



GLEDHILL JUNIOR PUBLIC SCHOOL PARENT COUNCIL BY-LAWS

These bylaws are the Parent Council By-Laws for Gledhill Junior Public School
2 Gledhill Ave, Toronto Ontario

1.1 Preamble

1.2 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.

1.3 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 parent 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 honours Indigenous knowledge, sovereignty, and self-determination as per P023-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 Gledhill Junior Public School Parent Council (parent council, or 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.

Please note: the term “parents/caregivers” includes the parents, caregivers, guardians and families of students, as shown on the school registration.

2.1 Membership

An effective parent council relies on the contributions of the broader school community. The council will work to elect/acclaim members who are representative of this school's community. To this end, eligible candidates may 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.

2.2 The Gledhill Junior Public School Parent Council Executive will include an elected Chair or two Co-Chairs holding equal responsibility, one Treasurer and one Secretary. Each of these positions will be held by a parent/caregiver as defined in Ontario Regulation 612/00. The Executive will also include the Principal of Gledhill Junior Public School.

3.1 Election of Parent/Caregiver Members

Elections will be inclusive, transparent and accountable, ensuring that all members of the school community can be 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 parent council chair/co-chairs in consultation with the Principal.

The Principal, on behalf of the parent 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 fourteen 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/digitally. A person is not qualified to be an executive member of parent council 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 held either in-person at the first meeting of parent council by a show of hands, or by secret ballot, whichever practice to be at the discretion of the prior year's executive considering input from the community. Neither proxy nor absentee

voting is permitted.

A person is eligible to vote in an election of members of the parent council if they are the parent/caregiver of a student enrolled at the school. More than one parent of a student is permitted to hold office and to vote.

If positions are not filled during an election, the council may fill them via appointments throughout the school year.

4.1 Nominations

4.2 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 at the first meeting of parent council set by the chair/co-chairs, in consultation with the principal. If a secret ballot is conducted, then elections for the parent 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.

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.

The names of the successful candidates shall be shared with the school community and posted on the school website.

5.1 Term of Office

5.2 Parent 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 parent council after the elections held in the school year,

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

6.1 Vacancies

6.2 A vacancy in the membership of the parent council shall be filled by election or appointment. A vacancy in the membership of the council does not prevent the council from exercising its authority,

- if an election is held to fill a vacancy in the membership of the council, its elections' process will apply;
- if an appointment is held to fill a vacancy, the council may request that interested parents/caregivers submit their name for consideration.

The parent council shall then vote to appoint candidates to fill the vacancy/vacancies.

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

7.1 Remuneration (payment)

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

8.1 Roles and Responsibilities

8.2 Chair or Co-Chair(s)

- arrange for parent council meetings;
- prepare agendas for parent council meetings;
- chair parent council meetings;
- ensure that minutes of school council meetings are recorded and maintained;
- facilitate conflict resolution;
- communicate with the principal on behalf of the parent council;
- consult with senior board staff as required on behalf of the council;
- act as joint signing officers;
- 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 the upkeep of all School Council social media and communications to the Parent/Caregiver body (e.g. blog, social media, email, newsletters, etc.);

Treasurer

- act as custodian of the funds of the parent council;
- handle receipts and disbursement of council monies;
- keep proper records of all financial transactions;
- arrange for verification of the 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 when and if requested by the board;

Principal (not a voting member)

- promptly distributes materials identified by the Ministry for distribution to parents and to posts said material(s) in a school location accessible to parents/caregivers;
- attend every meeting of the council or delegate this responsibility to the Vice Principal (or designate) if unable to attend;
- act as a resource person to the council and shall assist council in obtaining information relevant to the functions of the council, including information relating to relevant legislation, regulations and policies;
- consider each recommendation made to the Principal by the council and advise the council of the action taken in response to the recommendation;

- solicit the views of the council under the Education Act and its regulations.

9.1 Consultations

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

10.1 Meetings

All council meetings and events will start with the reading of the Land Acknowledgement, which is:

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.

11.3 Meetings

11.4 The first meeting of the parent council will take place within the first 35 days of the start of the school year, on a date set by the chair/co-chairs in consultation with the principal.

Council shall meet at least four times in the school year.

The dates for meetings will be set in consultation with the principal following the first meeting but before the second, in consultation with the principal. The principal, on behalf of the 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.

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

12.1 Minutes and Financial Records

12.2 Parent council shall keep accurate minutes of all meetings and accurate financial records/transactions for four years on the school premises.

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

13.1 Finances

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

Parent 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/Caregiver Engagement funds).

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

13.3 The parent council may maintain a bank account. The chair/co-chair(s), treasurer and/or other executive members and the school's Principal will act as approved signing officers of the council's bank account(s).

13.4 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.

13.5 Parent councils will not enter into long-term agreements, loan arrangements nor other contractual agreements under the name of the school or the council.

14.1 Fundraising

All proposed parent council fundraising activities will take into consideration the ability of our families 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.

14.2 The council may fundraise and must adhere to the P021 - Fundraising Policy and PR508 - Fundraising Procedures. 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;
- discuss and internally approve a list of planned fundraising activities and expenditures for the year;

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.

Council must use the Board-approved vendors when available to ensure compliance with health and safety. Where approved vendors are not available, councils shall work with the Principal to find an appropriate substitute. [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 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.

15.1 Committees of School Council

Recognizing that committees/subcommittees are an effective and inclusive means of investigating and implementing council objectives, the Gledhill parent council will establish committees/subcommittees to make recommendations to the full council as needed, to make recommendations to the School Council.

16.1 General Principles For Conflict Resolution

- it is in places of conflict that the potential for change exists. Conflicting ideas, beliefs and values may provide great learning and growth opportunities for everyone within an environment that nurtures respectful dialogue;
- there are many forms of oppression that are not always easy to recognize, therefore, it is imperative that we acknowledge and take responsibility for the biases, conscious and unconscious and the expectations that we hold;
- we all bear a responsibility in upholding a safer space and we are all accountable to each other. We are not here to exclude each other nor abandon each other. If we are willing to learn, we are here to help each other through the process of unlearning oppression and changing any structures which perpetuate it;
- this process is intended to work in tandem with existing TDSB policies, including the Human Rights Policy, Equity Policy and shall not supersede any policies, or procedures of the TDSB;
- School Council shall have the authority to enter conflict resolution with any member from School Council using the outlined procedure;
- in instances of discrimination or harassment, School Council members in consultation with the Principal or Superintendent, shall pursue resolution using Policy P034 - Workplace Harassment, Prevention for Non-Human Rights Code Harassment rather than the internal conflict resolution process with these By-Laws.

16.1 Conflict Resolution Process

Conflicts and disputes that occur within the School Council will be facilitated by the following:

- conflict between the Chair/Co-Chair(s) and council, will be facilitated by an executive officer (Secretary/Treasurer) of the council;
 - conflict with the Principal and the Council, will be facilitated by the Superintendent in collaboration with the chair/co-chair(s);
- conflict between the chair/co-chairs(s) and the Principal, will be facilitated by the Superintendent;
- conflict among the executives (chair/co-chairs(s), secretary, treasurer etc.) will be facilitated by the Principal in consultation with the Superintendent
- if the conflict occurs at a council meeting (attendee becomes disruptive during a meeting), the chair/co-chairs(s), after three attempts of unsuccessfully asking for order, shall seek

school council approval for removal of the conflicted parties from the meeting, citing reasons for the request.

This does not prevent the conflicted council member(s)/attendees from participating in future meetings of the council. The incident shall be recorded and submitted to the Superintendent within one week of the meeting, by the Principal. The council chair/co-chair(s), in collaboration with the Principal, shall request that the disputing member(s) participate in a private meeting, the purpose of which will be to arrive at a mutually acceptable resolution to the dispute. Such a meeting will be a private meeting and shall not be construed as a meeting of the council. The meeting will result in clear steps to be taken by each party to resolve the conflict. The chair/co-chair(s) will provide an update of the resolution at the next formal meeting of the council. If a resolution was not possible, the chair/co-chairs(s) may call for a special meeting of the council to review the conflict/dispute and to explore options that may include suspension of the member/attendee.

Further remediation, if needed, or suspension of a council member, will be conducted following the Board's template for school councils.

17.1 Annual Report (Ontario Regulation 612/00)

17.2 Upon request, 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 council, make available the report to every parent/caregiver of a student who is enrolled in the school.

18.1 By-Laws' Amendments

Parent council will review these by-laws every four years, with next review scheduled for 2029 to ensure they reflect the current intentions and the needs of the school community, including its Principal and staff.

Amendments to by-laws can be conducted by a majority vote at a parent council meeting.