

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 111 – School Community Councils</b>	
Related LCSD AP's		
Form(s)	F15.1 - SCC Action Plan Chart Template F15.2 - SCC Action Plan List Template F15.3 – SCC Budget Template	
References:	<i>The Education Act, 1995</i> sections 140.1-140.5 <i>The Education Regulations, 2019</i> sections 5-14	
Received by the Board: October, 2020		Update: October, 2020

## Background

All School Community Councils operate within the guidelines of the Lloydminster Catholic School Division, with special reference to the School Community Council regulations from the Ministry of Education. The School Community Council will replace all Parent Associations and Local School Board Associations to date.

## School Community Council Executive Membership

### 1. Elected Membership

- 1.1 The School Community Council Executive will have the following Elected Members elected at the Annual General Meeting:
  - 1.1.1. 5-9 Parent and Community members who are:
    - Parents of students who are enrolled in the school (including parents who do not reside within the attendance/bussing area designated by the Board of Education for a specific school); which shall make up the majority of elected members, and
    - Electors who reside within the school attendance/bussing area.
  - 1.1.2. Majority elected members of the School Community Council Executive must be parents or guardians of pupils who attend the school.
  - 1.1.3. At least ½ of the elected members will be of Catholic Faith.

### 2. Appointed Membership

- 2.1 The School Community Council Executive will have the following **Appointed Non-Voting Members**:
  - 2.1.1 The School's Principal
    - The school principal will be appointed as a member of the School Community Council, for each school.

#### 2.1.2 A Teacher

- A teacher member will be selected by the teachers of each school. The teacher will be appointed for a one year term, subject to re-appointment on a yearly basis.

### 2.2 The School Community Council Executive may have the following **Appointed Voting Members**:

#### 2.2.1 St. Anthony's Parish

- The Board of Education may invite the Priest of St. Anthony's Parish to appoint one member of the parish to serve on each School Community Council. This appointment will be for a one year term, subject to reappointment on a yearly basis.

#### 2.2.2 Secondary Students

- At Holy Rosary High School, a maximum of two students (in Grades 10-12) may serve on the School Community Council. Student representatives will be selected by the Student Leadership Council (SLC) for a one year term.

#### 2.2.3 First Nations

- In schools where students who reside on a surrounding First Nation are attending, one representative may be invited to serve as an appointed member of the School Community Council. This representative will be selected by the First Nations Council of the attending students.

#### 2.2.4 Other Members

- The constitution of the School Community Council will outline other Permanent Members as recommended by the School Community Council and approved by the Director of Education.

### 3. Election Procedures

These Election Procedures are intended to guide the process of selecting Council members throughout the Lloydminster Catholic School Division.

#### 3.1 Call for Nominations

3.1.1 The **Notice of Call for Nominations** will be advertised in the school newsletter and in the local newspaper four weeks prior to the date of the School Community Council's annual meeting.

3.1.2 The **Notice of Call for Nominations** will specify who may let their name stand for the School Community Council, the deadline for close of nominations, and the place where nominations forms can be picked up and dropped off.

#### 3.2 Nominations

3.2.1 Individuals who qualify to run in the election can be nominated by another individual or can volunteer to stand for election. Individuals must indicate their acceptance of

the nomination in attendance or in writing to the SCC Chairperson. All nominees must identify whether they are standing for election as a parent or as a community member; also indicating whether they are of the Catholic faith. In the event that the nominations received do not meet with the requirements stated in Section 1 regarding elected members, a second call for nominations will occur. If a void in representation remains after the second call, the School Community Council will operate with the current membership and apply to the Board of Education to make a third call for nominations.

### 3.3 Election

- 3.3.1 The Returning Officer, an appointed employee of the Board of Education (who is not a current member of the School Community Council), will facilitate the selection of an individual to chair the elections portion of the Annual Meeting. Parent and community members will be elected at the School Community Council's annual meeting.

One half of the parent and community members of each School Community Council will be elected each year in order to ensure retention of some experienced council members at all times. From these elected members, School Community Council Executive Table Officers will be decided.

During an election, the Returning Officer will:

- 3.3.1.1 Announce who is eligible to vote: Parents of students who are enrolled in the school (including parents who do not reside within the attendance/bussing area of the school); and electors that reside within the school attendance/bussing area.
- 3.3.1.2 Invite each candidate to speak to the group.
- 3.3.1.3 Distribute and collect ballots.
- 3.3.1.4 Count ballots with the Chair of the annual meeting in attendance.
- Since parents must make up the majority of the Elected Parent and Community Members, the Returning Officer must ensure that the majority of members are parents. For example, if there are 5 positions, the first three parents with the greatest number of votes will be elected, even though a community member may be in the top three according to the vote. The remaining two positions will be filled by individuals with the next highest vote count.
  - Since the majority of the Elected Parent and Community Members must be of the Catholic faith, the Returning Officer must ensure that the majority of the members are Catholic (as per section 1).
  - If there is a tie between nominees, the Returning Officer will break the tie by flipping a coin.
- 3.3.1.5 Announce the outcome of the election.
- 3.3.1.6 Determine if there is a contestation of the election.

#### **4. Contested Election**

- 4.1. Election results can be contested, by a nominated individual, voicing “specific concern(s)” to the Chair of the Annual Meeting within thirty minutes of the election results being announced. If there is a dispute about the outcome of the election, the ballots will be held in safekeeping by the Returning Officer, and the matter will be referred to the Chief Financial Officer by the school principal. The Chief Financial Officer will investigate the election process and make a ruling.

If no contestation has been made, the Chair of the Annual Meeting will ask for a motion to have the Returning Officer destroy the ballots.

#### **5. Annual General Meeting**

- 5.1. The Annual General Meeting will be advertised in the school newsletter and in the local newspaper. The notice will set out the time, place, and purpose of the meeting. The Annual General Meeting will be held in May of each year. Schools will give notice to the public in April of the upcoming elections in May. Following this Annual General Meeting, the School Community Council Executive will set a date to host an organizational meeting to select officers.

##### **3.3.2 Sample Agenda for Annual General Meeting**

- Opening Prayer
- Annual Report
  - The Annual Report will outline the School Community Council’s activities and a financial report as outlined in these procedures.
- Elections
- Other Business as established by the School Community Council
- Discussion
- Adjournment

#### **Responsibilities of the School Community Council Executive**

1. The primary responsibility of the School Community Council Executive is supporting school personnel to provide quality educational programming. The School Community Council will plan activities, services, and events to assist the school to achieve its learning goals identified in the Strategic Plan.
2. School Community Council Executive will develop annual goals and objectives that are aligned with the school’s goals and objectives found in the Learning Improvement Plan (Strategic Plan.)
3. The School Community Council Executive will receive and consider information and recommendations from the school staff and the general membership.
4. The School Community Council Executive will approve an annual School Community Council budget directed from their annual goals and objectives.

5. The School Community Council Executive shall only organize fundraising to support the goals and objectives within the annual plan. The School Community Council Executive shall only fundraise when the submitted and approved annual plan identifies a need for additional monies.
6. Changes to the constitution can be brought forward and discussed at anytime during the year; however, they can be voted on and ratified only once a year, at the January meeting. Following ratification of the Constitution, at the January meeting, it will be submitted to the Board of Education for Approval.

### **The School Community Council Executive Table Officers**

The following School Community Council Executive Table Officers will be decided at a separate School Community Council Executive meeting and their responsibilities are also clearly outlined:

1. The **Chairperson's** responsibilities shall include: planning the School Community Council meeting agenda in consultation with School Community Council Executive; attending and conducting regular and executive meetings; being aware of the needs and concerns of the community and providing leadership in developing and supporting the school learning improvement plan.
2. The **Vice-Chairperson's** responsibilities shall include: assuming the duties of the chairperson in his/her absence; attending regular and executive meetings to provide guidance and input; lending support and leadership to the council and to the community.
3. The **Secretary's** responsibilities shall include: keeping accurate minutes of all School Community Council meetings; providing minutes to School Community Council Executive for approval one week following the meeting. Approved minutes will be made available to the school office no later than 1 week following approval of the minutes.
4. The **Treasurer's** responsibilities shall include: leading in the preparation of an annual budget aligned to submitted and approved SCC Action Plan (Form 15.1); collecting money after fundraising events, rolling it, preparing deposits for the bank; following school purchasing procedures; monitoring SCC financial activities to match submitted and approved SCC Action Plans; and requesting and reviewing financial statements for council meetings (at least three days in advance). The Treasurer shall submit records for audit by the Chief Financial Officer.
5. One of the executive table officers will be appointed as the spokesperson of the School Community Council.

### **Meetings**

1. Meetings will take place monthly or bi-monthly. The meeting day will be chosen by the new School Community Council Executive.

2. School Community Councils will have a minimum of 5 meetings per year.
3. Special meetings may be called by the chairperson to deal with issues deemed necessary by the School Community Council Executive.
4. Quorum for School Community Council decisions shall consist of the majority of the School Community Council Executive.
5. Model of Governance

In determining the process employed to make a decision, the School Community Council Executive may:

- 5.1 Call a special meeting of the executive and make decisions regarding issues that are urgent in nature, requiring immediate action.
- 5.2 Delegate a committee of volunteers from the School Community Council. Committees may be established at each school as the need arises. All committees will report back to the School Community Council Executive at a future meeting, depending upon the scope of the assigned responsibilities. For all decisions delegated to committee, the following procedures must be employed. The School Community Council chairperson shall call a vote of School Community Council members of electors and majority decision is required to delegate committee authority (as defined below (5.2.1, 5.2.2., 5.2.3)).
  - 5.2.1 **Democratic:** Draft recommendations for consideration of the School Community Council with final approval of the School Community Council required before action is taken (majority vote).
  - 5.2.2. **Consultative:** Draft recommendations/policy or plans for consultation with the School Community Council at large. The final decision would remain the responsibility of the committee and executive members (majority decision required to take action).
  - 6.2.3 **Collaborative:** Draft recommendations/policy or plans in collaboration with the stakeholders most directly involved, incorporating their ideas or suggestions. This committee is authorized to make decisions by “consensus”.

## Code of Conduct

1. The Lloydminster Catholic Schools Division’s School Community Council will adopt a **code of conduct** that meets or exceeds the following:
  - 1.1 The Lloydminster Catholic School Division’s School Community Councils will not act as forum for the discussion of individual school personnel, students, parents, or other individual members of the school community council.
  - 1.2 A member of the School Community Council Executive who is approached by a person with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
  - 1.3 A parent who accepts a position as a member of a School Community Council executive:

- 1.3.1 Upholds the constitution and bylaws, policies and procedures of the School Community Council Executive;
- 1.3.2 Performs his/her duties with honesty and integrity;
- 1.3.3 Respects the rights of all individuals;
- 1.3.4 Takes direction from the members, ensuring that the representation processes are in place;
- 1.3.5 Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns;
- 1.3.6 Works to ensure that issues are resolved through due process;
- 1.3.7 Strives to be informed and only passes on information that is reliable and correct;
- 1.3.8 Respects all confidential information; and ,
- 1.3.9 Supports Catholic education.

### **Handling Complaints or Concerns**

1. Complaints or Concern about an **Individual Student or Staff Member:**
  - 1.1 Any matter concerning an individual student or staff member must be directed to the staff member or Principal. It is not the responsibility of the School Community Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual. Administrative Procedure AP 140 outlines the appropriate procedure to resolve complaints or concerns.
2. Complaints or Concerns about **School Community Council Initiatives or Activities.**
  - 2.1 Provided School Community Council are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about SCC initiatives or activities expressed informally to members of the School Community Council Executive may be addressed immediately by the member. If a member is unsure of the appropriate response, she/he should say so but indicate that she/he will check and get to the individual.
  - 2.2 If such a commitment is made the member must follow through with the School Community Council Executive and ensure the individual who raised the concern/complaint receives a response. If the concern is not resolved in this manner, the individual should be encouraged to contact the School Community Council chairperson to have the issue included on the agenda of a future School Community Council meeting.
  - 2.3 The chairperson shall determine whether to include the item on the agenda, or to respond to the issue based upon previous discussion at a School Community Council meeting in alignment with the School Community Council constitution of the specific school. After responding to the complaint or concern the member should always ask if their response is satisfactory. If the individual is not satisfied with the response, the member should explain how the concern or complaint could be brought to the attention of the School Community Council in more formal manner.
  - 2.4 Concerns or complaints can be brought to the attention of the School Community Council Executive by addressing the concern in writing to the Chairperson. The School Community

Council Executive will provide a written response regarding how they have or will address the concern or complaint. The chairperson may provide the individual with an opportunity to meet with the School Community Council Executive. In the event of the individual not being satisfied with the response, the individual will be informed by the chairperson that she/he does have the recourse to submit their concern to the Director of Education in writing.

- 2.5 Complaints or concerns regarding school initiatives activities or policies must be directed to the principal before the issue is brought forward for discussion at a SCC meeting. The principal, in consultation with staff, will determine whether or not the current practice is open for consideration and recommendation of the SCC. In the event consultation is deemed warranted the issue shall be placed on the SCC agenda for discussion, recommendation and or suggested revisions (alternatives). If school administration perceives the decision must remain the responsibility of professional personnel the complainant will be advised to communicate the concern in writing to the Director of Education. The Director of Education will take the necessary action to resolve the issue.

### **Public Consultation and Communication**

1. School Community Councils will develop a strategy to communicate with the public through the Community Education Coordinator. Examples would be school surveys, newsletters, school website, open house, bulletin boards, phone contacted, etc.

### **School Community Council (SCC) Funds**

#### 1. General Information

- 1.1 A special fund will be set for each School Community Council in the School Division's accounts. Monthly financial reports will be available to the school representative. The school representative will then ensure the SCC treasurer receives copies of reports or access to reports to present at their SCC Meetings.

Upon request from the School Community Council the School Division may contribute funds (to an amount identified by central budgeting) on an annual basis for support of student learning (Refer to AP 101 Annual Reports). These requested funds need to be included in the annual budget and action plan explaining purpose and intent.

- 1.2 The school division will provide the School Community Council a comparative financial statement of previous year's budget to actual results in May (interim) and at September 15<sup>th</sup> (year-end). Further clarification of actual to budget variances, must be received by the Chief Financial Officer prior to September 30<sup>th</sup>.
- 1.3 The SCC will create an annual action plan using either Form 15.1, Form 15.2, Form 15.3 in conjunction with a budget by October 15 of each year, to be sent and approved by the Community Education Coordinator. The budget and plan may reference to multi-year budgeting and planning of larger projects. Budget must account for all balances rolling forward from the prior year.



Amendments to the budget must be approved by the Chief Financial Officer.

- 1.4 Within the annual goals and objectives all fundraising activities must clearly explain their purpose. Should the funds received during an activity exceed the actual costs; a plan must be documented identifying the reallocation and purpose of the funds.
- 1.5 Fundraising food service events, ie hot lunch, milk, etc. are to be at cost recovery and must follow AP 560 Nutrition Guidelines.
- 1.6 All spending will be for the betterment of student learning and student wellness in order to support the initiatives of the SCC and must be in accordance with the annual plan.

## 2. Purchasing

All purchases up to the annual SCC budget as submitted to the Director of Education's designate are deemed to be approved by the Chief Financial Officer when the annual budget is approved by the Director of Education's designate.

- 2.1 The principal of the school must approve the purchase order prior to the purchase if the dollar value of the purchase is greater than \$500 and less than \$1000, if the vendor will be paid by Division office cheque. The principal of the school must approve all invoices for payment to acknowledge receipt of goods and/or services and appropriate GL coding. The Chief Financial Officer must provide approval in advance of purchases in excess of \$1,000.
- 2.2 All articles purchased by the School Community Councils are the property of Lloydminster Catholic School Division.