

Amendments for 2024 – Information Sheet

Please note that this page is meant for information only, it is not part of the Constitution and Bylaws document.

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Minor spacing formatting throughout

Reasoning

Financials: Currently Lamont Elementary School Council (LESC) has a bank account and holds fundraising opportunities. As the provincial legislation that we fall under does not actually support this, AND we are unable to secure our funds via insurance, we will be proposing that we write a cheque to the Friends of Lamont Elementary School Society (FLESS) for the balance of the account and then close the LESC bank account. This will allow both LESC and FLESS to focus on their mandates without blurring the lines on which group is fundraising at the school.

Addition of Teacher Rep: We are provincially legislated to have a teacher representative on our membership committee.

Lamont Elementary School Council Constitution and Bylaws

Definition

Parent - Any reference to a parent shall also include a legal guardian or legal custodian of a child attending Lamont Elementary School.

Code of Ethics

All School Council and individual Members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statements of the School and School Council;
- C. Strive to be familiar with the District and School policies and the accompanying administrative procedures/regulations and act in accordance with them;
- D. Practice the highest standards of honesty, accuracy, integrity and truth; E. Respect the personal integrity of each member of the School community;
- E. Act in accordance with our School Council Operating Procedures;
- F. Declare any conflict of interest;
- G. Foster a positive atmosphere in which individual contributions are encouraged and valued;
- H. Consider the best interests of all students and the School community in our deliberations and decision;
- I. Respect the confidential nature of some School business and respect limitations this may place on the operation of the School Council;
- J. Secure and never disclose confidential information;
- K. Focus discussions at School Council meetings to matters of concern to the School community as a whole;
- L. Prohibit discussions of personal or personnel related issues;
- M. Use the appropriate communication protocol when questions or concerns arise;
- N. Promote high standards of ethical practice within the School community;
- O. Accept accountability for School Council decisions.

Constitution/Bylaws

1. Name

The name of this school council shall be the Lamont Elementary School Council (LESC).

- a. The bank name for this council is “Lamont Elementary School SAC Account”
- b. This council is/was otherwise known as:
 - i. “Lamont Elementary Parent Council”
 - ii. “Lamont Elementary School Student Advisory Committee”
 - iii. “Lamont Elementary School Student Advisory Council”

2. Mission

- a. The mission of our school council is to enhance the educational experience at Lamont Elementary School through actively supporting staff, students, programs, facilities, parents, school events and the Elk Island Public School Division.

3. Vision

- a. The LESL sees the Lamont Elementary School as a vibrant, welcoming community where every child, parent, teacher and support staff is actively engaged in learning and in developing the citizenship skills he or she will require to be a contributing member of society.

4. Policy

- a. LESL shall adhere to the guidelines and procedures as set out by the Elk Island Public Schools’ Board of Education policy.
- b. The purpose of the LESL is to encourage parental and community input into school and board matters. Also, to enhance communication between the school, the board, and the community as well promote the school and school systems.
- c. To ensure financial security for new council members in the year to come, it is required that a minimum of \$3000 remain in LESL’s bank account.
- d. All income made from fundraising must be counted, verified, and recorded by the executive/fundraising committee. Monies are then to be re-counted and recorded by the treasurer before depositing into the bank. Records are to be stored in the treasurer’s binder.
- e. The executive committee has a group email “lamontparentcouncil@gmail.com”. This email has a google drive to store all information for future committee members. The current password for this email/drive will be provided to the new executive team each year upon completion of the vote-in meeting. The new executive team must create a new password and all outgoing members must sign out of the account on any devices they are signed in within two weeks to allow for pass-over/training.

5. Objectives

- a. The objectives of the council, in keeping with legislation, are to:
 - i. Represent the parent perspective by providing advice to and consulting with the principal and the school board on matters relating to the school such as the school philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs.
 - ii. Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of the school community.
 - iii. Support special events that will enhance student learning, encourage participation and promote the well-being of the school community.
 - iv. Develop a communication plan to share information with parents and community members.

6. Membership

- a. Membership of the Council shall consist of the following:
 - i. The parents of the students enrolled in Lamont Elementary School
 - ii. The Principal of the school
 - iii. One community member
 - iv. At least one person who is a teacher at the school, elected or appointed by the teachers at the school
- b. For the purpose of voting at the general meeting the majority of voting members must be parents of students enrolled in the school. Each parent has one vote. (redundant – see d)
- c. The membership of the executive committee shall consist of the following:
 - i. Five Three to Five parents of students from the school elected by parents at a meeting called for this purpose.
 - ii. The Principal of the school
 - iii. A community representative member selected by the council
- d. Voting members of the parent council shall consist of parents. Each parent has one vote.
- e. Non-voting members of the parent council shall consist of the principal or vice principal, teacher representative, and community representative member.
- f. Executive positions shall be filled by said person for a minimum term of one (1) year. Positions shall not be held by the same person for more than four (4) consecutive years.

7. Decision Making

- a. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- b. If a decision is made by a vote, the motion must be moved, seconded and passed by the majority of School Council voting Members present at the meeting at which the vote was taken.

8. Quorum

- a. a. Quorum will be attained when there are at least 3 voting Members (parents of students enrolled in the School) present and the Principal or designate is present.
- b. In the absence of a quorum:
 - i. If the parents and School Council members present agree to proceed in the absence of a quorum, the school council may continue for the purposes of discussion of issues.
 - ii. No motions shall be considered or approved.
 - iii. No decisions by consensus shall be reached.

9. Duties of the Executive Members

Chair

Prepare agenda in consultation with principal.
Chair school council meetings and oversee initiatives and activities
Ensure all school generated funds and expenses comply with Code of Ethics
Responsible for the approval and distribution of the annual school council reports.
Responsible for overseeing executive

Vice-Chair

Assumes duties of the Chair in his/her absence
Assist Chair in executing responsibilities.

Secretary

Collaborate with Chair to prepare monthly information for the school newsletter
Record minutes at school council meetings and distribute to school council members
Assist with documentation development and correspondence.
Place documentation of all school council minutes in the school council binder.
Arrange for executive member to record minutes in his/her absence at a meeting.

Treasurer

Responsible for providing revenue project results to council
Responsible for monthly presentations outlining income and expenses.
Collect, count and deposit all money made through fundraising.
Pay all bills, invoices and prepare monthly reconciliation.
Prepare annual school council financial report and submit to the Chair for review and approval.
Arranges for annual audit review of LESC for books prior to October 15 of the new school year. Auditor to be approved by LESC executive.

Fundraising

Chair

Find, present, and accept suggestions for fundraising opportunities
Coordinate fundraising activities. This will include volunteer recruitment, advertising, and execution of the fundraiser.
Adhere to our Code of Ethics and Policies.
Supply annual Fundraising Report for the Annual General Meeting.

Vice Chair

Assist Chair in all duties as outlined above
Fulfill duties of the Chair in his/her absence.

Members at Large

These individuals will be key members of School Council who:

Share their professional knowledge, expertise and life experience with other School Council members;
Encourage feedback and participation from community groups and individuals;
Communicate information of interest to the School Council and the school community;
Share information from School Council meetings with the community;
Have a clear understanding of the School Council's goals and purpose;
Respect confidentiality;
Attend School Council meetings;

Identify possible topics for agendas;
Serve as a liaison between the School Council and their organization or area of responsibility/expertise.

10. Meetings

- a. Meetings shall be held a minimum of five (5) times a year.
- b. Special/Additional meetings will be held as required and shall be called by the Principal or the Chairperson. If three (3) or more parents request a special meeting, the chairperson or principal shall call a meeting with publicly posted notice.
- c. Notice of all meetings will be printed in the school newsletter.
- d. The Annual General Meeting shall be the latter part of September. Notice will be in the newsletter fourteen (14) days in advance of the meeting.
- e. At the Annual General Meeting five (5) members shall constitute a quorum.
- f. The business of the meeting shall be transacted by a majority vote.
 - i. Voting at meetings shall be restricted to:
 1. Any parents of students at Lamont Elementary School
 2. Members of the LESC executive committee
 - ii. The majority of the voting members must be parents of the students of Lamont Elementary School.
- g. In the absence of a quorum:
 - i. The Annual General Meeting will be canceled and rescheduled at a later date.
 - ii. A regular meeting may proceed, with any voting matter tabled to be reviewed at a later meeting.

11. School Council Fundraising

- a. Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (e.g., not casinos, bingos, raffles).
 - i. When the School Council fundraises, funds will be deposited in a bank account operated by the School Council.
 - ii. School Council funds given to the School will be subjected to the School Board's policy on School Council fundraising and/or School-generated funds.

12. Agenda

- a. An agenda for a meeting shall be prepared by the Chairperson and Principal.
- b. Any parent concerns may be brought to Chair or Principal to be added to the agenda.
- c. Additional items may be added to the agenda any the meeting in consultation with the Chair who will, if necessary, consult with the Principal as to the appropriateness of the item requested.
- d. Notice of agenda to be in School Newsletter or handed out to each family prior to the meeting.

13. Conflicts

If 5 voting parents, or 3 parents and 2 executive members are of the opinion that the executive are in a state of conflict such that it is significantly impairing the operation of the school council, they may deliver a signed written letter to the principal or chairperson requesting a special general meeting.

- a. The Chairperson will call a special meeting.
- b. Notice of special meeting will be provided a minimum of 5 days in advance to all parents and council members. The purpose of this special meeting is to give all concerned parties an opportunity to be able to present their concerns.
- c. A vote shall be taken respecting a proposed resolution to the conflict. If the majority of voting members present vote in favour of the resolution proposed, the school council will immediately act upon it.
- d. If resolution can not be attained, a motion must be passed to dissolve the executive and a new election must take place within twenty-one (21) days. This election shall follow the same rules as the general meeting elections.

14. Amendments

- a. The bylaws will be reviewed annually by the school council executive or by a committee established expressly for that purpose.
- b. Such amendments may be passed by a majority vote at any scheduled school council meeting.

Constitution and bylaws amended September 24, 2024

Constitution and bylaws accepted by majority vote on September 24, 2024

Principal’s Signature _____

Chair’s Signature _____