		Administrative Procedures 131
		School Community Council Meeting and Election Processes

		Adopted: **March 22, 2012**
		Amended: **August 9, 2019**
	External References: • 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:** • BP 17 School Community Councils • AP 131 SCC Meeting and Election Processes - Appendix A – SAMPLE SCC Constitution • AP 131 SCC Meeting and Election Processes - Appendix B – SAMPLE SCC Code of Conduct • AP 131 SCC Meeting and Election Processes - Appendix C – SCC Annual General Meeting • Templates • AP 151 Inquiries, Complaints and Grievances • Form 131-1 SCC Sample Ballot • Form 131-2 SCC Contact Information

Background

School Community Councils hold regular meetings as set out in their constitutions, and hold an Annual General Meeting (AGM) each April. During the AGM, an election determines the future members of the School Community Council.

Procedures

1. Regular Meetings

    1.1 Each School Community Council shall hold regular meetings on a schedule according to their constitution.

    1.2 Minutes of regular meetings of School Community Councils are to be forwarded to the Superintendent of Business, Superintendent of Education with responsibility for school operations and the Subdivision Trustee(s) as soon as practicable after each meeting.

2. Roles and Responsibilities of School Community Council Officers

    2.1 The Chair will:

        2.1.1 conduct meetings of the School Community Council;

        2.1.2 ensure that all members have input to discussion and decisions;

        2.1.3 prepare meeting agendas in consultation with other School Community Council Members and the Principal;

        2.1.4 oversee operations of the School Community Council;

        2.1.5 establish networks that support the School Community Council; and,

        2.1.6 act as the spokesperson for and the representative of the School Community Council.

    2.2 The Vice-Chair will:

        2.2.1 support the Chair in his/her duties, taking over when the Chair is unable to attend; and,

        2.2.2 perform responsibilities assigned by the Chair.

2.3 The Secretary will:

    2.3.1 take minutes at School Community Council meetings;

    2.3.2 receive and send correspondence on behalf of the School Community Council;

    2.3.3 take charge of any official records of the School Community Council and

    2.3.4 ensure that appropriate notice is given for all meetings of the School Community Council.

2.4 The Treasurer will:

    2.4.1 manage the finances of the School Community Council according to Sun West School Division procedures.

3. Annual General Meeting (AGM)

3.1 Each School Community Council shall hold an AGM in April.

    3.1.1 The Annual Meeting will be advertised in the school newsletter a minimum of 30 days prior to the meeting. The notice will set out the time, place and purpose of the meeting. This will include the presentation of the SCC Annual Report and the Level Three School Strategic Improvement Plan, the election of Representative Parent and Community Members, and other business as determined by the School Community Council.

    3.1.2 The school principal shall act as Election Supervisor at the annual general meeting.

    3.1.3 Minutes of annual general meetings of School Community Councils are to be forwarded to the Director of Education, the Superintendent of Business, and the Subdivision Trustee(s) as soon as practicable after each meeting.

4. Membership

4.1 Representative Parent and Community Members

    4.1.1 Eligibility to run to become a Representative Parent and Community Member is defined as:

    "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."

    4.1.2 The constitution of each School Community Council 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.

4.2 Representative Secondary Students

    4.2.1 For schools offering a Grade 10, 11 and 12 program, the constitution outlines the number of Student members (1 or 2) and the selection process.

4.3 Permanent Members

    4.3.1 The school principal is an appointed member of the School Community Council

    4.3.2 The teacher member will be appointed by the principal. It is acceptable for various teachers to share this role on a rotating schedule.

4.4 Other Permanent Members

4.4.1 The constitution of the SCC may outline "Other Permanent Members" as suggested by the School Community Council and approved by the Board of Education.

4.5 School Community Council members can be appointed throughout the year as indicated by membership definition.

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1.   Membership

    1.1   Representative Membership

        1.1.1 The School Community Council will have the following Representative Members:

- 5 – 9 parent and community members elected at the Annual General Meeting
- 1 – 2 secondary student(s)

    1.2   Permanent Members

        1.2.1 The School Community Council will have the following Permanent Members:
- The School Principal,
- A teacher and
- Additional members as recommended by the SCC and approved by the Sun West School Division Board of Education.

2.   Officers

    2.1   The following School Council Officers will be elected annually from among the Members:

- Chair,
- Vice-Chair and
- Secretary/Treasurer or (1) Secretary and (1) Treasurer

    2.2   The Chair and Vice-Chair shall be Representative Members.

3.   School Community Council Meetings

    3.1   Annual General Meeting

        3.1.1 The Annual General meeting will be held in April of each year. During this meeting School Community Council members will be selected. Officers may be chosen at the Annual General Meeting or at the beginning of the first regular meeting after the Annual General Meeting.

        3.1.2 The School Community Council will have a minimum of five meetings per year, plus one annual meeting

    3.2   Model of Governance

        3.2.1 The Town-Hall Model

            3.2.1.1   In this model members are elected to the School Community Council but regular meetings are open to the entire school community. Any member of the school community can participate in the meeting and be involved in the discussion of matters brought before the SCC.

3.3 Voting

    3.3.1 On matters requiring a formal vote, all members of the SCC with the exception of the Principal may vote.

3.4 Quorum

    3.4.1 A quorum of the School Community Council shall be a majority of the Representative Members.

3.5 Special Meeting

    3.5.1 A special meeting of a School Community Council shall be called by the chair of the SCC if required to do so by the Board of Education or a request in writing signed by no fewer than 25 persons who have a child attending that school or who are electors living in the school's attendance area. Only business pertaining to the roles and responsibilities of School Community Councils can be considered at a special meeting.

4. Public Consultation and Communication

4.1 The School Community Council will consult and communicate with the school community through but not limited to the following strategies:

- Bulletin Board
- Website
- Newsletters
- Office SCC area
- Minutes of SCC meetings
- Social media

5. Conflict of Interest

5.1 A School Community Council member may occasionally find him/herself in a conflict of interest position in terms of some issue under consideration by the SCC. When this happens, the Member should declare that s/he is in a conflict of interest situation and leave the room for the portion of the meeting, thus refraining from participating in the discussion. The Member should not vote on any decision made on the issue.

6. Decision-Making Processes

6.1 Majority Vote Model

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

6.2 Consensus Model

    6.2.1 The issue is discussed until consensus is achieved. Consensus decides the issue.

7. Handling Complaints or Concerns

7.1 Complaints or concern about an individual student or staff member

    7.1.1 Any matter concerning an individual student or staff member must be directed to the staff member or Principal. It is not the responsibility of the School Community Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual. Administrative Procedure 151 Inquiries, Complaints and Grievances outlines the appropriate

procedure to resolve complaints or concerns.

7.2 Complaints or Concerns about School Community Council Initiatives or Activities

7.2.1 Informal Complaints or Concerns

7.2.1.1 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 School Community Council may be addressed immediately by the Member. If a Member is unsure of the appropriate response, s/he should say so but indicate that s/he 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 School Community Council in a more formal manner.

7.2.2 Formal Complaints or Concerns

7.2.2.1 Concerns or complaints can be brought to the attention of the School Community Council by addressing the concern in writing to the Chair or by requesting that the Chair 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 complaints.

8. Committees

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

9. Amend the Constitution

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

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1. An individual who accepts a position as a member of the SAMPLE School Community Council:

    1.1 Upholds the constitution and bylaws, policies and procedures of the SAMPLE School Community Council.

    1.2 Performs his/her duties with honesty and integrity.

    1.3 Works to ensure that the well-being of students is the primary focus of all decisions.

    1.4 Respects the rights of all individuals.

    1.5 Takes direction from the members, ensuring that the representation processes are in place.

    1.6 Encourages and support parents and students with individual concerns and works to ensure that issues are resolved through due process.

    1.7 Strives to be informed and only passes on information that is reliable and correct.

    1.8 Abides by the decisions made by the Council.

    1.9 Respects all confidential information.

    1.10 Supports public education.

2. The SAMPLE School Community Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. The SAMPLE School Community Council provides an opportunity for members of the community to have input and influence related to the policies of the school and school division for the betterment of children and education in SAMPLE COMMUNITY.

3. A member of the SAMPLE School Community Council who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.

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1. Components of the Agenda of the Annual Meeting

   1.1   Welcome and Introductions

   1.2   Adoption of the Agenda

   1.3   Minutes of the Last Annual General Meeting

   1.4   Business Arising from the Minutes

   1.5   SCC Chair's Annual Report

   1.5.1 This written report summarizes major initiatives that the SCC worked on during the past year, challenges that the SCC has faced, and plans for the coming year that have already been made. A description of any training that members of the SCC completed during the year (Sun West School Division inservices, other inservices, visits to other SCC meetings, etc.) should be included.

   1.6   SCC Financial Report

   1.6.1 This written report summarizes the yearly financial operations of the SCC and can be taken directly from the workbook template provided by Sun West School Division.

   1.7   School Learning Improvement

   1.7.1 The Level Three School Strategic Plan includes information about the work that was done in this area this year, successes or challenges that the school faced, and plans for the coming school year. Connections between the work of the SCC and the work of the staff in the area of the ESSP Level Three School Strategic Improvement Planning should be highlighted.

   1.8   Elections

   1.8.1 The Election Supervisor for each school will be the Principal of the school. The Election Supervisor will facilitate the elections portion of the Annual Meeting when called upon by the Chair.

      1.8.1.1   Duties of the Election Supervisor:

         • Announce who is eligible to vote: 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.

         • Display names as individuals are nominated or volunteer and indicate whether they are standing as a parent of community member on (chart paper, blackboard, white board, video display,

etc.).

- Distribute and collect ballots. Please see Form 131-1 School Community Council Sample Ballot (5-9 members).

- Count ballots with the chair of the annual meeting in attendance.

- Since parents must make up the majority of the Representative Parent and Community Members, ensure that the majority of members are parents. For example, if there are 9 positions, the first five parents with the greatest number of votes will be elected even though a community member may be in the top 5 according to the vote count. The remaining 4 positions will be filled by individuals with the next highest vote count.

- If there is a tie between nominees, the Election Supervisor will break the tie by flipping a coin.

- Announce the outcome of the election.

1.8.2 If there is a dispute about the outcome of an election, the ballots will be held in safe keeping by the Election Supervisor and the matter will be referred to the Director by the school principal. The Director will investigate the election process and make a ruling.

1.8.3 The chair of the Annual Meeting will ask for a motion to have the Election Supervisor destroy the ballots.

1.9   Other Business as established by the School Community Council

1.10   Date of next regular SCC meeting

1.11   Adjournment

2. ==SAMPLE== Annual General Meeting Agenda

    2.1   ==SAMPLE== School Community

    Council Annual General Meeting

    April ==XX==,

    20==XX==

    <u>Agenda</u>

        1.1   Welcome and Introductions

        1.2   Adoption of the Agenda

        1.3   Minutes of the April ==XX==, 20==XX== Meeting

        1.4   Business arising from the Minutes

        1.5   Chair's Report

            ==SCC Chair's Name Here==

        1.6   Financial Report

            ==SCC Treasurer's Name Here==

        1.7   Education Sector Strategic Plan (ESSP) Level Three School Strategic Plan

            ==Principal's Name Here==

        1.8   Election of New Members

            ==Principal's Name Here==

        1.9   New Business

        1.10   Date of next Meeting

        1.11   Adjournment

3. Annual General Meeting SCC Chair Notes – numbers correspond to the numbered items on the agenda.

Here is a summary of what your meeting will probably look like. If you stray from the script, don't worry about it – while there needs to be some formal rules, we want the meeting to be welcoming and as informal as possible so that people feel like they can participate in the process. If you run into a situation where you don't know what the next step needs to be, your principal or superintendent may be able to help, although most of them aren't meeting experts either! Relax and enjoy yourself – everything else will follow from there!

To begin the meeting, say, "I'd like to call the meeting to order."

1.1   Thank everyone who is in attendance for coming to the meeting. Ask the members of the SCC to introduce themselves – name, whether they are a parent, teacher, student, or community member – you can model this so people have an idea of the level of detail you are looking for. Then you can introduce your Superintendent if he or she is present or ask them to introduce him or herself. Sometimes a member of the Sun West Board of Education will come to an SCC AGM as an observer, and it is nice to introduce them as well.

1.2   You can distribute the agenda, and ask for a motion to adopt the agenda as presented. If someone makes this motion, ask for a seconder, and once you have this, ask for those in favour and then for those opposed. If more people are in favour than opposed then you say, "Carried."

1.3   Ask the Secretary to read the minutes from the last AGM. Because these meetings are different from your monthly meetings, you don't need to worry about your last monthly meeting. Once the minutes have been read, ask if there are any errors or omissions. If there are errors, the secretary can fix them and you ask for a motion to adopt the corrected minutes. If there are no errors, ask for a motion to adopt the minutes as read. You need a seconder for either of these motions, and then you ask for those in favour and then for those opposed. If more people are in favour than opposed then you say, "Carried."

1.4   Ask if anyone has any business arising from the minutes. Normally there isn't much that comes out of AGM minutes, but if someone has something then go ahead and discuss it at this time. Sometimes this will result in a motion of some kind and sometimes this will be a simple discussion. A common motion would be to add an item to the agenda of the first regular monthly meeting of the SCC so that the SCC could discuss the business further.

1.5   Your report can be about whatever you choose. You should write it down so that it can be attached to the minutes of the meeting – saves work for your secretary! You could talk about major initiatives that your SCC worked on during the past year, challenges that your SCC has faced, and plans for the current year that have already been made. You could describe any training that members of your SCC completed during the year (Sun West inservices, other inservices, visits to other SCC meetings, etc.). When you have finished your report, say, "I move the adoption of my report as presented." and ask for a seconder. Once you have a seconder, you can ask if there is any discussion. If there is, great! When the discussion is over or if there is no discussion, ask for those in favour and then for those opposed. If more people are in favour than opposed then you say, "Carried."

1.6   The Treasurer's report should be a summary of the financial statement that was sent to the school division by the end of September. Again, this should be written down so people have access to a paper copy. The treasurer may wish to have a summary page or

they may wish to have the entire Excel workbook available for meeting participants to view and discuss. When the treasurer is finished talking about the finances, then s/he says, "I move the adoption of my report as presented" and you ask for a seconder. Once you have a seconder, you can ask if there is any discussion. When the discussion is over or if there is no discussion, ask for those in favour and then for those opposed. If more people are in favour than opposed then you say, "Carried."

1.7   Invite the school principal to share the ESSP Level Three School Strategic Plan. Again, this should be on paper so that people have access to the written document. When the principal is finished talking about the ESSP Level Three School Strategic Plan, they can say, "I move the adoption of the ESSP Level Three School Strategic Plan as presented." and you can ask for a seconder. Once you have a seconder, you can ask if there is any discussion. When the discussion is over or if there is no discussion, ask for those in favour and then for those opposed. If more people are in favour than opposed then you say, "Carried."

1.8   Your Principal will take care of the election portion of the meeting. They will bring all of the materials they need, so all you need to provide is a flipchart or whiteboard and a marker. When you get to this part of the meeting, a good transition phrase is, "Now I'd like to call on our Principal, name here, who will complete the election process.

1.9   Ask if there is any new business to discuss. Remember that business that arises at an AGM is followed up on at the next AGM, and not the next regular meeting of the School Community Council. A frequent outcome of a discussion about a new item at an AGM is to have that item added to the agenda of the next regular meeting, so it can be dealt with in a timely manner.

1.10 Once the election is complete you will need to set a date for the first monthly meeting of the SCC. If you have a regular rotation (2nd Wednesday, etc.) then this is probably as easy as identifying the next date. If you have a different process for determining meeting dates then just follow that process as you normally would.

1.11 Once you are finished, ask for a motion to adjourn the meeting. This needs no seconder, and once the motion is made, you can declare the meeting adjourned.