


Administrative Procedures 130
School Community Council Duties

		Adopted: March 21, 2012 Amended: September 13, 2016
	External References: <ul style="list-style-type: none"> • Education Act: Sections 140.1, 140.2, 140.3, 140.4, 140.5 • SSBA Handbook – A Handbook for School Community Councils and Principals 	Internal References: <ul style="list-style-type: none"> • BP 17 School Community Councils • AP 110 Education Sector Strategic Plan (ESSP) • AP 130 SCC Duties – Appendix A – SCC Monthly Calendar

Background

The mandate of School Community Councils (SCCs) emerges from The Education Act and Board Policy 17.

Procedures

1. ESSP (Level 3)

1.1 School Community Councils are to be actively involved in cooperation with the school staff in developing the ESSP (Level 3) for their schools. Specifically they are to:

- 1.1.1 Assist school staff with the preparation of the present ESSP (Level 3) in May.
- 1.1.2 Participate in Literacy Fairs or other celebrations of school improvement.
- 1.1.3 Collaborate with staff to develop the next cycle of the ESSP (Level 3) in August/September.

2. Review of Finances

- 2.1 For the purposes of information, School Community Councils may review the allocation of funds within the school’s decentralized budget. No approval is necessary because allocations are approved by the Board of Education.
- 2.2 The list of school student fees is to be reviewed to ensure that it is in alignment with Board of Education directions.
- 2.3 Fundraising activities as proposed by the school administration or the Student Council are to be reviewed in September and February of each year. The review of the fundraising plan is to include:
 - 2.3.1 A determination of the activities which financially benefit the school, and those activities which support charitable causes,
 - 2.3.2 A determination of the coordination of efforts among schools, communities and other organizations and concerns regarding saturation of activities in the community and school,
 - 2.3.3 Assurance that provision is made to report fundraising activities in the monthly statement of school accounts.

3. Review of School Activities

3.1 School activities are to be reviewed and approved by the principal and Student Council members with the School Community Council. Information on curricular, co-curricular and extra-curricular activities is to be shared on an ongoing basis.

3.2 Input of the School Community Council is to be sought on specific activities such as graduation, school trips and excursions.

4. Community Engagement


4.1 School Community Council activities may include but are not limited to:

- 4.1.1 Planning special events at the school,
- 4.1.2 Organizing school volunteers,
- 4.1.3 Providing opportunities for parents, guardians and community members to attend sessions on topics of interest,
- 4.1.4 Creating targeted opportunities for other parents, guardians and community members to be involved in the school,
- 4.1.5 Naming representatives to attend division-wide activities sponsored by the Board.

5. Professional Development and Self-Assessment

- 5.1 Each School Community Council will review its Constitution and Code of Conduct annually. The Constitution must conform to all relevant sections of the Education Act and to the duties and responsibilities of School Community Councils as determined by the Board. Revisions of the Constitution are to be recommended to the Board for approval.
- 5.2 School Community Councils shall self-evaluate and plan improvement strategies to increase their effectiveness.

Administrative Procedures 130 - Appendix A
School Community Council Monthly Calendar

		Adopted: June 12, 2013 Amended: September 13, 2016
	External References: •	Internal References:

AUGUST

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz (sondra.green@sunwestsd.ca)
- Work in cooperation with principal to plan the upcoming ESSP - Level 3 (This is the school A3, which is your school learning improvement plan)

SEPTEMBER

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz (sondra.green@sunwestsd.ca)
- Review and revise SCC budget plan for coming year.
- Financial Statement including bank statements and cancelled cheques for previous year provided to Superintendent of Business, Ryan Smith (ryan.smith@sunwestsd.ca) by September 30th.
- Review fundraising plan at the school level including coordination of fun raising efforts in the community.
- Start discussion about how to engage families and the community in school activities.
- Welcome new staff to school community.
- Chairperson connect with school principal prior to SCC meeting
- Plan to invite your Subdivision Trustee to one of your meetings.
- Review the SCC website: <https://sunwestsdscs.wordpress.com> with your group

OCTOBER

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz (sondra.green@sunwestsd.ca)
- Chairperson connect with school principal prior to SCC meeting
- Create an Action Plan for the activities you are thinking about doing this year

NOVEMBER

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz (sondra.green@sunwestsd.ca)
- Chairperson connect with school principal prior to SCC meeting
- Celebrate – send picture of events and write-ups to Vicki Moore at vicki.moore@sunwest.ca

DECEMBER

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz (sondra.green@sunwestsd.ca)
- Chairperson connect with school principal prior to SCC meeting
- Review progress of school A3 with principal

JANUARY

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz (sondra.green@sunwestsd.ca)
- Chairperson connect with school principal prior to SCC meeting
- Start thinking about attending Rural Congress

FEBRUARY

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz (sondra.green@sunwestsd.ca)
- Plan the SCC Annual Meeting and election. Notice of the AGM must be advertised a minimum of 30 days prior to meeting).
- Review fundraising plan at the school level including coordination of fun raising efforts in the community.
- Recognize Staff Appreciation Week (2nd week in February)
- Chairperson connect with school principal prior to SCC meeting

MARCH

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz (sondra.green@sunwestsd.ca)
- Plan to include the Sun West School Division Annual Meeting of Electors in your meeting. It will be live streamed. Ask your principal for details.
- Chairperson connect with school principal prior to SCC meeting
- Celebrate – send picture of events and write-ups to Vicki Moore at vicki.moore@sunwest.ca

APRIL

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz (sondra.green@sunwestsd.ca)
- Chairperson connect with school principal prior to SCC meeting
- SCC Annual General Meeting (prior to April 30th)
 - Present current school A3 to public
 - Review SCC Constitution – if changes – recommend proposed changes to Board of Education.
 - Review SCC Code of Conduct.
 - Elect chair, vice-chair, secretary, treasurer and provide updated SCC member information to Linda Klassen at linda.klassen@sunwestsd.ca
 - Designate signing authorities.

- Review Board Policy 17 School Community Councils and if required, suggest changes to the Board of Education.
- Review Administrative Procedures 130 School Community Council Duties, 131 School Community Council Meeting and Election Processes, 132 School Community Council Finances and 133 School Community Council Communication.
- Provide SCC Annual Meeting minutes to Sondra Potratz (sondra.green@sunwestsd.ca)

MAY

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz (sondra.green@sunwestsd.ca)
- Review projects according to funds available and annual grant provided by Board of Education prior to budget planning.
- Attend Division sponsored SCC Workshop
- Celebrate – send picture of events and write-ups to Vicki Moore at vicki.moore@sunwest.ca

JUNE

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz (sondra.green@sunwestsd.ca)
- Review and revise SCC budget plan for coming year.
- Provide input to school on graduation and school trips for the next school year.
- Review fundraising plan at the school level including coordination of fun raising efforts in the community to plan/budget for the next fiscal year.
- Review school fees schedule including community use of school – school principal will have this
- Discuss outcomes of A3 and do preliminary planning for the next school year.