Saskatchewan Rivers School Division No.119
Excellence for Every Learner

W.J. Berezowsky Public School
566 McIntosh Drive · Prince Albert · SK · S6V 6T2
Phone: (306) 763-7404 Fax: (306) 763-4434

Principal – Leanne Tretiak
Vice-Principal – Matt Bergen

The School Community Council of W.J. Berezowsky Public School

The School Community Council Constitution

1. Membership

1.1 Representative Membership

The School Community Council will have the following Representative Members:

- 5 parents and community members elected at the Annual General Meeting

1.2 Permanent Members

The School Community Council will have the following Permanent Members:

- The School Principal
- A teacher
- The Vice Principal

2. Officers

2.1 The following School Community Council Officers will be elected annually from among the Representative Members (Parents, Community, Student, and First Nations Members):

- Chairperson
- Vice-Chairperson
- Secretary

The roles and responsibilities of officers can be found in Appendix A of this Constitution

3. School Community Council Meetings

3.1 Annual General Meeting

The Annual General Meeting (AGM) will be held in May or June of each year. During this meeting, School Community Council Members will be selected, and Officers will be chosen.

3.2 The School Community Council will meet 5 times per year (1 AGM + 4 regular meetings)

3.3 Model of Governance

The Representative Model

The School Community Council represents the wider school community. Meetings are open to the public, but only members of the School Community Council may decide upon matters brought before the SCC.

The School Community Council reports to the school community using a communications strategy, an annual report, and the Annual General Meeting.

4. Public Consultation and Communication

4.1 The School Community Council will consult with the school community through:

- School Community Council Meetings
- The Principal or designate (such as the Vice Principal)

4.2 The School Community Council will communicate with the school community and the Board of Education through:

- The School Community Council Chairperson
- The Principal or designate (such as the Vice Principal)

5. School Community Council Code of Conduct

5.1 The School Community Council will adopt the Code of Conduct of the Saskatchewan Association of School Councils, which can be found in Appendix B of this constitution.

6. Conflict of Interest

6.1 A School Community Council member may occasionally find themselves in a conflict of interest position in terms of some issues under consideration by the SCC. When this happens, the Member should declare that they are in a conflict of interest situation and leave the room for the proportion of the meeting, thus refraining from participating in the discussion. The Member should not vote on any decision made on the issue.

7. Decision-making Process

7.1 The SCC will use a **Majority Vote Model**

The issue is discussed, and a vote is taken. The majority decides the issue.

8. Handling Complaints or Concerns

8.1 Complaints or Concerns about an Individual Staff Member

- Any matters concerning an individual student or staff member must be directed to the staff member or the Principal. It is not the responsibility of the School Community Council to address concerns or complaints about individuals, except to direct the concern to the appropriate individual.
- Saskatchewan Rivers Public School Division's Administrative Procedure Manual - **Administrative Procedure 140 Staff, Parent, and Student Concerns** outlines the appropriate procedure to resolve complaints or concerns

8.2 Complaints or Concerns about School Community Council Initiatives or Activities

8.2.1 Informal Complaints or Concerns

- Provided School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns, or questions about SCC initiatives or activities, expressed informally to members of the SCC may be addressed immediately by the member
- If the member is unsure of the appropriate response, they should say so but indicate they will check and get back to the individual. If such a commitment is made, the member must follow through.
- After responding to the complaint or concern, the member should always ask if their response has been satisfactory. If the individual is not satisfied with the response, the member should explain how the concern or complaint could be brought to the attention of the SCC in a more formal manner.

8.2.2 Formal Complaints or Concerns

- Concerns or complaints can be brought to the attention of the School Community Council by addressing the concern in writing to the Chairperson or by requesting that the Chairperson provide the individual with an opportunity to meet with the School Community Council at an upcoming meeting.
- The School Community Council will provide a written response regarding how they have or will address the concern or complaint.

9. Conflict Resolution Process

9.1 The Conflict Resolution Process will be used by the School Community Council to address both internal conflict, which may occur among individuals within the School Community Council, and external conflict that may occur between the SCC and individuals, groups, or organisations outside of the SCC. The conflict resolution process is outlined in A Handbook for School Community Councils and Principals.

9.2 If reasonable attempts to resolve the conflict have been unsuccessful, the Principal or Chairperson will contact the Superintendent of Schools.

10. Committees

10.1 The School Community Council will act in a coordinating role for committees operating in support of the SCC and the school program.

11. Amending the Constitution

11.1 The School Community Council may amend its constitution by sending suggestion for change in writing to the Board of Education.

Appendix A

Roles and Responsibilities of School Community Council Officers

The **Chairperson** will:

- Conduct meetings of the School Community Council
- Ensure that all members have input in discussions and decisions
- Prepare meeting agendas in consultation with the Principal and other School Community Council members
- Oversee operations of the School community Council
- Establish networks that support the School Community Council, and
- Act as a spokesperson for the School Community Council

The **Vice-Chairperson** will:

- Support the Chairperson in their duties, taking over when the Chairperson is unable to attend, and
- Perform responsibilities assigned by the Chairperson

The **Secretary** will:

- Take minutes at School Community Council meetings
- receive and send correspondence on behalf of the School Community Council, and
- Ensure that appropriate notice is given for all meetings of the School Community Council

Appendix B

School Community Council Code of Conduct

1. The School Community Council of W.J. Berezowsky Public School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. A member of the School Community Council who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such a discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a member of the School Community Council must:
    a. Uphold the constitution and bylaws, policies, and procedures of the School Community Council
    b. Perform their duties with honesty and integrity
    c. Work to ensure that the well-being of students is the primary focus of all decisions
    d. Respect the rights of all individuals
    e. Take direction from the members, ensuring that the representation processes are in place
    f. Encourage and support parents and students with individual concerns to act on their own behalf, and provide information on the process for taking forward concerns
    g. Work to ensure that issues are resolved through due process.
    h. Strive to be informed and only pass on information that is reliable and correct
    i. Respect all confidential information
    j. Support public education

Reference: Saskatchewan Rivers Public School Division's Administrative Procedure Manual - **Administrative Procedure 110 School Community Councils**