

Board Policy

4.0 – Board Reserved Authority

4.5 – School Community Councils

References:

[The Education Act](#), 1995, Sec 140.1, 140.2, 140.3, 140.4, 140.5
The Education Regulations, Part V

Updates:

October 2007 – creation of Board Policy Manual
April 2010
October 2010
December 2011 – added 4a(v)
March 2016 – substantial revisions

Background

The Board supports the formation and operation of School Community Councils in all schools in the School Division. School Community Councils are an integral, purposeful and valued component of School Division governance. In their advisory capacity, SCCs participate in shared responsibility for the learning and growth of all students and encourage and facilitate parent, guardian and community involvement in schools.

Policy

1. Establishment of School Community Councils
 - a. School Community Councils in the school division are established in accordance with Section 140.1 of *The Education Act*, 1995 and *The Education Regulations, Part V*.
 - i. Eligibility for membership is detailed in legislation and in the *School Community Councils Operations Manual*.
 - ii. If a vacancy occurs in an elected position, the Board may appoint an individual to that position.
 - iii. As per *The Education Act*, a member of a School Community Council is required to vacate his/her office if the member is:
 - Convicted of an indictable offence.
 - Absent from three or more consecutive meetings without council authorization.
 - Ineligible pursuant to Board policy.
 - iv. The terms of office for all members of a School Community Council will be as detailed in the Act, Regulations and School Community Council Operations Manual.
 - b. Within six (6) months of its organizational meeting, the School Community Council is to prepare, and submit to the Board or designate for approval, a Constitution and Bylaws that

will govern the operations of the council. The Constitution and Bylaws must conform to all relevant sections of *The Education Act*, *The Education Regulations*, this policy and the School Community Council Operations Manual.

2. Linkages to the Board

- a. To facilitate communication, the Board and the Director of Education/CEO will develop procedures that allow for all School Community Councils to communicate with the Board at least twice each year.
- b. The Board values School Community Councils and to foster the flow of information within and across the School Division, in keeping with approved lines of communication, the Board approves of individual Board members attending School Community Council meetings in order to:
 - i. Enhance communication with School Community Councils.
 - ii. Enhance governance across the School Division.
 - iii. Create, develop and maintain effective networks between the various groups that are part of the School Division.
 - iv. Help clarify and reinforce the Board's role, School Division protocols, Board directions and initiatives.
- c. When individual trustees attend School Community Council meetings they do so as observers and do not have the authority to speak for the Board, unless provided with such authority by motion of the Board.
- d. To further facilitate communication:
 - i. The Director of Education/CEO will encourage principals to inform parents and community members of Board meetings and School Community Council meetings through their school newsletters.
 - ii. School Community Councils always have the opportunity to address the Board using the Board's procedure to meet with delegations.
 - iii. The Board may seek community perspectives by asking School Community Councils or their representatives to discuss, provide feedback and/or information on various matters dealing with the provision of educational services to students.
 - iv. The Board or Director of Education/CEO may seek School Community Council input into the creation of Board policy or administrative procedures, depending on the nature of policy or procedures being developed.
- e. School Community Council advice is to be provided to the Board corporate.
- f. The School Division will support School Community Councils in their work through information sharing and professional development opportunities organized by the Director of Education/CEO or designate.

3. Responsibilities of School Community Councils

- a. School Community Councils work co-operatively with schools to support opportunities for student learning and growth. The general duties and powers of SCCs are outlined in *The Education Act*, *The Education Regulations* and the School Community Council Operations Manual.
- b. In Prairie Valley School Division, SCCs are also expected to:
 - i. Play a significant role in school-level planning, including:
 - Reviewing interpreted school-level student achievement data as it relates to the development of the school's Learning Improvement Plan (LIP)
 - Understanding the rationale and content of the school LIP
 - Developing SCC activities that support the LIP outcomes and targets
 - ii. Provide advice regarding school fundraising activities.
 - iii. Provide input as requested by the principal on specific activities such as graduation, excursions and extended school trips
 - iv. Set aside time on one meeting per year to provide feedback on Board determined issues and topics.
 - v. Prepare, submit and make public an Annual Activity Report and Annual Financial Report.
 - vi. Provide advice to the Board on policy, procedures or any other matter on which the Board seeks the perspective of the community.
- c. To support SCCs in carrying out their responsibilities, the principal is expected to share with SCCs:
 - i. Information on school curricular and extra-curricular activities on an on-going basis.
 - ii. Interpreted school-level student achievement data as it relates to the development of the school's Learning Improvement Plan. All members of the School Community Council shall comply with the confidentiality and protection of personal privacy conditions in legislation and the School Community Council Constitution.
- d. School Community Councils are strongly encouraged to prepare an annual financial plan (or budget) that aligns with the SCC's annual activity plan. The financial plan should described:
 - Estimated revenues for the year, by type (including the operating grant from the Board, fundraising proceeds and other revenue sources); and
 - Estimates expenses for the year, by type (including for council operations and SCC sponsored activities and events).
- e. School Community Councils may review the student fee structure for the school, within the parameters of Board Policy 4.7: Student Fees and may choose to fundraise, within the parameters of AP-7410: Fundraising.
- f. Meeting Procedures
 - i. Procedures are to be consistent with the policies of the Board and the requirements of the *The Education Act*, 1995 and *The Education Regulations*.
 - ii. Minutes of meetings of School Community Councils are to be posted on the school website within five days of approval.
 - iii. The principal is to be in attendance at all meetings. If the principal is unable to attend a meeting she/he is to inform the Chair of the School Community Council and name a designate for that meeting.

- g. Self Assessment
School Community Councils are strongly encouraged to engage in an on-going and/or annual process of self- assessment in order to ensure their effectiveness. Sample assessment approaches are included in the School Community Council Operations Manual.

4. School Community Council Operating Grant

- a. Accountabilities
 - i. The Board of Education is accountable for all School Division related revenues and expenses.
 - ii. SCCs are accountable for managing their revenues and expenses in accordance with School Division policies and procedures and for reporting on SCC finances annually by September 20. Year-end SCC financial results are incorporated into the School Division's financial statement and are subject to internal and external audits.
- b. Allocation of Funds
 - i. The Board annually provides a grant that for School Community Council operating expenses.
 - ii. The grant is for School Community Council operations only. The funds are not to be used for school projects or to supplement the school's decentralized budget.
 - iii. The grant for the current school year will be paid once the Annual Financial Report for the previous year is received.
- c. The SCC operating grant may be used to cover the following SCC operating expenses:
 - i. Vehicle expense allowance for events and meetings.¹
 - ii. Communication and public relations.
 - iii. Conference attendance and professional development.
 - iv. Incidental expenses such as postage and printing.
- d. Annual Financial Report
The SCC shall prepare an Annual Financial Report including a statement of revenues and expenses for the period September 1 to August 31 signed by the School Community Council Chair and a copy of the August bank statement and submit to the Education Centre by September 20 of each year. Details are included in the School Community Council Operations Manual.

¹ Such expenses are not to serve as per diem payments or honoraria for School Community Council members.