# Module 2 – SCC Operations

## General Practices

## Meetings and Other Duties

### 1. Annual Meeting
- Review past year and report on council activities and finances.
- Look ahead to upcoming year and hold elections for council members and officers.

#### Guidelines
- Hold the annual meeting by November 15$^{th}$.
- At the meeting:
  - elect new members,
  - share the *Annual Financial Report,*
  - provide an *Annual Activities Report,*
  - conduct council business including the selection of chair, vice-chair, secretary, and treasurer, and
  - provide a forum for open discussion by parents and community members.

### 2. Regular Meeting Guidelines
- Post SCC meeting information on the school website.
- Schedule meetings for the entire year at the first regular meeting.
- Use agendas to keep meetings on track.
- Review the agenda at the start of each meeting.
- Discuss items for the next meeting at the end of each meeting.
- Encourage discussions and debate to reach consensus when decisions are needed.
- Decisions require making motions, discussing, and then voting with a show of hands.
- The Secretary keeps minutes for each meeting and posts them on the school website.
- The Council Chair starts and ends meetings on time, ends each meeting by asking what went well, how the meeting could be improved, and reminds everyone about the next meeting date.

### 3. Other Duties
- Create and submit the *Annual Financial Report* to the Board by September 20th and post to school website.
- Post the *Annal Activities Report* to school website.
- Meet annually with the Board to find out about the division's goals and priorities for the school year.

## Code of Conduct Infractions

There is an expectation that all members follow the SCC Code of Conduct. If infractions occur, there is a process to follow.

- **Initial or Minor Infractions –** The Council Chair discusses the concern with the SCC member in confidence and seeks to resolve the concern.
- **Repeated or Major Infractions** – A letter from the SCC signed by the Council Chair is sent to the member that addresses the concern and indicates that the action must cease.
- **Continued Infractions** – Council can consider imposing sanctions or asking for the resignation of the member in question.

## Conflict Resolution Best Practices

**1. Establish Common Norms** – As an SCC, agree to common norms. Common norms may include:
- respect the perspectives of others,
- listen to what others have to say, and
- be prepared to problem solve.

**2. Resolve Differences** – Establish a procedure to resolve differences. This procedure may include:
- the appointment of a mediator to develop an acceptable solution,
- the establishment of a panel to make a recommendation or decision that is binding, or
- the development of a plan to refer the dispute to the school administrator or to the Board.

**3. Define Problem** – Define a problem when it arises so members can resolve the issue. When defining a problem, it's important that members refrain from giving advice or making judgements.

**4. Work Together** - Work together as a council to find a solution to an issue when it does arise. SCC members can brainstorm and evaluate different options. By problem solving together, the council will strengthen its ability to work together in the future.

**5. Create Action Plan** - Come up with an action plan in the event a conflict arises. The action plan should identify timelines and a list of who is responsible for the different actions.

## Complaints and Grievances

- **Informal –** If you are approached in your role as an SCC member with an informal complaint or grievance, you should immediately refer the individual to the Council Chair.

  The Council Chair will respond to the complaint or grievance. If the individual is not satisfied with the response, the concern or grievance can be brought to the council in a more formal manner.

- **Formal -** Formal complaints or grievances are brought to the SCC through a letter written to the Council Chair or by requesting a meeting with the SCC to discuss the concern. If a meeting is requested, the individual bringing forth the concern should request the meeting through the Council Chair.

  Once a formal complaint or grievance has been made, the SCC will provide the individual with a written response of how the matter will be addressed.

\*\*\* If an informal or formal complaint or grievance is made against a staff member or student, the individual should be immediately directed to the school principal.

## Disqualification of Council Members

Legislation is provided in section 140.1 of *The Education Act* that states that an SCC member will vacate their seat if the member:

- is convicted of an indictable offense,
- is absent from 3 or more consecutive SCC meetings without authorization from the SCC, or
- if the member ceases to be eligible to serve on the SCC based on the regulations or policies of the Board.

## SCC Election Guidelines

1. Members are elected for two-year terms and are elected in staggered terms with half of the members being elected each year.

2. Elections occur at the annual meeting by secret ballot.

3. The returning officer for the election is appointed by the Board and is an employee of the School Division. For example, the Vice Principal, the school administrative assistant, or any other staff member that is not on the SCC could potentially be the returning officer.

4. The returning officer provides the public with at least four weeks' notice of an upcoming election by posting a call for nominations.

5. The notice of elections must be accessible to parents, guardians, and community members. It could be posted on the school website, in a school newsletter, or by sending it in a synervoice message.

6. Information in the notice of elections should include:
   - purpose of the meeting,
   - attendance or geographic area of the SCC,
   - where the policies and procedures for the election can be viewed, and
   - date, time, and place of the public meeting.

7.  In addition to posting the notice of elections, the returning officer distributes and collects the ballots, arranges for the ballots to be counted in the presence of the Council Chair, and announces the outcomes of the election.

8.  Parents and guardians of students at the school and community members can run to be an SCC member and can vote in an SCC election.

9.  If fewer than 5 members run for council, members can be appointed to fill vacant positions.

10. The results of the election can be contested within four days of the annual meeting.

## Components of the SCC Constitution

1.  **Mission Statement** – The mission statement guides the SCC. It includes the purpose of the SCC and should be reviewed and amended if circumstances change.

2.  **Guiding Principles** – Guiding principles align with the mission statement and give direction on how the SCC should operate.

3.  **Membership** – A list of the different types of members on the SCC, how each type will be elected or appointed, and the number of each type of member is found under membership.

4.  **Officers** – A list of the officers found on the SCC is recorded in the constitution. SCCs may also choose to list the primary roles and responsibilities of these officers.

5.  **Committees** – A list of the standing committees the SCC wants to establish might be included in the SCC Constitution. The purpose for including this list is to promote stable, ongoing operations. One of the committees might be a fundraising committee. Fundraising is NOT a mandate of the SCC but may be part of the action plan.

6.  **Meetings** – The SCC Constitution includes details about the purpose and operation of the annual meeting and regular meetings.

7.  **General Operations** – Included in the general operations section is:
    - the SCC Code of Conduct,
    - means of communication with the different stakeholders,
    - expectations for conflict of interest, and
    - the processes for dealing with complaints and grievances.

8.  **Assessment of Operations** – The SCC may choose to build a formal assessment of their operations into their constitution. If the SCC includes assessment in their constitution, details about how the assessment will be conducted should also be included.

9.  **Amending the Constitution** – A process for how and when amendments can be made is outlined in the constitution, so members know the process for making these amendments.

## Accounting Guidelines

- The Board is ultimately responsible for all revenues and expenses related to the community council.
- Councils are accountable to both the Board and the public and need to ensure that their funds are managed according to Board policy.
- SCCs must keep complete and accurate records and be ready to make them available.
- SCCs must follow general accounting practices as outlined in the SCC Operations Manual.
- The fiscal year for councils is from September 1st to August 31st.
- A year-end report must be submitted to the Good Spirt School Complex by September 20th.

### Bank Accounts and Investments

- A single bank account must be used.
- Cheques should be pre-numbered and include the school and council names.
- Unused cheques should be kept in a safe place with someone who has signing authority.
- Voided cheques must be kept and filed in numerical order.
- Two people need to sign the cheques.
- Funds collected need to be deposited in their entirety.
- Extra funds can be invested for short periods of time in guaranteed investment certificates covered by Canada Deposit Insurance Corporation.
- Disbursements must be supported by original invoices or receipts showing amount and purpose of payment.
- Disbursements must be made by cheque when authorized.
- Blank cheques must not be signed.

## Assessments

1. **School Community Council Effectiveness Rubric and Planning Template** – There are two pieces to this self-assessment – a rubric and a planning template. The rubric helps councils to review their effectiveness. It compares their current level of functioning to criteria the council wants to achieve.

2. **SCC Self-Monitoring and Improvement Survey** – This survey asks council members to reflect on the SCC operations in five areas: council development, school learning plan, community development and partnerships, communications, and monitoring results, and planning to improve. SCC members read each statement and then indicate whether they think the statement applies to their council always, usually, sometimes, never, or not sure.

3. **SCC Self-Appraisal of Specific Areas of Interest Self-Assessments** – If SCCs want to conduct an assessment of a specific area of council performance, they can create or use assessment tools that will generate the information they need.