

# **Good Spirit School Division SCC PD Plan**

**September 2022**

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## Introduction

The mandate for SCCs is to support improved learning and the well-being of students in their schools. SCCs help to encourage parents and community members to engage in both the learning success and wellness of their students. The Good Spirit School Division SCC PD Plan was created to help council members carry out their mandate.

There are six modules included in the PD Plan. Modules 1 and 2 focus on the SCC Operations Manual and helping members to understand what their responsibilities are as an SCC member and to provide members with information on how the SCC operates.

Module 3 provides the background to school learning plans and SCC actions plans which provide the foundation of the SCC. School learning plans are based on the division's strategic plan and provincial initiatives which address the challenges within Saskatchewan's education system.

In module 4, SCC members get an in-depth look at one of their primary responsibilities which is communication. To effectively communicate with stakeholders, SCC members must develop an understanding of the needs in their community and find a way to engage parents and community members in the academic success and well-being of students in their community.

Finally, modules 5 and 6 look at specific goals within the division strategic plan and school-level learning plans in order to create action plans that support students with both their academic achievement and their well-being.

Each module includes resources that SCC members can access to support their journey to further understand the inner workings of the SCC and their contributions to the students, school, and community.

## SCC PD Plan

<b>Year 1</b>	Module 1	Roles and Responsibilities of SCC Members
	Module 4	SCC Communication
<b>Year 2</b>	Module 2	SCC Operations
	Module 5	Student Learning
<b>Year 3</b>	Module 3	SCC Action Plans
	Module 6	Student Wellness

# Overview of Modules

## Module 1: Roles and Responsibilities of SCC Members

Understanding the different roles and responsibilities of SCC members is integral to the success of School Community Councils. SCC members support student achievement and well-being through the roles they take on and as they fulfill their responsibilities while serving on the SCC. There is an expectation that all SCC members follow a specific code of conduct.

Module Highlights	Module Resources
<p data-bbox="201 594 655 626"><b>In this module, you'll learn about:</b></p> <ul data-bbox="254 675 724 865" style="list-style-type: none"><li data-bbox="254 675 478 703">• SCC Mandate</li><li data-bbox="254 716 520 743">• SCC membership</li><li data-bbox="254 756 594 784">• Roles of SCC Members</li><li data-bbox="254 797 724 824">• Responsibilities of SCC Members</li><li data-bbox="254 837 573 865">• SCC code of conduct.</li></ul>	<p data-bbox="1060 594 1522 626"><b>Resources for this module include:</b></p> <ul data-bbox="1113 675 1402 906" style="list-style-type: none"><li data-bbox="1113 675 1402 703">• Information Sheet</li><li data-bbox="1113 716 1241 743">• Notes</li><li data-bbox="1113 756 1318 784">• Power Point</li><li data-bbox="1113 797 1402 824">• Power Point Notes</li><li data-bbox="1113 837 1293 865">• Transcript</li><li data-bbox="1113 878 1234 906">• Video</li></ul>

### Related Resources:

#### Print

- School Community Councils: A Handbook for School Community Councils and Principals
- School Community Council Operations Manual - General Information
  - 2.2 Expectations for School Community Councils (legislation)
  - 2.3 Roles and Responsibilities of School Community Councils (legislation)
  - Chapter 3: School Community Council Membership (3.1 to 3.7)
- School Community Council Operations Manual – Appendices and Forms
  - Appendix 2.2.1: School Community Council Code of Conduct

- Form C: Sample Letter to Invite First Nations Participation in Council

### **Online**

- GSSD SCC Operations Manual
- [School Community Councils Support Centre – Government of Saskatchewan](#)

## **Module 2: SCC Operations**

There are several set procedures that SCC members must follow in the day-to-day operation of a School Community Council. These operations center around the general practices of the SCC, elections, the SCC constitution, the administration of SCC funds, and the assessment and appraisal of the SCC and its members.

<b>Module Highlights</b>	<b>Module Resources</b>
<p><b>In this module, you'll learn about:</b></p> <ul style="list-style-type: none"> <li>● General Practices of the SCC</li> <li>● SCC Elections</li> <li>● SCC Constitution</li> <li>● Administration of SCC funds</li> <li>● Assessment and Appraisal of the SCC and its Members.</li> </ul>	<p><b>Resources for this module include:</b></p> <ul style="list-style-type: none"> <li>● Information Sheet</li> <li>● Notes</li> <li>● Power Point</li> <li>● Power Point Notes</li> <li>● Transcript</li> <li>● Video</li> </ul>

### **Related Resources:**

#### **Print**

- School Community Councils: A Handbook for School Community Councils and Principals
- School Community Council Operations Manual – General Information
  - 2.1 General Principles and Practices
  - 2.5 Complaints or Grievances Brought to Council or Council Members

- 2.6 Financial Support
- 3.8 Disqualification of Council Members (legislation)
- Chapter 4: School Community Council Elections
- Chapter 5: School Community Council Constitutions
- Chapter 6: Administration of School Community Council Funds
- Chapter 7: School Community Councils – Assessment/Appraisal
  
- School Community Council Operations Manual – Information Sheets
  - SCC Information Sheet: Meeting Basics
  - SCC Information Sheet: Annual Meeting & Elections
  
- School Community Council Operations Manual – Appendices and Forms
  - Appendix 2.1.1: School Community Council Annual Meeting Agenda
  - Appendix 2.2.1: School Community Council Code of Conduct
  - Appendix 2.2.2: Processes for Conflict Resolution
  - Appendix 5.2.1: Outline for a School Community Council Constitution
  - Appendix 7.2.1: School Community Council Effectiveness Rubric and Planning Template
  - Appendix 7.2.2: School Community Council Self-Monitoring and Improvement
  - Appendix 7.2.3: School Community Council Member Self-Appraisal
  - Appendix 7.2.3: School Community Council Meeting Appraisal
  - Form A: School Community Council Meeting Evaluation
  - Form B: School Community Council Member Self-Assessment
  - Form D: Declaration of Eligibility to Vote
  - Form E: Call for Nominations to a School Community Council
  - Form F: Sample Nomination Form
  - Form G: Sample Ballot

## **Online**

- [Education Act – Section 140.1](#) (scroll down in the links section on the right-hand side of the website)
- GSSD SCC Operations Manual

### Module 3: SCC Action Plans

SCC action plans that promote student achievement and well-being are central to all activities of the SCC. SCC members build their action plans based on the learning improvement plan of their school. The school’s learning plan is in alignment with both the Strategic Plan of the Board and the Education Sector Plan of the Government of Saskatchewan.

Module Highlights	Module Resources
<p><b>In this module, you’ll learn about:</b></p> <ul style="list-style-type: none"><li>• Education Sector Strategic Plan (ESSP),</li><li>• Comprehensive School Community Health (CSCH)</li><li>• Good Spirit School Division Strategic Plan</li><li>• Learning Improvements Plans (LIPs)</li><li>• SCC Action Plans</li></ul>	<p><b>Resources for this module include:</b></p> <ul style="list-style-type: none"><li>• Information Sheet</li><li>• Notes</li><li>• Power Point</li><li>• Power Point Notes</li><li>• Transcript</li><li>• Video</li></ul>

#### Related Resources:

##### Print

- Comprehensive School Community Health
- Evaluating School Community Councils
- Framework For a Provincial Education Plan 2020-2030
- Good Spirit School Division Strategic Plan 2021-2022 Parent Version
- GSSD School Community Council Operations Manual – Information Sheets
  - SCC Information Sheet - Supporting LIPs
- Ministry of Education Plan for 2020-2021 (Education Sector Strategic Plan)
- Ministry of Education Plan for 2022-2023 (Education Sector Strategic Plan)
- Saskatchewan’s Growth Plan: The Next Decade of Growth 2020-2030
- School Community Councils: A Handbook for School Community Councils and Principals



## Online

- [Comprehensive School Community Health](#)
- [Framework For A Provincial Education Plan](#)
- GSSD SCC Operations Manual
- [Saskatchewan's Growth Plan](#)

## **Module 4: SCC Communication**

A very important responsibility of the SCC is communication. The SCC needs to effectively communicate with parents, community members, school personnel, senior administration, and the board. A large part of communication with parents and the community is to bring awareness of the SCC and its mandate to support the improved learning and well-being of students in their school.

<b>Module Highlights</b>	<b>Module Resources</b>
<b>In this module, you'll learn about:</b> <ul style="list-style-type: none"><li>• Engaging Parents and Community Members,</li><li>• Understanding Community Needs,</li><li>• Reporting SCC Operations, and</li><li>• School Community Council Communications.</li></ul>	<b>Resources for this module include:</b> <ul style="list-style-type: none"><li>• Information Sheet</li><li>• Notes</li><li>• Power Point</li><li>• Power Point Notes</li><li>• Transcript</li><li>• Video</li></ul>

## **Related Resources:**

### Print

- School Community Councils: A Handbook for School Community Councils and Principals
- School Community Council Operations Manual – Information Sheet
  - 2.4 School Community Council Communications

**Online**

- GSSD SCC Operations Manual

**Module 5: Student Learning**

The primary mandate of the SCC is to increase student achievement. Schools develop the academic goals in their learning plans based on the Division’s Strategic Plan. The learning goals that directly focus on the academic achievement of students are the early learning, reading, writing, and math goals. This module will take an in-depth look at these goals and the strategies schools use to support student achievement.

<b>Module Highlights</b>	<b>Module Resources</b>
<p><b>In this module, you’ll learn about:</b></p> <ul style="list-style-type: none"><li>• High Quality Teaching and Learning</li><li>• Early Learning Goals</li><li>• Reading Goals</li><li>• Writing Goals</li><li>• Math Goals</li></ul>	<p><b>Resources for this module include:</b></p> <ul style="list-style-type: none"><li>• Information Sheet</li><li>• Notes</li><li>• Power Point</li><li>• Power Point Notes</li><li>• Transcript</li><li>• Video</li></ul>

**Related Resources:**

**Print**

- Good Spirit School Division Strategic Plan 2021-2022 Parent Version

**Online**

- [Early Years Evaluation \(EYE\)](#)

- [Expanding Expressions Tool](#)
- [Fountas and Pinnell Benchmark Assessment](#)
- [Fountas and Pinnell Leveled Literacy Intervention](#)
- GSSD SCC Operations Manual
- [Help Me Tell My Story](#)
- [One School One Book](#)
- [Rime Magic](#)
- [Sask Reads Info](#)
- [Sask Reads Website](#)

## Module 6: Student Wellness

To increase the achievement levels of students, students must be ready to learn. It is important to focus on student wellness, so students feel welcomed, valued, and ready to focus on their learning. Many factors, including socio-economic status, stress, and anxiety may prevent students from focusing their time and energy on their academics.

Module Highlights	Module Resources
<p><b>In this module, you'll learn about:</b></p> <ul style="list-style-type: none"> <li>• High Quality Teaching and Learning</li> <li>• Engagement of All Students, Families, and Communities</li> <li>• Healthy, Sustainable Physical and Social Environments</li> <li>• Reduction in Anxiety Levels</li> <li>• Student Intellectual Engagement</li> <li>• Cultural Competencies</li> <li>• Mental Fitness</li> </ul>	<p><b>Resources for this module include:</b></p> <ul style="list-style-type: none"> <li>• Information Sheet</li> <li>• Notes</li> <li>• Power Point</li> <li>• Power Point Notes</li> <li>• Transcript</li> <li>• Video</li> </ul>

### Related Resources:

**Print**

- Good Spirit School Division Strategic Plan 2021-2022 Parent Version