

OTTAWA TECHNICAL SECONDARY SCHOOL (OTSS)

485 Donald Street, Ottawa, Ontario, K1K 1L8

SCHOOL COUNCIL CONSTITUTION AND BY-LAWS

Article 1: OTSS School Council

The School Council for Ottawa Technical Secondary School is established under the *Ontario Education Act*, its Regulations¹ and OCDSB Board Policies and Procedures.² The Council is a volunteer group of members of the school community – Parents, community representatives, students, teachers, administrators and support staff – dedicated to strengthening educational opportunities for students at OTSS, and building stronger partnerships within the local community.

Article 2: Definition of Terms Used in this Document

Board is the Ottawa Carleton District School Board (OCDSB);

Council is the School Council of Ottawa Technical Secondary School;

Member is a member in good standing of the Council;

Ex-Officio means by virtue or because of an office or position;

Parent is the parent or the legal guardian of one or more students at the School;

Student is a student currently enrolled at OTSS.

Article 3: Council Mandate

The mandate of the Council is to:

- a) Serve as an advisory and consultative body that provides an essential link between the School and Parents, Students and the community;
- b) Promote the best interest of the school community as a whole;
- c) Propose initiatives to maximize educational opportunities for Students and to enhance the school community;
- d) Support the School, the Administration and School Staff, in progressive measures;
- e) Establish goals, priorities, and procedures to carry out its mandate;
- f) Encourage active involvement of Parents;
- g) Coordinate committees of the Council engaged in activities related to fulfilling this mandate; and
- h) Organize information and training sessions to enable members of the Council to develop their skills as Council members.

¹ O. Reg. 612/00: [SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES](#)

² OCDSB, School Councils ([Policy P.014.SCO](#)) and School Council Elections, Constitution and By-laws ([Procedure PR.509.SCO](#)).

Article 4: Council Membership

4.1 Membership

The Council shall be composed of the following:

- a) Parents of students enrolled in the School;
- b) One Teacher elected by the teaching staff of the School;
- c) One Student Representative elected by the students at the School;
- d) One Non-Teaching Staff Representative elected by the administrative and support staff and educational assistants;
- e) No more than two community representatives appointed by the Council (preferably an OCDSB ratepayer); and
- f) The School Principal (as a non-voting member).

Any Parent is eligible for membership in the Council as an “at-large” voting member. Parents must form the majority of Council members. The minimum council size is eleven (11) members, a minimum of six (6) of which must be voting member Parents. Parents may also participate in Council as non-voting observers.

Trustees may attend Council meetings as observers, although they are not eligible to be a member of the Council.

4.2 Membership Fees/Remuneration

There are no membership fees for participating in the Council. No remuneration or honorarium shall be paid to members of the Council.

4.3 Council Executive

The Executive of the Council shall comprise the following Officers:

- a) Chair, or two (2) co-chairs
- b) Secretary, or two (2) co-Secretaries
- c) Treasurer (if required).

The duties of the Officers are set out in By-law #1.

Members can hold the position of Chair or co-chair for not more than four consecutive years. Council can decide to waive this limitation for an additional year if it is in the best interest of the Council to do so.

4.4 Elections of Council Executive

Elections for Council Executive will be held at the first meeting of the Council, which shall take place within thirty (30) calendar days of the beginning of the school year. The following steps shall be followed:

- a) The Principal shall circulate a notice of the first meeting of the Council and Council Officer elections, at least two (2) weeks prior to the meeting;
- b) The Principal shall include in this notice a nomination form for potential Officers;
- c) Nominations shall be accepted from the floor during the first meetings;
- d) The person nominated shall be present and shall agree to accept the nomination and, if elected, agree to serve for one (1) school year;
- e) Nominations shall be moved and seconded by members of the Council; and
- f) A member of Council may be reelected by members of the Council, subject to Article 4.3 rules concerning the Chair or co-chairs.

In the event that more than one nomination is received for a position on the executive, the Principal shall:

- a) Encourage nominees to act jointly in their position (e.g. co-chair, co-Secretary); and
- b) If agreement cannot be reached on acting jointly, conduct a vote by secret ballot.

4.5 Vacancies

In order to fill any positions that become vacant or are unfilled following the Council elections, Council shall continue to seek qualified persons to fill such positions. Council shall make all such appointments subsequent to an election as expeditiously as possible.

Should Council consist of less than eleven (11) members it shall be allowed to function provided that every attempt has been made to fill all positions. If vacancies arise for the teaching staff or non-teaching staff representatives, those communities will be requested to elect new representatives.

In the event that an elected Officer is unable to complete his or her term of office, the Chair may propose a replacement from amongst Council members to serve the remainder of the term of office. The replacement must consent and must be approved by majority vote of the Council.

Article 5: Operation of Council

5.1 Meetings

Meetings of the Council shall be held at least four (4) times each year. The first meeting of the year shall be held within (30) calendar days of the beginning of the school year.

Meetings shall normally be held at the School and shall be open to the general public. If a meeting is to be held elsewhere, it must be at a location accessible to the public.

On behalf of the Council, the Principal is responsible for providing notice of all the dates, time and locations of annual elections and meetings to the Parents of all students enrolled in the school.

Special General Meetings shall be called by the Council when deemed necessary or when demanded in writing by a majority of the Council, including a majority of Parent members.

The Chair(s) shall make best efforts to prepare an agenda in advance of each meeting. The Secretary(s) shall prepare minutes of all meetings. The School shall publish the adopted Agenda and Minutes of all meetings on the OTSS School Council website. Minutes shall be kept for a minimum of four (4) years.

Non-members may address the Council as part of an agenda item.

5.2 Decision-making

A meeting can only be held if a quorum is present. A quorum is satisfied if:

- a) A majority of the voting members in good standing of the Council are present; and
- b) A majority of the members present are Parents.

5.3 Committees

The Council may establish committees, either temporary or permanent, to make recommendations to the Council or carry out activities directed by the Council, in accordance with the following:

- a) Each Committee shall have a Coordinator;
- b) Each Committee shall include at least one (1) Parent member of the Council;
- c) Committees may include non-Council members;
- d) Committee meetings shall be held in public and written notice of dates, times, and locations of such meetings shall be provided to the Parents of all students enrolled in the school.;
- e) The Coordinator of the Committee shall report the Committee's activities to the Council.

5.4 Attendance

All members have a responsibility to attend all Council meetings. In the event that a member misses four (4) consecutive meetings, the member will be deemed to have resigned from the Council.

Article 6: Affiliations with Other Organizations

The Council will, on an annual basis, review its affiliation with [Ottawa Carleton Association of School Councils](#) (OCASC).

Article 7: Fundraising

Council fundraising activities shall be governed by OCDSB policies and procedures, including Fundraising in Schools ([POLICY P.052.SCO](#) & [PROCEDURE PR.540.SCO](#)) and Management of School Council Funds ([POLICY P.133.FIN](#)).

Article 8: Liability

Members of Council, Parents, and volunteers shall be protected by the Boards liability insurance policy while they are acting within the scope of their duties on behalf of the Board as sanctioned by the Principal (See [POLICY P.014.SCO, Attachment 3, pg. 14](#)).

Article 9: By-laws and Procedures

Council has the authority to make by-laws in respect of anything in this Constitution. Such by-laws or procedures must be in writing and must appear in the minutes of the meeting at which they were adopted.

9.1 Adoption or Amendment of the Constitution

The approval of two-thirds ($\frac{2}{3}$) of the members in good standing shall be required to adopt or amend this Constitution. Quorum must be met and Parent members must constitute the majority of eligible voters.

9.2 Adoption or Amendment of By-Laws

A majority of votes from the members in good standing present at a properly called meeting shall be required to adopt or amend By-Laws. Quorum must be met and Parent members must constitute the majority of voters.

Article 10: Conflict Resolution

Council members should first attempt to resolve disagreements through consensus. If consensus cannot be reached, decisions shall be made by majority vote of members in good standing. If a disagreement is not amendable to being resolved by vote, the Chair(s) or Principal may request the appropriate Superintendent to mediate the disagreement.

Article 11: Conflict of Interest

In the event that a member of Council is in a conflict of interest on any matter, that member shall declare the conflict of interest and shall not participate in discussions or vote on such issue. For greater certainty, a “conflict of interest” includes circumstances where a Council member could personally gain financially from a decision made by the Council. Council members should not accept gifts from outside organizations that could be construed as an incentive to use their influence with Parents, Students or School Staff.

Article 12: Annual Report

The Council shall prepare an Annual Report, including where applicable a financial report, and submit the report to the Principal and Director of Education. The Annual Report shall be published on the School Council website.

Article 13: Effective Date

This Constitution and accompanying By-laws were adopted by Council on XXX.

Kevin Thompson
Co-Chair

Jennifer Moroziuk
Co-Chair

By-Law #1 - Duties of the Council Members

1. The CHAIR(s) shall:
 - a) Call Council meetings;
 - b) Prepare the agenda for Council meetings and arrange for the distribution of the agenda and any other relevant material to council members in advance of the meeting;
 - c) Chair Council meetings;
 - d) Work collaboratively with the Council members to assign and delegate the roles and responsibilities of the Council as outlined in this Constitution;
 - e) Ensure that a current Principal Profile is on file with the Board;
 - f) Act as ex-officio member of all committees established by Council;
 - g) Communicate with the school Principal on behalf of Council
 - h) Ensure that Constitution and By-Laws of the Council are maintained, up to date and
 - i) reviewed annually
 - j) Consult with senior Board staff and Trustees, as required
 - k) Prepare the Annual Report of the School Council, including if the Council engages in fundraising activities a report on those activities. and submit to the School Principal and the Director of Education.

2. The SECRETARY shall:
 - a) Prepare the Minutes of Council Meetings; and
 - b) Ensure that Meeting Agendas and Minutes are published on the School Council website.

3. The TREASURER shall:
 - a) Ensure compliance with all relevant Board policies and procedures, including Management of School Council Funds ([POLICY P.133.FIN](#))
 - b) Establish and maintain a bank account for the Council's funds;
 - c) Present a current financial report as needed at each regular Council meeting;
 - d) Keep financial records in accordance with general accounting practices and Board policies; and
 - e) Prepare an annual financial report for inclusion in the Annual Report of the School Council.

4. The SCHOOL PRINCIPAL shall ([POLICY P.014.SC, Attachment 2, pg. 10](#)):
 - a) facilitate the establishment of the school council and assist in its operation;
 - b) on behalf of the school council, provide written notice of the dates, times and locations of annual elections and meetings of the council and of committees of the

- council to the Parents of all students enrolled in the school, both by giving the notice to the student for delivery to his/her parent/guardian and by posting the notice in the school in a location that is accessible to parents/guardians;
- c) support and promote the council's activities;
 - d) on behalf of the council, provide a copy of the annual school council report in the fall of each school year to: the parents of all students enrolled in the school and the Director of Education;
 - e) in accordance with the Act and Ontario regulations, seek input from the council by:
 - a. providing for the prompt distribution to each member of the school council, and for the posting in a location accessible to parents/guardians, of Ministry materials identified by the Ministry for such distribution;
 - b. attending all meetings of the school council or, when unable to do so, designating a staff member to attend on his/her behalf;
 - c. acting as a resource to the council, and assisting the council in obtaining information relevant to the functions of the council, such as information relating to relevant legislation, regulations and policies, and the budgets for the school and for school-generated funds, required by the council to enable it to provide informed advice;
 - d. considering each recommendation made by the council to the principal and advising the council of the action taken in response to the recommendation;
 - e. soliciting the views of the school council with respect to:
 - (I) the establishment or amendment of school policies and guidelines relating to pupil achievement or to the accountability of the education system to parents/guardians, such as the Board and school code of conduct and dress code;
 - (II) the development of implementation plans for new education initiatives relating to student achievement or to the accountability of the education system to parents/guardians, for example the Board and school code of conduct and dress code;
 - (III) school action plans for improvement based on EQAO reports, and the communication of these plans to the public; and
 - (IV) all Board policies on which consultation is required, and any other matter for which the Board has directed that school councils be consulted.
 - f) act as a resource on laws, regulations, board policies, and collective agreements;
 - g) communicate with the chair of the council, as required;
 - h) ensure that copies of the minutes of the council's meetings are kept at the school and are available to the public on request;
 - i) assist the council in communicating with the school community; and
 - j) encourage the participation of Parents from all groups and of other people within the school community in the life of the school and the activities of the school council.

5. The STUDENT REPRESENTATIVE shall:

- a) Contribute to the discussions and activities of Council;
 - b) Solicit the views of other students to share with the Council; and
 - c) Communicate information from Council to student body.
6. The TEACHER REPRESENTATIVE shall:
- a) Contribute to the discussions and activities of Council;
 - b) Solicit views from teaching staff groups to share with Council; and
 - c) Communicate information back to their staff groups.
7. The NON-TEACHING REPRESENTATIVE shall:
- a) Contribute to the discussions and activities of Council;
 - b) Solicit views from teaching staff groups to share with Council; and
 - c) Communicate information back to their staff groups.
8. The COMMUNITY REPRESENTATIVE shall:
- a) Contribute to the discussions and activities of Council
 - b) Represent the school community perspective
 - c) Foster partnerships and connections between the school community

By-Law #2 – PRINCIPAL PROFILE

Pursuant to Article 1.1(f) of the Responsibilities of School Councils, Attachment 1 to the OCDSB [Policy P.014.SCO](#), the Council adopts the following Principal Profile:

Ottawa Technical Secondary School (OTSS) requires a Principal who has a broad understanding of the many issues faced by students and staff of this very diverse and challenging school. OTSS requires a dynamic, progressive Principal who is an excellent communicator and facilitator, is student-focused, adaptable and innovative. She or he must be capable of meeting the challenges face the educational system, including secondary school reform efforts and the changing role of the school in the community. An understanding of the ethno-cultural community, the challenges of specialized program delivery, including technology, vocational and special education programs and services is critical in order to meet the needs of the OTSS student population.

The Principal must have expertise in the technological fields in order to continue the role OTSS plays in training our future workers and in maintaining the respect that has been established with the local business community.

It is also crucial that the Principal also has practical experience in Special Education and can meet the challenges of revitalizing OTSS Special Education Programming, in a caring, compassionate and thoughtful manner. It is essential that there be a strong understanding of the unique programs within the school, including the Autism Spectrum Disorder Program, Physical Support Program, General Learning Program, Behavioural Intervention Program and the Storefront School.

The Principal must have a vision of education that promotes the school profile and brings the broader community into the school, in keeping with the OCDSB Strategic Plan. She or he must be committed to creating an environment where the students and staff have a strong sense of belonging, that honours the multicultural, intellectual and physical diversity of the student population. The Principal must put the interests of students and their families first and foremost.

The Council believes that the Principal should possess the following attributes:

Leadership

- ⇒ Has a vision for providing innovative, educational strategies for the unique special education needs of the student population;
- ⇒ Has a vision of community-focused partnerships and is willing to work with all stakeholder groups;
- ⇒ Has a strong commitment to the multicultural diversity of the School;
- ⇒ Is a strong advocate for the School within educational, social services and business communities;
- ⇒ Has a documented track record of building strong support from the Staff, Parents and Students in leadership roles at previous schools.

Management

- ⇒ Is well-organized and able to multi-task a variety of initiatives and issues;
- ⇒ Has exceptional planning skills to implement a longer-term vision;
- ⇒ Is well-informed on Ministry of Education and Board policies and procedures, especially in the special education and vocational training areas;
- ⇒ Creates and promotes opportunities for staff professional growth and development;
- ⇒ Adopts an innovative approach to problem resolution and program implementation; is not afraid to take appropriate risks to enhance student interests;
- ⇒ Supports Parent involvement in school activities, in particular the School Council;
- ⇒ Demonstrates the ability to build effective teams;
- ⇒ Makes difficult decisions in a rational, well-thought out manner, in keeping with the vision and policies and procedures established by the Board;
- ⇒ Is sensitive to and capable of effectively dealing with issues of race, linguistic, gender, economic and physical and intellectual diversity;
- ⇒ Understand the physiology of change and is able to manage that change effectively.

Communications and Interpersonal Skills

- ⇒ Has excellent oral and written communication skills – clear, concise and convincing;
- ⇒ Demonstrates commitment, collaboration and mentoring for staff, students and community stakeholders;
- ⇒ Exhibits excellent listening skills.

Curriculum

- ⇒ Has in-depth knowledge of curriculum development, programming and implementation, particularly in the special education and technological/vocational context
- ⇒ Has a clear understanding of how OCSDB Strategic Planning affects curriculum;
- ⇒ Has knowledge of a broad range of student assessment measures and behavioural intervention approaches;
- ⇒ Is sensitive to the needs of all learners, addressing unique challenges of special education students with compassion.

Entrepreneurial Skills

- ⇒ Articulates a vision for OTSS to facilitate the continued development of business and community partnerships;
- ⇒ Develops strong links with social agencies and community organizations in order to meet the current and transitional needs of Students at OTSS;
- ⇒ Actively engages in improving the school's image within the local community;
- ⇒ Makes effective use of parent volunteers in developing and implementing programs within the school.

(This Profile is an updated version of the Principal Profile first adopted by the School Council in April 2005)