

## COMMUNITY RELATIONS

## Policy 802.5-R (previously 1002.5-R)

### School Planning Councils

#### 1. Purpose and Role of School Planning Councils

The role of the School Planning Council is:

- preparation of an annual School Performance Plan to support continuous improvement of student learning;
- consultation with the school community regarding matters referred to it by the Board, Superintendent or Superintendent's designate in respect to matters contained in the Board's accountability contract relating to the school, and educational services and education programs in the school;
- responding to matters referred to it by the Principal, the Parents' Advisory Council or Board employees in respect to improving student achievement, the School Performance Plan or the District Accountability Contract;
- supporting, assessing and reviewing the School Performance Plan throughout the school year.

The School Board must also consult with the School Planning Council in respect to allocation of staff and resources to the school, matters contained in the District Performance Plan relating to the school, and educational services and education programs assigned to the school.

Consultation here is defined as the process through which the School Board seeks advice from the School Planning Councils. The Board considers the advice it receives along with the best information available and may accept, modify or reject specific recommendations.

The following are not within the mandate of the School Planning Council:

- personal or confidential information on students, parents, teachers or other Board employees;
- performance or conduct of individual Board employees, students or parents;
- terms and conditions of employment contracts;
- activities beyond the advisory and consultative roles set out in the School Act and this policy.

#### 2. Support for School Planning Councils

The Superintendent or designate shall act as a District Liaison Officer for School Planning Councils and may attend any meeting of a School Planning Council or School Planning Council subcommittee.

The SPC may contact the District Liaison Officer to ask for advice and assistance on any matter relating to its role.

### **3. Membership of School Planning Councils**

Membership of the School Planning Council as defined by legislation includes:

- the Principal of the school;
- one (1) of the teachers of the school, elected annually by secret ballot;
- three (3) members of the Parents' Advisory Council, one of whom must be an elected officer of the PAC elected annually by secret ballot in accordance with PAC bylaws;
- one student representative in grade 10, 11 or 12 in schools enrolling those grade levels, to be appointed annually by the Principal after consultation with students enrolled in those grades in school.

Additional members of the school community are welcome and encouraged to attend and participate in meetings of the School Planning Council.

By September 30 of each year, the Principal of each school shall advise the Parents' Advisory Council and the teachers of the school of the need to elect representatives and the required process.

If the Parents' Advisory Council in the school elects an insufficient number of parent representatives, the Principal shall consult with the PAC and shall inform the School Board when representatives have been named.

If no teacher representative is elected, the Principal shall notify teachers in the school and consider whether he or she is prepared to make recommendations to the Board for appointments to the School Planning Council.

Any representative body to the Council may elect alternate members.

The term of office for an elected representative is not more than 12 months from the date SPC members first take office. Representatives may be re-elected.

Staff and Parent Council members will be elected to the School Planning Council annually.

If no School Planning Council is operative at a school by December 1, the Principal shall proceed as outlined above to obtain representatives and shall inform the School Board when all representatives have been named.

### **4. Meetings of the School Planning Council**

When the representatives have been named, the Principal shall call the inaugural meeting of the School Planning Council. The inaugural meeting shall decide a chairperson, a schedule of future meetings and may outline future agendas. School Planning Councils shall meet at least three (3) times per school year. Additional meetings may be convened as necessary.

A quorum shall be the Principal (or designated alternate) and two (2) other members or their alternates.

School Planning Councils are encouraged to invite others to attend and/or participate in their meetings and discussions.

Others who attend SPC meetings are attending as part of the consultation process to offer their opinions and ideas. SPC decisions are to be made by the elected members and should reflect generally held positions of the school community and decisions should only be made after such consultation.

The chair shall ensure that minutes of each meeting are taken and made available to interested members of the school community.

## **5. Decision-Making by the School Planning Council**

A vote may be held to approve the proposed School Performance Plan before submission to the School Board. Each member or alternate shall have one (1) vote.

In all other matters, School Planning Councils shall operate by consensus.

The School Planning Council may create subcommittees to investigate matters within its jurisdiction and may invite additional members to join the subcommittees.

## **6. Financial Activities of the School Planning Council**

Meeting expenses of the School Planning Council are the responsibility of the school.

No member of the School Planning Council shall receive any remuneration for acting as a member of the Council.

The School Planning Council has no authority to raise or expend funds.

## **7. School Performance Plan**

The School Planning Council is responsible for the coordination of all processes leading to preparation of the proposed annual School Performance Plan.

The School Planning Council must collaborate with the Parents' Advisory Council during preparation of the School Performance Plan. The School Planning Council shall provide the Parents' Advisory Council with a reasonable opportunity for input to the School Performance Plan and consider such input when deciding on the School Performance Plan.

The School Planning Council shall also collaborate with staff and may consult with students and other members of the school community regarding preparation of the School Performance Plan. The Principal shall provide employees with reasonable opportunities for input into the School Performance Plan and forward that input to the School Planning Council. The School Planning Council will consider what other groups and individuals are important to the life of the school and should be included in the consultation and how to communicate with them.

## **8. Conduct**

Members are expected to be collaborative and respectful in the conduct of Council business and to abide by the rulings of the chair.

The School Planning Council may request the District Liaison Officer appointed under this policy to assist the School Planning Council in resolving a disputed matter or improving its processes.

Any complaint about the functioning of the School Planning Council should be made to the Council through its chair. If the complaint is not resolved, then the complainant may address the complaint to the District Liaison Officer.

If it appears to the School Board, following investigation, that a member of the School Planning Council has been guilty of misconduct, the School Board may either discharge the member and request that an alternate serve or a new member be elected. Before making such a decision, the School Board shall ensure that the member has had the opportunity to respond to the allegations.

## **9. Acceptance, Rejection, Modification of School Performance Plans**

In order for the proposed School Performance Plan to be adopted by the School Board, it must be consistent with the sound educational practice, strategic directions and policies of the School Board, meet legal requirements, be supportable from available resources and be reasonably likely to achieve its goals.

If the School Board rejects or modifies a proposed School Performance Plan, it shall provide reasons and invite response from the School Planning Council.