

M.C. Knoll School
School Community Council Constitution
June 2010

1. Name
 - a) The name of this organization shall be the “M.C. Knoll School Community Council”, and shall hereafter in this document be referred to as the “SCC”.

2. The Purpose of the SCC is to:
 - a) Develop shared responsibility for the learning success and well being of students in our school.

 - b) Encourage and facilitate parent and community engagement in school planning and the improvement process.

3. Membership
 - a) Composition
 - i. Representative Members
 1. 5 to 9 parents and/or guardians of any students presently enrolled in M.C. Knoll School and/or community members

 - ii. Permanent Members
 1. Principal
 2. Vice-Principal
 3. Teacher
 - a. Appointed by school staff

 - b) Elections
 - i. Public elections will be held at the Annual General Meeting in November. Nominations will be taken from the floor and if necessary, voting will be conducted by secret ballot.

 - c) Representative members will serve two year terms

 - d) Officers must be representative members
 - i. Chairperson
 - ii. Vice- Chairperson
 - iii. Secretary
 - iv. Treasurer
 - v. Fundraising Chair

These positions will be determined by the SCC at SCC meeting immediately following the Annual General Meeting. They will remain in place for one year until the next annual SCC meeting.

- e) Members at Large – up to 4. Parents and/or guardians serving on the SCC may attend any and all SCC meetings and give reports from their respective subcommittees.

M.C. Knoll School Community Council Constitution

- f) Vacancies created in the number of people (5-9) serving on the SCC because of someone leaving the community may be filled on an interim basis by someone until the end of the vacated person's term is up. The position must then be filled by election at the annual general meeting in November.
- g) Elected members will be approached by a nominating committee and/or can be nominated from the floor at the annual general meeting in November.

4. Member Duties

- a) Chairperson
 - i. Sets meeting dates and informs SCC members
 - ii. Prepares meeting agenda in consultation with the Principal and other SCC Members
 - iii. Oversee operations of the SCC
 - iv. Responsible for communications with Senior Administration and School Division
 - v. Conducts SCC meetings
 - vi. Ensures that all members have input to discussion and decisions
 - vii. Establish network that support the SCC
 - viii. Act as a spokesperson for the SCC
- b) Vice-Chairperson
 - i. Responsible for member nominations
 - ii. Chairs SCC meeting in the absence of the Chairperson
 - iii. Perform responsibilities assigned by the Chairperson
- c) Secretary
 - i. Takes minutes at all SCC meetings
 - ii. Forwards meeting minutes via email to all SCC members and the Superintendent of Schools
 - iii. Receive and send correspondence on behalf of the SCC
 - iv. Take charge of any official records of the SCC
 - v. Maintain a membership list of all the Members of the SCC
 - vi. Ensure that appropriate notice is given for all meetings of the SCC
- d) Treasurer
 - i. Responsible for accounting for funds
 - ii. Prepares reports for each SCC meeting including the annual general meeting in November
 - iii. Prepare year-end report to School Division
- e) Administrative Duties
 - i. Reports on the school activities and events at each SCC meeting
 - ii. Communicates with parents through the school website
- f) SCC Subcommittees
 - i. Bake Sale Coordinator
 - ii. Room Parent
 - 1. Act as a parent liaison for the parents of the assigned room to the SCC

M.C. Knoll School Community Council Constitution

2. May be asked to contact other parents for that room regarding; SCC fundraising projects, supervision, special events, and student activities
3. Acts as the main contact parent for the assigned rooms

iii. Fundraising Coordinator

1. Plans and stages fundraising events with the hopes of raising funds to help facilitate the purchase of supplies and equipment to better meet the educational needs of M.C. Knoll students.

5. Council Code of Conduct

As a member of the Community School Council I shall:

- a) Be guided by the policy, vision, goals and principles of the Division and School program;
- b) Endeavour to be familiar with school policies and operating practices and act in accordance with them;
- c) Practice the highest standards of honesty, accuracy, integrity and truth;
- d) Encourage a positive atmosphere where individual contributions are encouraged and valued;
- e) Recognize and respect the personal integrity of each member of the school community;
- f) Apply democratic principles;
- g) Consider the best interests of all students;
- h) Respect and maintain the confidentiality of student information;
- i) Limit discussions at SCC meetings to matters of concern to the school community as a whole;
- j) Use the appropriate communication channels when questions or concerns arise;
- k) Promote high standards of ethical practice within the school community;
- l) Accept accountability for the decisions of the SCC, and,
- m) Declare any conflict of interest.

6. Meetings

- a) The SCC shall convene a minimum of 5 times in the school year;
 - i. All meetings shall be open to the parents and/or guardians of present M.C. Knoll students.
- b) SCC Committees shall present reports at each meeting.

M.C. Knoll School Community Council Constitution

- c) The Annual General Meeting shall be convened in November of each year to present an Annual Report and elect new members.
- d) SCC meeting dates shall be posted in a manner accessible to parents and community members.
- e) Meetings shall be conducted using generally accepted rules of order. The council should first attempt to reach decision by consensus. When this does not provide a decision, a majority vote will decide the issue.
- f) The quorum for any committee shall be a majority of the members thereof
- g) Absence for 3 consecutive meetings will result in forfeiture of position.

7. Functions

- a) Inform parents and/or guardians of M.C. Knoll students with respect to the scheduling of its meetings and procedures for making submissions and/or presentations to the SCC.
- b) Learning Improvement Plan
 - i. The SCC shall provide feedback and support for the development of this plan.
- c) Student Code of Conduct
 - i. The SCC shall provide feedback and support for this code of conduct.
- d) Student Fees
 - i. The SCC shall provide feedback and recommendation of this schedule of student fees.
- e) School Fundraising
 - i. The SCC shall provide advice and recommendation of the fundraising activities within the school.
- f) Parent and Public Inquiries
 - i. The SCC will deal with inquiries in accordance with Administrative Procedure. This procedure requires individuals to direct their concern to the staff member most closely involved with the issue. If the concern is not resolved at that level, it may be taken to the staff member's immediate supervisor. (i.e. Staff member, then Principal, then Superintendents, the Director, the Board).
 - ii. Thus, when a SCC member receives a concern from a parent, that member should:
 - 1. Listen carefully to understand the concern.
 - 2. Encourage the parent to address the concern with the staff member involved, or failing that, the immediate supervisor.
 - 3. Inform the Principal of the concern so it can be addressed at the school level.

M.C. Knoll School Community Council Constitution

4. Bring the issue to the SCC meeting if it is a concern of the functions of the SCC.
- g) Advise the Board with respect to matters considered by the SCC to be in the interest of education in the attendance area. These may include:
 - i. Future planning and development of education services in the attendance area.
 - ii. Promotion of school-community and parent-teacher communications.
 - iii. Participation in special projects deemed appropriate by the SCC.
 - iv. Consultation with the teaching staff of M.C. Knoll School in matters affecting the educational welfare of the students.
 - v. Any issues, matters or procedures pertaining to the educational welfare of the students at M.C. Knoll School.
 - vi. Co-operation with the Board, school administration, teachers and other employees of the Board in the care, management and supervision of school property.
 - vii. Distribution of monies acquired through fundraising explicitly to M.C. Knoll to aid in improving the educational program offered.
8. Financial Requirements
 - a) The signing officers for the M.C. Knoll SCC shall be any two (2) of the following; chairperson, treasurer and fundraising chair.
 - b) All records of the SCC will be kept by the secretary and passed on to the next secretary at the end of his/her term.
 - c) The fiscal year of SCC shall commence on September 1st and end August 31st as directed by the GSSD.
 - d) The SCC will develop a financial policy regarding revenues, funding sources, and appropriate expenditure streams for M.C. Knoll School. This policy will be in accordance with the established administrative policy of the Good Spirit School Division. **(See Appendix A: Financial Policy for M.C. Knoll School Community Council)**
9. Resolutions
 - a) Any member of the SCC shall propose resolutions at any meeting of the association.
 - b) Any resolution passed by this Committee may be forwarded in writing to the Board.
 - c) Any resolution mentioned in Section 8b of this Article that is to be forwarded to the Board must be accompanied with information as to where and when the resolution was discussed and the number of members attending the meeting.
10. Amending the Constitution
 - a) Any member of the SCC may propose an amendment to this constitution by serving a motion of this intent at a general meeting.
 - b) An amendment, in order to be passed at a subsequent meeting of the SCC, must receive at least two-thirds (2/3) of the votes cast.

M.C. Knoll School Community Council Constitution

- c) All amendments approved by the SCC must be forwarded to the Board for ratification before they become effective.
11. Channels of Communication
- a) Among Council Members
 - i. Members should be accessible to each other, prepared with questions, issues, or other agenda items, and willing to discuss issues in an open and trustworthy climate.
 - b) With the Principal
 - i. Principals can support the ongoing development of School Community Councils by providing information regarding the Learning Improvement Plan, Student Code of Conduct, Student Fees, and School Fundraising; and by seeking input, advice, recommendations and approval from the Council.
 - ii. SCC members can provide advice, recommendation, approval and support to the Principal.
 - c) With the Community
 - i. Members should engage the public through many channels. The council should establish an effective channel of communication for providing information, and effective ways of receiving feedback. The Annual General Meeting will be a forum to report on the progress of the SCC.
 - d) With the Board
 - i. Provide the Superintendent of Schools with the meeting minutes so they can be forwarded to the Board. Indicate any matters that should be addressed by the Board.
 - ii. The SCC may wish to invite a Board Member to a meeting to hear concerns and directly have them related to the Board.
 - iii. The SCC may wish to request a delegation to a Board meeting where they can address an issue directly with the Board.
12. In-service and Training
- a) The SCC should communicate their needs for an in-service to the Superintendent of Schools so that appropriate in-service can be provided.

Appendix A: Financial Policy for M.C. Knoll School Community Council

Date: February 26, 2007

1. **Policy Background:** With the development of M.C. Knoll School Community council (hereinafter called SCC), there were a number of funding streams and expenditures that were introduced. In an effort to clearly outline what the financial mandate, function and stewardship of all funds were, this policy was developed.
2. **Partnership Understanding:**
 - a) It is understood that the Good Spirit School Division (hereinafter called the GSSD) will provide the necessary capital items to conduct the Dept. of Education Curriculum for M.C. Knoll School. Examples of these items included: building, furniture and fixtures, office equipment, computer equipment, gym/sport equipment, books, etc.
 - b) It is understood that the GSSD provides funding dollars directly to operate M.C. Knoll School activities through decentralized budgeting.
 - c) It is understood that the funds provided by the GSSD, both through central and decentralized budgeting and the levying of non-tuition student fees may not be sufficient to provide for all the items desired to operate the classrooms and playgrounds of M.C. Knoll.
 - d) That the GSSD will consistently fund school operations and equipment throughout the Division.
3. **Funding Sources:**
 - a) The SCC receives a per student cash contribution from the GSSD.
 - b) The SCC can establish a per student non-tuition fee that is collected at the beginning of the school year and held remitted to the GSSD.
 - c) The SCC has a sub-committee for fundraising that generates funds throughout the year.
 - d) M.C. Knoll operates a canteen and bottle/carton recycling throughout the school year
 - e) M.C. Knoll collects funds for special events during the school year.
4. **Cash Outflows/Expenditures:**

It is the intent of this policy to match, as best as possible, the funding source with the necessary cash expenditure at M.C. Knoll School.

 - a) Funds received from the GSSD to fund the SCC are to be used for the following expenditures:
 - SCC and Annual Meeting expenses
 - For SCC members to attend out of town meetings, symposiums, if necessary.
 - Promotion of the SCC to the taxpayer area serving M.C. Knoll, its students and teachers
 - Any expenses necessary to administer and conduct business on behalf of the SCC.

Amended May 9, 2007

M.C. Knoll School Community Council Constitution

Funds received from the GSSD to fund the SCC are not intended for capital expenditures or student activities, unless a balance is carried forward.

- b) Funds received from an established per student non-tuition fee and held by the GSSD, in accordance with the administrative policy are to be used for the following expenditures:
 - A special events or objects, such as Author visits, Musical Guests, student agendas, etc. that directly impact a majority of the student body, that occur at M.C. Knoll.
 - These funds may be used to subsidize other student activities that do not directly impact a majority of the student body that occur outside the premises of M.C. Knoll School (ie. Western Development Museum trips, trips to the Gallagher Centre Water Park, etc.)

- c) Funds received through decentralized budgeting from the GSSD are to be used for the following expenditures:
 - School operations not paid for directly by the GSSD.
 - School equipment, uniforms, computer peripherals not provided directly by the GSSD
 - School activities, in whole or in part, and are not fully funded by the non-tuition student fee levied at the beginning of the year.

- d) Funds received through the operation of the Canteen are to be used for the following expenditures, firstly the:
 - Purchasing of goods identified for resale in the canteen
 - Supplies necessary to operate the canteen, and
 - Equipment necessary to operate the canteen
 - If after the regular, business operation of the canteen, there are residual funds; those funds can be used to subsidize expenditures otherwise paid for through non-tuition student fees levied at the beginning of the year.

- e) Funds collected for specific, special events are to be used solely for that purpose.

5. Fundraising:

- a) For those major, special projects not funded from any source within GSSD, M.C. Knoll, or Student Fees, the SCC fundraising sub-committee will be asked to develop a plan, with the SCC to raise the dollars necessary to obtain those additional items. Examples of such items may include, but are not limited to school signs, playground equipment, Smart Boards, etc. Any plan will be submitted to the GSSD for approval and assistance in accordance with the admin policy.

- b) If the GSSD gives approval for the fundraising project, it is understood that the GSSD will make budget allowances necessary to maintain any capital items for longevity and safety purposes. If applicable, the GSSD will ensure that staff training is available to ensure full use of capital items.

Amended May 9, 2007

M.C. Knoll School Community Council Constitution

- c) The SCC makes a commitment to raise the funds in good faith and to pay all debts associated with the fundraising project.
- d) In accordance with admin policy a financial accounting of all funds will be made available to the SCC members on a regular and timely basis. This information will be made available to the GSSD at all times.
- e) Revenue made through minor fundraising avenues (ie. Bake sales, hot lunches, and interest) are to be used for student activities or items not paid through any other funding source such as refreshments for Christmas Concert, Grade 8 Graduation assistance, etc.

6. **Accounting/Stewardship**

The SCC will receive a monthly report regarding finances and agrees to maintain records and reconciliations regarding these funds for review by any party. These reports will be submitted to the GSSD on a timely basis or as requested, in accordance with admin policy.

M.C. Knoll School Community Council Constitution

Financial Policy for M.C. Knoll School Community Council

Date: October 4, 2010

1. **Policy Background:** With the development of the M.C. Knoll School Community Council (hereinafter call SCC), there were a number of funding streams and expenditures that were introduced. In an effort to clearly outline, what the financial mandate, function and stewardship of all funds were, this policy was developed.

2. **Partnership Understanding:**

- a) It is understood that the Good Spirit School Division (hereinafter called the GSSD) will provide the necessary capital items to conduct the Dept. of Education Curriculum for M.C. Knoll School. Examples of these items included: building, furniture and fixtures, office equipment, computer equipment, gym/sport equipment, books, etc.
- b) It is understood that the GSSD provides funding dollars directly to operate MC Knoll School activities through decentralized budgeting.
- c) It is understood that the funds provided by the GSSD, both through central and decentralized budgeting and the levying of school fees may not be sufficient to provide for all the items desired to operate the classrooms and playgrounds of MC Knoll.
- d) That the GSSD will consistently fund school operations and equipment throughout the Division.

3. **Funding Sources:**

- a) The SCC receives a per student cash contribution from the GSSD.
- b) The SCC can establish a per student school fee that is collected at the beginning of the school year and held remitted to the GSSD.
- c) The SCC has a sub-committee for fundraising that generates funds throughout the year.
- d) MC Knoll operates a canteen and bottle/carton recycling throughout the school year
- e) MC Knoll collects funds for special events during the school year.

4. **Cash Outflows/Expenditures:**

It is the intent of this policy to match, as best as possible, the funding source with the necessary cash expenditure at M.C. Knoll School.

M.C. Knoll School Community Council Constitution

- a) Funds received from the GSSD to fund the SCC are to be used for the following expenditures:
- SCC and Annual Meeting expenses.
 - For SCC members to attend out of town meetings, symposiums, if necessary.
 - Promotion of the SCC to the taxpayer area serving MC Knoll, its students and teachers.
 - Any expenses necessary to administer and conduct business on behalf of the SCC.
- Funds received from the GSSD to fund the SCC are not intended for capital expenditures or student activities, unless there are funds left over at the end of the fiscal year.
- b) Funds received from an established per student school fee and held by the GSSD, in accordance with administrative policy are to be used for the following expenditures:
- A special events or objects, such as Author visits, Musical Guests, student agendas, etc. that directly impact a majority of the student body, that occur at M.C. Knoll.
 - These funds may be used to subsidize other student activities that do not directly impact a majority of the student body that occur outside the premises of MC Knoll School (i.e., Western Development Museum trips, trips to the Gallagher Center Waterpark, etc.)
- c) Funds received through decentralized budgeting from the GSSD are to be used for the following expenditures:
- School operations not paid for directly by the GSSD.
 - School equipment, uniforms, computer peripherals not provided directly by the GSSD.
 - School activities, in whole or in part, and are not fully funded by the non-tuition student fee levied at the beginning of the year.
- d) Funds received through the operation of the Canteen are to be used for the following expenditures, firstly the:
- Purchasing of goods identified for resale in the canteen
 - Supplies necessary to operate the canteen, and
 - Equipment necessary to operate the canteen
 - If after the regular, business operation of the canteen, there are residual funds; those funds can be used to subsidize expenditures otherwise paid for through school fees levied at the beginning of the year.
- e) Funds collected for specific, special events are to be used solely for that purpose.

5. Fundraising:

- a) For those major, special projects not funded from any source within GSSD, MC Knoll, or Student Fees, the SCC fundraising sub-committee will be asked to develop a plan, with the SCC to raise the dollars necessary to obtain those additional items. Examples

M.C. Knoll School Community Council Constitution

of such items may include, but are not limited to school signs, playground equipment, Smart Boards, etc. Any plan will be submitted to the GSSD for approval and assistance in accordance with administrative policy.

- b) If the GSSD gives approval for the fundraising project, it is understood that the GSSD will make budget allowances necessary to maintain any capital items for longevity and safety purposes. If applicable, the GSSD will ensure that staff training is available to ensure full use of capital items.
- c) The SCC makes a commitment to raise the funds in good faith and to pay all debts associated with the fundraising project.
- d) In accordance with administrative policy, a financial accounting of all funds will be made available to the SCC members on a regular and timely basis. This information will be made available to the GSSD at all times.
- e) Revenue made through minor fundraising avenues (i.e. Bake sales, hot lunches, and interest) are to be used for student activities or items not paid through any other funding source such as refreshments for Christmas Concert, Grade 8 Graduation assistance, etc.

6. Accounting/Stewardship

The SCC will receive a monthly report regarding finances and agrees to maintain records and reconciliations regarding these funds for review by any party. These reports will be submitted to the GSSD on a timely basis or as requested, in accordance with administrative policy.