

Prince Philip Public School Advisory Council Constitution

ARTICLE I

1.0 Name of Organization

1.1 This Organization will be known as Prince Philip Advisory Council and will be recognized by the letters PPAC.

ARTICLE II

2.0 Mission Statement

2.1 The PPAC's mission statement is: *“to serve as a dedicated and collaborative partner to Prince Philip Public School, working hand-in-hand with educators, parents/guardians, and the community to foster a nurturing and inclusive learning environment that empowers all students to reach their fullest potential.”.*

- . Pillars of an effective council:
 - Advocacy: Advocating for the needs and aspirations of our students by providing a platform for open dialogue and constructive feedback between parents, educators, and the school administration.
 - Community Engagement: Promoting a sense of unity and collaboration among parents/guardians, educators, students, and the wider community, recognizing that education is a shared responsibility. (volunteer recruitment, community BBQ or fun fair, meet the teacher night, for example)
 - Student Well-being: Prioritizing the social, emotional, and academic well-being of every student, ensuring they feel safe, valued, and supported in their educational journey. (Classroom equipment and supplies, playground upkeep/expansion, parking lot/kiss n' ride concerns, bike rodeo, for example)
 - Equity and Inclusion: Striving for equity and inclusivity in all aspects of school life, fostering an environment where diversity is celebrated, and every child has equal access to opportunities and resources. (For example Anti bullying campaigns, including speakers/workshops and theatre companies providing creative educational experiences)
 - Educational Excellence: Supporting and enhancing the quality of education by providing input, programs, (literacy and math nights, reading programs for example) and policies that promote academic excellence and lifelong learning.
 - Accountability: Holding ourselves and the school accountable for meeting educational goals, ensuring transparency, and measuring progress toward our shared vision.
 - Continuous Improvement: Encouraging innovation and ongoing improvement in teaching and learning practices, with a focus on adapting to the evolving needs of our students and environment.

ARTICLE III

3.0 Mandate of the Prince Philip Advisory Council

3.1 To foster a positive educational environment (including academic, social, financial, psychological, and physical aspects) to enhance student success and advocate for responsibility, the PPAC will:

- Foster a secure, welcoming, inclusive and supportive atmosphere for both students and staff at Prince Philip Public School.
- Expand educational prospects to empower every student to realize their potential in academic, social, and recreational domains;
- Identify and address concerns and issues within the school community by fostering meaningful discussions and making recommendations;
- Establish a platform for the discussion and resolution of educational matters, DSBN policies, and school practices, while actively engaging students, parents/guardians, staff members, and the principal;
- Cultivate and endorse constructive communication between the home and school;
- Explore and harness community resources, as well as encourage involvement from local businesses and social organizations, both within the school community and beyond;
- Generate funds to support initiatives endorsed by the school and/or the PPAC, through fundraising efforts, grant applications, and seeking sponsorships through community partners.
- Provide or support events opportunities and activities to enrich the educational environment and wellbeing of students and staff.

ARTICLE IV

4.0 Membership

4.1 The PPAC may be composed of the following members:

- A maximum of fifteen (15) ‘voting-member parents/guardians’ of students currently enrolled in Prince Philip Public School;
- the school principal;
- one teacher employed at Prince Philip Public School (to be elected by the teaching staff annually);
- one non-teaching employee employed at Prince Philip Public School (to be elected by non-teaching staff annually);
- up to two community representatives who live or work within the Prince Philip district (to be appointed annually by PPAC)
- Other parents/guardians as ‘non-voting members’

4.2 PPAC membership is for a term that lasts from their election in the fall to the following year’s election.

4.3 Parents/Guardians must form the majority of voting members on PPAC.

4.4 A DSBN employee who works at Prince Philip Public School and whose children attend Prince Philip Public School is not eligible to serve as a voting-member parent/guardian.

4.5 DSBN employees who do not work at Prince Philip Public School may be elected as voting-member parent/guardians as long as they notify the other parents/guardians that they are employed by the school board prior to their election.

ARTICLE V

5.0 Election of Council Members

5.1 Up to fifteen (15) voting-member parent/guardians will be elected through the following process:

- 5.1.1 The principal will oversee the process of receiving self-nominations and nominations for the PPAC voting-member parent/guardian positions;
- 5.1.2 Information about the nomination forms will be distributed in the September school newsletter (and any other means of communication) each year along with an invitation to consider running for a position on PPAC;
- 5.1.3 Nomination forms will be accepted up to the start of the first PPAC meeting;
- 5.1.4 If more than fifteen parent/guardian nomination forms are received by the cutoff date/time, an election will be required and will be held no later than the second PPAC meeting date (it could be held at the start of the second PPAC meeting);
- 5.1.5 Information of when the election will take place will be distributed to the parent/guardian community;
- 5.1.6 Names will stand for election only if the candidates are in attendance for both the first PPAC meeting of the year AND the election;
- 5.1.7 Voting will occur at the election by secret ballot;

- 5.1.8 There will be one ballot per family. Each ballot can choose 15 candidates;
- 5.1.9 The ballots will be counted by the principal and up to three parents/guardians who are not running in the election;
- 5.1.10 Results will be announced and recorded in the minutes of the election meeting;
- 5.1.11 Ballots can be destroyed at the discretion of the PPAC.

5.2 A teacher representative will be elected by the school teaching staff at Prince Philip Public School and this appointment will be reported to PPAC at the first meeting.

5.3 A non-teaching staff representative will be elected by the non-teaching staff at Prince Philip Public School and this appointment will be reported to PPAC at the first meeting.

5.4 Up to two community representatives may be selected and appointed by the elected PPAC members. Any member of PPAC may recommend the name(s) of the person(s) to be considered for the appointment. Community members may contact the school to indicate their interest for consideration for appointment.

5.5 Following the election, the incoming PPAC will elect voting-member parent/guardians to fulfill each of the following executive positions:

- 5.5.1 Chair
- 5.5.2 Vice-Chair (up to two)
- 5.5.3 Secretary
- 5.5.4 Treasurer

5.6 The names of the PPAC will be published in the first school newsletter following the election.

5.7 Vacant PPAC positions may be filled during the school year by agreement of the majority of the current PPAC members.

ARTICLE VI

6.0 Terms of Office

6.1 PPAC membership is for a term that lasts from their election in the fall to the following year's election.

6.2 Membership will be revoked when any member:

- 6.2.1 no longer has a child enrolled in the school (parent/guardian member);
- 6.2.2 no longer is employed at the school (employee members);
- 6.2.3 no longer works/lives in the Prince Philip community (community representatives);
- 6.2.4 submits a letter of resignation to the Chair;

6.3 Voting-Membership will be revoked from voting-member parents/guardians (they may remain as non-voting parent-guardians) when any member:

- 6.3.1 has missed two consecutive scheduled meetings without proper notice given to the Chair or the Principal prior to the meeting;

6.3.2 has missed three consecutive scheduled meetings (even with proper notice)

6.4 The Chair will notify any individuals whose voting-membership is revoked.

ARTICLE VII

7.0 Council Procedures

7.1 All PPAC meetings and committee meetings will be open to the staff, parents/guardians and community members.

7.2 The PPAC will have 4 to 8 meetings each school year. Meetings will be scheduled in December and June only if necessary.

7.3 In order for decisions to be binding, a Quorum must exist. A Quorum for a general meeting will consist of the Principal plus at least half of all other members of PPAC.

7.4 Generally, the means of decision-making will be through consensus, as compared to a democratic vote. Consensus would have all members willing to accept a decision as reasonable. If consensus is not forthcoming, each member of PPAC may give a short summation of their feelings on the issue and this will be followed by a secret ballot vote.

7.5 Absentee ballots or proxy voting will not be permitted.

7.6 A simple majority will carry a vote.

7.7 If consensus is not reached, issues with monetary implications and any others deemed appropriate by PPAC will be determined by a secret ballot vote.

7.8 In any vote, the Principal (or alternate) may not vote (but must be present) and the Chair will vote only in the event of a tie.

7.9 Sub-Committees will be established whenever necessary. Each sub-committee shall consist of at least two PPAC members. Sub-Committees will make progress reports at each subsequent meeting up to the meeting following the event (or conclusion of the sub-Committee task).

7.10 The PPAC has the responsibility to regularly inform the general school and parent/guardian community of their activities. A communications representative will action a strategy in a timely fashion.

ARTICLE VIII

8.0 Duties and Responsibilities

8.1 PPAC members will:

- 8.1.1 Place the overall interests of the school and students first;
- 8.1.2 Maintain a school-wide perspective on issues;
- 8.1.3 Attend PPAC meetings regularly and contribute to the discussions;
- 8.1.4 Notify the Chair and/or Principal if unable to attend a PPAC meeting;
- 8.1.5 Serve as a link between the PPAC and the community;
- 8.1.6 Solicit views of other parents/guardians and members of the community to share with PPAC in a constructive professional manner aimed at consensus building;
- 8.1.7 Maintain respect for the opinions, concerns, interests and ideas of others;
- 8.1.8 Work toward decision-making by consensus creating an atmosphere of mutual trust, openness and collaboration;
- 8.1.9 Encourage the participation of parents/guardians from all groups and of other people within the community;
- 8.1.10 Ensure that all written PPAC-related correspondence is approved by PPAC and reviewed by the Chair and/or Principal;
- 8.1.11 Become familiar with the PPAC constitution;
- 8.1.12 Observe PPAC's code of ethics;
- 8.1.13 Refer parents/guardians with concerns specific to their child to the teacher and/or Principal;
- 8.1.14 Consult with and seek approval from the Chair and Principal in regards to any new initiative to be undertaken in the name of the PPAC.

8.2 Voting-member Parents/Guardians will:

- 8.2.1 Be a voting member of PPAC, elected by parents/guardians of the school community;
- 8.2.2 Solicit views from the parent/guardian community to share with PPAC;
- 8.2.3 Consider participating on Sub-Committees.

8.3 Non-Voting Parent-Guardian members will:

- 8.3.1 NOT have a vote on PPAC motions;
- 8.3.2 Give input, when applicable to PPAC discussions;
- 8.3.3 Consider participating on Sub-Committees

8.4 School Staff members on PPAC will:

- 8.4.1 Be a voting member of PPAC, elected by their staff groups;
- 8.4.2 Solicit views from their staff groups to share with PPAC;
- 8.4.3 Communicate information back to their staff groups;
- 8.4.4 Consider participating on Sub-Committees.

8.5 Community members on PPAC will:

- 8.5.1 Be voting members of PPAC, appointed by PPAC;
- 8.5.2 Represent the community's perspective;
- 8.5.3 Help build partnerships and links between the school and the community;

- 8.5.4 Report on any community matter that may be of interest/relevance to the school community;
- 8.5.5 Consider participating on Sub-Committees.

ARTICLE IX

9.0 Executive Members of PPAC

9.1 The Executive of the PPAC will consist of the Chair, Vice-Chair, Secretary, Treasurer and Principal.

9.2 The Chair will:

- 9.2.1 Be elected by voting members of PPAC;
- 9.2.2 Be a parent/guardian member and served on PPAC previously for a minimum of one year;
- 9.2.3 Call, prepare agenda for and chair PPAC meetings with input from members and Principal;
- 9.2.4 Ensure that minutes of PPAC meetings are recorded, filed and posted;
- 9.2.5 Communicate regularly with the Principal regarding all issues pertaining to PPAC;
- 9.2.6 Ensure that there is regular communication with the school community;
- 9.2.7 Consult with the senior management team and trustees of the DSBN as required;
- 9.2.8 Encourage the school and its community to participate in PPAC activities;
- 9.2.9 Assist with all PPAC activities;
- 9.2.10 Foster a positive image for Prince Philip Public School and the PPAC within the wider community;
- 9.2.11 Prepare a year-end summary of PPAC activities and share with the school community;
- 9.2.12 Vote during PPAC meetings only in the event of a tie;
- 9.2.13 Participate as an ex-officio member of all Sub-Committees established by PPAC.

9.3 The Vice-Chair will:

- 9.3.1 Be a voting member of PPAC;
- 9.3.2 Be elected by PPAC members;
- 9.3.3 Be a parent/guardian member;
- 9.3.4 Chair the meetings in the absence of the Chair;
- 9.3.5 Work with the Chair as necessary.

9.4 The Treasurer will:

- 9.4.1 Be a voting member of PPAC;
- 9.4.2 Be elected by PPAC members;
- 9.4.3 Be a parent/guardian member;
- 9.4.4 Work in collaboration with the school secretary;
- 9.4.5 Maintain accurate financial records of all receipts and disbursements;
- 9.4.6 Present a monthly financial update;

9.4.7 Provide a detailed yearly financial report according to DSBN guidelines.

9.5 The Secretary will:

- 9.5.1 Be a voting member of PPAC;
- 9.5.2 Be elected by PPAC members;
- 9.5.3 Keep minutes of all meetings, noting those members in attendance, and recording motions and their outcomes;
- 9.5.4 File copies of PPAC minutes;
- 9.5.5 Make minutes available prior to the scheduled meetings;
- 9.5.6 Maintain a list of PPAC membership with contact information;
- 9.5.7 Prepare correspondence as required.

9.6 The Principal will:

- 9.6.1 NOT vote on PPAC motions;
- 9.6.2 Distribute Ministry materials;
- 9.6.3 Act as a resource to PPAC on laws, regulations, Board policies, and collective agreements;
- 9.6.4 Attend all meetings;
- 9.6.5 Obtain and provide information required by PPAC to enable it to give informed advice;
- 9.6.6 Solicit views on matters pertaining to the establishment or amendment of school policies and guidelines pertaining to student achievement, accountability of the education system to parents, and the communication of those plans to the public;
- 9.6.7 Consider participating on Sub-Committees.

ARTICLE X

10.0 Constitutional Amendments

- 10.1 Any proposed changes or additions to the constitution must be submitted to the Chair at least two weeks prior to a general meeting. Items to be considered will be placed on the agenda and presented in a motion form. All changes must pass with a 2/3 majority vote at a general meeting.
- 10.2 A constitutional review committee will be formed no later than every five years.

ARTICLE XI

11.0 Dispute Resolution

- 11.1 Any internal disputes within the PPAC will be resolved as per the DSBN Board policy.