

Ryerson CS School Council By-Laws

Preamble

School Councils are legislated bodies, governed by Regulation 612 of the Ontario Education Act. School Council and all of those who attend School Council meetings and activities shall adhere to these regulations, as well as the policies and the procedures of the Toronto District School Board, including but not limited to P031 – Human Rights Policy, P037 – Equity Policy, P034 – Workplace Harassment, Prevention for Non-Human Rights Code Harassment Policy, P051 – Caring and Safe Schools Policy and PR585 – Board Code of Conduct.

Indigenous Peoples are self-determining nations with distinct and inherent rights and laws. These inherent rights and laws govern the relationship between Indigenous Peoples and institutions will be guided by the Truth and Reconciliation Commission and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). The School Council will work to dismantle TDSB's colonial structures, practices, and impacts of colonization by actively engaging in alliance with Indigenous Elders, students, parents/guardians/caregivers, and the community in developing a governance model that honors Indigenous knowledge, sovereignty, and self-determination as per PO23-Parent/Caregiver Engagement Policy.

It is recognized and acknowledged that many members of the TDSB community continue to experience exclusion and marginalization, including racism, anti-Indigenous racism, anti-Black racism, anti-Semitic, Islamophobic, ableism, sexism, transphobia & cissexism (discrimination and prejudice based on gender identity), homophobia, and other forms of marginalization and prejudice.

TDSB recognizes that sustained measures, both proactive and reactive, are required to eradicate discrimination and to ensure that all members of the TDSB community are included, welcomed and feel valued in all TDSB environments. (as per P031 - Human Rights Policy).

The School Council shall:

- create, maintain and contribute to a climate of understanding and mutual respect for the rights and the dignity of each person;
- identify, confront and eliminate barriers to engagement and participation;
- examine biases and reflect on the impact that power and privilege have on parents/caregivers and their engagement;
- support individuals who are, or have been, targets of discrimination and harassment;
- work to prevent discrimination and harassment;

take all allegations of discrimination and harassment seriously and respond promptly by reporting them to the Principal.

Name of School Council

The name of this organization shall be Ryerson CS School Council and referred to as the School Council. Please note: the term, “parents/caregivers”, includes the parents, caregivers, guardians and families of students, as shown on the school registration.

Purpose

Regulation 612/00 of the Ontario Education Act states that “the purpose of School Councils is, through the active participation of parents, to improve student achievement and enhance the accountability of the education system to parents.”

A School Council's primary means of achieving its purpose is by making recommendations on any matter to the Principal of the school and to the Board that established the School Council.

1. Membership

An effective School Council relies on the contributions of the broader school community. The School Council will work to elect/acclaim members who are representative of this school's community. To this end, eligible candidates will be encouraged to seek office regardless of their race, colour, creed, culture, ethnicity, linguistic origin, disability, level of ability, socio-economic class, age, ancestry, nationality, place of origin, religion, sex, gender identity, gender expression, sexual orientation, body image, citizenship, immigration status, family status, marital status or as First Nations, Metis or Inuit.

School Council composition will include 5 parents/caregivers (as defined in Ontario Regulation 612/00), the Principal, one teacher, one non-teaching staff, one community representative and a student representative at the secondary level, to be appointed by the Student Council or elected according to School Council By-Laws if no Student Council is active.

2. Election of Parent/Caregiver Members

Elections will be inclusive, transparent and accountable, ensuring that all members of the school community are included, welcomed and feel valued.

Elections of parent/caregiver members shall be held during the first 30 days of the school year on a date that is set by the School Council Chair/Co-Chairs in consultation with the Principal.

The Principal, on behalf of the School Council, shall give written notice of the date, the time and the location of the election, to every parent/caregiver of a student enrolled in the school, at least 14 days before the date of the election.

Any parent/caregiver of a student in the school, who is seeking election, must be nominated or self-nominated in writing. A person is not qualified to be a parent/caregiver member if they are employed at the school. If employed by the Board but not at the school, they must take reasonable steps to inform those qualified to vote in the election of their Board employment status.

The election of a parent/caregiver member shall be by secret ballot and neither proxy nor absentee voting is permitted.

A person is eligible to vote in an election of parent/caregiver members of a School Council if they are the parent/caregiver of a student enrolled at the school.

Elections for teaching and non-teaching staff representatives on the School Council will be held during the first 30 days of each school year. The teaching representative shall be elected by those individuals at the school qualified to be the teacher representative in any method they determine. The non-teaching staff shall be elected by those individuals at the school qualified to be the non-teaching staff representative in any method they determine.

Community members shall be appointed by the members of the School Council. When applicable, the student representative shall be elected by the student council, if one exists, or appointed by the Principal.

If positions are not filled during an election, the School Council may fill them via appointments throughout the school year. (see Vacancies)

3. Nominations

If the number of declared candidates is less than or equal to the number of positions, no vote is required and the candidates will be acclaimed, notified and communicated to the school/community. If the number of declared candidates is higher than the number of positions, then a vote will be held on the date set by the Chair/Co-Chairs, in consultation with the Principal. Elections for the School Council shall be supervised by the Principal (or designate) and at least one parent/caregiver, not seeking election.

Nominations will not be accepted from the floor on the evening of the elections.

The school (Principal or designate) will receive and file all nomination forms.

Written information (picture not required) about each candidate, supplied by the candidate, shall be made available to the school community at least one week prior to the election.

Candidates may not engage in campaigning on or off school property or use any School Council social media or other tools to promote their candidacy.

4. Term of Office

School Council members, elected or appointed, hold office from the latter of,

- (a) the date that they were elected or appointed; and
- (b) the date of the first meeting of the School Council after the elections held in the school year,

until the date of the first meeting of the School Council after the elections held in the next school year.

5. Vacancies

A vacancy in the membership of the School Council shall be filled by election or appointment. A vacancy in the membership of the School Council does not prevent the

School Council from exercising its authority,

- if an election is held to fill a vacancy in the membership of a School Council, the School Council's elections' process will apply;
- if an appointment is held to fill a vacancy, the School Council may request that interested parents/caregivers submit their name for consideration. The School Council shall then vote to appoint candidates to fill the vacancy/vacancies.

Executive vacancies will be opened to nominations from the voting members.

6. Executive Officers

All members of the Executive must be elected from the voting members of the School Council.

School Council will elect:

- a Chair, or
- two (2) Co-Chairs

who must be a parent/caregiver and cannot be a TDSB employee.

The School Council may also elect other Officer positions (i.e., Secretary (Recorder), Treasurer), as deemed necessary.

7. Remuneration (payment)

No person shall receive any remuneration for serving as a member or Officer of the School Council. Members shall be reimbursed for pre-approved expenses that they incur as members or Officers of the School Council, as per Board procedures.

8. Roles and Responsibilities

Chair or Co-Chair(s)

- arrange for School Council meetings;
- prepare agendas for School Council meetings;
- chair School Council meetings;
- ensure that minutes of School Council meetings are recorded and maintained;
- ensure that the Annual Report is completed;

- facilitate conflict resolution;
- communicate with the Principal on behalf of the School Council;
- consult with senior board Staff and Trustees as required on behalf of the School Council;
- act as Joint Signing Officer;
- act as ex officio member(s) of School Council committees/sub-committees and any school committees, including but not limited to School Budget Committee, School Improvement Plan Committee, School Staffing Committee and Caring and Safe Schools' Committee;
- ensure completion of the School Statements of Needs (SSON) in collaboration with parents/caregivers;
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

Secretary/Recorder

- complete records of all meetings in a timely manner;
- assist the Chair/Co-Chair(s) in the distribution of minutes to all School Council members, ensure minutes, once approved, are available to the parent/caregiver body;
- responsible for upkeep of all School Council social media and communications to the parent/caregiver body (e.g., blog, social media, email, newsletters etc.);
- may as a Joint Signing Officer;
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

Treasurer

- act as custodian of the funds of the School Council;
- handle receipts and disbursement of School Council monies;
- keep proper records of all financial transactions;
- arrange for verification of the School Council's financial records in June of each year;
- act as a Joint Signing Officer;
- adhere to the financial protocol instructions outlined in the [School Council Financial Guide](#); prepare the annual Public-Sector Accounting Board (PSAB) report;
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

Principal (not a voting member)

- promptly distributes materials identified by the Ministry for distribution to School Council members and posts said material(s) in a school location accessible to parents/caregivers;
- attend every meeting of the School Council or delegates this responsibility to the Vice Principal (or designate) if unable to attend;
- act as a resource person to the School Council and shall assist the School Council in obtaining information relevant to the functions of the School Council, including information relating to relevant legislation, regulations and policies;
- consider each recommendation made to the Principal by the School Council and advise the School Council of the action taken in response to the recommendation;
- solicit the views of the School Council under the Education Act and the regulations, with respect to the following matters:

1. The establishment or the amendment of school policies and guidelines that relate

to pupil achievement or to the accountability of the education system to parents/caregivers, including,

i) a local code of conduct established under subsection 303 (1) or (2) of the Act governing the behaviour of all persons in the school, and

ii) school policies or guidelines related to policies and guidelines established by the Board under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the Board's jurisdiction.

2. The development of implementation plans for new education initiatives that relate

to pupil achievement or to the accountability of the education system to parents/caregivers, including,

i) implementation plans for a local code of conduct established under subsection 303 (1) or (2) of the Act governing the behaviour.

- provide input on the School Improvement Plan (SIP), based on the Education Quality and Accountability Office's reports on the results of tests of pupils and the communication of those plans to the public;

- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

Parent/Caregiver members of School Council

- solicit the views of other parents/caregivers to share with the School Council;
- represent the views and the opinions of the parent/caregiver community;
- attend and participate in all meetings;
- participate on School Council committees;
- encouraged to participate in and to facilitate any events that the School Council holds during the school year;
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

Student, Teaching and Non-Teaching Representatives:

- contribute to the discussions of the School Council;
- solicit views from their peers to share with the School Council;
- may participate on any committees established by the School Council;
- communicate information back to their peers;
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

Community Representative

- contribute to the discussions of the School Council;
- represent the community's perspective;
- may participate on any School Council committee;
- help to build partnerships and links between the school and the community
- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

Representatives of the Ontario Federation of Home and School Association (where applicable):

- contribute to the discussions of the School Council;
- represent the views of their association;
- may participate on any committees/sub-committees established by the School Council;
- communicate information back to their association;

- observe the School Council's and/or the Board's Code of Conduct and these By-Laws.

9. Consultations

The School Council shall consult with parents/caregivers of students enrolled in the school about matters under consideration by the School Council.

10. Official TDSB Land Acknowledgement

The Toronto District School Board (TDSB) is situated on the ancestral, treaty and title lands of the Mississaugas of the Credit, the Anishinaabe, the Chippewa, the Haudenosaunee and the Wendat peoples. It is covered by Treaty 13 with the Mississaugas of the Credit.

11. Meetings

The first meeting of the School Council will take place within the first 35 days of the start of the school year after the election, on a date set by the Principal, in consultation with the Chair/Co-Chair(s).

A School Council shall meet at least 4 times in the school year.

The dates for School Council meetings will be set at the first meeting, in consultation with the Principal. The Principal, on behalf of the School Council, will give written notice of the dates, the times and the location(s) of the meetings to every parent/caregiver of a student enrolled at the school.

An official meeting of the School Council cannot be held unless a majority (51%) of the current members of the School Council are present at the meeting, including the Principal or their designate. The majority of those present must be parents/caregivers.

A member of a School Council who participates in a meeting by phone or virtually shall be deemed to be present at the meeting.

12. Meeting Protocols

Should a member of the School Council miss two (2) consecutive meetings without sufficient notification to the School Council, the Chair/Co-Chair(s) may call a meeting with the member to determine the member's interest in the School Council and whether the member has vacated the position. If a teaching, non-teaching staff, or student member misses two (2) consecutive meetings, the Chair/Co-Chair(s) will consult with the Principal

about their continued participation and/or representation.

Meetings of the School Council and committees/sub-committees may be virtual, in-person or a combination of the two. All in-person School Council meetings shall be held at the school or in a location that is accessible to the public in alignment with school or Board policies and procedures. If at the school, the space will be reserved by the Principal. School Council meetings shall be open to the public.

The Chair/Co-Chair(s) or designate may permit space for committees'/sub-committees' meetings by accessing their TDSB e-Base account at www.tdsb.on.ca/Community/Permits with their shared TDSB School Council email account (SC.schoolname@tdsb.on.ca). The Principal may also permit when required.

Virtual meetings will be held using the TDSB-approved virtual platforms (Zoom, Google Meet). Meeting platforms must include a call-in option to ensure access for all parents/caregivers. Recognizing that not all parents/caregivers will have access to these platforms, the School Council will ensure that the minutes are available electronically and in hard copy (translated when appropriate). School Council shall pass a resolution each year to determine whether School Council meetings are electronically recorded and posted on the school's website. Meeting attendees will be notified of recordings and offered options for participation (i.e., phone-in, camera-off, communication via chat box, etc.). Virtual meetings shall be accessible to the public through registration.

13. Voting

Each member of the School Council is entitled to one vote in votes taken by the School Council. Each committee/sub-committee member is entitled to one vote in votes taken at the committee/sub-committee level. All School Council votes/decisions will be recorded in the School Council minutes. The Principal is not entitled to vote in votes taken by the School Council nor by a committee/sub-committee of the School Council. Voting cannot occur outside of official School Council or committee/sub-committee meetings.

14. Virtual Voting

Virtual voting may take place using Google forms, ZOOM or other voting tools and neither proxy nor absentee voting is permitted. Voting cannot occur outside of official School Council meetings or committee/sub-committee.

15. Minutes and Financial Records

School Council shall keep accurate minutes of all meetings and accurate financial records/transactions for four (4) years on the school premises.

Minutes and financial records shall be available at the school for examination by any person, without charge.

16. Quorum

An official meeting of the School Council cannot be held unless a majority (51%) of the current members of the School Council are present (in-person or virtually) at the meeting and a majority (51%) of the members who are present are parents/caregivers of students who attend our school.

17. School Council Social Media Accounts

School Council:

- may utilize any social media (Twitter; Facebook; Instagram, etc.) platform that will assist in fulfilling its purpose. School Council understands that not all parents/caregivers will be familiar with platforms and will provide ongoing instruction in their use;
- should discuss the creation of Social Media accounts with the Principal or assigned designate;
- may be shut down by the Chair/Co-Chair(s) and the Secretary, in consultation with the Principal and with notification to the School Council;
- will not post any photos, videos or recordings of Staff nor parents/caregivers, unless consent is provided;
- will ensure that the Student Media Release Consent Form is signed prior to posting any photos, videos or recordings of students;
- will adhere to all TDSB policies and procedures, including but not limited to the TDSB [Advertising and Distribution of Materials](#) Policy, [anti-spam legislation](#), school and [Board Code of Conduct](#), [Online Code of Conduct](#), [TDSB Equity](#), [Human Rights Policy](#) and all other relevant policies and procedures;
- will not compromise the privacy of any parent/caregiver, student, Staff nor School Council member;
- will not use as a tool nor justification to promote, share nor distribute hate information or material, nor isolate or exclude parents/caregivers who do not have access to such tools;
- will be respectful of all Staff, students and parents/caregivers and the community;

- monitor sites and remove inappropriate posts and users.

18. Finances

All expenditures of the School Council require prior approval of the School Council and will be reported in a financial statement to be made available at each School Council meeting. Funds will not be used to support staff appreciation events or gifts. The School Council will not borrow funds nor enter into any financial commitment for which funds are not already in hand. The School Council budget includes the funds provided to School Councils by the Board and the Ministry of Education, as held in the school's non-board accounts.

School Council will consult with the Principal to access and to confirm funds and usage of funds held in the school's non-board accounts (General Ledger 41500) assigned to the School Council provided by TDSB (\$1.25 per student to a minimum of \$300 and to a maximum of \$1000) and the Ministry of Education (\$500, Parent Engagement funds).

The School Council must approve and must document, in meeting minutes, the intended purpose of a fundraising activity before commencing. All expenditures from the School Council account must be approved by School Council prior to disbursing the funds. All School Council collections and all disbursements should be captured in their financial statements. The financial statements should be shared with School Council members and the Principal and should be presented at each School Council meeting.

19. Finances – Bank Account

The School Council may maintain a bank account. The Chair/Co-Chair(s), Treasurer and/or other School Council Executive shall act as approved signing officers of the School Council bank account. Each cheque must be signed by two authorized bank signatories. The Principal may be added as a signatory to the School Council bank account. Funds collected must be independently counted by two people, logged in the deposit voucher and deposited promptly. All funds must be securely kept in the school's secure safe until the funds are counted and deposited into the bank.

20. Finances - Agreements

School Councils may not enter into long-term agreements, loan arrangements or other contractual agreements under the name of the school or the School Council.

21. Fundraising

All proposed School Council fundraising activities will take into consideration the ability of

our parents/caregivers to contribute and/or to raise funds. As per P037 – Equity Policy, events will reflect the ideas, traditions, cultures and strengths of the parents/caregivers represented in the school. Monetary and non-monetary contributions will be valued equitably.

The School Council may fundraise and must adhere to the P021 - Fundraising Policy and PR508 - Fundraising Procedures. School Councils shall not engage in fundraising activities unless the activities are to raise funds for a purpose approved by the Principal or authorized by any applicable policies established by the TDSB. The School Council is required to:

- consult with the Principal;
- include a list of planned fundraising activities and expenditures for the year;
- create an annual financial plan using the TDSB's forms, School Generated Funds Financial Plan (SGFFP) and School Needs Assessment Form;
- submit as a separate School Council report or as part of the school's SGFFP, each October. The plan may be adjusted throughout the year and must be resubmitted.

Fundraising activities may include but are not limited to, funfair events, product sales, requests for donations from parents/caregivers, grant applications, donations (in-kind or monetary) and sponsorships.

Fundraising proceeds must not be used for expenses required for completion of the curriculum nor for capital infrastructure improvements funded through renewal grants from the Ministry of Education.

School Council must use the Board-approved vendors when available to ensure compliance with health and safety. Where approved vendors are not available, School Councils shall work with the Principal to find an appropriate substitute. The School Council can access the up-to-date list of approved fundraising and fun fair vendors at: <https://www.tdsb.on.ca/Community/How-to-Get-Involved/Fundraising/Fundraising-Guide>.

All School Council disbursements must comply with the Boards' P017 - Purchasing Policy and must be approved by the school Principal and the School Council in advance of incurring the expense.

22. Conflict of Interest

School Council shall make rules respecting participation in School Council proceedings in cases of Conflict of Interest.

Each School Council member shall avoid situations that could result in an inconsistency between the overall goals and the vision of the School Council and personal or vested interest that may arise in connection with their duties as a School Council member. Should an issue or an agenda item arise during a School Council meeting where a School Council member is in a conflict of interest situation, they shall declare a conflict of interest immediately and decline from the discussion and the resolution.

23. Conflict Resolution

- Fair Opportunity for Expression. Each member shall be given an opportunity to express their opinion on an issue. Each member shall maintain a calm and respectful tone at all times.
- Role of Chair. The Chair is to clarify statements made, to identify common ground and set out joint interests of all members. If no common ground can be identified, the Chair will seek preferences from all members.
- Conflict with Chair. If the conflict is with the Chair, any elected member may act on behalf of the Chair for the purpose of conflict resolution.
- Principal or Superintendent to Intervene if Required. If all attempts at resolving the conflict have been exhausted, the Chair shall request the intervention of the principal. If the conflict involves the principal, the Chair may seek the intervention of the superintendent to help facilitate a resolution.

24. Suspension of a School Council Member

If School Council is unsuccessful in their attempt to resolve a conflict that is impacting the effective operation of the School Council or is impeding the safe and the healthy engagement of all members using the Conflict Resolution process and/or the Suspension process, TDSB Staff (Principal, Superintendent or Executive Superintendent) may halt School Council operations (meetings, activities, fundraisers etc.) to engage in a resolution process than cannot exceed 2 - 3 months

If School Council is unsuccessful in its attempt to resolve a conflict that is impacting the effective operation of the School Council or is impeding the safe and the healthy engagement of all members using the Conflict Resolution Process and/or the Suspension Process, TDSB Staff (Principal, Superintendent or Executive Superintendent) may halt School Council operations

25. Annual Report

School Council will annually submit a written report of its activities to the Principal and include any fundraising activities. The Principal will, on behalf of the School Council, give a copy of the report to every parent/caregiver of a student who is enrolled in the school,

either by giving the report to the student for delivery to their parent/caregiver and/or posting the report in the school in a place that is visible to parents/caregivers and/or online.

26. By-Laws' Amendments

School Council will review these By-Laws every three to four (3-4) years to ensure that they reflect the current makeup and the needs of the school community.

27. By-Laws' Amendments

School Council will review these By-Laws every three to four (3-4) years to ensure that they reflect the current makeup and the needs of the school community. Amendment Procedure:

- a committee will be struck to consider changes, including broad, inclusive consultation with the school community, particularly Black, Indigenous, racialized people, people with disabilities, women, 2-Spirited, Lesbian, Gay, Bi-Sexual, Trans, Queer (2SLGBTQ+) and other equity deserving parents/caregivers as per the P037 - Equity Policy; a draft of amendments will be made available to the School Council who will then vote to accept the draft or to send it back to the committee for further work;
- the accepted draft will be made available to parents/caregivers for feedback, including a method for response and the date of the ratification vote;

the School Council will vote to ratify the draft By-Law amendment(s) at a designated meeting. Ratification requires approval of at least 65% of School Council members present, the majority being parent/caregiver members of our school. The School Council Chair/Co-Chair(s) will update the By-Laws using the Board Template

Date

The Ryerson CS School Council By-Laws were created on (2022-12-19):

Principal First Name: Emily

Principal Last Name: Praamsma

Principal Email Address: Emily.Praamsma@tdsb.on.ca

Principal Phone Number: 4163931340