Administrative Procedure 110

SCHOOL COMMUNITY COUNCILS

Background

School Community Councils (SCC) are an integral, purposeful and valued component of the Saskatchewan Rivers School Division.

A SCC shall be established at each school in the school division.

In many schools, committees have been established to support specific activities such as graduation or the band program. The SCC shall act in a coordination role for committees operating in support of the SCC and the school program.

School Community Councils wishing to merge should make application to the Board. The Board may then recommend to the Minister of Education that the applicant SCC be merged.

Procedures

1. Representative Members
   1.1 Representative Parent and Community Members
   The following individuals are eligible to run to become a representative parent and community member:

   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.

   The constitution of each SCC outlines the number of representative Parent and Community Members. The number of Representative Members range from 5 to 9 persons, of which the majority must be parents of students attending the school.

   1.2 Representative Secondary Students
   For schools offering a Grade 10, 11 and 12 program, the SCC constitution outlines the number of Student members (1 or 2). Student representatives will be selected by the Student Representative Council (SRC) for a one year term.

   1.3 Representatives from First Nations
   The constitution of each SCC will outline which, if any, First Nation representatives are members of the SCC. First Nations are eligible to have representatives on the SCC if there are students who live on reserve and attend a school within the Saskatchewan Rivers School Division. The First Nation will select one representative member for a two year term.

2. Permanent Members
   2.1 The principal;
   2.2 A teacher
   The teacher member will be appointed by the principal. It is acceptable for various teachers to share this role on a rotating schedule.
   2.3 Other Permanent Members
   The constitution of the SCC outlines Other Permanent Members as suggested by the SCC and approved by the Board as per legislation.

3. Election Procedures
   One-half of the representative Parent and Community Members of SCCs will be elected each year. In the first year, one-half of the members should be elected for two-year terms with the remaining representative members being elected for one-year terms to establish the staggered terms.

   Upon the recommendation of the each principal, the Division will appoint an employee, other than any member of that school community council, to be returning officer for the election of members of the school community council. The superintendent responsible for the SCCs will act as returning officer for the school division. This role involves ensuring a returning officer is selected for each school and the appropriate training has been delivered.

   Election procedures for Representative Parent and Community Members are outlined in the SCC Election Manual.

   If, following the nomination process, there are vacant positions on a SCC, the Board can reduce the number of members of that SCC. However, if there are fewer than five (5) members, the Director can appoint members to fill the vacant positions.

   For the initial election no special procedures will be used to ensure the Representative parent and community members are representative of the student population. If following the initial election some SCCs are not representative of the student population, this concern could then be addressed though an amendment to this procedure.

4. Constitution
   An initial constitution was developed for each SCC. The SCC may amend its constitution by sending suggestions for change in writing to the Superintendent responsible for SCCs.

5. Operations
   A SCC shall meet at least five times each year, have an annual general meeting and meet any other time at the call of the Chairperson. Minutes of each SCC meeting will be kept and made available to school trustee upon request.

   The SCC will prepare an annual budget. All SCC funds will be administered by the school principal and secretary using procedures outlined in the School-based Funds Manual.

6. Roles and Responsibilities
   Undertake activities to enhance its understanding of the community's economic, social and health needs, aspirations for pupils' learning and wellbeing, and resources and supports for the school, parents, guardians and community.

   SCC participate in the Continuous Improvement Framework by focusing on the same outcomes that are established by the province, the school division and each school represented by the SCC. For example, if the school has a focus on improving student literacy, the SCC will consider ways of assisting parents and the community to improve student literacy.

   School Community Councils will communicate annually to the parents, guardians and community members about its plans, initiatives and accomplishments;

   School Community Councils will account publicly for the expenditure of funds related to the operation of the school community council;

   Members of SCCs will participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfill its responsibilities; and,

   Members of SCCs will not discuss or be given access to personal confidential information about or complaints about any pupil, family member or guardian of any pupil, teacher, administrator or other employee of or member of the Board.

   School Community Councils may provide advice on certain matters including:
   - Advice and recommendations to the Board respecting policies, programs and educational service delivery, including fundraising, school fees, pupil code of conduct, grade discontinuance, school closure, religious instruction, and language of instruction but not including educational service delivery by a specific teacher;
   - Advice to the school staff respecting school programs; and,
   - Advice to other organizations, agencies and governments on the learning needs and well-being of pupils.

7. Support
   7.1 Senior Administrative Contact
   A Superintendent shall be assigned duties to facilitate the SCC, supervise the election process and plan and implement Division-wide development opportunities for members of SCCs. If an individual SCC wishes to see a Superintendent, the principal will invite the Superintendent responsible for that school to become involved.
   7.2 Financial Support
   The Board will provide an annual grant to each SCC.

8. The Board will support SCC through an annual grant of $1,800.00.
   8.1 The CFO is responsible to ensure that grants to parent groups are paid in accordance with Board motions and administrative procedures.
   8.2 The CFO is responsible for authorizing all grant payments to parent groups.
   8.3 The Hutterite school SSC allocation will be 1/10 of the annual grant.

9. A grant in the amount of $1,800.00 shall be paid to each SCC operating within the Division.
   The grant will be paid to the school upon receipt of a year-end financial report, in the format determined by the Education Centre.

   The SCCs are consolidated with the schools' banking and accounting processes. The school principal and secretary will administer the Council's funds based on existing policies, procedures and reporting methods.

Reference: Section 140.1, 140.5, *The Education Act, 1995*

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