveness through the provision of positive and innovative advice to the school.

2. DUTIES & RESPONSIBILITIES

Duties and responsibility of the UPSAC include advising the Principal and, where appropriate, the School Board on any of the matters listed below that the Council has identified as priorities, including but not limited to:

Develop, implement, and review the school plan for continuous improvement in matters such as:

- School code of student behaviour
- Curriculum and program goals and priorities
- School homework policy
- The responses of the school or school board to achievement in provincial and board assessment programs
- School budget priorities and allocations

Also, the Unionville School Advisory Council will assist the school in obtaining commodities for the enhancement of educational pursuits or to upgrade either the appearance or function of Unionville Public School.

This goal will be realized

- Through various fundraising initiatives
- By utilizing resources available within the community
- Through the active involvement of any interested parents from the school.

The Council will support school, family and community partnerships that assist parents in the education of their children through involvement in matters such as:

- School based services: partnerships with agencies, associations and communities related to social, health, environmental, recreational and nutritional programs

The Council will prepare and review the school profile through involvement in matters such as:

- developing criteria to assist in the selection of local school Principal/Vice Principal.

APPENDIX B

UNIONVILLE PUBLIC SCHOOL ADVISORY COUNCIL CANDIDATE NOMINATION
FORM

The Council will advise on other matters which the School Advisory Council may consider important, such as:

- Local school year calendar
- Extra curricular activities in the school.
- Development, implementation, and review of board policies at the local level.
- Local capital improvement plans.
- Methods of reporting to parents and the community.
- Field trip practices.
- Local school safety practices.
- Community use of school facilities.

Council Members

The members of the School Advisory Council are accountable to the parents they serve and shall:

- maintain a school-wide perspective on issues.
- Regularly participate in Council meetings, and in subcommittee meetings on which they serve.
- participate in information and training programs.
- Act as a link between the School Advisory Council and the community.
- encourage the participation of parents from all groups and of other people within the school community.
- submit potential agenda items to the agenda committee.

APPENDIX C: OPERATING NORMS

- Members have the best interest of the students and school in mind.
- Members are open minded and objective.
- Business is conducted in an orderly and efficient manner.
- Members are frank in discussions.
- The meeting agenda is to be published at least one week prior to the meeting date.
- Members show consideration and respect for each other.
- All proposed agenda items need to be approved by the agenda committee prior to the meeting.
- Members are creative and suggest new ideas.
- Members are willing to compromise, when needed.
- The Council members are interdependent on each other to succeed.
- Decision making will be made by consensus whenever possible. The chair may ask for a vote to be taken by secret ballot when consensus cannot be reached or when deemed appropriate.

APPENDIX D

Procedures - Open Attendance at UPSAC Council Meetings

- The Chair shall initiate introduction of all members - who shall introduce themselves by name and committee representation.
- Visitors/spectators shall be asked to introduce themselves and their connection to the school.
- The Chair shall explain to the visitors/ spectators the following:
 - That they are welcome to attend, and their interest in School Council is appreciated.
 - That the Council is a body designated by the Ministry of Education and Training to carry out certain business, and that the meeting is to be considered a business meeting.
 - If visitors wish to discuss or raise an item, they must speak with the Chair about submissions to the agenda committee.
 - If visitors have an item on the agenda, we will call on them to discuss that item at the appropriate time.
- Voting on business items is limited to Council members.

APPENDIX E

FINANCIAL POLICIES FOR UNIONVILLE PUBLIC SCHOOL ADVISORY COUNCIL

1. The UPSAC bank account shall be kept in such chartered bank, trust loan and Savings Company as the council may by resolution determine.
- 2 All cheques on the UPSAC bank account, drafts drawn or accepted by the UPSAC shall be signed, drawn, accepted as the case maybe, by the Treasurer and either the Chair or Vice Chair or [Principal](#). The Council may appoint another UPSAC member to be a signing officer if they deem it necessary.
3. The Treasurer shall issue charitable donation receipts for donations made to the UPSAC which are in excess of \$10.00.
4. The Treasurer shall be responsible for the preparation of the annual tax return, GST rebate claim, and any other government reporting related to the finances of the UPSAC.
5. The UPSAC books may be audited, following each school year, by an independent professional, as the council may by resolution determine.

APPENDIX F - School Council Issue Protocol

Introduction for Prompt Action

Many parents wonder what is the best way to get action when a concern arises with regard to their child or with the school in general. It is recognized that some parents are uncomfortable with making a call of complaint, to the teacher or principal directly. However, in order to resolve issues in the most appropriate manner, it's normally best that issues are presented to the person directly responsible or involved in the issue.

In order to get prompt action, parents are asked to consider the following guidelines. If not satisfied with the initial contact, proceed to the next. For issues related to student progress or behaviour

1. Call the teacher involved
2. Contact the Principal, or Vice-Principal, (905) - 477-1824
3. Contact the YRBE superintendent of schools Ruth Lambert (905) 940-7800
4. Contact the local trustee Mr. Gary Unitas (905) 940-9814 or chair trustee Bill Crothers (905) 642-1759

For issues related to a school level, regional, or provincial decision or policy:

1. Contact the Principal, Steven Gardner (905-477-1824)
2. Contact the School Council Chair
3. Contact the YRBE superintendent of schools
4. Contact the local trustee Mr. Gary Unitas (905) 940-9814 or chair trustee Bill Crothers (905) 642-1759
5. Contact the local Member of Parliament

When dealing with parental complaints it is standard practice for those in positions of authority to direct parents through these steps if they have not already done so.

If a parent wishes to bring an issue to the attention of the School Council, "School Council Protocol for Dealing with Issues" should be followed.

- School Council
- Protocol for Dealing with Issues
- Preliminary Process (General Steps)
- See Issue Protocol - Introduction
- Issue directed to Council Member
- Issue directed from Council Member to Administration
- If issue does not fit with Council mandate or priorities, Council Member goes back to person suggesting revisit with administration or jump to superintendent or trustee

Issue Fitting With School Council's Mandate and Priorities

- Issue with Agenda Committee (which consists of Principal, Vice Principal and Chair)
- Person is provided the opportunity to present the Issue at a School Council meeting or to find someone to present on their behalf
- In order to address issues efficiently and effectively, an Issue Presentation Form will be completed

APPENDIX F - School Council Issue Protocol

- If possible, the Issue Presentation Form should be in the Agenda Committees hands at least one week prior to the Council Meeting at which it is to be presented. This will afford the Agenda Committee time to:
 - distribute the Issue Presentation-Form to all Council Members, along with any appropriate information pertaining to the Issue
 - arrange the attendance at the meeting of any
 - arrange an impartial facilitator (if necessary)
- Efforts will be made to place the Issue, on the Agenda at the earliest available opportunity and the person will be notified of the meeting date and agenda.
- Time frame of presentation will be up to 10 minutes, with a limit of 2 Issues per Council Meeting
- Once the Issue is presented at the Council meeting, there will be up to 10 minutes of discussion and then an action plan, based on a consensus decision, will be formulated and if necessary, a sub-committee will be formed to investigate the issue further and to make a specific recommendation to the School Council
- The Presenter will be given a response by an appropriate party.

APPENDIX F - School Council Issue Protocol

Unionville Public School Issue Presentation Form

Please complete the following form and return it to the School Council Chair, Principal or Vice Principal one week prior to the Council Meeting at which the Issue will be presented. The presentation should be limited to 10 minutes. There will be up to 10 minutes allotted for discussion.

Please complete this side only.

Name of presenter: _____ Phone Number: _____

Steps Already Taken: (see "Issue Protocol - Introduction")

Purpose of Presentation: (Why are you here?)

Expected Outcome: (What do you want?)

Issue: Background: (What information would be helpful in understanding the issue?)

Requirements: Audio visual (slide projector, overhead projector), photocopying, room setup.
