

**SOUTH EAST CORNERSTONE  
PUBLIC SCHOOL DIVISION  
No. 209**

**CONSTITUTION  
BIENFAIT WELDON SCHOOL**



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*Success and achievement for every student in every school.*

# **BIENFAIT WELDON School Community Council**

## **1. Mission:**

*To encourage a healthy and happy learning environment by encouraging and utilizing the caring power of our community.*

## **2. Guiding Principles**

- 2.1. Representative – Bienfait 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 – Bienfait 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, Bienfait 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 – Bienfait 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 – Bienfait 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 – Bienfait 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 – Bienfait 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 – Bienfait 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 Bienfait School Community Council will have the following Representative Members:

- Amanda Pukas
- Terra Fleck
- Renee Tendler
- Sarah Niebergall
- Becky Curtis
- Lindsay Davis
- Lorna Rushfeldt
- Ashley Olson
- Morag Nixon
- Kaylah Turner

#### **3.2. Other Appointed Members**

- Nina Lonsberry – Principal
- Janet Mann - Teacher Representative

### **4. Officers**

4.1. The following Bienfait 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: Amanda Pukas (2016-2017)
- 4.1.2. Vice Chairperson Lorna Rushfeldt (2016-2017)
- 4.1.3. Secretary Ashley Olson (2016-2017)

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
- 5.2.2. 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
- 5.2.5. Established Committees' information will be listed in Appendix F

### **6. Meetings**

#### **6.1. Annual Meeting**

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

- ✓ Bienfait School Community Council members will be elected
- ✓ Officers will be chosen
- ✓ The Bienfait School Community Council will Provide an Annual Report

- ✓ Conduct other business determined by the Bienfait School Community Council
- ✓ The Bienfait School Community Council will provide a forum for dialogue with parents/guardians and the community

6.2. The Bienfait School Community Council will meet a minimum of 6 times per school year. Regular meetings will be scheduled at each previous meeting but will generally be held the 2<sup>nd</sup> week of each month.

6.3. Model of Governance

The Bienfait School Community Council will conduct business using:

#### **A Representative Governance Model**

*In This Model, the Bienfait School Community Council represents the wider school community. Meetings are open to the public but only members of the Bienfait School Community Council will participate in the discussions and decision making process. The Bienfait School Community Council reports to the school community using a communications strategy, an annual report and the Annual Meeting.*

6.4. Voting

6.4.1. On matters requiring a formal vote, all Representative and Appointed Members of the Bienfait School Community Council may vote.

6.5. Quorum

6.5.1. A quorum of the Bienfait School Community Council shall be a majority of the Representative Members.

### **7. Decision-Making**

The Bienfait School Community Council will use the following model as a preferred decision-making process:

#### **Majority Vote Model**

*The issue is discussed and a vote is taken. The majority decides the issue.*

### **8. Council Code of Conduct**

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

### **9. Public Consultation:**

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

9.1.1

The Bienfait SCC will consult the public through written communication in the form of flyers, questionnaires, or community mail outs.

9.2. The Bienfait School Community Council will consult and communicate with the Board of Education through the following strategies:

- Email
- SE Cornerstone Website

## **10. Public Communication:**

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

10.1.1

•The Bienfait SCC will use the phone system “Syner-Voice”, going door to door, and flyers or community mail outs.

## **11. Conflict of Interest**

11.1. A Bienfait 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 Bienfait 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 Bienfait School Community Council Initiatives or Activities

12.2.1.

Informal Complaints or Concerns:

Provided Bienfait 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 Bienfait

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. 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 Bienfait School Community Council in a formal fashion.

- 12.2.2. Formal Complaints and Concerns:  
Concerns or complaints can be brought to the attention of the Bienfait 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 Bienfait School Community Council at an upcoming meeting. The Bienfait 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 Bienfait School Community Council to address both internal conflict, which may occur among individuals within the Bienfait School Community Council and external conflict that may occur between the Bienfait School Community Council and individuals, groups or organizations outside of the SCC.

### **14. Committees**

- 14.1. The Bienfait School Community Council will act as the single decision making structure at the school level and will coordinate committees operating in support of the Bienfait School Community Council and school program.
- 14.2. The following list of Committees will be established by the Bienfait School Community Council:
- 14.2.1. A - Grants
  - 14.2.2. B - Fundraising
  - 14.2.3. C – Breakfast Program
  - 14.2.4. D – Hot Lunches

### **15. Evaluation of Council Operations**

- 15.1. Annually, the Bienfait School Community Council will evaluate their initiatives and operations focusing on Outcomes and Council Procedure:
- 15.1.1 Outcomes – The Role of Bienfait 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:
    - 15.1.1.1. Understanding the School and Community;

- 15.1.1.2. Developing and Recommending a Learning improvement Plan in accordance with the Board of Education Strategic Plan and Continuous Improvement Framework;
- 15.1.1.3. Providing Advice and Approval;
- 15.1.1.4. Taking Action;
- 15.1.1.5. Communicating and Reporting
- 15.1.1.6. Developing Capacity
- 15.1.2. Council Procedure – The council may evaluate procedural effectiveness using the Assessment Guide in Appendix D.

## 16. Amending the Constitution

- 16.1. The Bienfait School Community Council Constitution is approved at two levels
  - 16.1.1. The Board of Education
  - 16.1.2. The Bienfait School Community Council
- 16.2. The Bienfait School Community Council may amend its constitution by
  - 16.2.1. Approving the change within the Bienfait School Community Council;
  - 16.2.2. Sending suggestions for change in writing to the Director of Education;
  - 16.2.3. 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 Bienfait School Community Council Officers

#### The Chairperson will:

- ✓ Conduct meetings of the Bienfait School Community Council;
- ✓ Ensure that all members have input to discussion and decisions;
- ✓ Prepare meeting agendas in consultation with the Principal and other Bienfait School Community Council Members;
- ✓ Oversee operations of the Bienfait School Community Council;
- ✓ Act as a spokesperson for the Bienfait 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 Chairperson the following year.

#### The Secretary will:

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



## Appendix B

### Bienfait School Community Council Code of Conduct

1. The Bienfait 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 discussion with discretion, protecting the confidentiality of the people involved, and in accordance with the provisions of the Constitution.
  - 2.1. Members of the Bienfait 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. Bienfait 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 Bienfait School Community Council:
  - 3.1. Honors the role for Bienfait School Community Councils in the school division and will be guided by the overall vision and purpose of Bienfait 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 Bienfait School Community Council using Section 3.2.4 and Appendix A Section 4 of the Handbook for Bienfait 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:

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.

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 the Superintendent assigned to the school.

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.

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.

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.

Create an Action Plan;

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



## Member Self-Assessment Guide

Do I conduct myself in a manner that:

	Consistently	Occasionally	Rarely
1. Supports the vision, beliefs and goals of the school?			
2. Serves the overall best interests of the school rather than any particular constituency?			
3. Brings credibility and good will 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 gives fair consideration to 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 the Council and school?			
9. Ensures that the financial affairs of the Council are conducted in a responsible and transparent manner?			
10. Avoids real or perceived conflicts of interest?			
11. Conforms with the constitution approved by the Council and in particular the Code of Conduct?			
12. Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the Council's business?			

## Bienfait 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:
    - 1.1.1.1. Operate under the approval and supervision of the principal.
    - 1.1.1.2. Operate keeping with regulations of the Province of Saskatchewan.
    - 1.1.1.3. Be accounted for in accordance with procedures established by the Finance & Administration Department.
    - 1.1.1.4. Consider poverty sensitive principles and the support capacity of the community involved.
    - 1.1.1.5. Operate with respect for the preservation of instructional time.
    - 1.1.1.6. Operate on a voluntary basis for pupils and families.
    - 1.1.1.7. 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.

## Appendix F

### Committee's

#### 1. Grants

Mandate –

Dates of Operation –

Includes Chairperson and Lindsay Davis

#### 2. Fundraising

Mandate –

Dates of Operation –

Includes Chairperson and Renee Tendler & Becky Curtis

#### 3. Breakfast Program

Mandate – To make available a healthy breakfast for all students of Bienfait Weldon School.

Dates of Operation – Present to 2023

Includes Chairperson and Sarah Niebergall – Scheduler

#### 4. Hot Lunches

Mandate – To occasionally offer a hot version of lunch for the kids to enjoy.

Dates of Operation – Present to end of 2017 school year

Includes Chairperson and Morag Nixon