

## **Chapter 2**

### **Operating Principles for School Community Councils**

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#### **2.1 – General Principles and Practices**

1. Councils shall meet at least five times a year in addition to the Annual Meeting.<sup>1</sup> (legislation) Plan your schedule of meetings at the first meeting of each school year.
2. Councils shall post membership and meeting information on the SCC page of the school website.
3. Councils will keep meeting minutes and post all meeting minutes to the SCC page of the school website within five days of approval.
4. Councils shall convene an Annual Meeting by November 15,<sup>2</sup> (legislation) where they will:
  - i. Elect new members.
  - ii. Provide an Annual Report on the activities of the most recent year.
  - iii. Conduct other business determined by council.
  - iv. Provide a forum for dialogue with parents and the community.
5. Councils shall administer and publicly account for funds (legislation) using procedures outlined in Chapter 6: Administration of School Community Council Funds and prepare and submit an Annual Financial Report by the second Friday in September. Councils shall post the Annual Financial Report on the SCC page of the school website.
6. Councils shall prepare and submit an Annual Activity Report by the end of June. Councils shall post the Annual Activities Report on the SCC page of the school website.
7. A Board/School Community Council Meeting will be convened annually for the purpose of sharing information related to School Division goals and priorities.

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<sup>1</sup> Councils usually prefer to meet once a month throughout the school year.

<sup>2</sup> The Initial Annual Meeting will be scheduled at a time that is most suitable for the school, the community and election officers appointed by the School Division.

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## **2.1.1 Appendix**

### **Template - School Community Council Annual Meeting Agenda**

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**[Name of School] School Community Council Annual Meeting Agenda**  
**[Date] [Time]**  
**[Location]**

1. Call to Order
2. Elections
3. Annual Report for the Previous Year<sup>3</sup>
  - 3.1 Activity Report
  - 3.2 Financial Report
  - 3.3 Other (as defined by the SCC, such as committee reports)
4. Selection of Officers<sup>4</sup>
  - 4.1 Chair
  - 4.2 Vice-Chair
  - 4.3 Secretary
  - 4.4 Treasurer
  - 4.5 Other
5. Other Business  
(as established by the School Community Council, including meeting dates for the year)
6. Open Discussion
7. Adjournment

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<sup>3</sup> Note that SCCs may use (and are encouraged to use) the Annual Activity Report and Annual Financial Report for this purpose. There is no need to prepare separate or different reports.

<sup>4</sup> The selection of officers may occur at the next regular council meeting following the Annual Meeting. Officers are selected from parent representatives, elected community members, student representative or appointed First Nation representatives.

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## 2.1.2 Appendix

### Template - School Community Council Annual Meeting Minutes

[Name] School Community Council Annual Meeting Minutes  
[Date] [Time]  
[Location]

Present

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Absent

|  |  |
|--|--|
|  |  |
|--|--|

1. **Call to Order** –
2. **Elections** –
3. **Annual Report for the Previous Year** –
4. **Selection of Officers** –
  - 4.1 Chair
  - 4.2 Vice Chair
  - 4.3 Secretary
  - 4.4 Treasurer
  - 4.5 Other
5. **Other Business** –
6. **Open Discussion** –
7. **Adjourned** – at [time]

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[name]  
SCC Chair

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[name]  
SCC Secretary

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## 2.1.3 Appendix

### Template - School Community Council Meeting Agenda

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[Name] School Community Council Meeting Agenda  
[Date] [Time]  
[Location]

1. **Call to Order**
  2. **Welcome and Introductions**
  3. **Approval of the Agenda**
  4. **Approval of the Minutes**
  5. **Follow Up Items From Last Meeting**
    - 5.1
    - 5.2
  6. **New Business**
    - 6.1
    - 6.2
    - 6.3 **Motion: That the SCC .....**  
Moved by [name]. CARRIED.
  7. **Reports**
    - 7.1 Student Representative Report
    - 7.2 Chairperson's Report
    - 7.3 Principal's Report (see Appendix 2.1.4 for template)
    - 7.4 Treasurer's Report
    - 7.5 GSSD Trustee's Report
    - 7.6 Communications Report
    - 7.7 Community Member Report
    - 7.8 Committee Reports
  8. **Next Meeting**
  9. **Adjournment**
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## 2.1.4 Appendix

### Template - School Community Council Meeting – Principal’s Report

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#### [Name] School Community Council Meeting Principal’s Report for [meeting date]

##### **Standing Items**

1. Progress Report on School Level Plans
2. Upcoming School Events and Important Dates
3. Communications from Good Spirit School Division  
(In Focus & From the Board)
4. School Fundraising Update
5. Celebration Items

##### **Other Items** (specific to each meeting, e.g., extra-curricular plans, enrolment updates/projections, etc.)

6. Item
  7. Item
  8. Item
-

## 2.1.5 Appendix

### Example - School Community Council Meeting Minutes

[Name] School Community Council Meeting Minutes  
[Date] [Time]  
[Location]

#### Present

|                      |                   |
|----------------------|-------------------|
| S. Smith, Chair      | ABC, Member       |
| T. Black, Treasurer  | ABC, Member       |
| A. Jones, Secretary  | ABC, Member       |
| G. Wilson, Principal | ABC, Member       |
| W. White, Member     | W. White, Teacher |

#### Absent

|             |  |
|-------------|--|
| ABC, Member |  |
|-------------|--|

Board Member B. Simpson was also in attendance along with guest S. Smart.

1. **Call to Order** – The regular meeting was called to order by S. Smith at 7:03 pm and a quorum was present.
2. **Welcome and Introductions** – S. Smith, Chair, welcomed everyone to the meeting. Introductions were made and a special welcome was given to guest Ms. S. Smart.
3. **Approval of the Agenda** – The agenda was approved as presented (or amended to add Item X or delete Item Y).
4. **Approval of the Minutes** – The minutes of the meeting held on October 30, 2015 were approved as presented (or, if necessary, indicate the minutes were approved with corrections).
5. **Follow up Items from Last Meeting**
  - 5.1 Following up on the request to provide the school office with contact information for school council members, to date there are some members who have not provided this information. Members are asked to do so by December 5, 2015.
  - 5.2 The date for the upcoming Grade 6 to 8 concert as previously discussed is now confirmed for October 10, 2015.

## 6. New Business

- 6.1 Fundraising – The principal presented the school’s proposed fundraising plan for the year. The key event will be selling magazine subscriptions through ABC Company, with proceeds to go to purchasing additional levelled literacy books for the Resource Center as recommended by the Teacher Librarian. For each subscription sold the school will receive \$X. The SCC supported the plan but suggested delaying it by one month, so as not to interfere with community fundraising efforts. The SCC also suggested communicating the fundraising plan to local businesses and service groups. The principal concurred with these suggestions.
- 6.2 Staff Appreciation Week activities – G. Gray volunteered to head the Staff Appreciation committee. It was decided that a continental breakfast for school staff would be provided instead of a lunch.
- 6.3 **Motion: That the SCC authorize up to \$500 for the Staff Appreciation breakfast to be held on February 10, 2016.**  
Moved by W. White. CARRIED.

## 7. Reports

- 7.1 Student Representative Report Highlights – (names of students) reported on the SRC activities for the month, including a school spirit day on December 10 and reporting on upcoming activities highlighted by promoting participation in and understanding the WE Day on March 2, 2016 in Saskatoon.
- 7.2 Chairperson’s Report Highlights – A. Smith reported that all SCC members are invited to the Good Spirit School Division Annual Meeting on January 19, 2016 at 7:30 pm at Yorkdale Central School and to a SCC Appreciation Supper hosted by the Board of Education starting at 6:00 pm. Please RVSP to by December 31, 2015.
- 7.3 Principal’s Report Highlights – J. Jones reported that the school has welcomed 650 students this year as well as five new teachers. Upcoming events for the next month include reading pre-assessment for students in Grades 1 to 9, parent/teacher interviews and a special presentation to students by the RCMP on safe highway driving.
- 7.4 Treasurer’s Report Highlights – T. Black provided copies of the October 31, 2015 Financial Report along with a copy of the October bank statement. In October, the SCC received the Board grant of \$2,000 and gross sales of \$125 from a student lunch and spent \$115 on supplies for the student lunch and \$550 to subsidize WE Day travel costs. The SCC has a balance of \$1,250 as of October 31, 2015. The October 31 bank statement is attached to the Financial Report. We expect fundraising proceeds of \$1,800 in late January from magazine subscription sales and expenses of \$1,800 for levelled literacy books in February.
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7.5 Good Spirit Board Member's Report – B. Simpson reviewed the Board Notes from the October 14, 2015 Board Meeting, noting the article on the annual Treaty Four gathering and suggesting this as a potential initiative that the SCC could support next year and commenting on the scholarships earned by Good Spirit School Division students last year.

7.6 Committee Reports

7.6.1 Communications Committee – W. White reported that the school newsletter will include information on every issue about the SCC. In addition the local weekly newspaper has agreed to include a regular section on upcoming SCC meetings and events. Thanks to W. White for initiating this.

8. **Next Meeting** – The next meeting will be held on February 5, 2023 in the resource center at ABC School. The remaining meetings for the year are scheduled for:

- April 5, 2023 Annual General Meeting
- June 5, 2023 Regular Meeting

9. **Adjourned** – at 8:15 pm

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S. Smith  
SCC Chair

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A. Jones  
SCC Secretary

## 2.1.6 Appendix

### Template - School Community Council Membership Information Sheet

#### Good Spirit School Division School Community Council Member Information Sheet

School Community Council Name: \_\_\_\_\_

| Member Name | Position                     | E-mail Address |
|-------------|------------------------------|----------------|
|             | Chair                        |                |
|             | Vice-Chair                   |                |
|             | Secretary                    |                |
|             | Treasurer                    |                |
|             | First Nations Representative |                |
|             | Student Representative       |                |
|             | Student Representative       |                |
|             | Other (specify)              |                |
|             | Other (specify)              |                |
|             | Other (specify)              |                |
|             | Other (specify)              |                |
|             | Other (specify)              |                |
|             | Other (specify)              |                |

Annual Meeting Date and Time: \_\_\_\_\_

#### Regular Meeting Dates and Times

| Date      | Time |  | Date     | Time |
|-----------|------|--|----------|------|
| September |      |  | February |      |
| October   |      |  | March    |      |
| November  |      |  | April    |      |
| December  |      |  | May      |      |
| January   |      |  | June     |      |

Meeting Locations: \_\_\_\_\_

Please complete and return to [info@gssd.ca](mailto:info@gssd.ca) & [scc@gssd.ca](mailto:scc@gssd.ca) by November 15, following the Annual General Meeting.

Please post this information on the SCC page of the school website by November 15, following the Annual General Meeting.

## 2.1.7 Appendix

### Template - School Community Council Activity Report

[Name] School Community Council  
[20xx-20xx] Activity Report

|  |  |
|--|--|
| Prepared by:                           |  |
| Date of SCC Annual Meeting:            |  |
| Total Number of Meetings in 20xx-20xx: |  |

**Please comment on each of the following:**

1. Please explain how your SCC assisted in the development of the School Level Plan.

*Additional Comments:*

2. What activities did your SCC plan and participate in during the 20\_\_-20\_\_ school year to support the School Level Plan?

*Additional Comments:*

3. What activities did your SCC plan and participate in that supported or promoted students' well-being?
-

*Additional Comments:*

4. What successes or challenges can you identify specific to your SCC this past year?

*Additional Comments:*

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## **2.2 – Expectations for School Community Councils (legislation)**

1. Councils shall serve as a forum to promote dialogue on matters of general interest to parents and member of the public.
2. A School Community Council shall not discuss or be given access to personal or confidential information about or complaints about any pupil, family member or guardian of any pupil, teacher, administrator or other employee or member of the Board of Education.
3. Councils shall develop and maintain a constitution that identifies objectives, procedures for conducting business, and relationships with the school.
4. Councils shall be open to all electors residing in the school attendance area.<sup>5</sup>
5. Council programs shall reflect membership interests and school needs.

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<sup>5</sup> For a detailed description of school attendance areas please visit the [School Locator Tool](#) or Transportation [Bus Route Maps](#)

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## **2.2.1 Appendix**

### **School Community Council Code of Conduct**

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The following points provide a sample “Code of Conduct”. Actual codes may vary to reflect local concerns and considerations.

1. The School Community Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
  2. A council member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such a discussion with discretion, protecting the confidentiality of the people involved.
  3. A person who accepts a position as a member of the School Community Council shall:
    - Honour the role of the School Community Council.
    - Be guided by the overall vision and purpose of the School Community Council.
    - Perform duties with honest and integrity.
    - Endeavour to be familiar with the vision, mission and shared values of the School Division and perform their duties accordingly.
    - Endeavour to become familiar with Administrative Procedures of Good Spirit School Division.
    - Work to ensure that well-being of students is of primary focus in all decisions.
    - Respect the rights of all individuals.
    - Encourage a positive atmosphere where individual contributions are valued.
    - Contribute to consensus building.
    - Encourage and support parents and students with individual concerns to act on their own behalf and provide information on processes for processing concerns.
    - Work to ensure that issues are resolved through due process.
    - Strive to be informed and only share information that is reliable and correct.
    - Respect all confidential information.
    - Declare any conflict of interest.
    - Support public education.
  4. Intervention for an Initial or Minor Infraction of the Code of Conduct – where potential Code of Conduct infractions are raised, the Council Chair shall:
    - a. Seek understanding regarding the nature of the allegation or concern.
    - b. Discuss and resolve the concern with the member in confidence.
  5. Intervention of Repeated or Major Infractions of the Code of Conduct – where infractions of this nature are clearly evident, council shall provide a written statement signed by the Council
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Chair, addressing the concern and indicating that the actions that brought about a violation of the Code of Conduct on the part of the member must cease.

6. Further Progressive Intervention for Repeated Infractions of the Code of Conduct.
    - a. In continued incidents involving a violation of Code of Conduct, council shall consider imposing sanctions on the member in question.
    - b. In further continued incidents involving a violation of Code of Conduct, council shall consider seeking the resignation of the member in question.
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## **2.2.2 Appendix**

### **Processes for Conflict Resolution**

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The following points provide an outline for a conflict resolution process that councils may wish to adopt.

1. Build a Collaborative Climate – the council establishes a collaborative climate so that differences of opinion can be dealt with in an open manner. All members should agree to:
    - Respect the perspective of others.
    - Listen to what others have to say.
    - Prepare to problem solve.
  2. Be Prepared – if differences of opinion cannot be worked out, have a procedure in place. Conflict resolution may include the use of the following:
    - The appointment of a mediator to develop a solution that will be satisfactory to both sides.
    - Establishment of a jointly agreed-upon panel to make a recommendation or a binding.
    - Development of a plan to refer a dispute to school administrators or the Board.
  3. Identify the Problem – by clearly defining the problem, a group can begin to resolve the underlying issues. Defining the problem involves clearly stating views, listening to others, trying to understand their views, and asking questions to clarify general understandings. At this stage, participants should avoid giving advice or judgments. Disputes usually occur because of disagreements on:
    - Facts
    - Resources
    - Perceptions
    - Values and beliefs
    - Styles
  4. Brainstorm and Evaluate Options and Solutions – by working together to find solutions, individuals and groups are more likely to create an optimal situation going forward.
  5. Create an Action Plan – the plan should identify timelines and responsibilities for actions.
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## 2.3 – Roles and Responsibilities of School Community Councils (legislation)

1. Councils have several general roles and responsibilities in their capacity as a representative body. As such, councils shall endeavour to:
  - a. Understand school and community economic, social and health conditions in relationship to student learning and well-being.
  - b. Become knowledgeable about resources and supports for the school, parents, and community.
  - c. Stimulate participation by parents and the community.
  - d. Provide consultation and feedback to the Board in developing the School Division Strategic Plan.
  - e. Develop an annual SCC activity plan that aligns SCC activities with the Division's Strategic Plan and the school's School Level Plan.<sup>6</sup>
  - f. Recommend to the Director of Education/CEO proposals that may be considered for the improvement of the educational standards and opportunities in the School Division.
  - g. Communicate annually to the parents and community on its plans, initiatives and outcomes through an Annual Activities Report and an Annual Financial Report.
  - h. Communicate to the parents and community regarding the ongoing expenditure of council funds at each regular meeting and the Annual Meeting.
  - i. Participate in the orientation, training, development and networking opportunities provided by the Board and other provincial organizations.
2. Councils may provide:
  - a. Advice to the Board on policies, programs and educational service delivery.
  - b. Advice to the schools staff respecting school programs.
  - c. Advice to the other organizations, agencies and levels of government on student needs related to learning and well-being.

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<sup>6</sup> For example, if a school focuses on improving student literacy, council will consider ways parents and community can assist in improving student literacy.

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## 2.3.1 Appendix

### Supporting School Level Plans

#### Formation of School Level Plans

Every academic year, schools within GSSD develop a School Level Plan (SLP) that aligns with the GSSD's Strategic Plan and the Provincial Education Plan.

School Level Plans are developed collaboratively between school-based administrators, teachers and other staff, with input from School Community Councils.

Prior to the beginning of the year, the school sets goals based on the data they receive from reading assessments, school and division math achievement, school behavioural data and student voice from the OurSchool survey.

Draft SLPs are to be shared with SCCs in September, prior to being finalized. This provides the SCC an opportunity to provide input, ask questions and learn more about the school's current performance levels. The School Division values parental input and support through the efforts of the SCCs.

#### SCC Support of the School Level Plan

School-based administrators provide updates on the SLPs at regular SCC meetings. Through two-way communication, the school and parents are able to focus on a collaborative effort to achieve the School Level Plan goals.

SCCs are encouraged to support the school through a variety of means. Parents are an effective resource for improving achievement; furthermore, parent involvement has a positive effect on students, teachers and schools (Banda, Coleman and Matuszny 2007).

Although not exhaustive, the following are examples in which SCCs can support the SLP:

- Financially support such items as curricular field trips, additional learning resources, equipment or technology that supplement School Division standards, and guest speakers.
- Recruit volunteers for a variety of school activities.
- Sponsor student academic achievement awards.
- Host student/parent engagement evenings, such as reading nights or math nights.
- Host parent workshops such as anti-bullying, internet safety and parenting skills.
- Support school nutrition programs such as "Breakfast for Learning".
- Support school assemblies to celebrate school successes.

#### SCC Annual Activity and Financial Plan

SCCs should develop an Annual Activity Plan that supports the SLP. This can be a simple document that lists the SLP goals the SCC has chosen to support, followed by a list of planned activities and an estimate of costs, if applicable, e.g.:

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| SLP Goal   | SCC Activities                                | Financial Plan                                 |
|--|---|--|
| 80% of students will be at or above grade level expectations in math | Host two math nights for students and parents | \$500 for refreshments<br>\$200 for child care |

A blank template is provided below.

Revised: January 2025

## 2.3.2 Appendix

### Template – SCC Activity and Financial Plan in Support of the SLP

[Name] School Community Council

#### [20xx-20xx] Activity and Financial Plan in Support of the School Level Plan

The SCC has prioritized X outcomes within the School Level Plan and has developed a series of planned actions to support achievement of those outcomes. The SCC's activity plan and related financial implications are as follows:

| SCC Activity Plan in Support of SLP |            |                |
|-------------------------------------|------------|----------------|
| Priority Area (from SLP)            | Activities | Estimated Cost |
|                                     |            | \$             |
|                                     |            | \$             |
|                                     |            | \$             |
|                                     |            | \$             |
| Total Estimated Activity Costs      |            | \$             |
| SCC Fundraising Plan                |            |                |
|                                     |            |                |

### 2.3.3 Appendix

#### Template – SCC Annual Activities and Financial Report

[Name] School Community Council

[20xx-20xx] Annual Activities and Financial Report

In addition to activities that support the School Level Plan, SCCs also undertake various general operational, communications, public relations and professional development activities funded through the annual operating grant provided by the Board of Education. The SCC's operational plan for the year is as follows:

| SCC Operation Plan<br>(funding to come from Board of Education) |                |
|---|----------------|
| Activities  | Estimated Cost |
|   | \$             |
|   | \$             |
|   | \$             |
|   | \$             |
|   | \$             |
| <b>Total Estimated Activity Costs</b>                           | <b>\$</b>      |

School Community Councils may use a portion of the annual operating grant from the Board of Education for:

- ii. Vehicle expense allowance for events and meetings.
  - iii. Communication and public relations.
  - iv. Conference attendance and professional development.
  - v. Incidental expenses such as postage and printing.
-

## 2.4 – School Community Council Communications

### Communication with the Board

1. The Director and Board Chair will develop procedures for two-way communications with councils on an annual basis.
2. In order to facilitate communication with the Board:
  - a. Board member names and Board meeting dates will be made available to every council in the School Division.
  - b. Board members may attend SCC meetings to foster communication.
3. The delegation process at Board meetings provides opportunities for individuals or groups to address the Board and for the Board to receive items of interest from its constituents. For more information see Board Policy 7.10 Delegations to Board Meetings.

### Communication with the School

1. Principals will encourage staff to be receptive to parents who exercise appropriate avenues and opportunities to offer advice at the school level.
2. Principals will initiate activities at the school level designed to promote communication between the school, home and community.
3. Some methods the principal may use to promote communication are:
  - a. Adult volunteers
  - b. Bulletins and newsletters
  - c. Parent-Teacher conferences
  - d. School visits
  - e. School displays
  - f. School handbooks
  - g. School website
  - h. Social media
4. The principal will present the annual School Level Plan (SLP) to council at the first SCC meeting of the year. Principals will seek SCC discussion and involvement in the development of the SLP. SCC Chairs will be asked to sign the SLP in the space provided to indicate SCC support for the plan.

### Communication with Senior Administration

1. The Director of Education/CEO or designate will develop procedures to facilitate the Board/Council meetings.
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2. The Director of Education/CEO or designate will establish procedures to implement a systematic plan of in-service and professional development to assist councils as requested.
3. The Director of Education/CEO or designate will provide a means of communication with senior administrative staff and may attend council meetings to share or gather information related to the school, School Division, or progress relating to the School Division Strategic Plan or other initiatives.
4. If an individual council wishes to meet with the Superintendent of Education, the principal will invite that individual to attend a meeting.

#### Communication with the Community

1. Council will initiate activities to promote communication between the school, home and broader community.
2. Some methods that might be used to promote communication are:
  - a. Adult volunteers
  - b. Bulletins and newsletters
  - c. Parent-Teacher conferences
  - d. School visits
  - e. School displays
  - f. School handbooks
  - g. School website

## **2.5 – Complaints or Grievances Brought to Council or Council Members**

1. As a representative body, councils may receive complaints or grievances about their operations or broader operations of the school.
  2. Any matter concerning a student or staff member should be immediately directed to the principal.
  3. Informal Complaints/Grievances
    - a. Where complaints or grievances about council operations are raised with a council member, that member should immediately refer the individual to the Council Chair and inform the Council Chair of the concern or grievance.
    - b. If the individual is not satisfied with the response from the Council Chair, the concern or grievance should be brought to the attention of the council in a more formal manner.
  4. Formal Complaints/Grievance
    - a. Formal concerns or complaints can be brought to the attention of council by:
-

- i. Addressing the concern in writing to the Council Chair, or
    - ii. Requesting that the Council Chair provide the individual with an opportunity to meet with council to discuss the concern.
  - b. In cases where a formal complaint or grievance has been raised, council will provide a written response regarding how the matter will be addressed.
5. Councils must include procedures for handling complaints or grievances in their constitution. (legislation) See Chapter 5: School Community Council Constitutions.

## **2.6 – Financial Support**

1. The Board will provide an annual operating grant to each council.
  2. Funds received through this annual grant must be accounted for in accordance with Chapter 6: Administration of School Community Council Funds and other Board policies and Administrative Procedures.
-