

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## REGULATION SERIES 1000 – SCHOOL-COMMUNITY RELATIONS

**1005**                      **SCHOOL-COMMUNITY RELATIONS**  
**R1005.1**                   **School Planning Councils**

### **REGULATION:**

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

- 1.1 The role of a School Planning Council is:
- a. Preparation of a proposed school plan
  - b. Consultation on matters referred to it by the School Board, the superintendent or the superintendent's designate.
  - c. Consultation on matters referred to it by the principal.
  - d. Consultation on matters referred to it by the Parent Advisory Council.
  - e. Consultation on matters referred to it by staff of the school.
  - f. Consultation on matters referred to it by students of the school.
  - g. Functions assigned in these procedures.
  - h. Functions that are ancillary to the above.
- 1.2 The following are not within the mandate of the School Planning Council:
- a. Personal and confidential information on students, parents, teachers and other employees
  - b. Performance or conduct of individual employees, students and parents
  - c. Terms and conditions of employment contracts.
  - d. Activities beyond the advisory and consultative roles set out in the School Act and this policy.

#### **2. Support**

2.1 The superintendent or designate shall act as district liaison for School Planning Councils. This district liaison officer will have the right to attend any meeting of a School Planning Council or a School Planning Council sub-committee, and may designate another board officer or employer to attend in his or her place.

#### **3. Establishment**

3.1 If no School Planning Council is in place in a school, the principal shall proceed as in (4.) below to obtain named representatives and shall report to the board when all representatives have been named. The Board shall then establish a School Planning Council for that school.

#### **4. Membership**

4.1 The principal of the school, one teacher representative and three parent representatives comprise the membership of the School Planning Council for the school. No school district employee shall be elected to the School Planning Council as a parent representative.

4.2 The principal shall consult with the Parent Advisory Council on its bylaws for the election of representatives to the School Planning Council to ensure that the bylaws safeguard the rights of parents to participate in this decision.

4.3 By October 1 of each year the principal of each school shall advise the Parent Advisory Council, if one exists, and the teachers in the school, of the need to elect representatives and the required process.

4.4 If there is no parent advisory council in the school, the principal shall notify parents and shall consider whether he or she is prepared to make any recommendations to the School Board for appointments of parent representatives, and shall report to the School Board by October 1 of each year.

4.5 Where no teacher or parent representatives are put forward within a reasonable period, the Board shall consider whether it will make appointments to a School Planning Council for that school.

4.6 Teachers and parent advisory councils may elect alternate representatives.

4.7 The principal shall attend meetings of the School Planning Council. The principal may designate a vice-principal to act as his alternate for one or more meetings.

## **5. Inaugural meeting**

5.1 When the representatives have been named, the principal shall call the inaugural meeting of the School Planning Council. The inaugural meeting shall decide a schedule of future meetings and may outline future agendas.

## **6. Chair**

6.1 The principal of the school shall be the chair of the School Planning Council and preside over all meetings. Where the principal has delegated a vice-principal to attend a meeting in his or her stead, the vice-principal shall perform the functions of chair for that meeting.

## **7. Meetings**

7.1 School planning councils may invite others to attend and /or participate in their meetings but no such guest shall have a vote.

7.2 Meetings shall be open to members of the School Planning Council, alternates, invited guests and others who have permission from the Council except when dealing with confidential matters.

7.3 The chair may require anyone to leave, if he or she is disrupting the functioning of the council.

7.4 Alternates, when they are present but not functioning as the designated representatives, are observers.

7.5 A School Planning Council shall meet at least 3 times per school year, as decided at the inaugural meeting.

7.6 Quorum shall be the principal (or a vice-principal alternate) and two other members or their alternates.

7.7 The School Planning Council may meet by telephone or electronically, so long as all members can communicate with each other, and other participants can observe or audit proceedings.

7.8 Additional meetings will be convened should any 3 members so request.

7.9 Any member may place an item on the proposed agenda of the next meeting by request to the chair. Agendas shall be provided at least one week in advance, but this shall not prevent members from adding matters to the agenda for discussion without prior notice.

7.10 The chair shall ensure that a record is kept in the custody of the school of meetings held and subjects discussed (in general terms) and decisions made. This record shall be made available to the staff of the school and the school Parent Advisory Council.

## **8. Decision-making**

8.1 School Planning Councils shall operate on consensus. Votes are not generally taken except on the approval of a proposed School Plan. On matters other than the School Plan referred to the Council in accordance with 1.1, if the members of the Council cannot agree on a response, the Council will so report. Members may submit individual reports.

8.2 A vote shall be held to approve the proposed School Plan before presentation to the School Board as required by the *School Act*. Each member shall have one vote. The chair shall vote at the same time as other members. Alternates may vote if they are the designated representatives for that meeting.

8.3 A School Planning Council may create sub-committees to investigate matters within the Council's jurisdiction and may invite additional participants to join the sub-committees.

## **9. Financial**

9.1 Meeting expenses are the responsibility of the school.

9.2 No member of a school council shall receive any remuneration for acting as a member of the Council.

9.3 A School Planning Council has no power to raise or expend money.

## **10. Annual School Plan**

10.1 The Council is responsible for the preparation of a proposed annual school plan, to be presented to the School Board by June 1 of each year.

10.2 A School Planning Council must consult with the school's Parent Advisory Council during preparation of the school plan. Consultation shall be at a minimum a presentation at a Parent Advisory Council meeting, of which notice has been given to parents in accordance with Parent Advisory Council bylaws. The School Planning Council shall provide the Parent Advisory Council with a reasonable opportunity for input into the school plan and consider such input when deciding on the school plan.

10.3 A School Planning Council will also consult with other members of the school community regarding preparation of the school plan. Such consultation shall at a minimum provide notice of the draft proposed school plan to employees in the school. The School Planning Council shall provide employees with a reasonable opportunity for input into the school plan and consider such input when deciding on the school plan. The School Planning Council will consider what other groups and individuals who are important to the life of the school should be included in the consultation and how to communicate with them.

## **11. Confidentiality and Conduct**

11.1 From time to time, the School Planning Council may be provided with information by or on behalf of the School Board that has been designated as confidential. The members of the Council are expected not to disclose such information without permission given by or on behalf of the School Board and to abide by any restrictions or conditions placed on disclosure of the information.

11.2 It is expected that parent representatives will function as representatives of all school families and represent their community of interest, not the interests of any subgroup.

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

11.4 Any member of a School Planning Council may request the district liaison officer appointed under s. 2.1 to assist the School Planning Council in resolving internal disputes or problem-solving or improving its processes.

11.5 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.

11.6 If it appears to the School Board, following investigation, that a member of a School Planning Council has been guilty of misconduct, the School Board may discharge the member and request that a new member be elected, or may appoint a new member if elections are not feasible. Before making such a decision, the School Board shall ensure that the member has had the opportunity to respond to the allegations. The School Board will not be required to provide an oral hearing, but shall take into account any written representations.

## **12. School Board Consultation with School Planning Councils**

12.1 The School Board must consult with the School Planning Council in respect of (a) allocation of staff and resources in the school; (b) matters contained in the School Board 's accountability contract relating to the school; (c) educational services and educational programs in the school.

12.2 A School Planning Council may provide the School Board with input on any of these matters at any time.

12.3 By Preliminary Budget No. 1 the School Board shall provide the School Planning Council with draft proposals for the educational services and educational programs in the school and the allocation of staff and resources in the school for the upcoming year and the matters contained in the board's accountability contract relating to the school; the School Planning Council will have until June 1 of each year to respond. The superintendent may adjust these dates if necessary to integrate with the school district planning cycle, and may set different dates for different components of the consultation process.

## **13. Acceptance, Rejection, Modification of School Plans**

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

13.2 If the School Board rejects or modifies a proposed school plan, it shall provide reasons to the School Planning Council.