

Maude Burke Community School

School Community Council Constitution (MBSCC)

Est. March 2007

Updated May 2012 - Approved by NESD board

The School Community Council of Maude Burke Community School

1. Membership

1.1. Representative Members

The School Community Council will have the following Representative Members:

- (5) Parent and community members elected at the Annual General Meeting in November

Appointed Members

The School Community Council will have the following Appointed Members:

- The School Principal
- A teacher
- Community School Coordinator
- Community School Associate

Motion by Randy Steciuk, second by Kyla Leblanc, All in favor, to change Community School Coordinator and Community School Associate to Outreach Worker. (Rationale - the two above positions are no longer in existence.)

2. Officers

2.1. The following School Council Officers will be elected annually from among the Representative Members

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Member at Large

The roles and responsibilities of School Community Council Officers are listed in Appendix A (attached).

3. School Community Council Meetings

3.1. Annual General Meeting

The Annual General meeting will be held in November of each year.

During this meeting School Community Council members will be elected and officers will be chosen.

Motion by Randy Steciuk, second by Pattie Draude, All in favor, to change the above highlighted sentence to read: The Annual General meeting will be held prior to the end of November of each year. (Rationale – we would like to do the meeting in October so new members are a part of goal planning and working as a team right off the start of the year.)

3.2. The School Community Council will meet a minimum of 7 times per school year.

Motion by Lori Constant, second by Kyla Leblanc, All in favor, to change 3.2 to:

3.2 The School Community Council will meet a minimum of 5 times per school year in addition to the Annual meeting. (Rationale – these are limits in the Ministry guidelines. Council members feel that 7 are overwhelming at times and 5 will allow them to do their job as a council, and there is always opportunity to have additional meetings if necessary.)

3.3. Representative Model of Governance

In this model, the School Community Council represents the wider school community. Meetings are open to the public but only members of the School Community Council may decide upon matters brought before the S.C.C. The School Community Council reports to the school community using a communications strategy, an annual report and the Annual General meeting.

3.4. Voting

On matters requiring a formal vote, only Representative Members (5 elected members) of the School Community Council may vote.

3.5. Quorum

A quorum of the School Community Council shall be a majority of the Representative members.

3.6. Special Meeting

A special meeting of the School Community Council shall be called by the chair of the S.C.C if required to do so by the Board of Education or by a request in writing signed by no fewer than 25 persons who have a child attending that school or who are electors living in the school's attendance area. Only business pertaining to the roles and responsibilities of School Community Council can be considered at a special meeting.

4. Public Consultation and Communication

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

- Newsletters
- School webpage
- Council meetings

The School Community Council will communicate with the school community and the Board of Education through the following strategies:

- Council Meeting Minutes
- Annual Report

5. School Community Council Code of Conduct

The School Community Council will adopt a Code of Conduct (Appendix B attached).

6. Conflict of Interest

If a School Community Council Member finds him/herself in a conflict of interest position in terms of some issues under consideration by the S.C.C, the Member should declare that she/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 discussion made on the issue.

7. Decision-Making Processes

Majority Vote Model

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

8. Handling Complaints or Concerns

8.1. Complaints or Concerns 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 School Community Council to deal with the concerns or complaints about individuals other than to direct the concern to the appropriate individual. Board of Education Policy No.408- Student and Parent Complaints and Grievances, outlines the appropriate procedure to resolve complaints or concerns.

8.2. Complaints or Concerns about School Community Council Initiatives or Activities

8.2.1 Informal complaints or concerns;

Provided School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about S.C.C. initiatives or activities expressed informally to members of the School Community Council may be addressed immediately by the Member. If a Member is unsure of the appropriate response, she/he should say no but indicate that she/he will check and get back to the individual. If such a commitment is made the Member must follow through. After responding to the complaint or concern the Member should always ask 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 School Community Council in a more formal manner.

8.2.2 Formal Complaints or Concerns

Concerns or complaints can be brought to the attention of the 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 the School Community Council at an upcoming meeting. The School Community Council will provide a written response regarding how they have or will address the concern or complaint.

9. Conflict Resolution Process

The conflict resolution process will be used by the School Community Council to address both internal conflict, which may occur among individuals within the School Community Council and external conflict that may occur among the School Community Council and individuals, groups or organization outside the SCC. The conflict resolution process is outlined in A Handbook for School Community Councils and Principals (pg 99).

If reasonable attempts to resolve the conflict have been unsuccessful, the principal or the chairperson will contact the Superintendent.

10. Committees

The School Community Council will act in a coordination role for committees operating in support of the SCC and the school program.

Committees shall be established on a need basis. The Chairperson of the committee shall be appointed within. Committees must have council approval on all expenditures.

11. Amend the Constitution

The School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education.

12. Agenda

Items discussed at the council meetings must be on the agenda prior to start of the meeting. The council Chairperson and Principal must approve any additional items.

Appendix A

Roles and Responsibilities of School Community Council Officers

The **Chairperson** will:

- Conduct meetings of the School Community Council;
- Ensure that all meetings have input to discussion and decisions;
- Prepare meeting agendas in consultation with the Principal and other school community council members;
- Oversee operations of the School Community Council;
- Establish networks that support the School Community Council; and,
- Act as a spokesperson for the School Community Council.

The **Vice-Chairperson** will;

- Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend; and,
- Perform responsibilities assigned by the Chairperson.

The **Secretary** will;

- Take minutes at School Community Council meetings;
- Receive and **spend** correspondence on behalf of the School Community Council;
Motion by Connie Miller, second Kyla Leblanc, All in favor, to change the above “typo” to “send”.
- Take charge of any official records of the School Community Council;
- Ensure the appropriate notice is given for all meetings of the School Community Council.

The **Treasurer** will;

- Manage the finances of the School Community Council using procedures outlined in the Manual of Board Procedures; Module 2 School Community Councils.

The **Member at Large** will;

- Perform responsibilities assigned by the Chairperson.

Appendix B

School Community Council Code of Conduct

1. The School Community School of Maude Burke Community School is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
2. A member of the School Community Council who is approached by a parent 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 directing the parent in accordance with the provisions of Section 8 of the Constitution.

3. A parent or community member who accepts a position as a member of the School Community Council:
 - i. Upholds the constitution and bylaws, policies and procedures of the School Community Council.
 - ii. Performs his/her duties with honesty and integrity.
 - iii. Works to ensure that the well being of students is the primary focus of all decisions.
 - iv. Respects the rights of all individuals.
 - v. Takes direction from the members, ensuring that the representative processes are in place.
 - vi. Encourages and supports parents and students with the individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
 - vii. Works to ensure that issues are resolved through due process.
 - viii. Strives to be informed and only passes on information that is reliable and correct.
 - ix. Respects all confidential information.
 - x. Supports public education.