

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section SCHOOLS AND STUDENTS

Policy Name SCHOOL COMMUNITY COUNCIL

515

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POLICY

It is the policy of the Superior-Greenstone District School Board that each school establish a school community council to act in an advisory capacity to the school's principal and the Board for the continued promotion of excellence throughout the system, and will place the overall interests of the school and students first.

PROCEDURE

Regulations

1.0 Mandate

The mandate of the school community council will be to make reports and recommendations to the school administration relating to matters affecting students of the school.

Although the school is the primary concern of the school community council, system issues as they affect the school may also be considered.

Every school community shall establish and maintain a school community council.

2.0 Terms of Office

- a) With the exception of the Principal, the community representative(s), and the student representative(s) a member is elected/appointed for a one-year term.
- b) Elected and appointed members may seek additional terms of office. A maximum of three consecutive terms is recommended.

3.0 School Community Council

- a) One school community council may be formed to represent two schools in the same community.
- b) One school community council may be formed where schools are twinned.

Procedures

1.0 Structure and Composition of School Community Councils

1.1 Official Name

The official name of a school community council for a school shall be "The _____ School Community Council" or "The School Community Council for the _____" (Insert the name of the school in the blank.)

1.2 Membership

Membership of a school community council shall include but not be limited to:

- Parents and guardians of students enrolled in the school;
- One to three community representatives;
- Two students (mandatory for secondary schools; optional for grade 7 and 8 students);
- The school principal; or the Vice-Principal (if applicable)
- One teacher assigned to the school; and
- One non-teaching employee assigned to the school.

1.3 Parent Members

Parents/Guardians shall form the majority on the Council (refer to Appendix 1.)

1.4 School Community

It is expected that the membership of the Council will reflect the diversity of the school community. In defining a school community, considerations may include such aspects as geography, language, cultural, ethnic, economic, business, demographics, seniors or school boundaries.

1.5 Selection of Membership

Membership on the school community council shall be determined in the following manner:

- Parents/Guardians shall be nominated and elected by parents and guardians of students enrolled in the school;
- It is recommended that no employee of the Superior-Greenstone District School Board may sit as a parent member of a school community council;
- Student representatives shall be nominated and elected by students enrolled in the school;
- Teacher representatives shall be nominated and elected by members of the teaching staff;
- Non-teaching employees shall be nominated and elected by non-teaching employees assigned to the school;
- The school principal ; or the Vice-Principal (if applicable) shall be a designated member; and community representatives shall be appointed by the Council.

1.6 Chair or Co-Chair /Vice-Chair

The Chair and the Vice-Chair will be a parent/guardian member elected by the Council at the first meeting following the elections by the Council as a whole. In the absence of the Chair, the Vice-Chair will assume the duties of the Chair.

The parent/guardian elected as chair may not be an employee of the school board assigned to that school.

1.7 Recording Secretary

The Council will elect a recording secretary.

1.8 Executive

The executive of the school council consists of Chair or Co-Chair, Vice-Chair, secretary and treasurer (optional).

1.9 Number of Members

The membership of the school community council shall not exceed 21 (refer to Appendix 1.)

1.10 Honorarium

There will be no honorarium paid to members of the school community council.

1.11 Expenses

School community council funding is to be determined in accordance with the legislation. School community council finances are the responsibility of the school community council and are subject to the board audit process.

The board shall reimburse members and/or officers of council in accordance to applicable board policy for authorized expenses incurred in the conduct of their role as a member and/or officer of the school council

2.0 Elections

2.1 Nominations

Persons shall be elected to the school community council by nomination and secret ballot voting. A School Community Council Nomination Form (see Appendix 2) must be completed and returned to the principal at least 14 days prior to the election period. If the number of nominees is equal to or fewer than the number of election positions, then the nominees fill those positions by acclamation.

2.2 Election

The election period for balloting may extend over ten consecutive school days. The ballot must indicate the number of positions to be filled.

Nominations and elections for council members will be completed by May 30 every year (See Election Protocol - Appendix 3.) Eligibility for positions and voting are based upon the coming school year.

Election of the school council executive will be held during the first 30 days of the new school year.

2.3 Vacancies

If vacancies remain after the nomination process, the elected members of the Council may fill the vacancies by appointing eligible persons. A position vacated during a term may be filled by the school community council members selecting

an eligible person to complete the vacating member's term of office. If a member does not attend three consecutive regular meetings, without a reason acceptable to the Executive and Principal, the position may be deemed to be vacant by the Council.

2.4 Roles and Responsibilities

As advisory bodies, school community councils will provide advice to the Board on any matter that has been identified as a priority by the school community council, as per the mandate of the school community council specified in Ministry of Education and Training Policy and Program Memorandum 122 and outlined in the following section.

School community councils may wish to provide advice to the principal, and where appropriate, to the Board on any of the following matters:

- School Year Calendar
- School Code of Behaviour
- Curriculum Planning and Program Development
- Provincial Assessment Programs
- Board Action Plan based on EQAO Report
- Annual School Budget

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- Capital Improvement Plans
- Preparation of the School Profile
- Criteria for Selection of Principals
- Communication Plans and Strategies
- Reporting Methodologies, including Reports of Student Progress
- Extracurricular Activities and Co-Curricular Programs
- Community Programs for Health, Social Service, Recreation and Nutrition
- School-Community Partnerships
- Community Use of the School Facilities
- Community Services for Children and Youth
- Field Trips
- School Policies
- Local Issues
- Development, implementation and review of Board policies at the local level.

Council members are to maintain a school-wide focus on all issues. Council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members.

3.0 Roles and Responsibilities of School Community Council Members

3.1 Chair or Co-Chair

The Chair of the school community council shall:

- Call school community council meetings;
- Ensure that all members are notified of their election/appointment to council;
- Ensure that the board office is notified of changes in executive positions;
- Prepare the agenda for school community council meetings in consultation with the principal;
- Chair school community council meetings;
- Ensure that the minutes of school community council meetings are recorded and maintained;
- Participate in information and training programs;
- Communicate with the school principal;
- Ensure that there is regular communication with the school community;
- Consult with senior Board staff and Trustees, as required,
Submit an Annual written report on the council activities to the school principal or vice-principal (if applicable) and to the Board

3.2 Vice Chair

The Vice Chair of the school community council shall:

- Assume duties of Chair in his/her absence;
- Assist Chair as required by council and chair

3.3 Council Members

The members of the school community council shall:

- Seek to reach a consensus in decision making
- Maintain a school-wide perspective on issues;
- Participate in Council meetings;
- Participate in information and training programs;
- Act as a link between the school community council and the community; and
- Encourage the participation of parents from all groups and of other people within the school community.

3.4 Recording Secretary

The Recording Secretary of the school community council shall:

- Record the minutes of all council meetings,
- Maintain a file of correspondence

3.5 Treasurer (Optional)

The Treasurer of the school community council shall:

- Be responsible for all financial records and be one of the two or three signing officers for the council,
- Ensure financial records are current and are made available to the board for inclusion in any internal or external audit preparation of the board

3.6 The Principal or Vice-Principal (if applicable)

The principal of the school shall:

- Attend all meetings of the Council (or a designate)
- Approve all printed materials distributed through the school including all school council materials
- Facilitate the establishment of the School Council and assist in its operation;
- Support and promote the Council's activities;
- Seek input from the Council in areas for which it has been assigned advisory responsibility;
- Act as a resource of laws, regulations, Board policies, and collective agreements.
- Obtain and provide information required by the Council to enable it to make informed decisions;
- Communicate with the Chair or Co-Chair of the Council, as required;
- Ensure that copies of the minutes of the Council's meetings are kept at the school;
- Assist the Council in communicating with the school community;
- Encourage the participation of parents from all groups and of other people within the school community; and
- Supervise elections for all representatives to the School Council.
- Provide feedback as required on how council advice was utilized.

3.7 Parent/Community Organizations

- Schools may continue to support or establish and maintain other parent/community organizations, such as the Home and School Association, if the function of the organization is separate and distinct from that of the school council.

4.0 School Community Council Proceedings

Committee meetings are not a forum for discussion about individual parents, students, staff, trustees, or other committee members.

4.1 Quorum Requirements

The quorum for a Council meeting is a majority of current members of council of which there is a majority of the council present who are parent members (refer to Appendix 1.)

4.2 Number of Meetings

A council shall hold a minimum of four regular meetings per school year. All meetings shall be open to the public. A council shall meet within the first 35 days of the school year after elections held under section 2.2.

Meeting dates and times shall be posted.

4.3 Meeting Agenda

The Chair, in consultation with the Principal, may initiate matters for discussion and the agenda should conform to the matters for which the School Community Council has an advisory responsibility. The agenda should include an opportunity for public input (Check List - Appendix 4.)

Minutes and copies of the agenda shall be kept on file at the school.

4.4 Decision-Making

No decision may contravene the Education Act, its Regulations, Superior-Greenstone District School Board Collective Agreements, or Board By Laws, Policies and mandate.

Consensus decision-making will be used by the Council to resolve the matter being discussed. Consensus exists when all present can support or accept what is proposed with no one standing in opposition. If consensus cannot be reached by those present, the Council may wish to consider an alternate method of reaching a decision.

4.5 Special Meetings

A special meeting of the Council may be held -

- a) Upon a written request by three members being given to the Principal and Chair of the Council, who must subsequently convene a meeting with a minimum of 24-hours notice by advising the time, date, place and purpose of the meeting to all Council members to be convened within seven instructional teaching days.
- b) The business of any special meeting must be confined to the purpose for which it was convened.

4.6 Annual Meeting

At least once in every school year, the Council shall hold an annual meeting and, at that meeting, must report in writing the proceedings of the Council for the period since the date of the previous annual meeting. The report will provide information on the operation and activities of the School Council for inclusion in the Director of Education's annual report to the Board.

5.0 Recommendation and Communication of School Community Councils

- 5.1 Recommendations and decisions of school community councils that are specifically related to the school should be referred to the school Principal.
- 5.2 Recommendations and decisions which are broader in scope than the local school shall be referred to the school principal for direction and to the appropriate Board official or Board committee.

6.0 Forum

The Board may hold an annual School Community Council Forum for representatives from each school community council.

7.0 Review

The policy and regulation concerning school community councils shall be reviewed every five years by a committee consisting of at least two Chairs of school community councils, one Principal, one Trustee and a member of Administration, with a report to the Board. The Chair of the Board and the Director of Education, or designate, are ex-officio members.

**SCHOOL COMMUNITY COUNCIL MEMBERSHIP SIZE
AND CONFIGURATION CHART**

<i>Designated</i>	(E) <i>Elected</i>	(E) <i>Elected</i>	(E) <i>Elected</i>	<i>Appointed</i>	(E) <i>Elected</i>	
Principal	Teachers	Non- Teaching	Students	Communit y Members	Minimum Parent Members	Total
1	1	1	4	3	*11	21
1	1	1	3	3	10	19
1	1	1	3	2	9	17
1	1	1	2	1	8	14
1	1	1	2	3	9	17
1	1	1	2	2	8	15
1	1	1	2	1	7	13
(PARTICIPATION IS OPTIONAL FOR GRADE 7 AND 8 STUDENTS)						
1	1	1	-	3	9	15
1	1	1	-	3	8	14
1	2	1	-	2	7	13
1	1	1	-	1	7	11
1	1	1	-	1	6	10
1	1	1	-	3	7	13
1	1	1	-	2	6	11
1	1	1	-	1	5	9

* In this case, this is the maximum number of parents.

SCHOOL COMMUNITY COUNCIL NOMINATION FORM

I, the undersigned do hereby nominate:

Name: _____
Print full name

Residential Address:

Telephone: _____
for the position of _____ representative.
(Parent, teacher, student, non-teaching)

NOMINATOR

Name: _____
Print full name

Residential address:

Telephone: _____

CANDIDATE TO COMPLETE

I accept the nomination and am prepared to serve as a member of the

_____ School Community Council.

Signature of Nominee: _____ Date: _____

NOMINATION RECEIPT FORM

The nomination form for parent representative on the School Community Council for:

_____ has been received
(School Name)

(School Official) _____ *(Date)*

Copy to be given to nominator and candidate.

Protocol

1. Elections for School Community Council shall be conducted by secret ballot.
2. Parents and legal guardians of a student enrolled at the school are for the coming school year eligible both to vote for and to run as a parent representative.

No employee of the Superior-Greenstone District School Board may run for the position of parent member at the school to which they are assigned.

No employee of the Superior-Greenstone District School Board shall run for a position of parent member if he/she is employed elsewhere than the assigned school, unless he/she informs people qualified to vote in the election of parent members, of that employment.

3. Nomination forms as prescribed by the Superior-Greenstone District School Board shall be filed by all candidates for elected positions on the School Community Council.
4. All eligible voters shall be entitled to cast one vote for up to a total of the number of candidate positions available in the specific category (teacher, parent, etc.) at their school. Casting more than the maximum number of votes permitted in the category spoils the ballot.
5. No individual campaign literature for School Community Council elections may be distributed or posted in the school.
6. School resources, both human and material, may not be used to support particular candidates or groups of candidates.
7. The elections proceedings shall be supervised by the school principal or vice-principal (if applicable).

Meetings: Quick Check List

- Provide ample lead-time
- Start on time
- Agree to procedure in advance
- Develop an agenda and keep part of the agenda open
- Understand the task and stay on task
- Keep presentations short
- Make the meeting room ready for the meeting
- Get active participation
- Avoid ambiguities
- Learn to read silence
- Manage hostility
- Talk straight
- Respect differences
- Protect confidentiality
- Invite participant feedback