

CHURCHBRIDGE PUBLIC SCHOOL

SCHOOL COMMUNITY COUNCIL CONSTITUTION

May 2007

1.0	Mission -----	page 1
2.0	Guiding principles -----	page 1
3.0	Roles and responsibilities-----	page 2
4.0	Schedule of meetings-----	page 3
5.0	Provisions for special meetings-----	page 3
6.0	Public consultation-----	page 3
7.0	Public communication-----	page 4
8.0	Code of conduct-----	page 4
9.0	Decision-making process-----	page 5
10.0	Complaint and concern procedures-----	page 5
11.0	Council conflict resolution-----	page 5
12.0	Formal evaluation-----	page 5
13.0	Informal evaluation-----	page 6
14.0	Membership-----	page 6
15.0	Parent and public enquiry protocol-----	page 6
16.0	Duties and powers-----	page 7
17.0	Amendments to the constitution-----	page 7
	Appendix A Administrative Procedure 151-----	page 8
	Appendix B The Education Act Regulations-----	page 9
	Appendix C The Education Act-----	page 10
	Meeting evaluation form -----	page 11
	Council evaluation form -----	page 12

CHURCHBRIDGE PUBLIC SCHOOL
COMMUNITY COUNCIL CONSTITUTION

1.0 MISSION:

- 1.1 Develop a shared responsibility for the learning success and well being of all students in our school.
- 1.2 Encourage and facilitate parent and community engagement in school planning and improvement process.
- 1.3 Provide guidance and direction from a lay perspective to the school, the Board and community organizations and agencies.

2.0 CPS SCHOOL COMMUNITY COUNCIL GUIDING PRINCIPLES

- 2.1 Strive through their membership and their actions to be representative of all students attending our school.
- 2.2 Ensure all voices in the school community are heard and all perspectives are taken into account for the learning success and well-being of the students.
- 2.3 Recognize the importance of both lay and professional perspectives within the community and strive to appreciate all viewpoints.
- 2.4 Honour the right to privacy of individuals and treat all information they are privy to with appropriate discretion and sensitivity and not disclose personal confidential information about or complaints about any pupil, family member or guardian of any pupil, teacher, administrator, or other employees of or member of the Board of Education.
- 2.5 Conduct their affairs in an open and transparent manner.
- 2.6 Make every effort to respond to the needs and aspirations of the school community they represent.
- 2.7 Regularly consults with students, parents, community members, the Board of Education, the school Principal, school staff and others.

- 2.8 Respond to requests for guidance and direction by the Board of Education, school Principal and other community agencies and organizations that support children and youth.
- 2.9 Focus their attention and efforts on key matters that make a difference in student learning and well-being.
- 2.10 Align their work with provincial and School Division goals and initiatives related to student learning and well-being outcomes that are related to their own unique school communities.
- 2.11 Evaluate their performance regularly, take advantage of opportunities to build their capacity and account to the public they represent and the Board of Education on their progress.
- 2.12 Account publicly for the expenditure of funds related to the operation of the Council.
- 2.13 Participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfill its responsibilities.

3.0 CPS SCHOOL COMMUNITY COUNCIL ROLES AND RESPONSIBILITIES OF OFFICERS

The Chairperson will:

- 3.1 Conduct meetings of the council.
- 3.2 Ensure that all members have input to discussion and decisions.
- 3.3 Prepare meeting agendas in consultation with the Principal and other Council Members.
- 3.3 Oversee operations of the Council.
- 3.4 Establish networks that support the Council.
- 3.5 Act as spokesman for the Council.

The Vice-Chairperson will:

- 3.6 Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend.
- 3.7 Perform responsibilities assigned by the Chairperson.

The Secretary will:

- 3.8 Take minutes at Council meetings and ensure the Superintendent of Schools receives a copy of these minutes that can be forwarded to the Board, with any matters indicated, that should be addressed by the Board.
- 3.9 Receive and send correspondence on behalf of the Council
- 3.10 Take charge of any official records of the Council.
- 3.11 Maintain a membership list of all the Members of the Council.
- 3.12 Ensure that appropriate notice is given for all meetings of the Council.

The Treasurer will:

- 3.13 Ensure that all financial obligations are met with the approval of the Council.
- 3.14 Report to Council on the status of its' financial affairs.
- 3.15 Be one of the signing Officers.
- 3.16 Be responsible for the financial records of the Council for auditing purposes.

4.0 CPS SCHOOL COMMUNITY COUNCIL SCHEDULE OF MEETINGS

- 4.1 To conduct their business and deal with requests in a timely manner meetings should be held once a month during the school year.
- 4.2 No less than five meetings per school year.
- 4.3 Set up a schedule of meetings.
- 4.4 Hold an Annual Meeting.

5.0 CPS SCHOOL COMMUNITY COUNCIL PROVISION FOR SPECIAL MEETINGS

- 5.1 At the request of a parent or community member given sufficient notice as long as the issue being raised is a function of the School Community Council.

6.0 CPS SCHOOL COMMUNITY COUNCIL MEANS OF PUBLIC CONSULTATION

- 6.1 General meeting.

7.0 CPS SCHOOL COMMUNITY COUNCIL MEANS OF PUBLIC COMMUNICATION

- 7.1 Newsletters and news bulletins.
- 7.2 E-mail.
- 7.3 Information pamphlets.
- 7.4 Verbal presentations.
- 7.5 Newspaper.
- 7.6 Posters.
- 7.7 Telephone calls.
- 7.8 School displays and open house.
- 7.9 Public is welcome at all School Community Council meetings.

8.0 CPS SCHOOL COMMUNITY COUNCIL CODE OF CONDUCT

- 8.1 Use appropriate communication channels and protocol when questions or concerns arise.
- 8.2 Ensure that the learning success and well-being of the students is the primary focus of all decisions, not a forum for the discussion of individual students, parents, school personnel, or other individual members of the school community.
- 8.3 Respect and maintain the confidentiality of student and staff information.
- 8.4 Be familiar with school policies and operating practices and act in accordance with them.
- 8.5 Be guided by the policy, goals and principles of the Division and School program.
- 8.6 Encourage a positive atmosphere where individual contributions are encouraged and valued.
- 8.7 Apply democratic principles.
- 8.8 Recognize and respect the personal integrity of each member of the School Community Council.

- 8.9 Practice the highest standard of honesty, accuracy, integrity, truth and promote a high standard of ethical practice within the school community.
- 8.10 Limit discussions at school council meetings to matters of concern to the school community as a whole.
- 8.11 Accept that authority rests with the Community School Council and that I have no individual authority outside the Council, and will abide by the majority decisions of the Council once they are made, but I shall be free to repeat the opinion that I upheld when the decision was made.
- 8.12 Declare any conflict of interest real, perceived or potential.

9.0 CPS SCHOOL COMMUNITY COUNCIL DECISION-MAKING PROCESS

- 9.1 Consensus model. Meetings conducted using generally accepted rules of order. When this does not provide a decision, a majority vote will decide the issue.

10.0 CPS SCHOOL COMMUNITY COUNCIL COMPLAINT AND CONCERN PROCEDURES

- 10.1 Complaint/concern must fall under Council responsibility/authority.
- 10.2 Follow the proper protocol on complaint and concerns about individuals.
- 10.3 Formal complaints and concerns must be presented in a formal manner in writing or by presenting the complaint/concern at a School Community Council meeting.

11.0 CPS SCHOOL COMMUNITY COUNCIL CONFLICT RESOLUTION

- 11.1 Put the interest and welfare of the student above all other issues.
- 11.2 Ensure both Council Members have a fair opportunity to present their points of view.

12.0 CPS SCHOOL COMMUNITY COUNCIL FORMAL EVALUATION
METHODS

- 12.1 Evaluation forms for reporting to and feedback from parents and community.
- 12.2 Evaluation forms for Council meeting evaluation.

13.0 CPS SCHOOL COMMUNITY COUNCIL INFORMAL EVALUATION
METHODS

- 13.1 Sharing time at end of each meeting for Council members to reflect and comment on Council operations and initiatives.
- 13.2 Assess ongoing operations and their effectiveness.

14.0 CPS SCHOOL COMMUNITY COUNCIL MEMBERSHIP

- 14.1 PARENT AND COMMUNITY MEMBERS – Comprised of five to nine elected members.
- 14.2 ONE OR TWO HIGH SCHOOL STUDENT MEMBERS – Appointed by the Student Representative Council.
- 14.3 INDIAN BAND REPRESENTATIVES – In schools where one or more students attend off-reserve.
- 14.4 PERMANENT MEMBER – Principal, and a Teacher who is appointed by the school staff.
- 14.5 OTHER APPOINTED MEMBERS – Named by the Board of Education.

15.0 CPS SCHOOL COMMUNITY COUNCIL PARENT AND PUBLIC
ENQUIRY PROTOCOL

- 15.1 Individuals are to direct their concern to the staff member most closely involved with the issue.
- 15.3 If concern not resolved at that level, it may be taken to the staff member's immediate supervisor. (Principal)
- 15.4 Next level is the Superintendents.
- 15.5 Next level is the Director.
- 15.6 Finally the Board.

15.7 When a School Community member receives a complaint or concern from a parent that Member should:

15.7.1 Listen carefully to understand the complaint/concern.

15.7.2 Encourage the parent to address the complaint/concern with the staff member involved, or failing that, the immediate supervisor.

15.7.3 Inform the Principal of the complaint/concern so it can be addressed at the school level.

15.7.4 Bring the issue to the School Community Council meeting only if and when it is a concern under the authority of the Council.

16.0 CPS SCHOOL COMMUNITY COUNCIL DUTIES AND POWERS

16.1 As set out in The Education Act, 1995 Regulations; Appendix ‘B’

17.0 CPS SCHOOL COMMUNITY COUNCIL AMENDMENTS TO THE CONSTITUTION

17.1 Amendments to this Constitution may be made by resolution presented in writing at the General Meeting and passed by two-thirds of the membership present and voting.

17.2 Written notice of motion to amend the Constitution shall be in hands of the School Community Council not later than 30 days prior to the General Meeting.

17.3 Proposed amendments to the Constitution shall be brought to General Meeting only if the amendment has been proposed and/or supported by:

17.3.1 The CPS SCHOOL COMMUNITY COUNCIL.

Adapted from “A HANDBOOK FOR SCHOOL COMMUNITY COUNCILS AND PRINCIPALS.”

Appendix A

GSSD Administrative Procedure 151 PARENT AND PUBLIC INQUIRIES

Background

The Division supports the right of parents and members of the public to make inquiries into the conduct of operations of the Division. In the interests of open communication, the Director believes that inquiries must first be directed to the staff members most directly involved in the operations in question. If the parent or member of the public is not satisfied with the response at that level, he/she is to be encouraged to follow the lines of authority as appropriate.

Procedures

1. In making a formal inquiry, the individual must be prepared to address his/her concern in person or in writing to the person or persons involved.
2. If the individual feels his/her concern has not been adequately addressed by the person whom the complaint has been lodged, the concerns are to be taken to that person's immediate supervisor.
3. Upon receiving an enquiry, the Director or designate will ascertain if all local avenues for resolution have been considered. If not, the individual will be advised to do so as the first means of achieving resolution.
4. If all local avenues have been exhausted, the Director or designate will meet with the individual and school-based administrators or department managers in an attempt to resolve the issue.
5. Normally complaints concerning operations can be resolved with the parties involved. On occasion the Director or a Board member may receive a request to intervene in school or department affairs. In this event the complaint will be resolved according to the following:

The Director or designate will, as appropriate in the circumstance, refer a complaint or request for intervention to the school or department, engage in mediation, or conduct an enquiry.

The Director or designate will ensure, in cooperation with schools and department, that parents or members of the public are provided with the opportunity to express their complaints and be heard fairly by school-based administrators and/or by Division administrators.

The Board member, upon receiving an inquiry, will refer the parent or public member back to the school or department and will inform the Director of the complaint. The complaint will then be dealt with as outlined above.

6. If resolution of the issue is not achieved at the Director level, the individual shall be advised of his/her right to a hearing by the Board if the matter significantly effects the education of a student.

Legal reference: Section 85, 87, 108, 148,151, Education Act.

“Duties”

3.92 A school community council shall:

- (a) undertake activities to enhance its understanding of the community’s economic, social and health needs, aspirations for pupils’ learning and well-being, and resources for the school, parents, guardians and community;
- (b) in co-operation with the school staff, develop and recommend to its board of education for approval a learning improvement plan that is in accordance with the division’s strategic plan;
- (c) perform any activities assigned to it in a learning improvement plan approved by the board of education;
- (d) communicate annually to the parents, guardians, and community members about its plans, initiatives and accomplishments;
- (e) account publicly for the expenditures of funds related to the operation of the school community council;
- (f) participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfill its responsibilities; and
- (g) not discuss or be given access to personal confidential information about complaints about any pupil, teacher, administrator or other employee of or member of the board of education.

“Powers”

3.93 A school community council may:

- (a) provide advice and recommendations to the board of education respecting policies, programs and educational service delivery, including fundraising, school fees, pupil code of conduct, grade discontinuance, school closure, religious instruction and language of instruction but not including educational service delivery by a specific teacher;
- (b) provide advice to school staff respecting school programs; and
- (c) provide advice to other organizations, agencies and governments on the learning needs and well-being of pupils.

“Duties and powers”

140.5 Every school community council shall:

- (a) facilitate parent and community participation in school planning;
- (b) provide advice to its board of education;
- (c) provide advice to its school’s staff;
- (d) provide advice to other agencies involved in the learning and development of pupils; and
- (e) comply with the regulations and the policies of its board of education.

SCHOOL COMMUNITY COUNCIL MEETING EVALUATION

DATE: _____

Please take time to complete this survey. It is your opportunity to improve future meetings.

	NOT AT ALL 1				VERY MUCH SO 5
1. Was the agenda of this meeting clear to you?	1	2	3	4	5
2. Were you encouraged to contribute as much as you wanted?	1	2	3	4	5
3. Did the atmosphere allow for free discussion?	1	2	3	4	5
4. Was there enough time for discussion?	1	2	3	4	5
5. Are you clear on what, if any, decision(s) was reached?	1	2	3	4	5
6. Are you clear on the next steps being taken?	1	2	3	4	5
7. Are you clear about who is responsible for taking next steps?	1	2	3	4	5
8. Do you think the purpose of this meeting was fulfilled?	1	2	3	4	5
9. What aspects of the meeting were appealing to you? _____					

SCHOOL COMMUNITY COUNCIL EVALUATION FORM

CHURCHBRIGE PUBLIC SCHOOL

DATE: _____

The purpose of School Community Council is to develop shared responsibility for the learning success and well-being of all students, and encourage and facilitate parent and community engagement.

As one way of fulfilling our purpose the **CPS School Community Council** reports to parents and the community.

We are interested in your opinion about ways of reporting that are working, areas we could improve and opportunities you think there may be for growth.