

# North East School Division - Administrative Procedure



## AP 201

### Establishment and Maintenance of a School Community Council

**References:**

The Education Act, 1995 140  
The Education Regulations, 2019 Part 4  
The School Division Administration Reg., Part 10  
The Local Government Election Act

**Related:**

AP 417 – Student Fees  
AP 203 – SCC Local Budget

**Tracking:**

Staff and SCC Feedback Sept – Nov 2023  
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**Status:**

Approved

## ESTABLISHMENT AND MAINTENANCE OF SCHOOL COMMUNITY COUNCILS

The North East School Division (NESD) and the Board of Trustees rely on School Community Council (SCCs) to formalize the relationship of school with the community. SCCs provide opportunities for stakeholders to give input and advice to schools and the Board. SCCs support and develop shared responsibility for safe, inclusive, and academically excellent learning experiences for all through partnership with families and communities.

### PROCEDURES

#### *School Community Councils*

- a. Subject to *The Education Act and Regulations, The School Division Administration Regulations, 2017*, Board policy and this administrative application, the principal of each school in the school division will establish and maintain a SCC.
- b. The SCC should facilitate continuing communication and promote mutual understanding between the school and the community. The SCC will additionally serve as an ongoing platform for electors to convey their views, issues, and suggestions to the Board.
- c. The principal or designate must attend all meetings as a non-voting representative.
- d. SCCs must Review member election process and meeting structure, to determine if any formalities are impediments to the engagement of parents and community members, particularly for Indigenous and newcomers. If found, revise bylaws and meeting practices when possible and necessary, to create a more inviting, inclusive, and representative structure.

#### **1. Composition**

Together Principals and SCCs shall endeavor to establish a SCC that is reflective of student demographics. Subject to the regulations and policies of the Board of Education every school community council is to consist of:

- a. Elected voting member:
  - Five (5) to nine (9) parents/guardians or community members
    1. Candidates eligible to stand for election to a SCC include parents/guardians of children attending that school, and electors who reside in the attendance area of that school.
    2. Each elected member of a school community council will hold office for two years and is eligible for re-election.
- b. Appointed non-voting members.
  - Appointed members may be:
    1. Principal/Vice-Principal
    2. Teacher

3. One (1) or two (2) students (encouraged)
    - a. High schools may appoint two (2) students.
    - b. Elementary schools may appoint two (2) students and ensure that student voice is solicited where appropriate.
  4. Any other member the Council sees as necessary to represent all major demographics of the school.
  5. In communities with secondary School Community Councils, representation may be included from elementary feeder schools.
- c. 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 or education.

## **2. Governance**

- a. 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 needs to be initially submitted to the Board of Education for approval as well as subsequently whenever proposed alterations are made.
- b. Elections may take place at an Annual General Meeting (AGM) held between April and November 30<sup>th</sup>.
- c. A NESD staff member, who does not serve in the SCC will serve as elections returning officer and follow the Election Guidelines for SCCs.
- d. With the exception of the principal, appointed members may serve on a rotating basis.
- e. Should there not be sufficient numbers to fill positions; a member may hold dual roles.
- f. In compliance with SCC operational grants, the SCC will submit a year-end financial statement and annual report related to the use of the grant funds to the Director of Education or designate.

## **3. Role and Responsibilities**

- a. Provide counsel and input to the school and the Board by attending Board linkage events and ensuring subdivision Board members are invited to meetings.
- b. Comply with all legislation, policies, regulations, administrative applications, procedures, and protocols as designated by the Minister of Education, the Board and the local school.
- c. Work to establish and sustain a school culture that is welcoming and inclusive to parents and community, and annually conduct assessments of such by parents and community members.
- d. Provide advice to other agencies that may be involved in the development and learning of students.
- e. Work collaboratively with school administration to support the educational goals of the school division and the school's annual strategic plan.
- f. Encourage and facilitate parent and community engagement in student learning and school activities.

#### 4. Recommendations to Board of Education

- 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.
- 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 604 – *Religious Instruction*.
  - ii. Locally determined course options (refer to Administrative Policy 601)
  - iii. Use of school facilities and grounds for other than school activities
  - iv. Any matter considered to be in the interests of education in the local school, subdivision, or school division and,
  - v. Innovative projects.
- c. For the purposes of appropriate communication and awareness, School Community Councils are to discuss any proposed recommendations with the school principal prior to making submissions to the sub-division board member and then Board of Education.
- d. Specific requests dealing with finance are to be discussed and approved by the school principal prior to submission.

#### 5. Review of Finances

- a. The School Community Council is not permitted to fundraise. All monies generated by fundraising will be managed through the school funds accounting process.
- b. The list of school student fees is to be reviewed annually to ensure that it is in alignment with Board of Education directions and Administrative Procedures 417.
- c. Fundraising activities as proposed by the school administration, or the Student Council are to be reviewed in September and/or February of each year and approved by the Director or designate. 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,
  - iii. Assurance that legal requirements are met, and contracts approved, including licenses for lotteries and vending machines. Refer to Administrative Policy 420 – *Advertising and Corporate Sponsorship* and,
  - iv. Assurance that provision is made to report fundraising activities in the statement of school accounts.

#### 6. Review of School Activities

- a. Information on curricular, co-curricular and extracurricular activities are to be shared and advised upon 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.

#### 7. Meeting Procedures

- a. Procedures are to be consistent with the requirements of *The Education Act, 1995*, and the policies of the Board of Education.
- b. Minutes of regular and annual meetings of School Community Councils are to be posted on the NESD SCC School website following each meeting.