



Administrative Procedures

AP-201	Date of implementation: Fall 2006
	Date of review: November 8, 2023
Related Administrative Procedures:	
SCHOOL COMMUNITY COUNCIL ESTABLISHMENT	

Purpose: To support the formation and operation of School Community Councils in all schools of the Division.

Procedures:

1) School Community Councils

- a) Subject to subsections (2) to (4) of Section 140 of *The Education Act, 1995*, the Board of Education is to establish a School Community Council for each school in its division.
- b) Subject to the regulations and policies of the Board of Education, every School Community Council is to consist of:
 - i) No fewer than five (5) and no more than nine (9) elected members to represent parents of students and community members; and
 - ii) Appointed members.
- c) Each elected member of a School Community Council will hold office for two (2) years and is eligible for re-election, except in the matter of the first election of members.
- d) 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.
- e) In the event of a vacancy in an elected member's position, the Board of Education may appoint an individual to that position.
- f) A member of a School Community Council is required to vacate his/her office if:
 - The member is convicted of an indictable offence;
 - Is absent from three (3) or more consecutive meetings without authorization of the council; or
 - The member ceases to be eligible pursuant to policies of the Board of Education.
- g) Every School Community Council is expected to:
 - Facilitate parent and community participation in school planning
 - 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 Division.
- h) Within six (6) 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 Director of Education. This document must be submitted to the Director of Education for approval.
- i) Subdivision Board members are to act as the Board of Education's liaison representatives to the councils.

References:

[*The Education Act, 1995*](#), Section 140