

Policy 16

SCHOOL COMMUNITY COUNCILS

This policy consists of three parts; 1: Establishment, 2: Local Budget and 3: Central Budget.

PART 1: ESTABLISHMENT

The Board of Education supports the formation and operation of School Community Councils in all schools of the school division with the exception of Hutterian and associate schools.

Procedures

1. School Community Councils
 - 1.1 Subject to Section 140, subsections (2) to (4) of *The Education Act, 1995* the Board of Education has established a school community council for each school in the division.
 - 1.2 Subject to the regulations and policies of the Board of Education every school community council is to consist of:
 - 1.2.1 No fewer than five and no more than nine elected members to represent parents of students and community members and,
 - 1.2.2 Appointed members.
 - 1.3 Each elected member of a school community council will hold office for two years and is eligible for re-election.
 - 1.4 In the event of a vacancy in an elected member's position the Board of Education may appoint an individual to that position.
 - 1.5 A member of a school community council is required to vacate his/her office if the member:
 - 1.5.1 is convicted of an indictable offence
 - 1.5.2 ceases to be eligible pursuant to the policies of the Board of Education.
 - 1.6 Every school community council is expected to:
 - 1.6.1 Facilitate parent and community participation in school planning;
 - 1.6.2 Provide advice to the Board of Education;
 - 1.6.3 Provide advice to the school staff;
 - 1.6.4 Provide advice to other agencies that may be involved in the development and learning of students and,
 - 1.6.5 Comply with the policies of the Board of Education.
 - 1.6.6 Enhance its understanding regarding the:

- 1.6.6.1 Learning and well-being needs of the students;
- 1.6.6.2 Community's economic, social and health needs;
- 1.6.6.3 Resources and supports available to the school and community.
- 1.6.7 Engage the community in supporting the school's Learning Improvement Plan.
- 1.6.8 Together with the school principal, and in cooperation with the school staff, develop a Learning Improvement Plan that reflects the needs of students and the community.
- 1.6.9 Perform any activities assigned to it in the school's Learning Improvement Plan.
- 1.6.10 Participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfill its responsibilities.
- 1.6.11 Meet at least five times each year, in addition to an annual general meeting, and any other time at the call of the Chairperson.
- 1.6.12 Maintain a Constitution that will govern the operations of the council. The Constitution must conform to all relevant sections of *The Education Act, 1995* and to the *Duties and Responsibilities of School Community Councils* as determined by the Board of Education. Changes to this document must be submitted to the Board of Education for approval.
- 1.7 Subdivision Board members, when directed by the Board are to act as liaison representatives to the councils. The following guidelines concerning meetings between the Subdivision board member and SCCs are suggested:
 - 1.7.1 Attendance of the Subdivision board member at two or more meetings of each SCC annually.
 - 1.7.2 Attendance of the Subdivision member at a minimum of one joint meeting or inservice for SCCs on an annual basis.
 - 1.7.3 Copies of the Minutes of SCC meetings are to be forwarded to the Subdivision trustee as soon as practicable following each meeting.

2. Linkage to Board of Education

- 2.1 School Community Councils are to communicate with the Board of Education through their respective sub-division Board members. Input into the creation of Board of Education policy and school procedures will vary depending on the nature of policy or procedures being developed.
- 2.2 A sub-division Board member may attend School Community Council meetings held in his or her sub-division.
- 2.3 The principal or designate is to be in attendance at all meetings.
- 2.4 Information regarding curricular, co-curricular and extra-curricular activities is to be shared on an on-going basis.

3. Recommendations to Board of Education

- 3.1 Through collaboration in the Learning Improvement Plan, School Community Councils are to be actively involved in developing the mission and goals for their schools. Specifically they are to:
 - 3.1.1 Review the mission and goals annually.
 - 3.1.2 Ensure that the mission and goals are consistent with those established by the Board for the school division as a whole.
 - 3.1.3 Recommend to the Board of Education approval of the local mission and goals.
- 3.2 School Community Councils may recommend to the Board of Education:
 - 3.2.1 Any religious exercises to be used preceding the regular daily program. Refer to Administrative Procedure 212 – *Religious Education*.
 - 3.2.2 Locally determined course options.
 - 3.2.3 Use of school facilities and grounds for other than school activities.
 - 3.2.4 Maintenance, development, and beautification of school facilities and school grounds, including playground equipment.
 - 3.2.5 Any matter considered to be in the interests of learning in the local school, subdivision or school division and,
 - 3.2.6 Innovative projects.
- 3.3 For the purposes of appropriate communication and awareness, School Community Councils are to discuss any proposed recommendations with a sub-division Board member prior to making submissions to the Board of Education.
- 3.4 Specific requests dealing with finance are to be discussed with the school principal prior to submission. Submissions should be made prior to February 1 for consideration in the budget of the next fiscal year.

4. Review of Finances

- 4.1 For the purposes of information, School Community Councils may review the allocation of funds within the school's decentralized budget. No approval is necessary because allocations are approved by the Board of Education.
- 4.2 The list of school student fees is to be reviewed to ensure that it is in alignment with Administrative Procedure No. 505.
- 4.3 Fundraising activities as proposed by the school administration or the Student Council are to be reviewed and approved by the School Community Council in September and February of each year. The review of the fundraising plan is to include:
 - 4.3.1 A determination of the activities which financially benefit the school, and those activities which support charitable causes,
 - 4.3.2 A determination of the coordination of efforts among schools, communities, and other organizations and concerns regarding saturation of activities in the community and school,

- 4.3.3 Assurance that legal requirements are met, and contracts approved, including vending machines. Refer to Administrative Procedure 522 (6.2) – Advertising and Corporate Sponsorship and,
- 4.3.4 Assurance that provision is made to report fundraising activities in the monthly statement of school accounts.

In unusual circumstances a School Community Council may approve fundraising activities, which are presented to Council at times other than those noted above.

5. Review of School Activities

- 5.1 School activities are to be reviewed by the SCC and approved by the principal. Information on curricular, co-curricular and extracurricular activities is to be shared on an ongoing basis.
- 5.2 Input of the School Community Council is to be sought on specific activities such as graduation, school trips and excursions.

6. Meeting Procedures

- 6.1 Procedures are to be consistent with the requirements of The Education Act, 1995,
<http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=487>.
- 6.2 Minutes of annual meetings of School Community Councils are to be forwarded to the Director of Education and Subdivision Trustee(s) as soon as is practicable after the meeting.

7. Self Assessment

School Community Councils are accountable to the Board. Each School Community Council shall prepare a self-assessment using the Self-Monitoring and Planning for Improvement Summary, and provide this to the Director of Education, parents and community members by April of each year.

PART 2: LOCAL BUDGET

The Board of Education helps to offset expenses of School Community Councils through the provision of an annual grant.

Procedures

1. Allocation of Funds

- 1.1. The Board of Education annually establishes a grant, which provides operational funds for School Community Councils.
- 1.2. The grant is in the form of an established dollar level per School Community Council per year.
- 1.3. Funds are allocated for Council operations only, not for school projects or to enhance the school's decentralized budget.
- 1.4. The School Community Council is to establish an annual local budget based on the funds allocated.

2. Purpose of Funds

- 2.1. Member expense related to events and meetings including mileage for out-of-town members and child care. Per diem is not included. Staff appreciation and student recognition. Communication and public relations. SCC events and activities. SCC Learning Improvement Plan initiatives. SCC resources. Memberships in local or provincial organizations.
- 2.2. Meeting supplies.

PART 3: CENTRAL BUDGET

The Board of Education helps to offset expenses of School Community Councils through the provision of special grant.

1. Allocation of Funds

Funds will be available from Central Office to cover costs of:

- 1.1 Division-level SCC meetings and inservices.
- 1.2 SCC directed professional development opportunities.

Reference: Sections 140 of The Education Act, 1995

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