



ADMINISTRATIVE PROCEDURE No. 202

IMPLEMENTATION FALL 2006
REVISED WINTER 2009

ROLES AND RESPONSIBILITIES

The function of School Community Councils is, through an advisory and practical manner, to assist the administration of the school and the Board of Education in supporting educational and extracurricular programs.

PROCEDURES

1. Linkage to Board of Education

- a. School Community Councils are to communicate through their in-school administrators with the Board of Education.
- b. A sub-division Board member may attend School Community Council meetings held in his or her sub-division.
- c. The principal or designate is to be in attendance at all meetings as a non-voting representative.
- d. In communities with secondary School Community Councils, representation may be included from elementary feeder schools.
- e. Input into the creation of Board of Education policy and school procedures will vary depending on the nature of policy or procedures being developed.
- f. Information regarding curricular, co-curricular and extra-curricular activities is to be shared on an on-going basis.

2. Recommendations to Board of Education

- a. School Community Councils are to be actively involved in developing the mission and goals for their schools. Specifically they are to:
 - i. Review the mission and goals annually.
 - ii. Ensure that the mission and goals are consistent with those established by the Board for the school division as a whole.

- iii. Recommend to the Director of Education approval of the local mission and goals.
- b. School Community Councils may recommend:
 - i. Any religious exercises to be used preceding the regular daily program. Refer to Administrative Policy 605 – *Religious Instruction*
 - ii. Locally determined course options
 - iii. Use of school facilities and grounds for other than school activities
 - iv. Maintenance, development, and beautification of school facilities and school grounds, including playground equipment
 - v. Any matter considered to be in the interests of education in the, local school, subdivision or school division and,
 - vi. Innovative projects.
- c. For the purposes of appropriate communication and awareness, School Community Councils are to discuss any proposed recommendations with their in-school administration and school division member prior to making submissions to the Board of Education.
- d. Specific requests dealing with finance are to be discussed with the in-school administration prior to submission. Submissions should be made prior to February 1 for consideration in the budget of the new fiscal year.

3. Review of Finances

- a. For the purposes of information, School Community Councils may review the allocation of funds within the school's decentralized budget. No approval is necessary because allocations are approved by the Board of Education.
- b. The list of school student fees is to be reviewed to ensure that it is in alignment with school division directions.
- c. Fundraising activities as proposed by the school administration or the Student Council are to be reviewed and approved in September and February of each year. The review of the fundraising plan is to include:
 - i. A determination of the activities which financially benefit the school, and those activities which support charitable causes,
 - ii. A determination of the coordination of efforts among schools, communities, and other organizations and concerns regarding saturation of activities in the community and school
 - iii. Assurance that legal requirements are met, and contracts approved, including vending machines. Refer to Administrative Policy 420.6 d – *Advertising and Corporate Sponsorship* and,
 - iv. Assurance that provision is made to report fundraising activities in the monthly statement of school accounts.

4. Review of School Activities

- a. School activities are to be reviewed and approved by the principal and Student Council members with the School Community Council. Information on curricular, co-curricular and extra curricular activities is to be shared on an ongoing basis.
- b. Input of the School Community Council is to be sought on specific activities such as graduation, school trips and excursions.

5. Meeting Procedures

- a. Procedures are to be consistent with the requirements of *The Education Act, 1995*, <http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=487> and the policies of the school division.
- b. Minutes of annual meetings of School Community Councils are to be forwarded to the appropriate Family of Schools Superintendent and Division Board member as soon as is practicable after the meeting.

6. Self Assessment

- a. School Community Councils are expected to engage in an on-going process of self-assessment in order to ensure their effectiveness.