

THE CONSTITUTION OF THE
SCHOOL COUNCIL
OF
WELLAND CENTENNIAL SECONDARY SCHOOL

Purpose of the School Council

The School Council of WCSS will provide ideas and opinions to assist the principal in decision-making on educational issues. The advice will be based on the general views of the school community, and the best interests of students throughout the school. The School Council will operate within the policies and procedures of the Ministry of Education and Training and the District School Board of Niagara.

Objectives

The school council for WCSS may become involved in any of the following areas:

- ◆ provide input for the Effective School Planning Outline and school year calendar
- ◆ contribute towards a problem solving (pro-active) approach to shared decision making
- ◆ communicate the vision, expectations and achievements to students, staff, parents and system personnel and the school community
- ◆ provide input in the development of attendance procedures
- ◆ develop and promote expectations for Centennial student behaviour
- ◆ address school profile issues (binder available in office)
- ◆ improve communications of school activities to the community
- ◆ promote the effectiveness of the School Council
- ◆ promote increased retention of feeder school students
- ◆ re-affirm CTAL relationship (Adopt-a-School)
- ◆ establish partnerships with the North Welland business community
- ◆ provide input into the review of board policies at the local level

OUR MISSION STATEMENT

It is our mission to ensure effective communication among all members of our learning community and work within a collaborative framework to improve student success through effective use of community resources.

It is **not** the intent of the school council to become involved in:

- ◆ day to day operations of the school
- ◆ setting of policies, procedures and strategic directions for either the Ministry of Education and Training or the District School Board of Niagara
- ◆ issues concerning individual students, staff, parents or community members
- ◆ disciplinary action

Membership

The membership of the school council of WCSS shall consist of:

- (a) Parents/legal guardians – 10 – maximum, 4 minimum, as elected by parents/legal guardians of children who attend WCSS, preferably, but not limited to equal representation for each grade.
- (b) Students – Maximum of 2 delegates as selected by the student body
- (c) Principal and/or Vice-Principal (non-voting)
- (d) Teachers – maximum of 2 as selected by other teachers at the school
- (e) Support Staff– 1 as selected by support staff employees assigned to the school
- (f) Community Representatives – 1 minimum/3 maximum elected by the School Council as a whole
- (g) A parent/legal guardian of a pupil may serve as the teaching or support staff or community representative on a Council at a school where they are employed, as long as the other Council members are informed of their employment prior to their selection
- (h) A parent/legal guardian of a pupil may serve as a parent representative on a Council where they are not employed, as long as the other Council members are informed of their employment status prior to their selection.

Total voting membership should be limited to 18 with parents representing a clear majority.

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Duties of School Council Members

Chair/Co-chair

The chair/co-chair of the school council of WCSS shall:

- ◆ be elected yearly at the first meeting of the school year
- ◆ call school council meetings
- ◆ prepare the agenda for school council meetings in consultation with the principal and input from the council members
- ◆ review membership status and in conjunction with school council members establish a process to notify parents/legal guardians when a vacancy occurs
- ◆ chair school council meetings
- ◆ ensure that the minutes of school council meetings are recorded and maintained and are made available to the principal and/or school board as necessary for Annual Report.
- ◆ participate in information and training programs
- ◆ communicate with the school principal and school council members
- ◆ ensure that there is regular communication with the school community
- ◆ consult with senior board staff and trustees, as required
- ◆ attend at least one meeting per year of another local school council

Vice Chair (in the absence of a Co-Chair)

The vice chair of WCSS school council shall:

- ◆ act as chair in the absence of the chair
- ◆ be elected yearly

Secretary

The secretary of the school council of WCSS shall:

- ◆ ensure the preparation and distribution of meeting agendas and communicate with the Administrative Secretary
- ◆ maintain attendance records
- ◆ take meeting minutes
- ◆ ensure the preparation and distribution of meeting minutes.

Note: a decision will need to be made at the first meeting in September if this position will be held for a term or whether Secretary will be done by voluntary rotation.

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Council Members

School council members of WCSS shall:

- ◆ have a 1 year term renewable at the first meeting in September
- ◆ participate in council meetings
- ◆ 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
- ◆ each member must be prepared for the meetings, and cannot miss more than two consecutive meetings without being contacted by the council chair/co-chair to have their membership reviewed
- ◆ All members of the school council shall be given equal opportunity in any and all decision making and be expected to support the school council's final decision

Principal

The principal of the school council of WCSS shall:

- ◆ facilitate the establishment of the school council and assist in its operation
- ◆ support and promote the advisory council's activities
- ◆ seek input from the school council in areas for which it has been assigned advisory responsibility
- ◆ act as a resource on laws, regulations, board policies, and collective agreements
- ◆ obtains and provides information including materials designated by the Ministry of Education, to each School Council member
- ◆ communicate with the chair and members of the school council, as required
- ◆ ensure that copies of the minutes of the school council meetings are kept at the school for a minimum of four years to be used as an annual report to the Superintendent as required.
- ◆ assist the school council in communicating with the school community including written notice of scheduled meeting dates and times to parents/legal guardians of pupils of the school
- ◆ encourage the participation of parents from all groups and of other people within the school community

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Meetings

- ◆ School Council begins in September, in the third week of each operating month at 7:00 p.m., of approximately two hours in duration or as agreed to by council members
- ◆ A minimum of 4 meetings per school year will be held with the provision for additional meetings as the need arises, or at the discretion of the School Council.
- ◆ The first council meeting will establish the day.
- ◆ Tasks of school council members for the current school year will be decided at the September meeting
- ◆ Meetings will be held at the school.
- ◆ Minutes are kept at the school.
- ◆ Discussion will take through collaborative efforts of all using problem solving, and conflict resolution techniques without arguing.
- ◆ Attendance is to be recorded on the meeting minutes .
- ◆ Binding decisions will be made through discussion, analysis, research, and consensus using factual data.
- ◆ All meetings will be open to the public
- ◆ A meeting to conduct formal business shall require a majority of current members to be present and a majority of voting members to be parents/legal guardians

Nomination and Election of Officers

Election of the Chair/Co-Chair/Vice-Chair

Parents/legal guardians will be notified in registration packages sent out by the school, of the date of the first school council meeting. They will have the opportunity to sign and return to the school a notification of standing for nomination on the School Council.

The Principal will chair the September meeting until a Chair is elected.

Only parents/legal guardians of Welland Centennial Secondary School students may hold the office of Chair/Co-chair/Vice-Chair and may NOT be an employee of the board.

Nominations from the School Council will be accepted at the first meeting in September. Voting is to be done by ballot and any tie votes will be re-balloted.

Election of Grade Representatives

A roster of nominations for each grade, representative will be formed at the September meeting. A vote will be taken by ballot. Each person present at that meeting will be eligible to vote.

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Committees

1. (a) Each Council may establish one or more committees
- (b) Any committee of a School Council must include one parent member of the Council

Selection of a Community Representative

The community representative will be elected by ballot at the September meeting.

Measures of Success

The progress and success of the school council will be monitored via:

- ◆ agendas, minutes and the use of dated action plans
- ◆ government and board information and guidelines.
- ◆ safe, effective learning environment in an emotionally supportive setting
- ◆ set and achieve short and long term goals
- ◆ effectiveness of advice and results of decisions made
- ◆ through feedback from stakeholders

Procedure for Constitutional Amendments

Written notification of proposed Constitutional amendments must be distributed to the membership at least 30 days prior to their being tabled for consideration.

At least seventy-five percent (75%) of the membership must be present in order to vote on constitutional amendments.

Ratification of motion(s) to amend the constitution requires a majority vote.

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