

**SOUTH EAST CORNERSTONE
Public SCHOOL DIVISION #209**

**Lampman School Community
Council Constitution 2019-20**

**School Community
Councils**



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Lynn Little, Director of Education

Success and achievement for every student in every school.

Lampman School Community Council

1. Mission:

To facilitate and promote shared responsibility and relationships between the school and affiliated community:

- In the education of each child academically, socially, physically, and emotionally;
- In the development of proper behavioural skills;
- In the development of personal responsibility of self and others, and
- In the establishment of a safe supportive environment.

2. Guiding Principles

- 2.1. Representative – School Community Councils are an integral component of School Division governance. They strive through their membership and their actions to be representative of all students attending the school
- 2.2. Inclusive – School Community Councils recognize all members of the school community can make a difference in the learning success and well-being of children and youth. In their activities, School Community Councils engage in processes to ensure all voices in the school community are heard and all perspectives are taken into account.
- 2.3. Respectful – School Community Councils understand school communities are complex environments. Councils recognize the importance of both lay and professional perspectives within the community and strive to appreciate all viewpoints.
- 2.4. Trustworthy – School Community Councils conduct their affairs in an open and transparent manner. Councils honour the right to privacy of individuals and treat all information they are privy to with appropriate discretion and sensitivity.
- 2.5. Responsive – School Community Councils make every effort to respond to the needs and aspirations of the school community they represent. They regularly consult with students, parents/guardians, community members, the Board of Education, the school Principal, school staff and others. In addition to this, Councils respond to requests for guidance and direction, by the Board of Education, school Principal and other community agencies and organizations that support children and youth.
- 2.6. Effective – School Community Councils focus their attention and efforts on key matters that make a difference in student learning and well-being. Keeping in mind their understandings related to their own unique school communities, Councils align their work with provincial and School Division goals and initiatives related to student learning and well-being outcomes.
- 2.7. Committed – School Community Councils are committed to fulfilling their role as a vital link in school level governance. Councils evaluate their performance regularly, take advantage of opportunities to build their capacity and account to the public they represent and the Board of Education on their progress.

3. Members:

3.1. Representative Members

The School Community Council will have the following Representative Members:

- 5-9 (parent/guardian and community members elected at the Annual Meeting)
- 1 secondary school student (President) elected by the SRC or designate.

3.2. Other Appointed Members

The School Community Council will have the following Other Appointed Members:

- The principal of each school will be appointed by the Board for a 2 year term. Each meeting a teacher will volunteer to represent the teaching staff.

Other Appointed Members may be appointed in by the Board in consultation with the School Community Council.

- Other Appointed members may represent particular groups of students or the community not otherwise represented on the SCC by the Representative Members.
- Other Appointed Members may include, but will not be restricted to:
- The Community School Coordinator
 - o A student from the Alternative School
 - o An advocate students with exceptional learning needs
- A Chamber of Commerce representative, or business person if community doesn't have a COC
- Aboriginal representation in addition to First Nations representation
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- A member of a visible minority
- A community organizations representative
- A representative from Town or RM Council
- A member of the clergy
- A Senior Citizen's representative
- Someone from the Recreation Board
- A "community advocate" who is not a parent/guardian
- Service providers:
 - o Health
 - o Mental Health
 - o Community Resources
 - o Police

NOTE: For the initial election no special procedures will be used to ensure the Representative Parent/guardian and Community Members are representative of the student population. If following the initial election the Board of Education

notices that some School Community Councils are not representative of the student population, the Board may appoint appropriate representatives as Other Appointed members for a two year term.

4. Officers

4.1. The following School Community Council Officers will be elected annually from among the Representative Members (Parent/guardian, Community, Student, and First Nations Members)

4.1.1. Chairperson:

4.1.2. Vice Chairperson (Chairperson elect):

4.1.3. Secretary

4.1.4. Treasurer

4.1.5. Committee Chairs

The roles and responsibilities of officers are defined in Appendix A

5. Committees

5.1. Committees may be established to fulfill a particular role or complete a project.

5.2. Establishment of a Committee will include:

5.2.1. The Committee Name

5.2.1. a) Fundraising Committee

5.2.2. The mandate for the committee

5.2.3. The period of time during which the committee will operate

5.2.4. Inclusion of the Committee Chair as an Other Appointed Member

6. Meetings:

6.1. Annual Meeting

The Annual Meeting will be held in October of each year. During the Annual Meeting:

- School Community Council members will be elected
- Officers will be chosen
- The School Community Council will Provide an Annual Report
- Conduct other business determined by the School Community Council
- The School Community Council will provide a forum for dialogue with parents/guardians and the community

6.2. The School Community Council will meet a minimum of 6 times per school year and convene at an Annual Meeting. The SCC may meet at such other times at the call of the Chair. Due to the specific needs of the SCC members, the specific dates of these meetings will be decided upon at the meeting before it (meeting-by-meeting basis).

6.3. Model of Governance

The School Community Council will conduct business using:

A Community Model

In this model members are elected to the School Community Council but regular meetings are open to the entire school community. Any member of the school community can participate in the meeting and be involved in the decision making process of matters brought before the SCC.

6.4. Voting

6.4.1. On matters requiring a formal vote, only Representative Members of the School Community Council may vote.

6.5. Quorum

6.5.1. A quorum (50% +1) of the School Community Council shall be a majority of the Representative Members.

7. Decision-Making

The School Community Council will use the following model as a preferred decision-making process. In the absence of a decision through the Consensus Building Model, council may defer a vote in order to make the decision. A vote of 50% + 1 will carry the decision.

Consensus Building Model

Consensus does not necessarily mean that all parties agree, but that all can live with a decision for the sake of the group's ability to move forward. It requires that all Members listen to each other's opinions and try to find solutions to problems and differences. Consensus will almost always involve compromise and can release a group to move beyond individual wants to determining and pursuing shared needs.

Advantages:

- Ensures all Council Members have an effective voice.
- Builds on differing perspectives and values.
- Allows for flexibility in arriving at solutions.
- Can build respect for differing values and viewpoints.
- Can lead to better informed, more creative, balanced and enduring decisions.
- Ensures the final decision has the support of the entire Council.
- If unsuccessful, it allows for decision-making by vote.

Disadvantages:

- Requires time, a clear process, skill and the full participation of all Members.
- If Council is operating by pure consensus, the status quo will continue whenever there is a stalemate.

8. Council Code of Conduct

8.1. The School Community Council will abide by the Code of Conduct attached in Appendix B

9. Public Consultation:

9.1. The School Community Council will consult with the school community through the following strategies: surveys, questionnaires, and public meetings will be conducted.

9.2. The School Community Council will consult with the Board of Education through the following strategies: Contact will be made by writing a letter of concern. If response is insufficient, then a Board Member will be invited to attend an SCC meeting to address the issue/situation.

10. Public Communication:

10.1. The School Community Council will communicate with the school community through the following strategies

10.1.1. Written communication – Information that requires no clarification or discussion may be shared through posters, school website, public notices, e-mail, monthly newsletters, Week-at-a-Glance, SynerVoice, Twitter, and information pamphlets

10.1.2. Presentation – Complex information requiring explanation and discussion;

10.1.3. Media – Promotion of School Community Council events and celebration of success can reach a wide audience through community media outlets;

10.2. The School Community Council will communicate with the Board of Education through the following strategies: minutes of monthly meetings and Principal's report will be forwarded to the Division. Board Representative will be invited to attend at least one meeting per year.

11. Conflict of Interest

A School Community Council Member may occasionally find him/herself in a conflict of interest position in terms of some issue under consideration by the SCC. When this happens, the Member should declare that s/he is in a conflict of interest situation and leave the room for the portion of the meeting, thus refraining from participating in the discussion. The Member should not vote on any decision made on the issue.

12. Complaints and Concerns Procedures

12.1. Complaints or Concern about an Individual Student or Staff member
Any matter concerning an individual student or staff member must be directed to the staff member or Principal. It is not the responsibility of the School Community Council to deal with concerns or complaints individuals other than to direct the concern to the appropriate individual.

12.2. Complaints or Concerns about School Community Council Initiatives or Activities

- **Informal Complaints or Concerns**

Provided School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about SCC initiatives or activities expressed informally to members of the School Community Council may be addressed immediately by the Member. If a Member is unsure of the appropriate response, s/he should say so but indicate that s/he will check and get back to the individual. If such a commitment is made the Member must follow through. After responding to the complaint or concern the Member should always ask if their response has been satisfactory. If the individual is not satisfied with the response, the Member should explain how the concern or complaint could be brought to the attention of the School Community Council in a formal fashion. It is strongly recommended that all SCC Members insist that all complaints/concerns be addressed as per 12.2.2.

- **Formal Complaints and Concerns**

Concerns or complaints can be brought to the attention of the School Community Council by addressing the concern in writing to the Chairperson or by requesting that the Chairperson provide the individual with an opportunity to meet with the School Community Council at an upcoming meeting. The School Community Council will provide a written response regarding how they have or will address the concern or complaint.

13. Conflict Resolution Process

The Conflict Resolution Process outlined in Appendix C 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 between the School Community Council and individuals, groups or organizations outside of the SCC.

14. Committees

14.1. The School Community Council will act as the single decision making structure at the school level and will coordinate committees operating in support of the School Community Council and school program.

14.2. The following list of Committees will be established by the School Community Council:

- Fundraising Committee
- Communications Committee
- Committees will be set up as need arises

15. Evaluation of Council Operations

- 15.1. The School Community Council will evaluate their initiatives and operations focusing on Outcomes and Council Procedure:
- 15.1.1. Outcomes – The Role of School Community Councils provides a framework for evaluating Outcomes. The Council may use the following general roles as a guide for self-assessment and inclusion in their annual report:
- Understanding the School and Community;
 - Developing and Recommending a Learning improvement Plan in accordance with the Board of Education Strategic Plan and Continuous Improvement Framework;
 - Providing Advice and Approval;
 - Taking Action;
 - Communicating and Reporting
 - Developing Capacity
- 15.1.2. Council Procedure – The council may evaluate procedural effectiveness using the Assessment Guide in Appendix D.
- 15.1.3. We will have an annual report.

NOTE:

SHOULD LEGISLATION AND/OR THE REGULATIONS REQUIRE CHANGES, THE CONSTITUTION WILL BE AMENDED TO REFLECT THE NEW REQUIREMENTS AND BE IN COMPLIANCE WITH THE LEGISLATION.

16. Amend the Constitution

- 16.1. The School Community Council Constitution is approved at two levels:
- 16.1.1. The Board of Education
- 16.1.2. The School Community Council- The School Community Council may amend its constitution by:
- Approving the change within the School Community Council;
 - Sending suggestions for change in writing to the Director of Education;
 - Receiving written approval from the Board of Education. The Constitution, or any amendment to the Constitution is not in effect until it is approved by the Board of Education.

Appendix A

Roles and Responsibilities for School Community Council Officers:

The Chairperson will:

- Conduct meetings of the School Community Council;
- Ensure that all members 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; 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;
- Perform responsibilities assigned by the chairperson
- Become the may become Chairperson the following year

The Secretary will:

- Take minutes at School Community Council meetings;
- Receive and send correspondence on behalf of the School Community Council;
- Take charge of official records of the Council;
- Ensure that appropriate notice is given for all meetings of the School Community Council

The Treasurer will:

- Manage the finances of the School Community Council using procedures outlined in the School Community Council Funds: Administrative Guide

Appendix B

School Community Council Code of Conduct:

1. The School Community Council is not a forum for the discussion of individual school personnel, students, parents/guardians, or other individual members of the school community.
2. A Council Member who is approached by a parent/guardian 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, and in accordance with the provisions of the Constitution.
 - 2.1. Members of the School Community Council will not discuss or be given access to personal confidential information about or complaints about any pupil, family member or guardian of any pupil, teacher, administrator or other employee of or member of the Board of Education.
 - 2.2. School Community Councils are governed by “The Local Authority Freedom of Information and Protection of privacy Act”
3. A person who accepts a position as a member of the School Community Council:
 - 3.1. Honors the role for School Community Councils in the school division and will be guided by the overall vision and purpose of School Community Councils;
 - 3.2. Performs his/her duties with honesty and integrity;
 - 3.3. Endeavors to be familiar with and performs his/her duties in accordance with the Mission, Vision and Administrative Procedures of the South East Cornerstone School Division,;
 - 3.4. Works to ensure that well-being of students is the primary focus of all decisions;
 - 3.5. Respects the rights of all individuals;
 - 3.6. Encourages a positive atmosphere where individual contributions are encouraged and valued;
 - 3.7. Contributes to consensus building;
 - 3.8. Takes direction from the members
 - 3.9. Encourages and supports parents/guardians and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns
 - 3.10. Works to ensure that issues are resolved through due process;
 - 3.11. Strives to be informed and only passes on information that is reliable and correct;
 - 3.12. Respects all confidential information;
 - 3.13. Declares any conflict of interest
 - 3.14. Supports public education

Council Chairpersons may Deal with Member Infractions of the Code of Conduct or Council Constitution:

1. Understand the nature of the concern.
2. Discuss and resolve the concern confidentially with the Member.
3. If step 2 fails, provide a written statement of concern and recommendation to cease.
4. If step 3 fails, seek the Council's sanction of the Member's action.
5. As a last resort, and with the support of the Council, seek the resignation of the Member.

To be further developed by each School Community Council using Section 3.2.4 and Appendix A Section 4 of the Handbook for School Community Councils and Principals as a guide.

The Office of the Privacy Commission is a helpful resource.

Appendix C

The Conflict Resolution Process

The following steps may be helpful in resolving conflict:

1. Build a collaborative climate:

The Council establishes a collaborative climate so that differences in opinion can be dealt with in an open manner and everyone's views are valued. 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 procedures may include the use of:

- a mediator to develop a solution that will be satisfactory to both sides;
- a jointly agreed-upon panel to make a recommendation or a binding decision;
- a plan to refer a dispute to school administrators or the board of education.

3. Identify the Problem:

Only by clearly defining the problem can a group begin to resolve it and the underlying issues. Disputes usually occur because of disagreements on:

- facts
- resources
- perceptions
- values and beliefs
- styles

4. Defining the Problem:

Defining the problem involves clearly stating views, listening to others, trying to understand their views, and asking questions to clarify. At this stage, participants should avoid giving advice or judgments.

5. Brainstorm and Evaluate Options and Solutions:

By working together to find a solution to the problem, individuals and groups can create a win-win situation.

6. Create an Action Plan;

The plan should identify timelines, who is responsible for what actions, and who will follow up

Appendix E

School Community Council – Fund Raising Protocol

Funds raised should be used to benefit pupils and enhance learning opportunities. Fundraising activities shall be compatible with the best interests of pupils, staff, and community and not detract from curricular activities. Fundraising shall operate in harmony with the School Division mission, belief statements, Board policy, and Administrative Guidelines.

1. General Principles

- 1.1. All school-based and parent association fundraising shall operate under the same guiding principles.
 - 1.1.1. All fundraising shall:
 - Operate under the approval and supervision of the principal. 1.1.1.2. Operate keeping with regulations of the Province of Saskatchewan.
 - Be accounted for in accordance with procedures established by the Finance & Administration Department.
 - Consider poverty sensitive principles and the support capacity of the community involved.
 - Operate with respect for the preservation of instructional time.
 - Operate on a voluntary basis for pupils and families.
 - Operate with consideration for the safety and security of pupils.
 - 1.1.2. Funds raised should complement and not replace public funding for education.
 - 1.1.3. Fundraising shall not be conducted for providing instruction, basic education items, or any items required for course completion.
 - 1.1.4. Pupils shall not be excluded from an event or program based on lack of involvement in fundraising initiatives.
 - 1.1.5. Fundraising objectives shall be developed in advance of the fundraising activity.
 - 1.1.6. Fundraising activities shall not require pupils to listen to or read commercial advertisements.

2. Purposes of Fundraising

- 2.1. School-based fundraising may be designated for:
 - 2.1.1. Approved pupil excursions, field trips, or other out-of-school educational programs.
 - 2.1.2. Special events or activities conducted at the school or by school-based groups.
 - 2.1.3. Purchase of non-essential print or non-print learning resources.
 - 2.1.4. Equipment and supplies for extra-curricular activities.
 - 2.1.5. Improvements to school sites or playgrounds.
 - 2.1.6. School-based partnerships.
 - 2.1.7. Community projects.
 - 2.1.8. Charitable agencies.

3. Fundraising Fiscal Management

- 3.1. Fundraising activities in the School Division shall operate in accordance with fiscal management requirements established by the Superintendent of Finance & Administration.
 - 3.1.1. The principal is responsible for establishing proper procedures for safekeeping, accounting, and management of all monies collected.
 - 3.1.2. The purchase of goods and services with funds derived from school-based fundraising shall follow management requirements established by the Superintendent of Finance & Administration.
 - 3.1.3. An annual financial summary of all school-based fundraising activities conducted during the school year shall be prepared and made available to superintendents, staff, recognized parent associations, or individual parents upon request.