

## **Module 1: SCC Roles and Responsibilities Transcript**

Welcome to module one, the roles and responsibilities of SCC members.

Before we begin, I want to welcome you, on behalf of the Good Spirit School Division, and thank you for being a member of your school community council. Your decision to become an SCC member and help support the academic achievement and well-being of our students is appreciated.

Now, let's begin.

In this module, you'll learn about:

- the mandate of the SCC,
- SCC membership,
- roles of SCC members,
- responsibilities of SCC members, and
- the SCC Code of Conduct

We begin by looking at the mandate of school community councils.

### **Mandate of the SCC**

In 2006, the Saskatchewan government mandated that all schools in the province have a School Community Council. At this time, school divisions were being amalgamated and the government wanted to ensure that all local schools had a voice within the new bigger school divisions. They also wanted the councils to reflect the diversity of each school community and to focus their efforts on improving student achievement.

So, what exactly is a School Community Council?

Well, the [Government of Saskatchewan](#) states that, "School Community Councils or SCCs are school-level advisory bodies that involve parents, students, community members and school staff, working together on issues that affect student learning and community well-being." They go on to say that "SCCs are required in every school and develop a sense of shared responsibility for student outcomes."

Therefore, the mandate of SCCs is to support improved student learning and the wellness of the students in their school. SCCs help to encourage parents and community members to engage in both the learning success and the well-being of the students in their community.

### **SCC Membership**

The membership of the SCC includes both elected and appointed members. The members fall into four main categories - representative members, secondary student representative members, First Nations representative members, and permanent members.

The first type are representative members. Representative members are parents of students that are enrolled in the school or electors who reside in the school attendance area. The majority of representative members must be parents of students enrolled in the school. There are 5 to 9 elected representative members on each SCC. The number will depend on the constitution of the SCC.

The second type are secondary student representative members. The SCC constitution determines if there are one or two student representatives on the council and how they will be selected. Additional student representatives, not in secondary school, may be appointed by the council.

The third type are First Nations representative members. The constitution outlines how these members are chosen for the SCC. In addition, representatives are selected for each First Nation that has students who live on-reserve and who attend a school within the division.

The final type are permanent members. Permanent members are members that are required through legislation and include the school principal and a teacher from the school. The constitution of the SCC outlines the selection process of the teacher.

An SCC can also apply to the Board if more appointed members are needed to represent the diversity of the school community or to encourage community engagement. The constitution outlines the criteria for the selection of these members.

Additional representative members may include:

- a Chamber of Commerce representative,
- a local businessperson,
- Aboriginal representation (in addition to First Nations representation),
- a member of a visible minority,
- a community organization representative,
- a representative from the town or RM council,
- a member of the clergy,
- a senior citizen representative,
- a representative from the rec board,
- a community advocate who is not a parent,
- service providers, or
- a member of another unrepresented group.

In addition to the SCCs appointing members, the Board may also appoint representative members for two-year terms if the council is unable to address representation from an unrepresented group.

## **Roles of Members**

The roles on the SCC are the positions that members can have on the council. Roles include the chair, vice-chair, secretary, and treasurer.

### **The chair of the SCC:**

- oversees council operations,
- conducts council meetings,
- ensures all members have input into discussions and decisions,
- acts as a spokesperson for the council, and
- prepares council meeting agendas in consultation with other council members.

### **The vice-chair:**

- supports the council chair,
- performs responsibilities assigned by the council chair,
- intends to stand for chair when the current chair term expires, and
- conducts council meetings in the absence of the council chair.

### **The council secretary:**

- records and prepares the council meeting minutes,
- receives and sends correspondence on behalf of the council,
- takes charge of the official records of council, and
- ensures that appropriate notice is given for all council meetings.

### **Finally, the council treasurer:**

- manages the council finances using the procedures outlined in Chapter 6 of the SCC Operations Manual that discusses the administration of SCC funds.

The chair, vice-chair, and secretary are selected from the elected parent representatives and community members, the student representatives, and the First Nations representatives.

## **Responsibilities**

There are two different types of responsibilities of SCC members. These are indicated by the words “shall” and “may.” The “shall” responsibilities are required and are the ones the SCC

members focus the majority of their time. The “may” responsibilities are actions that the council can decide whether or not they want to pursue.

Let’s first look at the 9 required responsibilities of SCCs in Good Spirit School Division. These responsibilities can be found in the School Community Councils Operations Manual.

**First**, councils need to understand the economic, social, and health conditions of both the school and the community and how these impact student learning and well-being.

Our students come to us from different cultural backgrounds and with a variety of life experiences. So, in order to provide our students with the learning opportunities and supportive environments they need to succeed, you need to understand where students are at so you can plan supports and experiences that build on this foundation.

Knowing that a family is new to the community or that there are kids who need breakfast provided to them, allows you to provide supports and help students get what they need to be able to feel welcome and concentrate on learning in school.

A **second responsibility** of SCC members is to know about the supports that can be offered to students, families, and community members. Both the school and the community have resources that can help students with their academic achievement and well-being.

The resources and supports will vary from community to community, with some being available to access online, in neighbouring communities, or in larger centers. As an SCC member, you may have parents or community members coming to you to ask for help or support so it’s important to be knowledgeable about the resources available to them.

**Examples of school-level resources available in Good Spirit School Division include:**

- access to school councillors, speech pathologists, and occupational therapists,
- in-school and after school mentoring,
- Pre-Kindergarten programs for 3- and 4-year-old students, and
- pre-trade training for high school students.

**Examples of community-level resources include:**

- Kids First,
- Big Brothers Big Sisters, and
- Adventure Education.

Get to know about these and other resources by visiting both your school and the division websites. In addition, your principal is another great resource to find out about available supports in your community.

Consider posting a list of these resources on your SCC website if you have one or remind people about these resources through one or more of your social media accounts.

The **third responsibility** of the SCC is to encourage the participation of both families and community members.

Research has demonstrated that parent and community involvement in a child's education results in improved student learning. Communication is key to this important role. Time needs to be spent developing a plan on how to inform both parents and community members on what they can do to support student achievement and well-being.

There are many ways that parents and community members can get involved. They can:

- attend open houses and other school events,
- volunteer in the school for activities at the classroom or school level, or
- share their gifts and talents by going into the school and reading to kids, showing them how to decorate Ukrainian Easter eggs, or talking to kids about the different ways they use reading, writing, or math in their jobs. As a council you may decide to create a list of these different "experts" in your community and share it with the teachers in your school.

As an SCC you can encourage parent and community involvement by posting upcoming events on social media. If you have a Facebook page or an Instagram account, let people know what's happening.

You can also informally talk about school initiatives and SCC action plans with people you meet out in the community, at the grocery store, or when you're out for a walk. A simple, "Are you going to the family reading night on Thursday?" or "Hope to see you at the school's orientation tomorrow evening" goes a long way in making people feel welcome.

Creating an SCC website and regularly posting useful information to parents and community members or making phone calls to invite people to school events or to attend general SCC meetings are two other ways you can encourage parents and community members to become involved in student learning.

A **fourth responsibility** of the SCC is to provide feedback to the Board about their strategic plan. It is important to be aware of the strategic plan of Good Spirit School Division. The plan is based on the education sector plan of the province, and it addresses the challenges of Saskatchewan's education system. If you identify ways that could enhance the Board's strategic plan or if you have general feedback about the plan, you can share these ideas with the Board.

A **fifth responsibility** of the SCC is to develop a plan of action that you can do as a council that is based on both the division's strategic plan and the school's learning plan.

For example, part of your action plan might be to support the division's goal of increasing the math scores of students. As a council you decide to hold a "Math Around the Community" evening to facilitate developing this goal.

You decide to contact local businesses and ask them to either set up a booth informing attendees on how math is used in their business or have them create an activity that involves using math. You invite family and community members to attend the "Math Around the Community" evening. Attendees are given passports that include the different booths and activities. After visiting each booth or completing each math activity, attendees receive a stamp or sticker on their passport. At the end of the evening, everyone who turns in a completed passport receives a "prize." The prize might be a calculator, a set of five dice that includes instructions for games they could play, or some other math-related item they could take home with them.

The **sixth responsibility** of the SCC is to make recommendations to the Director of Education that the Board may consider.

As you fulfill your role as an SCC member, you might come up with ideas to promote the achievement and well-being of all the students in your school division or you might have ideas that support the goals of the division. Providing this information to the Board is useful for them to consider when they are developing the strategic plan at the division level.

For example, you might realize that some high school graduates find it difficult to manage their money when they first get a job and are responsible for paying their own bills and applying for loans. In a discussion with your local bank manager, you discover the bank has a program for helping patrons with their finances. You realize this would be a great resource for graduating high school students as the unknown after graduation can cause many students stress and anxiety. Providing students with information on how to manage their money and expenses may alleviate some of this stress and anxiety. You bring this idea to your SCC to discuss and then share the information with the Board.

Another responsibility of the SCC is for you to communicate plans, initiatives, and outcomes to parents and the community. The Annual Activities Report and the Annual Financial Report communicate this information. One way to make these reports accessible to parents and community members is to post them on the school's website.

In addition to communicating the plans, initiatives, and outcomes of the SCC, the SCC needs to provide parents and community members with details of their expenditures. Each time the SCC meets, the treasurer reports on how the funds of the SCC are being used. When the minutes from the meetings are posted on the website, parents and community members can access this information.

Finally, it is the responsibility of SCC members to participate in opportunities to network and learn about SCCs. The Board and various provincial organizations may provide learning opportunities that involve the training and development of SCC members. Your attendance and participation at these events allow you to meet and network with SCC members from other communities.

In addition to these nine responsibilities of SCC members, there are three other areas that councils “may” choose to pursue. These include:

- providing suggestions to the Board on policies, programs, and educational service delivery,
- providing suggestions to the school staff regarding school programs, and
- providing suggestions to other organizations, agencies, and levels of government on student needs related to student learning and well-being.

### **Code of Conduct**

There is an expectation as a member of the SCC to conduct yourself in a certain manner. The SCC Code of Conduct addresses this expectation. You’ll notice that the Code of Conduct closely aligns with the roles and responsibilities outlined in the Operations Manual.

Two things to note before we go through the code of conduct -

First, the council is not a forum to discuss any student, parent, teacher, school personnel, or community member.

Second, if you are approached as a council member by a parent or community member, the discussion should be treated with discretion and the people involved should be kept confidential.

Now ... to the Code of Conduct.

### **The Code of Conduct states that SCC members must adhere to the following:**

- Honour the role of the SCC.
- Be guided by the overall vision and purpose of the SCC.
- Perform duties with honesty and integrity.
- Endeavour to be familiar with the vision, mission and shared values of the school division and perform duties accordingly.
- Endeavour to become familiar with the administrative procedures of the school division.
- Work to ensure that the 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 addressing 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.

Congratulations! You did it! You completed module 1. I hope you now have a better understanding of your roles and responsibilities as an SCC member. If you have any questions or need further information, please check out the division website, your school website, or contact your school principal. Thanks for listening and have a great day!