

## Administrative Procedure 111

---

### SCHOOL COMMUNITY COUNCILS – MEETINGS AND ELECTIONS

#### Background

School Community Councils (SCCs) hold regular meetings as set out in their constitutions and hold an Annual General Meeting (AGM) each April. During the AGM, an election determines the future members of the SCC.

#### Procedures

##### 1. Regular Meetings

- 1.1 Each School Community Council shall hold regular meetings on a schedule according to their constitution.
- 1.2 Minutes of regular meetings of School Community Councils are to be forwarded to the Director of Education, Superintendent of School Operations and the Subdivision Trustee(s) as soon as practicable after each meeting.

##### 2. Roles and Responsibilities of School Community Council Officers

- 2.1 The Chair will:
  - 2.1.1 conduct meetings of the School Community Council;
  - 2.1.2 ensure that all members have input to discussion and decisions;
  - 2.1.3 prepare meeting agendas in consultation with other School Community Council Members and the Principal;
  - 2.1.4 oversee operations of the School Community Council;
  - 2.1.5 establish networks that support the School Community Council; and,
  - 2.1.6 act as the spokesperson for and the representative of the School Community Council.
- 2.2 The Vice-Chair will:
  - 2.2.1 support the Chair in his/her duties, taking over when the Chair is unable to attend; and,
  - 2.2.2 perform responsibilities assigned by the Chair.
- 2.3 The Secretary will:
  - 2.3.1 take minutes at School Community Council meetings;
  - 2.3.2 receive and send correspondence on behalf of the School Community Council;
  - 2.3.3 take charge of any official records of the School Community Council;
  - 2.3.4 ensure that appropriate notice is given for all meetings of the School Community Council; and,
  - 2.3.5 send minutes of all meetings to Director of Education, Superintendent of School Operations and Subdivision Trustee(s) after each meeting.

### **3. Annual General Meeting (AGM)**

- 3.1 Each School Community Council shall hold an AGM in April.
  - 3.1.1 The Annual Meeting will be advertised in the school newsletter a minimum of 30 days prior to the meeting. The notice will set out the time, place and purpose of the meeting. This will include the presentation of the SCC Annual Report and the Level Three Strategic Improvement Plan, the election of Parent and Community Members, and other business as determined by the School Community Council.
  - 3.1.2 The school principal shall act as Election Supervisor at the annual general meeting.
  - 3.1.3 Minutes of annual general meetings of School Community Councils are to be forwarded to the Director of Education, Superintendent of School Operations and the Subdivision Trustee(s) as soon as practicable after each meeting.

### **4. Membership**

- 4.1 Elected Parent and Community Members
  - 4.1.1 Eligibility to run to become an Elected Parent and Community Member is defined as:
 

“Parents of students who are enrolled in the school (including parents who do not reside within the attendance area of the school) and electors that reside within the school attendance area. These provisions specifically do not limit or restrict the election or participation in voting of parents of students who may be employed by the School Division and work in the particular school.”
  - 4.1.2 The constitution of each School Community Council outlines the number of Elected Parent and Community Members. The number of Elected Members range from 5 to 9 persons, of which the majority must be parents of students attending the school.
- 4.2 Appointed Members
  - 4.2.1 The school principal is an appointed member of the School Community Council.
  - 4.2.2 The teacher member will be appointed by the principal.
  - 4.2.3 One or two students from grade 10-12 (if applicable).
- 4.3 Other Appointed Members
  - 4.3.1 The constitution of the SCC may outline “Other Appointed Members” as suggested by the School Community Council and approved by the Board of Education.

In the event of SCC vacancies during the year, SCCs may recommend members who may be appointed by the Board of Education.

References: Part V of The Education Regulations  
Board Policy 16

December 5, 2023