



AP 110 – SCHOOL COMMUNITY COUNCILS

BACKGROUND

The Board supports the formation and operation of school community councils and believes in ensuring that parents, families and community members have opportunities for involvement in students' learning and in school planning.

Every school division in the province is required by legislation to establish a school community council for each school in its division. School community councils are advisory groups established at each school to focus on enhancing student learning and well-being.

PROCEDURES

1. The following are the expectations for the functioning of school community councils:
 - 1.1. Each school community council shall work within the parameters of Board policy and administrative procedures.
 - 1.2. Each school community council shall have a constitution that complies with legislation and regulations and is approved by the school's superintendent of education.
 - 1.3. The school community council may amend its constitution by sending suggestions for change in writing to the superintendent of education for approval.
 - 1.4. Any proposed substantive changes to the school community council's constitution shall be communicated at a public meeting of the school community council prior to receiving approval from the superintendent of education.
 - 1.5. The membership, roles, and responsibilities of the school community council shall comply with legislation, regulations and Board Policy 17.

2. Some of the functions of councils will be:
 - 2.1. to encourage and facilitate parent and community engagement in the school;
 - 2.2. to enhance its understanding regarding the learning and well-being needs of the students, the needs of the community, and the resources available to support the school and community;
 - 2.3. to participate in planning and monitoring processes related to the school strategic plan;
 - 2.4. to support and further the goals of the school as outlined in the school strategic plan;
 - 2.5. to provide advice to school administrators to ensure the best possible education for the students in the school; and
 - 2.6. to represent the school community at the school, division and provincial level by providing advice on the learning and well-being needs of students.

3. Some basic assumptions regarding effective school community councils are:
 - 3.1. school administrators are key people in facilitating the work of councils;



- 3.2. open communication is key in building collaborative relationships;
 - 3.3. the council is a means for parents and community members to work together with the school to support and enhance student learning and well-being;
 - 3.4. most parents are primarily concerned with issues and decisions that relate directly to students' programs at the school level;
 - 3.5. councils shall act in the best interest of all the students in the school; and
 - 3.6. leadership in-service should be made available to members of the school community councils.
4. Role of School Administrators - School-based administrators shall:
- 4.1. support the formation and operation of the school community council in their school;
 - 4.2. provide the school community council members with a clear understanding of the council's role and responsibilities;
 - 4.3. take a leadership role for the development, implementation and monitoring of the school strategic plan by consulting with the school community council, school staff, and other stakeholders;
 - 4.4. encourage the work and initiatives of the school community council and provide information and resources needed to support their work;
 - 4.5. promote cooperation between the school and the school community council;
 - 4.6. provide awareness and guidance regarding policies and procedures that guide the work of the school community council;
 - 4.7. initiate activities and strategies at the school level to promote communication between the school, the home and the community. This may include communication through:
 - a. school community councils
 - b. Newsletters
 - c. Three-Way conferences
 - d. School visitations
 - e. School displays
 - f. School information handbook
 - g. School website
 - h. School sign
 - 4.8. establish, facilitate and encourage opportunities for parent and community engagement;
 - 4.9. advise the school community council on actions taken in response to questions and recommendations of the school community council; and
 - 4.10. encourage the school staff to be receptive to parents and community members who wish to be actively involved in supporting the goals outlined by the school and the division.



5. School Community Council Funds

The Board of Education helps to offset the expenses of school community councils. Funds are allocated for council operations to facilitate parent and community engagement, and to support continuous improvement in the areas of student learning and well-being.

- 5.1. The budget for council operations and for facilitating parent and community engagement shall be directed toward such expenses as:
 - a. postage, paper and photocopying for school community council business and affairs;
 - b. advertising for the public meeting and communication for other school community council events;
 - c. professional resources that increase parent knowledge to support student learning and well-being (i.e. books, videos, CD's);
 - d. resources and materials to support the school community council's operations;
 - e. conferences, workshops and other professional development opportunities for school community council members;
 - f. refreshments at school community council meetings;
 - g. honoraria or payment for Elders and guest presenters for school community council planned events;
 - h. babysitting at the school during school community council meetings and other school community council planned events (i.e. workshops, presentations);
 - i. cost as a barrier to support participation in school community council meetings; and
 - j. school community council planned events that strengthen the home/school/community bond.
- 5.2. The budget to support the priorities in the school strategic plan shall be directed towards planned initiatives and activities that support student learning and well-being. Expenditures shall be guided by the following principles:
 - a. align with the school's strategic plan;
 - b. align with the Board's educational objectives, philosophy, policies and procedures;
 - c. enhance and not replace public funding for education;
 - d. exclude expenditures for: facilities and furnishings, professional development for staff, and technology.
- 5.3. The school community council's initiatives that facilitate parent and community engagement and support the school's priorities shall be highlighted in the school's strategic plan.
- 5.4. All expenditures from the school community council budget line must be approved by the school community council.
- 5.5. A standing SCC meeting agenda item should be a review of the school community council's budget.



- 5.6. A financial statement outlining the expenditure of funds related to the operation of the school community council shall be prepared by the school community council and provided to the appropriate superintendent of education and the parents, guardians and community members by June 30th of each year.

6. School Community Election Procedures

The annual meeting to elect the school community council is a formal meeting called under the authority of The Education Act, 1995, and is convened by the school community council. The purpose of the Annual General Meeting is to elect parent/guardian and community members to the School Community Council. Minimum election procedures for School Community Councils are outlined in Board Policy 17: School Community Councils and adhere to the legislation and regulations outlined by the provincial government. The following additional procedures have been outlined for schools in Saskatoon Public Schools.

6.1. Date of Annual Meeting

The time of year for school community council elections will vary throughout Saskatoon Public Schools. Some schools may choose to elect their councils in May or June and other schools may choose to elect their councils in the fall. While there are advantages and disadvantages to both times of the year, every school will need to decide that best suits the needs of their school and community.

6.2. Public Notice

A public call for nominations shall precede the annual meeting. Public Notice will be given at least 4 weeks in advance of the annual meeting to elect the school community council members. Notice shall be advertised or posted in such a way that it would be reasonably expected to reach the parents or guardians of students for that school and community members (as defined within the school's attendance or geographic area).

a. Advertising may be delivered by way of:

- information in the school newsletter
- posters at school entrances
- information on the school website
- information on the school sign
- information in the community association newsletter

b. The notice shall include:

- the purpose of the meeting;
- the date, time and location of the meeting;
- the attendance area or geographic area for the school community council;
- the nomination process (i.e. advanced only, advanced and from the floor, from the floor only); and
- where policies and procedures respecting the school community council can be reviewed.



6.3. Nomination Forms

Nomination forms will be available from the school office and may be submitted during office hours. Nominees who have submitted the nomination form in advance of the annual meeting are not required to be in attendance at the annual meeting to appear on the ballot. Nominees who are nominated from the floor must attend the annual meeting to appear on the ballot.

6.4. Nomination Procedures

Each school will decide on a nomination procedure that best suits their school and community. The nomination procedure shall be stated in the public notice each year. The nomination process may differ from one year to the next year providing the process is clearly outlined in the public notice for the election of the school community council.

Option A: Advanced Nominations Only

Nominations will be accepted for four weeks in advance and will close prior to the annual meeting date.

Option B: Advances Nominations and Nominations from the Floor

Nominations will be taken for four weeks in advance of the annual meeting as well as from the floor at the annual meeting.

Option C: Nominations from the Floor Only

Nominations will only be taken from the floor at the annual meeting. Those individuals wishing to have their name stand for an elected position must be present on the evening of the annual meeting.

If there are more nominations than elected seats available, and/or if community members are in the majority, an election would be required at the annual meeting.

6.5. Returning Officer

The returning officer shall be an employee of the Board of Education, and not a member of that school community council.

6.6. Acclamation

If the number of nominations is less than the elected seats available, then an election is not necessary providing the number of elected seats have parents/guardians in the majority. The candidates would be acclaimed, and names of the elected members would be posted. At the annual meeting the chair would announce the elected members and call for a motion to acclaim the individuals.

6.7. Receipt and Safe-Keeping of Nominations

The principal or administrative assistant(s) of the school will date and sign the nomination forms as they arrive at the front office. A photocopy of the signed and dated nomination form shall be given to the nominee. This signed photocopy would confirm that the form was appropriately completed, contains the required information and was received prior to the due date. The principal of the school should make provisions for security and safe storage of the nomination forms.



6.8. Public Information

The names of all nominees will become public and posted upon submission to the school office. The list will be updated as nominations are received. The list will simply define the name of each nominee and whether he/she is running as a parent/guardian or community member.

The names of nominees should be posted and updated in an area of the school that is visible to the parents/guardians and community members (i.e. on wall outside the front office, bulletin board in the school). The nomination forms should be held in the principal's safe-keeping and given to the returning officer at the annual meeting if an election is required.

6.9. Withdrawal of Nominations

Nominations submitted to the school office may be withdrawn at any time up to the closing date for nominations. At the annual meeting, nominees may withdraw their nomination until a motion is passed that nominations cease and the chair calls for a vote by secret ballot.

6.10. Eligibility to Vote or Run in a School Community Council Election

Persons eligible to vote or run in the school community council election include:

- a **parent/guardian** of a student who attends the school for that school community council (including parents/guardians who do not reside within the attendance/geographic area of the school);
- a **community member** who is an elector and resides within the attendance or geographic area for that school community council's school as outlined in administrative procedure 305, and is not a parent or guardian of a student who attends that school.

6.11. Community Member Eligibility

A community member must be an elector as outlined in The Local Government Election Act, Part III: Electors and Candidates and meet the following criteria:

- is a Canadian citizen on the day of the election;
- is 18 years of age on the day of the election;
- has resided in Saskatchewan for at least six months;
- has resided on land in the school division for at least three months;
- lives within the attendance or geographic area as outlined by the Saskatoon Public School Division for the school's school community council: and
- is voting or running in only one school community council election as a 'community member'.

6.12. Community Member Eligibility in Elementary Schools

The attendance areas for 'community member' eligibility on a school community council for elementary schools are outlined in Administrative Procedure 305.



6.13. Community Member Eligibility in Secondary Schools

Elementary schools listed under each collegiate define the total attendance area for 'community member' eligibility on a school community council for that collegiate.

a. ADEN BOWMAN COLLEGIATE

- Brunskill School
- Buena Vista School
- Chief Whitecap School
- Hugh Cairns V.C. School
- John Lake School
- Queen Elizabeth School
- Victoria School

b. BEDFORD ROAD COLLEGIATE

- Caswell School
- King George School
- Mayfair School
- Pleasant Hill School
- Princess Alexandra School
- Westmount School

c. CENTENNIAL COLLEGIATE

- Dr. J.G. Egnatoff School
- Forest Grove School
- Silverspring School
- Sylvia Fedoruk School
- Sutherland School
- Willowgrove School

d. CITY PARK COLLEGIATE

The attendance area for 'community member' eligibility is the City Park neighbourhood as defined on the city map.

e. EVAN HARDY COLLEGIATE

- College Park School
- Colette Bourgonje
- Greystone Heights School
- Lakeridge School
- Roland Michener School

f. MARION M. GRAHAM COLLEGIATE

- Brownell School
- Henry Kelsey School
- Lawson Heights School
- North Park Wilson School
- River Heights School



- Silverwood Heights School
- g. MOUNT ROYAL COLLEGIATE
 - Caroline Robins School
 - Confederation Park School
 - Dundonald School
 - Howard Coad School
 - Vincent Massey School
 - W.P. Bate School
- h. NUTANA COLLEGIATE

The attendance area for ‘community member’ eligibility is the Nutana neighbourhood as defined on the city map.
- i. TOMMY DOUGLAS COLLEGIATE
 - Ernest Lindner School
 - Fairhaven School
 - James L. Alexander School
 - Lester B. Pearson School
 - Montgomery School
- j. WALTER MURRAY COLLEGIATE
 - Alvin Buckwold School
 - Brevoort Park School
 - Chief Whitecap School
 - Holliston School
 - Lakeview School
 - Prince Philip School
 - Wildwood School

6.14. Voter Registration

School community councils shall have eligible parents/guardians and community members sign in on a voter registration form declaring their eligibility to vote before the meeting begins.

6.15. Breaking Election Ties

In the event of a tie vote, and if it is necessary to break the tie to determine the membership of the school community council, provision should be made for a candidate’s name to be “picked from a hat”.

6.16. Contested Election

If any parent/guardian or community member, who is eligible to vote in an election of a school community council, has reasonable basis to believe that an individual was not eligible to be elected to or vote in an election of that school community council, he or she may challenge that individual’s eligibility by contacting the principal of the school. The challenge must be made within 48 hours of the election.



The individual who makes the challenge shall provide his or her name and the basis of the challenge. The principal of the school shall refer the matter to the returning officer who shall promptly investigate and make a ruling. The decision of the returning officer is final.

If the returning officer finds that an individual who was elected to or who voted in the school community council election was not eligible, the returning officer shall revise the final results of the election if they are impacted by that finding.

The returning officer shall destroy the ballots cast in an election of a school community council:

- if there is no challenge, once the time for making the challenge has expired; or
- if a challenge has been made, and once the returning officer has made a decision with respect to the challenge.

6.17. Destruction of Ballots

Immediately following the annual meeting, the ballots, voter registration, and election results shall be placed in a sealed envelope by the returning officer and given to the school principal. The principal shall store the sealed envelope in the school safe for 48 hours. Once the 48 hours has passed and the election has not been contested, the returning officer shall destroy the ballots.

6.18. Vacancies

If there are vacancies in elected seats throughout the year and/or the minimum number (5) of elected seats are not filled following the election, then an appointment process will take place.

The school community council shall endorse the names of the individuals to be appointed into vacant elected seats and communicate the names of those individuals in writing to the appropriate superintendent of education for approval.

7. In order to facilitate communication with the Board, the following will occur:

- 7.1. The names of Board trustees will be forwarded to every school community council.
- 7.2. The school community council chair is responsible for informing his/her designated Board trustee of the school community council meeting dates for the year.
- 7.3. In consultation with the school community council's chairperson, a ward trustee shall make an effort to attend at least one meeting per year for each school's school community council in his/her ward and inform the school community council's chairperson of his/her wishes to attend prior to the meeting date.
- 7.4. When a school community council desires a ward trustee to attend a school community council meeting, the school community council chairperson shall extend an invitation to the ward trustee and inform him/her of the meeting's agenda.
- 7.5. Depending upon the nature of the meeting, an administrative official may also attend the meeting.
- 7.6. The director will announce Board meeting dates through the media and encourage principals to inform the parents through school newsletters.



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- 7.7. The delegation process at regular or special Board meetings provides opportunities for individuals or groups to address the Board and for the Board to receive items of interest from its constituents.
- 7.8. The director shall implement a systematic plan of leadership in-service to assist school community councils as required.
- 7.9. Principals shall submit to the superintendent of education responsible for school community councils, the names of individuals filling the 5-9 elected seats following their school's school community council election.

Reference: Sections 140.1 – 140.5, Education Act
Sections 3.4 – 3.94, The Education Regulations
Board Policy 17: School Community Councils
Administrative Procedure 305: School Attendance Areas
Administrative Procedure 102: School Plans and Annual Reports

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