



## **School Community Council**

The Ile-a-la Crosse School Division Board of Education establishes this School Community Council Policy Pursuant to S.140.1 of the Education Act, 1995. There shall be two School Community Councils each serving a school in the Division: Rossignol Elementary School and Rossignol High School.

The School Community Council (SCC):

1. Is an integral, purposeful, and valued component of school division operations.
2. Is inclusive of the community.
3. Aligns its work with the Provincial Continuous Improvement Framework and the School Division Continuous Improvement Plan.
4. Is accountable, transparent and responsive in its relationship with parents, community and the board.

### **PURPOSE**

The purpose of SCCs is to:

1. Work in the community and support the school's work.
2. Support the development of shared responsibility of the school, parents and community for the learning success and well being of all children and youth.
3. Encourage and facilitate parent, community and youth involvement in the school planning and improvement process.

### **RESPONSIBILITIES**

The SCC:

1. Understand the community.
2. Support parent and community involvement.
3. Work with the school staff to develop and recommend a Continuous Improvement Plan for the school to the board.
4. Help parents to support their children's learning.
5. Provide suggestions to the Board, school staff and others about the learning program, policies and educational service delivery.
6. Make recommendations to the Board about fundraising, Student Code of Conduct, and related matters.

### **COMPOSITION**

1. Volunteer Members (5) elected at the Annual General Meeting
  - a. Three parents/guardians of students attending the school. (These must form the majority.)
  - b. Two community members.

Notes: Provisions for SCCs do not limit or restrict the election or participation in election of parents/guardians who are employed by the School Division. School Division Board members cannot stand for election

2. Appointed Members
  - a. Principal
  - b. One teacher
  - c. Two students (High School SRC)
  - d. Other community representatives if the Board chooses.

## FORMATION

1. Election process: There will be an election in each school year in order to establish a staggered membership on the SCC.
  - a. Parents/guardians and community members shall be elected at an annual general meeting. Only nominations from the floor will be accepted.
  - b. In the first election: two members of the parent/guardian members will be elected for a two-year term and one member of the community members will be elected for a two-year term. One member of the parent/guardian members and one member of the community members will be elected for a one-year term.

*Note: The members elected for a one-year term shall be those members with the lowest number of votes. In the case of parents/guardians, it will be the member with the lowest number of votes of the three parent members. In the case of community members, it shall be the community member with the lowest number of votes of the two community members. In the event of a tie, the winner's name shall be drawn from a hat.*
  - c. In subsequent elections, all members shall be elected for two-year terms.
2. In the event that there are insufficient numbers of parents and/community members available to fill the available positions, the Board of Education shall appoint parent/community members to fill vacant positions.
3. Appointment Process for Staff and Students:
  - a. Principals: appointed.
  - b. Teacher: selected from staff and appointed by the board.
  - c. Students: Principals and staff shall determine the selection process and forward the names to the Board for appointment.
  - d. Term: appointed staff and student members shall sit for a one-year term.

## STRUCTURE

The following shall constitute the officers of the SCC:

1. Chair

The Chairperson will:

  - a. Conduct meetings of the SCC.
  - b. Ensure that all members have input discussion and decisions.
  - c. Prepare meeting agendas in consultation with the Principal and other SCC's members.
  - d. Oversee the operations of the SCC.
  - e. Establish networks that support the SCC and the school.
  - f. Act as a spokesperson for the SCC.
2. Vice-chair

The Vice-Chair will:

- a. Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend.
  - b. Perform responsibilities assigned by the Chairperson.
3. Secretary  
The Secretary will:
  - a. Take minutes at SCC meetings.
  - b. Receive and send correspondence on behalf of the SCC.
  - c. Take charge of any official records of the SCC.
  - d. Ensure that appropriate notice is given for all meetings of the SCC.
4. Treasurer  
The Treasurer will manage the finances of the SCC using procedures outlined by the Secretary-Treasurer of the School Division.

## **OPERATIONS**

1. Minutes:
  - a. The SCC shall keep minutes of each meeting and shall forward a copy to the Board Office. The minutes shall be presented at the next scheduled regular meeting of the Board following receipt of the minutes.
2. Budget:
  - a. The SCC shall prepare an annual budget; all funds and accounting for such funds shall be those outlined by the Secretary-Treasurer of the Board.
3. Relationship With The Board:
  - a. The SCC may provide advice and/or suggestions on certain matters. Including policies, programs, and educational delivery decisions. Advice can be provided through the school principal who will pass the advice to senior administration and through the minutes of SCC meetings which will be presented at the divisions board's next regularly scheduled board meeting following the SCC meeting.
  - b. The Division Board of Education will review recommendations and make the necessary decisions. The Board's decisions are final – once a decision is made by the board it is the responsibility of the SCCs and administration to accept the decisions and to implement that decision.
  - c. The Director of Education, or designate, will be assigned duties to facilitate the Council, supervise the election process and plan and implement development opportunities for members of the SCC.
  - d. If the SCC wishes to meet with the Director, or designate, the school Principal shall invite the Director, or designate, to a meeting.
4. Relationship With The School:
  - a. SCCs are not a forum for the discussion of individual school personnel, students, parents, or other individual members of the community.
  - b. A member of a SCC who is approached by a parent with a concern relation to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
  - c. The SCC can provide advice to the school principal on school programs and operations, school climate, student engagement, fundraising activities and the Student Code of Conduct.

**FINANCE:** Each SCC shall be provided with one thousand dollars (\$1,000.00) per year to support its activities.

**MEETINGS:** The SCCs shall meet at least five (5) times per year.

**CONSTITUTION:** The SCC may amend its constitution by sending suggestions for changes in writing to the Board of Education

**CODE OF CONDUCT:** An individual who accepts a position as a member of a SCC:

- a. Upholds the constitution and bylaws, policies, and procedures of the SCC.
- b. Performs his/her duties with honesty and integrity.
- c. Maintains the privacy of all individuals.
- d. Respects the rights of all individuals.
- e. Takes direction from the members, ensuring that the representation processes are in place.
- f. Encourages and supports parents/guardians and students who have individual concerns to act on their own behalf and provides information on the process for taking concerns forward.
- g. Works to ensure that issues are resolved through fair process.
- h. Strives to be informed and only shares information that is reliable and accurate.