

**MANUAL OF BOARD PROCEDURES**

**MODULE 2**

**SCHOOL COMMUNITY COUNCILS**

ESTABLISHMENT

ROLES AND RESPONSIBILITIES

LOCAL BUDGET

**PROCEDURES**

**BP 201 ESTABLISHMENT**

- School Community Councils

**BP 202 ROLES AND RESPONSIBILITIES**

- Linkage to Board of Education
- Recommendations to Board of Education
- Review of Finances
- Review of School Activities
- Meeting Procedures
- Self Assessment

**BP 203 LOCAL BUDGET**

- Allocation of Funds
- Purpose of Funds
- Annual Statement

## **BOARD PROCEDURE No. 201**

### **ESTABLISHMENT**

The Board of Education supports the formation and operation of School Community Councils in all schools of Light of Christ RCSSD.

### **PROCEDURES**

#### ***1. School Community Councils***

- a. Subject to Section 140, subsections (2) to (4) of *The Education Act, 1995* the Board of Education is to establish a School Community Council for each school in its division.
- b. When a School Community Council is established in a school it will replace all other advisory groups within the school.
- c. Subject to the regulations and policies of the Board of Education every School Community Council is to consist of:
  - i. no fewer than five and no more than nine elected members, the majority of whom must be electors, to represent parents of students and community members and,
  - ii. appointed members.  
Refer to Community Council Operations/Procedures
- d. Each elected member of a School Community Council will hold office for two years and is eligible for re-election, except in the matter of the first election of members.
- e. In the first election for each School Community Council approximately one-half of the members are to be elected to one-year terms and the other members are to be elected to two-year terms.
- f. In the event of a vacancy in an elected member's position the Board of

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Education may appoint an individual to that position.

- g. A member of a School Community Council is required to vacate his/her office if:
- The member is convicted of an indictable offense
  - Is absent from three or more consecutive meetings without authorization of the council or,
  - The member ceases to be eligible pursuant to policies of the Board of Education.
- h. Every School Community Council is expected to:
- Facilitate parent and community participation in school planning
  - Coordinate committees operating in support of the Council and the school program.
  - Provide advice to the Board of Education
  - Provide advice to the school staff
  - Provide advice to other agencies that may be involved in the development and learning of students and,
  - Comply with the policies of the Board of Education.
- i. Within six months of its organizational meeting, the School Community Council is to prepare a Constitution and Bylaws that will govern the operations of the council. The Constitution and Bylaws must conform to all relevant sections of *The Education Act, 1995* and to the *Duties and Responsibilities of School Community Councils* as determined by the Board of Education. This document must be submitted to the Board of Education for approval.

## **BOARD PROCEDURE No. 202**

### **ROLES AND RESPONSIBILITIES**

The function of School Community Councils is, through an advisory and practical manner, to assist the administration of the school and the Board of Education in delivering educational and extra curricular programs.

### **PROCEDURES**

#### ***1. Linkage to Board of Education***

- a. School Community Councils are to communicate with the Board of Education through their principal.
- b. The principal or designate is to be in attendance at all meetings as a non-voting representative.
- c. Input into the creation of Board of Education policy and school procedures will vary depending on the nature of policy or procedures being developed.
- d. Information regarding curricular, co-curricular and extra-curricular activities is to be shared on an on-going basis.

#### ***2. Recommendations to Board of Education***

- a. School Community Councils are to be actively involved in developing the mission and goals for their schools. Specifically they are to:
  - i. Review the mission and goals annually.

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- ii. Ensure that the mission and goals are consistent with those established by the Board for the school division as a whole.
  - iii. Recommend to the Board of Education approval of the local mission and goals.
- b. School Community Councils may recommend to the Board of Education:
- i. Religious exercises to be used in the school. Refer to ADMINISTRATIVE POLICY 604 – RELIGIOUS EDUCATION
  - ii. Locally determined course options
  - iii. Use of school facilities and grounds for other than school activities
  - iv. Maintenance, development, and beautification of school facilities and school grounds, including playground equipment
  - v. Any matter considered to be in the interests of education in the, local school, subdivision or school division and,
  - vi. Innovative projects.
- c. For the purposes of appropriate communication and awareness, School Community Councils are to discuss any proposed recommendations with their local principal prior to making submissions to the Board of Education.
- d. Specific requests dealing with finance are to be discussed with the school principal prior to submission. Submissions should be made prior to February 1 for consideration in the budget of the new fiscal year.

### ***3. Review of Finances***

- a. For the purposes of information, School Community Councils may review the allocation of funds within the school's decentralized budget. No approval is necessary because allocations are approved by the Board of Education.
- b. The list of school student fees is to be reviewed to ensure that it is in alignment with Board of Education directions.

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- c. Fundraising activities as proposed by the school administration or the Student Council are to be reviewed and approved in November and May of each year. The review of the fundraising plan is to include:
  - i. A determination of the activities which financially benefit the school, and those activities which support charitable causes,
  - ii. A determination of the coordination of efforts among schools, communities, and other organizations and concerns regarding saturation of activities in the community and school
  - iii. Assurance that legal requirements are met, and contracts approved, including those for vending machines. Refer to ADMINISTRATIVE POLICY NO. 420 –ADVERTISING AND CORPORATE SPONSORSHIP and,
  - iv. Assurance that provision is made to report fundraising activities in the monthly statement of school accounts.

#### ***4. Review of School Activities***

- a. School activities are to be reviewed and approved by the principal and Student Council members with the School Community Council. Information on curricular, co-curricular and extra curricular activities is to be shared on an ongoing basis.
- b. Input of the School Community Council is to be sought on specific activities such as graduation, school trips and excursions.

#### ***5. Meeting Procedures***

- a. Procedures are to be consistent with the requirements of *The Education Act, 1995*, <http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=487> and the policies of the Board of Education.
- b. Minutes of regular and annual meetings of School Community Councils are to be forwarded to the Superintendent of Administration, and posted on the school web page as soon as is practicable after the meeting.

#### ***6. Self Assessment***

- a. School Community Councils are expected to engage in an on-going process of self-assessment in order to ensure their effectiveness.

***BOARD PROCEDURE NO. 203***

LOCAL BUDGET

The Board of Education helps to offset expenses of School Community Councils through the provision of an annual grant.

**PROCEDURES**

***1. Allocation of Funds***

- a. The Board of Education annually establishes a grant, which provides operational funds for School Community Councils.
- b. The grant is in the form of an established dollar level per School Community Council per year.
- c. Funds are allocated for Council operations only, not for school projects or to enhance the school's decentralized budget.
- d. The School Community Council is to establish an annual local budget based on the funds allocated.

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- e. The School Community Council is responsible to the Board of Education for ensuring that the Council's grant is accounted for in accordance with Board policies and administrative procedures.

***2. Purpose of Funds***

- a. Vehicle expense allowance for out-of-community events and meetings. *Per diem* is not included.
- b. Communication and public relations
- c. Memberships in provincial organizations
- d. Conference attendance and professional development
- e. Incidental expenses such as postage and printing.

***3. Annual Statement***

- a. An annual statement is to be provided to the Superintendent of Administration by September 30 of every year outlining the School Community Council revenues and expenditures.

