

Bylaws for École LeMarchant St. Thomas School Advisory Council

School Council bylaws are intended to guide the structure and operations of the Council.

Membership

The Council for LeMarchant St. Thomas School will have 10 to 12 members representing 3 membership groups:

1. 3 to 4 parents of children attending the school
2. 2 to 3 staff members of the school as well as the Principal and/or Vice Principal, non-voting members
3. 3 or 4 community members, elected or appointed by the Council
4. LMST Home and School Co-chairs will be exofficio non-voting members as a courtesy

For the purpose of the Advisory Council positions, school staff shall be considered as staff only (even though they may be parents and/or members of the school community).

Efforts will be made to include individuals who reflect the diversity of our community, including Aboriginals, African Canadians, racially visible persons and persons with disabilities.

Elections

Information about the SAC will be sent home in early September, explaining the SAC and inviting parent participation. Interested parents will be asked to submit a short bio and describe why they would like to be a parent representative on the SAC.

Nominations will be requested and accepted until the day before voting is to take place. If the number of interested parents exceeds the number of openings on the SAC a vote will be held, normally at Curriculum Night. Parents who have put their names forward may be asked to introduce themselves on Curriculum Night.

Elections for vacant Council positions will be held by the first week of October each year. Parent members will be elected by parents who have children at the school. Teaching staff and support staff will elect their representatives. Community members will be elected at a public meeting, or appointed by the elected members of the council. A sub committee of the SAC will constitute the elections committee, with at least three members, representing the various groups of the Council.

Executive

The executive of the Council (chair, secretary and the chair's designate) shall be chosen annually from among the elected Council members. The chair shall normally be a parent or a community member.

Vacancies

The Council will fill vacant positions by holding a special election for that position, or by appointment for the remainder of the term, as deemed appropriate by the Council. Individuals must fill vacant positions, from the same membership group as the person who vacated the position.

Any member may be removed by resolution of the Council if they:

1. miss more than three (3) consecutive regular meetings in one year without prior regrets to the chair, or
2. do not publicly support a decision(s) reached by the Council, or
3. violate Council confidentiality, or
4. openly criticize the school or incite the public on issues deemed detrimental to the school and/or school staff

Decision Making Structure

Decisions will be made as outlined in the Letter of Agreement. Quorum shall be defined as 50% of elected members, with at least one member of each of the 4 representative groups of the Council.

Conflicts

Conflicts, which cannot be resolved at the Council level, will be referred to the School Board. The Department of Education will resolve any disputes, which the Board cannot resolve.

Membership disputes which cannot be resolved at the local level will be referred to the school board for advice and/or mediation as requested. The Department of Education will provide advice and/or mediation as requested.

Meetings

All meetings of the SAC will be open to the public with the exception of the Student Discipline Committee meetings. The Council must meet at least six (6) times per year.

Annual Meeting

The Annual Meeting of the SAC will be held by May 31st of each year.

Agenda/Minutes

The Executive will develop meeting agendas in consultation with the Principal and other Council Members. The agenda will be distributed to Council Members at least one week prior to each meeting. Meeting notice will be given to the school population through the school newsletter, school sign or email. The agenda shall also be posted on the website under the SAC page.

Minutes will be taken by the Council secretary, and kept as part of the school's official records. These minutes will be available to the public on the website, with the exception of matters relating to discipline. Minutes will be shared with the LeMarchant St. Thomas Home and School.

Guests

Public participation in SAC meetings is encouraged. They are open to the public as observers only. The only exception is student discipline review committee meetings. Those who wish to place items on the agenda of the regular monthly meetings must do so in writing to the chair or principal at least one week prior to the meeting, being sure to provide all necessary background materials and making.

Support

The school will provide, within the limits of its financial resources, support services, communication and other reasonable assistance with the Council's activities.

Annual Report/SIP

Because LeMarchant St. Thomas has engaged in a formal site planning process, the site plan generated will constitute the School Improvement Plan. The School Advisory Council will monitor progress toward the objectives documented in the School Plan, and the Annual Report will be produced and endorsed by the Council and staff, in consultation with appropriate partners. The accountability report should include the school's improvement goals, significant results achieved throughout the year, factors that influenced the results, and recommendations on future action to be taken. This report will be submitted to the School Board, and the Department of Education, and will be communicated to students, parents and the community at large.

The SAC will undertake the ongoing development of the Student Support Plan (SSP).

Adopting Amending Bylaws

Bylaws will be adopted by a consensus decision of the council members. If consensus cannot be reached; the Council will use the Council's voting procedure. Proposed bylaw amendments must be on the SAC Agenda for discussion at least 2 meetings before a vote on such change. If consensus cannot be reached, then a vote will take place, and the bylaw change will take effect at the next meeting.

Discipline

A sub committee of the School Council, known as the Discipline Committee will perform the duties with the respect to suspension appeals (replace with word – reviews), and discipline matters under Section 123 (3), 124(3), 125 (b) of

the Education Act (Bill 39). The Discipline Committee will undertake at least 3 members of the school council, except school board employees and students. A minimum of 2 members must be present for the Discipline Committee to conduct business.

Letter of Agreement

The Letter of Agreement will conform in all respects to the Board's policies as well as the Department of Education's policies and guidelines on racial, cultural and gender. Efforts will be made to include individuals who reflect the diversity of our community, including Aboriginals, African Canadians, racially visible persons and persons with disabilities.