

SCHOOL COMMUNITY COUNCILS

Background

The Division believes that effective communication among the school, the home and the community assists in the promotion of the system's goals of education. Principals are encouraged to establish in their communities an organization of teachers, parents and others interested in educational affairs, and to develop and maintain appropriate communication channels.

Procedures

1. The following are the expectations for the functioning of School Community Councils:
 - 1.1. Each school is to have a forum to promote dialogue on matters of general interest to parents and other members of the general public.
 - 1.2. Councils are to have a constitution that identifies objectives, procedures for conducting business, and relationships with the school. Councils should be comprised of:
 - 5 to 9 elected parent and community members serving 2 year terms
 - Appointed Members include:
 - Principal
 - 1 Teacher
 - Any other members appointed in the constitution and approved by the Board
 - 1 or 2 high school students who attend the school, if it offers high school credits
 - 1 or more First Nations representatives if there are students who live on or off reserve and attend the school
 - 1.3. Councils shall be open to all electors residing in the school neighborhood or community.
 - 1.4. The council programs are to reflect the interests of the membership and the needs of the school.
 - 1.5. Councils must meet a minimum of 5 times a year.
 - 1.6. Councils must hold an Annual General Meeting by November 15th of the present school year.
 - 1.6.1. A notice of the AGM must be provided to the public at least 4 weeks prior to the AGM and must include the following information:
 - The purpose of the meeting;
 - The attendance area or geographic area for the SCC;
 - Where the policies and procedures for the election can be reviewed; and
 - The date, time and location of the meeting

- Meeting minutes are taken and submitted to the school's Superintendent of Education
2. Functions of councils will be but not limited to:
 - 2.1. To stimulate by appropriate means participation by parents and the community generally in the improvement of educational services in the school.
 - 2.2. To participate in planning and monitoring processes related to the School's Learning Improvement Plan.
 - 2.3. Councils can provide feedback on procedures and programs to the principal.
 - 2.4. Report to parents and community on its plans, initiatives and outcomes and on the expenditure of funds related to the operation of the School Community Council.
 - 2.5. Approve school fundraising activities, school fees and the student code of conduct
 - 2.6. SCCs must not discuss or have access to personal confidential information or complaints about any pupil, family member or guardian of any pupil, any teacher, administrator or other employee or member of the Board of Education
 - 2.7. SCCs have no authority or responsibility to deal with complaints that have been brought to their attention regarding individual students, family members or guardians of individual students, staff members at the school, or any other employee or member of the Board of Education.
 3. The Director or designate will develop a template for a School Community Council constitution which describes the purposes, structure, and relationships between the Council and the principal, and the Council and the Board.
 4. The Director or designate will provide in-service opportunities and guidance to assist School Community Councils as required.
 5. In order to facilitate communication with the Board, the following will occur:
 - 5.1. The names of Board members will be forwarded to every School Community Council in the Division following the Board's organizational meeting in November.
 - 5.2. The designated Board member will annually attend at least two School Community Council meetings for each of their designated schools. The Principal of the school is responsible for informing their designated Board member of the meeting dates at least one week prior to the date.
 - 5.3. The Director will announce Board meeting dates through the Division's website and encourage principals to inform the parents and community through newsletters
 6. The delegation process at regular or special Board meetings provides opportunities for individuals or groups to address the Board and for the Board to receive items of interest from its constituents.

Reference: Section 87, 109, 175 Education Act, Ministry of Education School Community Councils At a Glance

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