

# **Chinook School Community Council (SCC) Basics**

October 13<sup>th</sup>, 2010

The following few pages are intended to provide a newcomer to SCC's in Chinook School Division a quick overview of the role, scope, procedures and references in conducting the important work that they have agreed to undertake. Greater detail is provided in the multitude of reference materials that are provided as appendices to this introduction to SCC's.

## ***1. How do I become an SCC member?***

- Complete a nomination form available at the school prior to the SCC Annual General meeting usually in late spring
- Attend the Annual General Meeting of the SCC, if necessary, elections will be held at this meeting
- You are elected for 2 years
- Also the SCC has the ability to appoint members for specific purposes  
*Ex) Appointing an Addictions Counsellor if the SCC had a goal on Drug and Alcohol abuse*
- There are a minimum of 5 and a maximum of 9 parent and/or community members on the SCC
- Principal or designate, teacher, and student (high school) are also appointed by the Chinook Board
- Table officers of the SCC include Chairperson, Vice-chairperson, and a Secretary – these positions are 1 year terms determined annually at the Organizational meeting of the SCC...Treasurer is at the discretion of the SCC

## ***2. What do I do after being elected?***

- Arrange to meet with the SCC Chairperson and the school principal
- Become familiar with key resources such as: *Local SCC Constitution, SCC Basics, SCC Handbook, School Learning Improvement Plan (SLIP), and the Chinook Portal with SCC information*
- Attend local SCC meetings...minimum of 5 and maximum of 10 per year
- Attend Professional Development opportunities
- Support and actively implement plans of the SCC

### **3. What is the role of the SCC?**

- Support the School Learning Improvement Plan (SLIP)
  - i. Develop an SCC Goal that supports the School Goal  
*Ex) The SCC will organize 5 Family Literacy Evenings during the school year in support of the School Literacy Goal*
  - ii. Develop an SCC Goal on Student Well Being  
*Ex) The SCC improve student nutrition with a monthly meal program, a breakfast program, and 3 informational evenings on connections between student achievement and proper nutrition.*
- Act as an ADVISORY body to the Chinook Board of Education
  - i. Pass information to the principal who will forward on through Chinook Administration
  - ii. Pass information directly to the sub-division trustee
  - iii. Participate in information requests and Chinook sponsored activities such as SCC Forums
- Develop positive relationships and communication strategies with the Board, the School, and the Community...members of the SCC need to be positive ambassadors for the school within the community
- The Board Vision includes the phrase “*good place to go to school and go to work*”
  - i. The SCC can play a meaningful role in fulfilling this vision for students by addressing Student Well Being Needs and Goals.
  - ii. For staff by actively welcoming them into the school and community as well as making them feel supported in their valuable role educating students; furthermore, effective SCC`s can play a vital role in retaining staff members so we avoid the “revolving door” syndrome and develop some level of consistency within the school.
- Provide an annual report to the community

### **4. What are some additional duties the Board has given to the SCC?**

- Receive information on the extracurricular program at the school
- Receive information on the School Based Budget
- Review the list of Student Fees
- Make recommendations on:
  - Religious exercises or programming
  - Local course options
  - Facility use for non-school activities
  - Maintenance of school facilities and grounds
  - Innovative projects
- While the SCC may be consulted on HR matters such as a candidate profile for a new principal, they are not directly involved with the hiring or evaluating of staff

- When dealing with conflict or complaints the SCC must first determine if it is in their scope, if so, then the item should be in writing and the response should also be in writing

**5. *What is the Chair's role?***

- Call and lead a minimum of 5 meetings of the SCC
- Conduct meetings using an open and democratic process
- Ensure that activities and topics are within the mandate and constitution of the SCC
- Prepare meeting agendas and year plans with the principal
- Work collaboratively with the principal and staff of the school
- Establish networks within the school and community to support the SCC
- Act as spokesperson for the SCC
- Be a positive role model for the SCC members

**6. *What is the Principal or designates role?***

- Provide leadership in guiding the SCC in setting goals and action plans to support the SLIP
- Collaboratively work to assist the chair with the organization and planning of SCC activities, meetings and year plans
- Act as liaison with the SCC and School as well as the SCC and Chinook senior administration
- Provide the SCC with necessary documents and resources that are available at the school

**7. *What is the other staff's role?***

- Provide insights from the staff perspective
- Help the SCC understand the context of operations within the school and the classroom
- Liaison between school and SCC
- Contribute their skills and knowledge as a member of the SCC

**8. *What is the Sub -Division Trustee's role?***

- Attendance at a minimum of 2 SCC meetings annually
- Attendance at a minimum of 1 Joint SCC Forum
- Review minutes of each SCC meeting
- Act as a liaison with the Chinook Board and the SCC

### ***9. Who are some key people?***

- Local school principal or designate
- Sub-division Trustee
- School Superintendent
- SCC Superintendent – JP Claire
- SCC Admin Support – Margaret Harrigan
- Communication Coordinator – Dave Spencer

### ***10. What supports do I/Our SCC have?***

- \$1500 annual grant from the Chinook Board...not to be used as a member honorarium or regular meeting expense payments...this is a voluntary position
- Professional development opportunities.
  - These shall include an annual orientation to support SCC Chairs in their role.
  - The Board may support, upon application, other provincial PD opportunities such as the Rural Congress or Saskatchewan School Boards Association (SSBA) events.
  - Expenses covered while attending Rural Congress are limited to
    - a. Conference Registration Fees
    - b. Accommodations
    - c. Mileage

### ***11. What communication is in place?***

- Board Governance Policy 2.8
- Board Operational and Procedures Policy 201, 202, and 203
- Monthly newsletters
- Dedicated space on the Chinook Portal
- Regular SCC Meetings
- Regional Forums twice per year
- Internet resources
  - Ministry of Education SCC Resource at <http://www.education.gov.sk.ca/scc> or go to the link in the “Information” section of the Ministry of Education’s website at <http://www.education.gov.sk.ca>.
  - Saskatchewan School Board Association SCC Resources at <http://www.saskschoolboards.ca/index.php?id=links-scc>

***12. What are some recent changes in practice that the Board has made for SCC's?***

- School lawn and grounds
  - SCC's have opportunity for direct input into the maintenance of the school grounds over the summer months
- SBB allocations for maintenance
  - SCC's can provide advice to the principal who now has resources (\$500-\$1000) to use for "household" maintenance at the school
- Bussing routes
  - The subdivision trustee will go over the bus routes with the SCC on an annual basis
- Increased number of visits with Sub-division Trustees
  - The subdivision trustee will meet with the SCC a minimum of twice per year
- Music lessons
  - Recently the Chinook Board has determined that recommendations for paid Music lessons in schools from the SCC's may be approved; notwithstanding other contradictory board policy
- While not necessarily a change in practise, the Board would like to mention that, although the SCC's primary function is not that of a fundraising organization, SCC's do have the authority to create a fundraising subcommittee that may have members who are not part of the SCC...al funds raised must be handled through the School Accounts designated for SCC's