


**Administrative Procedures 130**  
**School Community Council Duties**

	<p><b>External References:</b></p> <ul style="list-style-type: none"> <li>• Education Act: Sections 140.1, 140.2, 140.3, 140.4, 140.5</li> <li>• SSBA Handbook – A Handbook for School Community Councils and Principals</li> </ul>	<p><b>Adopted:</b>      <b>March 21, 2012</b></p> <p><b>Amended:</b>    <b>August 9, 2019</b></p>
	<p><b>Internal References:</b></p> <ul style="list-style-type: none"> <li>• BP 17 School Community Councils</li> <li>• AP 110 Education Sector Strategic Plan (ESSP)</li> <li>• AP 130 SCC Duties – Appendix A – SCC Monthly Calendar</li> </ul>	

**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 school learning improvement and 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 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 Initiatives that help make the school warm and welcoming to families and community,
- 4.1.2 Planning special events at the school,
- 4.1.3 Organizing school volunteers,
- 4.1.4 Providing opportunities for parents, guardians and community members to attend/lead sessions on topics of interest,
- 4.1.5 Creating targeted opportunities for other parents, guardians and community members to engage in student learning and special events,
- 4.1.6 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**

		<b>Adopted:</b> June 12, 2013 <b>Amended:</b> August 9, 2019
	<b>External References:</b>	<b>Internal References:</b>

**AUGUST**

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz, Administrative Assistant, at (sondra.potratz@sunwestsd.ca)
- Work in cooperation with principal to plan the upcoming ESSP - Level 3 School Strategic Plan, (the school learning improvement plan).

**SEPTEMBER**

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

**OCTOBER**

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

**NOVEMBER**

- Chairperson meet with school principal prior to SCC meeting

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz, Administrative Assistant, at ([sondra.potratz@sunwestsd.ca](mailto:sondra.potratz@sunwestsd.ca))
- Celebrate – send picture of events and write-ups to Vicki Moore, Superintendent of Education, at [vicki.moore@sunwest.ca](mailto:vicki.moore@sunwest.ca)

## DECEMBER

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz, Administrative Assistant, at ([sondra.potratz@sunwestsd.ca](mailto:sondra.potratz@sunwestsd.ca))
- Review progress of school learning improvement (ESSP) with principal

## JANUARY

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz, Administrative Assistant, at ([sondra.potratz@sunwestsd.ca](mailto:sondra.potratz@sunwestsd.ca))
- Start thinking about attending National Congress on Rural Education, hosted in Saskatoon by SELU

## FEBRUARY

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz, Administrative Assistant, at ([sondra.potratz@sunwestsd.ca](mailto:sondra.potratz@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 fund raising efforts in the community.
- Recognize Staff Appreciation Week (2<sup>nd</sup> week in February)

## MARCH

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz, Administrative Assistant, at ([sondra.potratz@sunwestsd.ca](mailto:sondra.potratz@sunwestsd.ca))
- Plan to include the Sun West School Division Public Meeting in your meeting. It will be live streamed. Ask your principal for details.
- Celebrate – send picture of events and write-ups to Vicki Moore, Superintendent of Education, at [vicki.moore@sunwest.ca](mailto:vicki.moore@sunwest.ca)
- Start planning to attend Sun West SCC Workshop in May.

## APRIL

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz, Administrative Assistant, at ([sondra.potratz@sunwestsd.ca](mailto:sondra.potratz@sunwestsd.ca))
- SCC Annual General Meeting to be held prior to April 30<sup>th</sup>.

- Present current ESSP Level 3 School Strategic Plan
- 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, Executive Assistant, at [linda.klassen@sunwestsd.ca](mailto:linda.klassen@sunwestsd.ca)
- Designate signing authorities.
- Review Board Policy 17 School Community Councils and if required, suggest changes to the Board of Education.
- Provide SCC Annual Meeting minutes to Sondra Potratz, Administrative Assistant, at ([sondra.potratz@sunwestsd.ca](mailto:sondra.potratz@sunwestsd.ca))

## MAY

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz, Administrative Assistant, at ([sondra.potratz@sunwestsd.ca](mailto:sondra.potratz@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, Superintendent of Education, at [vicki.moore@sunwest.ca](mailto:vicki.moore@sunwest.ca)

## JUNE

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sondra Potratz, Administrative Assistant, at ([sondra.potratz@sunwestsd.ca](mailto:sondra.potratz@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 school fees schedule including community use of school – school principal will have this
- Discuss outcomes of ESSP Level 3 School Strategic Plan and do preliminary planning for the next school year.