

Canora Junior Elementary School Community Council CONSTITUTION

March 2025

ARTICLE 1 – Name

1.1 - The name of this organization shall be the Canora Junior Elementary School Community Council (CJE-SCC).

ARTICLE 2 – Mission Statement

2.1 – Working together to support successful people in a progressive world by empowering life-long learners.

ARTICLE 3 – Guiding Principles

3.1 - Pursuant to the provisions of Section 140.1 through 140.5 of *The Education Act, 1995*, *The Education Regulations Part V*, and subject to Good Spirit School Division *Administrative Procedure 110*, School Community Councils will be established under the jurisdiction of the Board of Education of the Good Spirit School Division #204.

3.2 - A School Community Council is established to facilitate continuing communication and promote mutual understanding between the school and the community. School Community Councils are advisory bodies charged with the responsibility of supporting student achievement, opportunities, and well-being at the school and community level, while encouraging and facilitating parent and community engagement.

3.3 - School Community Council activities are aligned with the Provincial Education plan, Division Education plans, and School Level plans, and as such, are an integral, purposeful and valued component of School Division governance.

3.3.1 – The SCC is committed to ensuring that, to the best of their abilities, the Truth and Reconciliation Committee (TRC) Calls to Action are considered and implemented where and when possible, to support the students and families of the school, as well as within the greater community.

3.4 – School Community councils will provide advice, recommendation, support, volunteer time, and if necessary, a financial/fundraising plan in support of the school in the following areas:

- School Level Plan (SLP)
- Student Fees
- School Fundraising
- Special School Events
- Other interests that will be of benefit to the students of the school

3.4 - School Community Councils within Good Spirit School Division will work in accordance with the parameters and operating principles outlined in the *School Community Council Operations Manual, Good Spirit School Division, November 2022*.

3.5 - If any point of clarification within this constitution is required it is recommended that the *School Community Council Operations Manual, Good Spirit School Division, November 2022* be consulted.

ARTICLE 4 – Membership

4.1 - Representative Members (legislation)

The School Community Council will have five (5-9) parents (legislation) and community members who are elected as Representative Members at the Annual General Meeting. Representative Membership must occur before a member can become an Officer.

4.2 - Student Membership

4.2.1 – Secondary School Membership - There is legislation in place for organized high school secondary Student Representative Councils and Grades 10-12 students. This legislation does not apply to CJE due to the young age of our elementary students.

4.2.2 - CJE Student Membership Process – Through an application process supported by the student’s parents/guardians, Grade 4 students will have an opportunity to apply to be selected as part of a student leadership team that attends the SCC meetings. The selection process involves a written and video application which is presented for selection to the current CJESCC. A maximum of 5 students will be selected. These Grade 4 students are considered observers, rather than voting members, in order to promote and support an interest in leadership and volunteerism with the youth in our school.

4.3 - Indigenous Representative Members (legislation)

Council shall respectfully request representation from Indigenous Bands and Reserves in the vicinity of the local school. Using the template provided in the *School Community Council Operations Manual, Good Spirit School Division, November 2022* (found in **Appendix G**) the principal will send a letter of request and invitation to the Indigenous Band and/or Reserve seeking Indigenous SCC representation. This individual would then be appointed by the Band itself. We will also extend personal invitations from the principal and/or SCC to families who have self-declared in the hopes of individualized interest in becoming a part of our SCC.

4.4 – Permanent Appointed Members (legislation)

The school Principal and one (1) teacher from the school serve as appointed members of the School Community Council. These positions may be fluid from year to year depending on appointment of school administration by the school division and teaching assignments of teachers. Permanent members are not eligible to hold an Officer position.

4.5 – Other Representative Members

The council may address other Representative Members if they feel there is a required need. The *School Community Council Operations Manual, Good Spirit School Division, November 2022* can be consulted for a list of who can be considered.

4.6 – Disqualification of Council Member (legislation)

As per 140.4 of The Education Act: A School Community Council member shall vacate his or her office as a member of the School community Council if the member is:

- Convicted of an indictable offence under the Criminal Code of Canada.
- Absent from 3 or more consecutive meetings of the SCC without knowledge or authorization of the SCC, or
- Ceases to be eligible for election as a member pursuant to the regulations or the policies of the SCC and Boar of Education.

4.7 – Dissolution of all Council Membership and the entirety of the SCC

Closure of any school shall automatically dissolve its SCC and the Council holding office at the date of closure. At this time, the Council holding office shall be deemed to constitute a Transitional Advisory committee for a period of one (1) year, for the purpose of communicating to the Good Spirit School Division Board regarding the educational concerns of the students affected. On liquidation and dissolution of the Council, its property and assets shall, after payment of all liabilities, be donated to the school. If the school closes, the Council will make a recommendation to the disposition of its assets under the guidelines of the Board.

4.6 – School Community Council General Roles and Responsibilities can be found in **Appendix A.**

ARTICLE 5 – Officers

5.1 - The following School Community Council Member Officer positions will be elected annually or biennially depending on position. (legislation)

- Chairperson – 2-year term
- Vice Chairperson – 2-year term
- Secretary – 2-year term
- Treasurer – 2-year term
- Parent/Community Representative – 1 year term
- Parent/Community Representative – 1 year term

5.2 – Definition of Officer Roles and Responsibilities can be found in **Appendix B.**

5.3 – Should a situation arise where the SCC can no longer function based on a member having to suddenly vacate their position, the term-length of said members position may be adjusted for the current school year and re-evaluated by the current SCC Officer positions. If deemed necessary, an executive meeting may be called for that position to be filled by other officers and/or parent representatives.

ARTICLE 6 – Committees

6.1 - Depending on local circumstances and initiatives, the council may choose to designate committees (legislation) and appoint Representative Members as committee chairs. Currently CJESCC does not have any active committees.

ARTICLE 7 – Meetings

7.1 – Annual General Meeting – The AGM is held once each year (legislation) with the central purpose being to hold council elections for the coming or current school year. This meeting must be held prior to November 15th. During the AGM, the council will typically:

- Elect the Representative Members
- Select Officer positions
- Provide an annual report summarizing the council activity from the past council year, school year, and financial year.
- Include any other business determined by council
- Provide an opportunity for dialogue with parents and/or community

7.1.1 – If necessary, The *School Community Council Operations Manual, Good Spirit School Division, November 2022* can be consulted for Election Protocol.

7.1.2 - Elections for Representative Members and Officer positions will be held at the Annual General Meeting. Nominations or volunteers for membership will be taken from the floor. Voting on membership will be conducted by secret ballot. Once membership has been established, selection of officers from said membership will be conducted through a nomination/volunteering process. If voting is necessary, it will be done by secret ballot.

7.1.3 – The AGM will be held in October of each year to facilitate annual governance, leadership, and reporting obligations that reflect a full school year cycle as well as ensuring that new families and community members have an opportunity to benefit from fall discussions and school planning. Succession planning and transition conversations for the upcoming year will begin during the June meeting in preparation for the new Fall school year.

7.2 – Regular Meetings – The School Community Council will meet a minimum of five (5) times throughout the school year typically in the months of:

- September
- October – Annual General Meeting
- November
- January
- March
- May

7.3 – Meeting Agenda - Items discussed at a School Community Council meeting must be on the agenda prior to the start of the meeting. Any additional items must be approved by the Council Chairperson and the Principal. The meeting agenda will be finalized by the Council Chair and the Principal and will be shared one (1) week prior to the meeting.

7.4 – Special Meeting – a Special Meeting of the School Community Council shall be called by the chair if the SCC is required to do so by the GSSD Board of Education or by a request in writing signed by no fewer than twenty-five (25) persons who have a child attending the school. Only business pertaining to the roles and responsibilities of the School Community Council can be considered at a Special Meeting.

7.5 – Meeting Governance – The School Community Council will utilize a hybrid version of the Representative Model and Town Hall Model of governance by where members who are elected to council represent the wider school community. Meetings are open to the public allowing anyone present to participate in the discussion, but only members of the elected council may decide/vote upon matters at hand. Minutes from the meetings are posted on the Canora Junior Elementary School website.

7.6 – Decision Making Models – Depending on the topic of conversation, discussion, and/or decisions to be made, the School Community Council will utilize one or both of the following decision-making models.

- Majority Vote Model
- Consensus Building Model

7.6.1 – Voting - For decisions that require a vote, SCC elected members must be present in the meeting to vote. Grade 4 students are invited to participate in the discussion to offer ideas and suggestions but are only considered to be observers during the vote.

7.6.2 – Quorum – A quorum of the School Community Council shall be a majority of the Representative Members present.

ARTICLE 8 – Meeting Norms and Code of Conduct

8.1 – Meeting Norms will be reviewed and adhered to throughout each meeting. Meeting Norms will be present on the meeting minutes and the chairperson will ensure they are abided by. Meeting Norms can be found in **Appendix C**.

8.2 - Code of Conduct (legislation) will be reviewed and adhered to through each meeting. Code of Conduct will be present on the meeting minutes and each SCC member is asked to self monitor and adhere to these items. CJESCC can be found in **Appendix D**.

ARTICLE 9 – Communication and/or Consultation (legislation)

9.1 - The School Community Council will consult with and/or inform the school community through the following strategies:

- Paper notes sent home when deemed necessary
- EDSBY
- School Handbook
- CJES Webpage
- Council Meetings
- Special school days, celebrations, orientations, events and/or meetings

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

- Council Meeting Minutes on the CJES Webpage
- Annual Report on the CJES Webpage

ARTICLE 10 – Dealing With Complaints or Grievances

10.1 – As a representative body, councils may receive complaints or grievances about their operations.

10.2 – As per GSSD Administrative Procedure 151, any council member who is approached by a parent or community member will direct any concerns pertaining to a student, staff member and/or the school, to the staff member most closely related to the issue of concern. If the concern is not resolved at that level, it may be taken to the staff members' immediate supervisor. Thus, when a School Community Council member receives a concern from a parent/community member, that council member should:

- Listen carefully to understand the concern.
- Understand that their role is to direct the individual to the appropriate person and not to solve the problem or become
- Encourage the individual to address the concern with the staff member most closely involved, or failing that, the immediate supervisor.
- Inform the Principal of the concern so that it can be addressed at the school level.

10.3 – Informal Complaint/Grievance:

10.3.1 – Where complaints or grievance 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.

10.3.2 – 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.

10.4 – Formal Complaint/Grievance

10.4.1 – Formal concerns or complains regarding council operations can be brought to the attention of council by addressing the concern in writing to the Council Chair OR requesting that the Council Chair provide the individual with an opportunity to meet with the council to discuss the concern.

10.4.2 – In cases where a formal complaint or grievance has been raised, council will provide a written response regarding how the matter will be addressed.

10.5 – The following points serve as an outline that the School Community Council will follow regarding a process for conflict resolution:

- Build a collaborative climate by respecting the perspective of others, listen to what others have to say and prepare to solve problems.
- Be prepared in case a difference of opinion cannot be worked out. Consideration may need to be made for a mediator, a jointly agreed-upon panel, or development of a plan to refer to the school administrator or the School Board.
- Identify and define the problem the problem so that issues can be addressed.
- Brainstorm and evaluate options and solutions by working together.
- Create an action plan involving timelines and responsibilities for actions.

ARTICLE 11 – Assessment of Council Operations

11.1 – Monitoring progress and effectiveness holds great potential for realizing improvement in the work of a School Community Council. Knowing how well your Council is performing will improve its contribution to student well-being and learned success and demonstrates public accountability.

11.1.1 - Once a year the CJESCC will conduct a SCC Self-Appraisal **Appendix E** and SCC Meeting Evaluation **Appendix F**. Members will complete this assessment, and the Chair would compile the responses and use the results as a basis for discussion at the next meeting in order to strengthen future council operations.

11.1.2 - If deemed necessary the CJESCC could complete the *SCC Effectiveness Rubric and Planning Template* found in the *School Community Council Operations Manual, Good Spirit School Division, November 2022* and/or request Division Office staff to send out the *SCC Perspectives and Self-Reflection Tool Online Survey* to CJESCC Members.

ARTICLE 12 – Conflict Resolution

12.1 - The conflict resolution process will be used by the School Community Council to address both internal conflict, which may occur among individuals within the SCC, and external conflict which may occur among the SCC and individuals, groups, or organizations outside of the SCC. If reasonable attempts to resolve the conflict have been unsuccessful, the principal or the chairperson will contact the Superintendent.

ARTICLE 13 – Conflict of Interest

13.1 – A Council member may occasionally be in a conflict-of-interest position in terms of an issue being considered by council. When this happens, the member(s) should declare a conflict of interest, leave the room for that portion of the meeting, and not vote on the issue.

ARTICLE 14 – Amending The Constitution

14.1 – The School Community Council may amend its constitution by sending suggestions and proposed amendments for change in writing to the Board of Education.

14.2 – An amendment, to be passed at a Council meeting, must receive at least 75% of the council’s total votes.

14.3 – All amendments approved by the council must be forwarded to the Good Spirit School Division for ratification before they become effective. The Director of Education/CEO is the School Board delegated authority to approve SCC constitutions; therefore, once all amendment conditions have been followed at the local SCC level, it will be forwarded to the Director of Education/CEO for final approvals.

Appendix A:

School Community Council General Roles and Responsibilities

1. Councils have several general roles and responsibilities in their capacity as a representative body. As such councils shall endeavor 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 support 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 Strategic Plan and School Level Plan.*
 - 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 General 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 programming.
 - c. Advice to the other organizations, agencies and levels of government on student needs related to learning and well-being.

For example, if a school focuses on improving student literacy, the SCC will consider ways parents and community can assist in improving student literacy for all students in the school.

Appendix B:

Roles and Responsibilities of School Community Council Officer Membership Positions

The **Chairperson** will:

- Conduct meetings of the school community council.
- Ensure all points of view are expressed and encouraging participation from all.
- Setting the tone of collegiality, respect, and inclusiveness.
- Ensure that all members have input into discussion and decisions.
- Prepare meeting agendas in consultation with the principal and/or other SCC 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
- Conduct Council meetings in the absence of the Chair.
- Intention to stand in for current chair when current chair term expires.
- Perform responsibilities assigned by the Chairperson.

The **Secretary** will:

- Records and prepares 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.
- To preserve important Council papers and documentation which will be passed on to subsequent Secretary Officers.

The **Treasurer** will:

- Manage the finances of the school community council using procedures outlined by the Chief Financial Officer for GSSD and information found in *The School Community Council Operations Manual, Good Spirit School Division, November 2022*.
- To prepare and present an annual budget at the AGM.
- To prepare a Treasurer's report for SCC Meetings which will include detailed transactions and outline the Council's progress toward short- and long-term financial objectives.
- To sign all cheques, along with one other authorized signing Officer.
- Authorized signing Officers are the Chairperson, Vice-Chairperson and Treasurer

Parent/Community Representatives will:

- support council officers in a variety of roles and volunteer avenues. These may include social media support, lunch organization, extra hands with special school events, fundraising organization, sit on sub-committees, etc.

Appendix C:

School Community Council Meeting Norms

- We will treat each other with respect.
- We will use our time wisely by starting on time and ending on time.
- We will distribute tasks equally amongst members.
- Topics outside of the set agenda will not be discussed.
- All SCC team members are considered equals.
- We will follow the CJES-SCC Code of Conduct.
- We will ask questions when in doubt.
- We will complete our assigned tasks by our assigned deadlines.

Appendix D:

School Community Council Code of Conduct

As a Member of the School Community Council, I shall:

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

Appendix E:

School Community Council Member Self-Appraisal

Do I conduct myself in a manner that:	Consistently	Occasionally	Rarely
1. Supports the vision, mission, and goals of the school.			
2. Serves the overall best interests of the school rather than any other constituency.			
3. Brings credibility and goodwill to the school.			
4. Respects principles of fair play and due process.			
5. Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances.			
6. Respects and considers diverse and opposing viewpoints.			
7. Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events and in all other activities on behalf of the school.			
8. Demonstrates good faith, prudent judgment, honesty, transparency and openness in my activities on behalf of council and school.			
9. Ensure that the financial affairs of the council are managed in a responsible and transparent manner.			
10. Avoids real or perceived conflicts of interest.			
11. Conforms to the constitution approved by the council, and particularly the Code of Conduct.			
12. Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transactions of council business.			

Appendix F

School Community Council Meeting Evaluation

Instructions: Please take the time to complete this survey. This is your opportunity to improve future meetings.

Evaluation Scale: 1 = Not at All to 5 = very much	1	2	3	4	5
1. Was the agenda of the meeting clear?					
2. Were you encouraged to contribute?					
3. Did the atmosphere allow for free discussion?					
4. Was there enough time for discussion?					
5. Are you clear on what, if any, decisions(s) was reached?					
6. Are you clear on the next steps being taken?					
7. Are you clear about who is responsible for taking the next steps?					
8. Do you think the purpose of this meeting was fulfilled?					
9. What aspects of the meeting were most appealing?					
10. What aspects of the meeting were least appealing?					
11. How did the council chair conduct the meeting?					
12. Do you have suggestions for improving future meetings?					
Name (optional):					Date:

Appendix G

Letter seeking Indigenous representation on CJE-SCC

****This example letter is to be placed on current school letterhead****

(Month Day, Year)

Dear **(Chief, Elder, Band Council, etc)**, Tansi!

On behalf of Good Spirit School Division and Canora Junior Elementary School, I respectfully invite you to select a representative from the **(Name of Reserve)** First Nation to become an appointed member of the Canora Junior Elementary School Community Council.

Indigenous parents with a child or children enrolled in the school are always welcome and invited to attend and become members of the council.

In addition, to further ensure Indigenous representation, provision is also made for an appointed member of the School Community Council to come from each First Nation with students attending our school. In considering this invitation, please note that:

- The representative from each Indigenous First Nation with students living on the reserve and attending the school shall be declared as a representative member for a two-year term.
- Officials from the First Nation will be asked to advise the Returning Officer or principal regarding the appointed membership before the date of the Annual Meeting.
- Should a member not be appointed before the date of the Annual General Meeting, the Superintendent of Education may nominate a person to fill the position.

The Canora Junior Elementary School Community Council (CJE-SCC) Annual General Meeting (AGM) is held in October of each year.

Respectfully, we ask that you please accept this letter as your invitation to select a representative. Once a representative is selected, please contact the school principal, **(Name of Principal)**, to advise them of your selection. Thank you for your assistance with this important initiative.

Miigwich,
Sincerely,

Name
Principal
Canora Junior Elementary School