

**Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, December 12, 2022 at 11:00 a.m. at the Chinook Education Centre.**

**PRESENT:** Kimberly Pridmore  
Dianne Hahn  
Ken Duncalfe  
Rachael Eliason  
Keri Hudec  
Gwen Humphrey  
Susan Mouland  
Rachelle Patzer  
Tim Ramage  
Katelyn Toney

Mark Benesh – Director of Education  
Kathy Robson – Deputy Director  
Sharie Sloman – Chief Financial Officer  
Joanne Booth – Communications Coordinator  
Katie Andreas – Executive Assistant

**STAFF PRESENTATIONS: Bob Vavra, Superintendent of Learning**

The meeting was called to order at 11:00 a.m. by Chair Kimberly Pridmore.

AGENDA 192/22 Ramage THAT the Agenda be approved as circulated and revised.

CARRIED

CLOSED 193/22 Humphrey THAT the Chinook Board of Education recess the meeting to go into closed session to discuss personnel items and other confidential matters to be received by the Board.

CARRIED

OPEN 194/22 Ramage THAT the Chinook Board of Education rise and report.

CARRIED

**REGULAR MEETING ----- December 12, 2022**

MINUTES 195/22 Mouland THAT the minutes of the Organizational Meeting on November 7 and the Special Meeting of November 28, 2022 be approved, as presented.

CARRIED

Board Chair requested that Rachael Eliason not participate in either the vote or the discussion regarding Stewart Valley School. Rachael refused to declare a conflict of interest.

AD 196/22 Hahn THAT Chinook Board of Education will establish a committee  
HOC to consider next steps for Stewart Valley. At the conclusion of  
COMMITTEE this work, the committee will make a recommendation to the board.

Membership of this committee will be:

Trustees: Kim Pridmore, Dianne Hahn, Gwen Humphrey, Katelyn Toney, Ken Duncalfe, Keri Hudec, Rachelle Patzer, Susan Mouland and Tim Ramage.

Senior Administration: Mark Benesh, Kathy Robson, Sharie Sloman, Joanne Booth, Katie Andreas

The committee will meet as needed, and once the committee has reported to the board it will be dissolved.

**RECORDED VOTE REQUESTED BY:** Katelyn Toney and Dianne Hahn

**IN FAVOR:** Ken Duncalfe, Dianne Hahn, Keri Hudec, Gwen Humphrey, Kim Pridmore, Tim Ramage

**OPPOSED:** Rachael Eliason, Susan Mouland, Rachelle Patzer, Katelyn Toney

CARRIED

BOARD 197/22 Toney THAT the revised Board Policy 16 – School Community Councils,  
POLICY be approved, as attached.

CARRIED

**REGULAR MEETING ----- December 12, 2022**

OUT 198/22 Duncalfe THAT THE Chinook Board of Education approve the out of  
OF province transfer requests for the Straub and Schafer families, as  
PROVINCE presented.  
TRANSFER

CARRIED

**Bob Vavra, Superintendent of Learning presented the Reading, Writing, Math Status Report.**

STUDENT 199/22 Patzer THAT the Chinook Board of Education receive the Student  
SERVICES Status report for informational purposes.

CARRIED

CLOSED 200/22 Toney THAT the Chinook Board of Education recess the meeting to go  
into closed session to discuss personnel items and other  
confidential matters to be received by the Board.

CARRIED

OPEN 201/22 Eliason THAT the Chinook Board of Education rise and report.

CARRIED

ADJOURN 202/22 Humphrey THAT we do now adjourn

CARRIED

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Board Chair

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CFO

### SCHOOL COMMUNITY COUNCILS

Pursuant to the provisions of Section 140.1 of The Education Act, 1995, The Education Regulations, and subject to Board Policy, School Community Councils shall be established under the jurisdiction of the Board of Education of the Chinook School Division at each Division school. Membership in a Council shall be open to the parents/guardians of any students attending the school and open to community members resident in the prescribed school attendance area.

#### Role of the School Community Council

A School Community Council is established to facilitate continuing communication and promote mutual understanding between the school and the community. It is also responsible for encouraging and facilitating parent and community engagement in the learning success and the well-being of all students. A School Community Council will provide an ongoing organization through which the advice of parents/guardians, Input of the School Community Council is to be sought on specific activities such as graduation, school trips and excursions.

1. More specifically, the role of School Community Councils is to:
  - 1.1. Facilitate parent and community participation in school planning
  - 1.2. Provide advice to the board of education
  - 1.3. Provide advice to the school staff through the principal
  - 1.4. Provide advice to other agencies that may be involved in the development and learning of pupils
  - 1.5. Comply with the policies of the board of education and,
  - 1.6. Engage the community in the development of the School Learning Plan.
  - 1.7. Communicate annually to the parents, guardians and community members about its plans, initiatives and accomplishments;
  - 1.8. Through an advisory and practical manner, assist the administration of the school and the Board of Education in delivering educational and extracurricular programs.
  - 1.9. Engage with the school administration and staff in development and review of the School Learning Improvement Plan that is in alignment with the Division improvement plan.

- 1.10. Recommend to the Board of Education:
  - 1.10.1. Any religious exercises to be used preceding the regular daily program.
  - 1.10.2. Locally determined course options.
  - 1.10.3. Upon recommendation from the SCC, the Board may approve paid music lessons in schools during school hours
  - 1.10.4. Use of school facilities and grounds for other than school activities
  - 1.10.5. Maintenance, development, and beautification of school facilities and school grounds, including playground equipment
  - 1.10.6. Any matter considered to be in the interests of education in the local school, subdivision or school division and,
  - 1.10.7. Innovative projects.
- 1.11. Forward minutes of annual meetings of School Community Councils to the Chief Financial Officer as soon as is practical after the meeting, and forward all other meeting minutes to their local trustee and the Division Executive Assistant.
- 1.12. Engage in an on-going process of self-assessment in order to ensure their effectiveness.

## 2. Linkage With the Board

- 2.1. School Community Councils are to communicate with the Board of Education through:
  - 2.1.1. Their respective sub-division Board member
  - 2.1.2. Their principal who will communicate with the Director who in turn will communicate with the Board with the Board.
  - 2.1.3. Regional meetings of SCC's and the Board or sub-division Board member.
- 2.2. The principal, or designate is to be in attendance at all meetings as a non- voting representative. Furthermore, the principal is to provide leadership for the SCC in conjunction with the SCC Chair.
- 2.3. For the purposes of appropriate communication and awareness, School Community Councils are to discuss any proposed recommendations

with a sub-division Board member prior to making submissions to the Board of Education.

- 2.4. Specific requests dealing with finance are to be discussed with the school principal prior to submission. Submissions are to be made prior to February 1 for consideration in the budget of the new fiscal year.

### 3. SCC Review of Finances

- 3.1. 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.

- 3.2. The list of school student fees is to be reviewed to ensure that it is in alignment with Board of Education directions.

- 3.3. Fundraising activities are to be reviewed in September and February of each year. The review of the fundraising plan is to include:

- 3.3.1. A determination of the activities which financially benefit the school, and those activities which support charitable causes,

- 3.3.2. A determination of the coordination of efforts among schools, communities, and other organizations and concerns regarding saturation of activities in the community and school

- 3.3.2.1. SCC's may choose to create either standing or Ad Hoc fundraising subcommittees that require some SCC membership but may also include non SCC members.

- 3.3.2.2. The funds that are raised must be handled through the School Accounts designated for SCC fundraising

- 3.3.3. Assurance that legal requirements are met, and contracts approved, including vending machines.

- 3.3.4. Assurance that provision is made to report fundraising activities in the monthly statement of school accounts.

### 4. Board Support for SCC's

- 4.1. The Board of Education helps to offset expenses of School Community Councils through the provision of an annual grant.

- 4.1.1. The Board of Education shall annually establish a grant, which provides operational funds for School Community Councils.
  - 4.1.2. The grant is to be in the form of an established dollar level per School Community Council per year.
  - 4.1.3. Funds are to be allocated for Council operations only, not for school projects or to enhance the school's decentralized budget.
  - 4.1.4. The School Community Council is to establish an annual local budget based on the funds allocated.
- 4.2. The funds allocated are to be utilized for:
- 4.2.1. Vehicle expense allowance for out-of-community events and meetings. Per diem is not included
  - 4.2.2. Communication and public relations
  - 4.2.3. Incidental expenses such as postage and printing.
- 4.3. Fiscal Accountability
- 4.3.1. An annual statement is to be provided to the Chief Financial Officer by June 30 of every year outlining the School Community Council revenues and expenditures.
- 4.4. Other supports include:
- 4.4.1. Make space available in the local school for meetings;
  - 4.4.2. Provide school facilities to conduct Council activities as long as these activities do not interfere with regular school events;
  - 4.4.3. Provide orientation, training, development and networking opportunities for the Councils with at least one system-wide event;
  - 4.4.4. Preserve all public documents of a Council until their authorized disposal.

Legal Reference: Sections 140.1, 140.2, 140.3, 140.4, 140.5 The Education Act, 1995

Approved: October 26, 2021  
Revised: December 12, 2022