



2.8 School Planning Councils

The Board of Education recognizes its responsibility to ensure that School Planning Councils function effectively and in accordance with ethical standards and the *School Act*. School Planning Councils represent the school community in the process of school planning, with the goal to improve student achievement.

Guidelines

1. Purpose and Role of School Planning Councils

- 1.1 The role of a School Planning Council is:
 - a. consultation in the preparation of a proposed school plan;
 - b. consultation on matters referred to it by the Board;
 - c. consultation on matters referred to it by the Parent Advisory Council; and
 - d. functions that are related 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 an individual's employment status or contract; or
 - d. activities beyond the advisory and consultative roles set out in the *School Act* and this policy.

- 1.3 The Board must consult with the School Planning Council regarding:
 - a. allocation of staff and resources in the school;
 - b. matters contained in the Board 's Achievement Contract relating to the school; and/or
 - c. educational services and educational programs in the school.

2. Membership

- 2.1 The principal of the school, one teacher representative and three parent representatives comprise the membership of the School Planning Council for the school.
- 2.2 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.
- 2.3 If an insufficient number of parent representatives are elected by the Parent Advisory Council, the principal shall notify the Board.
- 2.4 The principal shall confirm that the election for the teacher representative occurred at a staff meeting and in accordance with the *School Act*.
- 2.5 If no teacher representative is named, the principal shall notify the Board.
- 2.6 Teachers and parent advisory councils may elect one alternate representative to serve when the representative is unavailable.
- 2.7 No remuneration to members shall be provided other than reasonable and necessary expenses.

3. Support

- 3.1 The Superintendent may designate a contact to 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.

4. Inaugural Meeting

- 4.1. When the representatives have been named, the principal shall call the inaugural meeting of the School Planning Council. It will be determined at the inaugural meeting a schedule of future meetings.

5. Chair

- 5.1 The principal of the school shall chair meetings of the School Planning Council and provide the necessary information related to school level student achievement.

6. Meetings

- 6.1 School Planning Councils may invite others to attend and/or present information but guests shall not participate in decision-making.
- 6.2 Alternates, when they are present but not functioning as the designated representatives, are observers and shall not participate in decision-making.
- 6.3 A School Planning Council shall meet at least 3 times per school year.
- 6.4 Quorum shall be the principal (or vice-principal as alternate) and two other members or their alternates. Wherever possible, meetings should proceed with representatives from both teachers and parents present.
- 6.5 Any member of the School Planning Council may place an item on the proposed agenda. All such items should be discussed with the chair. Agendas should be provided at least one week in advance.
- 6.6 The chair shall ensure that a record is kept of meetings held, subjects discussed (in general terms) and decisions made. These minutes will be available to the school community.

7. Confidentiality and Conduct

- 7.1. The members of the School Planning Council are expected to abide by any restrictions or conditions placed on disclosure of information.
- 7.2. It is expected that parent representatives will function as representatives of all school families and not the interests of any subgroup.
- 7.3. Members are expected to abide by a code of conduct.

- 7.4. The School Planning Council may request assistance in resolving internal disputes, problem-solving or improving its processes. In such a case, the Principal shall advise the Superintendent.
- 7.5. Teacher representatives on the council are not subject to the direction of administration with respect to School Planning Council business.
- 7.6. Members of the School Planning Council or their children will not be subject to disciplinary action or sanctions which arise from positions taken with respect to authorized Council business.

8. Decision-making

- 8.1. School Planning Councils shall operate on consensus. Votes are not taken except on the approval of a proposed School Plan. If the members of the School Planning Council cannot reach consensus, it will be so reported in the minutes.

9. Annual School Plan

- 9.1. A School Planning Council will engage in processes to ensure other members of the school community are involved with the development of the school plan.
- 9.2. 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.
- 9.3. The School Planning Council is responsible for the submission of a proposed annual school plan, to be presented to the Board.
- 9.4. Any member may present a minority report to the Board.

10. Acceptance, Rejection, Modification of School Plans

10.1. In order for the proposed school plan to be adopted by the Board, it must be consistent with the strategic directions and policies of the Board, meet legal requirements, be supportable from available resources, and be achievable.

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

CODE OF CONDUCT

A member shall:

- Be guided by the mission statement of his or her school.
- Practice the highest standards of honesty and integrity.
- Recognize and respect each member of the school community.
- Encourage a positive atmosphere where individual contributions are encouraged and valued.
- Contribute to consensus building.
- Consider the best interests of all students.
- Use the appropriate communication channels when questions or concerns arise.
- Declare any conflict of interest.
- Endeavour to be familiar with school and district policies and operating practices and act in accordance with them.