



The CJES School Community Council Constitution

1. Membership

1.1. Representative Members

The School Community Council will have the following Representative Members:

- (5) parent and community members elected at the Annual General Meeting in November
- (2) Grade 4 students.

Appointed Members

The School Community Council will have the following Appointed Members:

- The School Principal
- A teacher
- Key First Nation Rep. – appointed by the First Nation Band

1.2. Elections

- Public elections will be held at the Annual General Meeting in November. Nominations will be taken from the floor and voting will be conducted by secret ballot.

1.3 Term

- Representative members will serve two year terms. Taking into account section 2.2.3.6 of the handbook for School Community Councils and Principals.

2. Officers

2.1. The following School Council Officers will be elected annually from among the Representative Members

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

The roles and responsibilities of School Community Council Officers are listed in Appendix A (attached)

3. School Community Council Meetings

3.1. Annual General Meeting

The Annual General meeting will be held in November of each year.

During this meeting School Community Council members will be elected and officers will be chosen.

3.2. The School Community Council will meet a minimum of 5 times per school year.

3.3. Representative Model of Governance

In this model, the School Community Council represents the wider school community. Meetings are open to the public but only members of the School Community Council may decide upon matters brought before the S.C.C. The School Community Council reports to the school community using a communications strategy, an annual report and the Annual General meeting.

3.4. Voting

On matters requiring a formal vote the issue is to be discussed and a vote is taken. The majority vote decides the issue. Representative members must be in attendance to vote. The SCC can decide if they want students to vote.

3.5. Quorum

A quorum of the School Community Council shall be a majority of the Representative members.

3.6. Special Meeting

A special meeting of a School Community Council shall be called by the chair of the S.C.C if required to do so by the Board of Education or by a request in writing signed by no fewer than 25 persons who have a child attending that school or who are electors living in the school's attendance area. Only business pertaining to the roles and responsibilities of School Community Council can be considered at a special meeting.

4. Functions

- a) Learning Improvement Plan
 - i. The School Community Council will provide advice and recommendation of this plan.
- b.) Student Code of Conduct
 - i. The School Community Council will provide advice and recommendation of this code of conduct.
- c.) Student Fees
 - i. The School Community Council will provide advice and recommendation of this schedule of student fees.

- d.) School Fundraising
 - i. The School Community Council will provide advice and recommendation of the fundraising activities within the school.
- e.) Parent and Public Inquiries
 - i. The School Community Council will deal with inquiries in accordance with Administrative Procedure 151. 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, then Director, then Board).
 - ii. Thus, when a School Community Council 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.
 - 4.) Bring the issue to the School Community Council meeting if it is a concern of the functions of the Council.

5. Public Consultation and Communication

The School Community Council will consult with the school community through the following strategies:

- Newsletters
- School webpage
- Council meetings

The School Community Council will communicate with the school community and the Board of Education through the following strategies:

- Council Meeting Minutes
- Annual Report

6. School Community Council Code of Conduct

The School Community Council will adopt a Code of Conduct (Appendix B attached)

7. Conflict Resolution Process

The conflict resolution process will be used by the school community council to address both internal conflict, which may occur among individuals within the school community council and external conflict that may occur among the school community council and individuals, groups or organization outside the SCC. The conflict resolution process is outlined in [A Handbook for School Community Councils and Principals](#) (pg 99).

If reasonable attempts to resolve the conflict have been unsuccessful, the principal or the chairperson will contact the Superintendent.

8. Amend the Constitution

The school community council may amend its constitution by sending suggestions for change in writing to the Board of Education

9. Agenda

Items discussed at the council meetings must be on the agenda prior to start of the meeting. Any additional items must be approved by council chairperson or principal

Appendix A

Roles and Responsibilities of school community council Officers

The **Chairperson** will:

- Conduct meetings of the school community council;
- ensure that all meetings have input to discussion and decisions;
- prepare meeting agendas in consultation with the Principal and other school community council members;
- oversee operations of the school community council;
- establish networks that support the school community council; and,
- act as a spokesperson for the school community council.

The **Vice-Chairperson** will;

- Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend; and,
- perform responsibilities assigned by the Chairperson.

The **Secretary** will;

- Take minutes at school community council meetings;
- receive and send correspondence on behalf of the school community council;
- take charge of any official records of the school community council;
- ensure the appropriate notice is given for all meetings of the school community council.
- Send minutes in to the Good Spirit School Division after every meeting.

The **Treasurer** will;

- Manage the finances of the school community council using procedures outlined by the Superintendent of Business Administration.

Appendix B

Council Code of Conduct

As a Member of the School Community Council I shall:

- I. be guided by the policy, vision, goals and principles of the Division and School program;
- II. endeavor to be familiar with school policies and operating practices and act in accordance with them;
- III. practice the highest standards of honesty, accuracy, integrity and truth;
- IV. encourage a positive atmosphere where individual contributions are encouraged and valued;
- V. recognize and respect the personal integrity of each member of the school community;
- VI. apply democratic principles;
- VII. consider the best interests of all students;
- VIII. respect and maintain the confidentiality of student information;
- IX. limit discussions at school council meetings to matters of concern to the school community as a whole;
- X. use the appropriate communication channels when question or concerns arise;
- XI. promote high standards of ethical practice within the school community;
- XII. accept accountability for the decisions of the Community School Council; and,
- XIII. declare any conflict of interest.