

# CHINOOK SCHOOL DIVISION #211

## BOARD GOVERNANCE POLICY



POLICY TYPE: GOVERNANCE AND MANAGEMENT

POLICY TITLE: 2.8 BOARD LINKAGE

DATE REVISED: JUNE 8, 2009

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There are groups and/or individuals within the school division, who have interest in Public Education. The Board shall listen to their views and where possible address their interests.

When making governance decisions, board members shall maintain a distinction between their personal interests and their obligation to speak for others as a representative of the electors as a whole. The Board is obligated to identify and know the voice of the electors.

The Board of Education shall ensure that data is gathered in a way that reflects the diversity of the electors.

The Board of Education shall identify other organizations with which it requires good working relationships for the success of the school division.

- The Board of Education and/or director of education or designate shall meet on a frequent basis with the School Community Councils
- The Board of Education and/or director of education shall meet on a frequent basis with the Minister of Learning or representatives of Saskatchewan Learning.
- The Board of Education and/or director of education shall engage in meetings with the partners identified in the system communication plan

Monitor Compliance Annually: July / August

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## **BOARD PROCEDURE No. 201**

### ESTABLISHMENT

The Board of Education supports the formation and operation of School Community Councils in all schools of the school division.

### PROCEDURES

#### **1. School Community Councils**

- a. Subject to Section 140, subsections (2) to (4) of *The Education Act, 1995* the board of education is to establish a school community council for each school in its division.
- b. When the Board of Education establishes a school community council, there will cease to be a Local Board of Trustees for that school district.
- c. Subject to the regulations and policies of the Board of Education every school community council is to consist of:
  - i. no fewer than five and no more than nine elected members to represent parents of students and community members, the majority being parents, and,
  - ii. appointed members.
- d. Each elected member of a school community council will hold office for two years and is eligible for re-election, except in the matter of the first election of members.
- e. In the first election for each school community council approximately one-half of the members are to be elected to one-year terms and the other members are to be elected to two-year terms (or elected for two and three year terms respectively if the first election is in November).
- f. In the event of a vacancy in an elected member's position the board of education may appoint an individual to that position.

- g. A member of a school community council is required to vacate his/her office if:
- The member is convicted of an indictable offence
  - Is absent from three or more consecutive meetings without authorization of the council or,
  - The member ceases to be eligible pursuant to policies of the board of education.
- h. Every school community council is expected to:
- Facilitate parent and community participation in school planning
  - Provide advice to the board of education
  - Provide advice to the school staff
  - Provide advice to other agencies that may be involved in the development and learning of students
  - Comply with the policies of the board of education and,
  - Engage the community in the development of the School Learning Plan.
- i. Within six months of its organizational meeting, the School Community Council is to prepare a Constitution and Bylaws that will govern the operations of the council. The Constitution and Bylaws must conform to all relevant sections of *The Education Act, 1995* and to the *Duties and Responsibilities of School Community Councils* as determined by the Board of Education. This document must be submitted to the Board of Education for approval.
- j. Subdivision Board members are to act as the Board of Education's liaison representatives to the councils. To that end, the following guidelines concerning meetings between the Subdivision Board member and SCC's are suggested:
- Attendance of the Subdivision Board member at a minimum of two meetings of each SCC annually.
  - Attendance of the Subdivision Board member at a minimum of one joint meeting of all SCC's within a School Division Cluster of schools on an annual basis
  - Copies of the Minutes of SCC meetings are to be forwarded to the Subdivision Trustee as soon as practicable following each meeting.

- Issues that are deemed to be of a sensitive or political nature and those involving members of the SCC may be addressed by the SCC or one of its members by writing directly to the Board of Education of the Chinook School Division, detailing the issue in question.

## **BOARD PROCEDURE No. 202**

### **ROLES AND RESPONSIBILITIES**

The function of School Community Councils is, through an advisory and practical manner, to assist the administration of the school and the Board of Education in delivering educational and extra curricular programs.

### **PROCEDURES**

#### **1. Linkage to Board of Education**

- a. School Community Councils are to communicate with the Board of Education through:
  - i. Their respective sub-division Board member
  - ii. Their principal who will communicate with the Director or designate and the Director or designate with the Board.
  - iii. Regional meetings of SCC's and the Board or sub-division Board member.
- b. 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.
- c. In communities with secondary School Community Councils, representation may be included from elementary feeder schools.
- d. Input into the creation of Board of Education policy and school procedures will vary depending on the nature of policy or procedures being developed.
- e. Information regarding curricular, co-curricular and extra-curricular activities is to be shared on an on-going basis.

## **2. Recommendations to Board of Education**

- a. School Community Councils are to be actively involved in developing the mission and goals for their schools. Specifically they are to:
  - i. Review the mission and goals annually.
  - ii. Ensure that the mission and goals are consistent with those established by the Board for the school division as a whole.
  - iii. Recommend to the Board of Education approval of the local mission and goals.
  - iv. Engage with the school administration and staff in development and review of the:
    - School Learning Improvement Plan (CIF)
    - School Community Profile (CIF)
    - Community Engagement Plan
    - Communication Plan
  
- b. School Community Councils may recommend to the Board of Education:
  - i. Any religious exercises to be used preceding the regular daily program. Refer to Administrative Policy 605 – *Religious Instruction*
  - ii. Locally determined course options.
    - Upon recommendation from the SCC, the Board may approve paid music lessons in schools during school hours; notwithstanding other contrary policies.
  - iii. Use of school facilities and grounds for other than school activities
  - iv. Maintenance, development, and beautification of school facilities and school grounds, including playground equipment
  - v. Any matter considered to be in the interests of education in the local school, subdivision or school division and,
  - vi. Innovative projects.
  
- c. 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.

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

### **3. Review of Finances**

- a. 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.
- b. The list of school student fees is to be reviewed to ensure that it is in alignment with Board of Education directions.
- c. 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:
  - i. A determination of the activities which financially benefit the school, and those activities which support charitable causes,
  - ii. A determination of the coordination of efforts among schools, communities, and other organizations and concerns regarding saturation of activities in the community and school
    - 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.
    - The funds that are raised must be handled through the School Accounts designated for SCC fundraising
  - iii. Assurance that legal requirements are met, and contracts approved, including vending machines. Refer to Administrative Policy 420.6 d – *Advertising and Corporate Sponsorship* and,
  - iv. Assurance that provision is made to report fundraising activities in the monthly statement of school accounts.

#### **4. Review of School Activities**

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

#### **5. Meeting Procedures**

- a. Procedures are to be consistent with the requirements of *The Education Act, 1995*, <http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=487> and the policies of the Board of Education.
- b. Minutes of annual meetings of School Community Councils are to be forwarded to the Secretary Treasurer as soon as is practicable after the meeting.

#### **6. Self Assessment**

- a. School Community Councils are expected to engage in an on-going process of self-assessment in order to ensure their effectiveness.

*Revised: November 8, 2010*



## **BOARD PROCEDURE No. 203**

### LOCAL BUDGET

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

### **PROCEDURES**

#### **1. Allocation of Funds**

- a. The Board of Education annually establishes a grant, which provides operational funds for School Community Councils.
- b. The grant is in the form of an established dollar level per School Community Council per year.
- c. Funds are allocated for Council operations only, not for school projects or to enhance the school's decentralized budget.
- d. The School Community Council is to establish an annual local budget based on the funds allocated.

#### **2. Purpose of Funds**

- a. Vehicle expense allowance for out-of-community events and meetings. *Per diem* is not included.
- b. Communication and public relations
- c. Incidental expenses such as postage and printing.

#### **3. Annual Statement**

- a. An annual statement is to be provided to the Secretary Treasurer by June 30 of every year outlining the School Community Council revenues and expenditures.

#### **4. Special Request**

- a. The SCC may make written application to the Board for funding of events viewed to be of benefit to the student body of the school
- b. The Board will adjudicate each request on a case by case basis

*Revised June 24, 2013*