

School District 50: Haida Gwaii/Queen Charlotte

Policy Subject: SCHOOL PLANNING COUNCILS

Date Passed: November 2002

Date Amended: December 2006

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Policy No. 3200

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Policy

The Board of School Trustees of School District No. 50 (Haida Gwaii/Queen Charlotte) will ensure the establishment of School Planning Councils for the purposes set out in the School Act, S.8.1.

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

The School Board shall consult with the School Planning Council as required by the School Act.

Where a school is able to supply volunteer representatives as contemplated by the Act, the School Board will establish School Planning Council for the school. Where no teacher or parent representatives are put forward within a reasonable period, the School Board shall consider whether it will make appointments to School Planning Council for that school.

Procedure

A. Purpose and Role of School Planning Councils

1. The Role of 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.

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 individual employment contracts.
- (d) Activities beyond the advisory and consultative roles set out in the School Act and this policy.

B. Support

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 School Planning Council or a School Planning Council sub-committee, and may designate another Board Officer or Employee to attend in his or her place.

C. Establishment

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

D. Membership

1. The following shall comprise the decision-making membership of the School Planning Council:

(a) The Principal of the school

(b) One (1) teacher elected annually by secret ballot by the teachers who teach at the school

(c) Three (3) representatives of the Parents' Advisory Council, who are to be elected annually, who are not employees of a School District, and who are parents of students in the school. Of these three PAC representatives

-one (1) must be an elected officer of the PAC

-two (2) shall be representative of the broader parent population in the school.

d) One student from Grade 10, 11 or 12, where applicable, appointed annually by the school principal after consultation with the students enrolled in those grades at the school.

2. With the exception of the Principal, membership in the School Planning Council shall be voluntary.

3. 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. 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.

5. 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 November 1 of each year.

6. If the Parent Advisory Council elects an insufficient number of parent representatives by November 1 of each year, the principal shall notify parents and shall consider whether he or she is prepared to make any recommendations to the School Board for appointments, and shall report by November 1 of each year.

7. The Principal shall seek written certification from the Staff Union Representative that the election for the teacher representative has been carried out by secret ballot and in accordance with the School Act.

8. If no teacher representative is elected by November 1 of each year, the principal shall notify teachers and the Union. The principal shall request the Union to name a teacher representative for appointment to the SPC. If no teacher is named within 10 working days, the principal shall consider whether he or she is prepared to make any recommendations to the School Board for appointments, and shall report to the School Board by November 1 of each year.

9. Teachers and Parent Advisory Councils may elect alternate representatives.

10. The Principal may designate a Vice-Principal to act as his or her alternate for one or more meetings.

E. Inaugural meeting

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.

F. Chair

The Principal of the school shall be the Chair of the inaugural meeting of the School Planning Council. 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. A chairperson shall be elected at the inaugural meeting and shall preside over all meetings of the School Planning Council. In the absence of an elected chair, the Principal or Vice-Principal alternate shall be the chair for that meeting.

G. Meetings

1. School Planning Councils may invite others to attend and/or participate in their

meetings but no such guest shall have decision-making authority.

2. Meetings shall be open to members of the School Planning Council, alternates, invited guests and others who have permission from the Council.

3. The Chair may require anyone to leave, other than a member, if he or she is disrupting the functioning of the council.

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

5. School Planning Council shall meet at least three (3) times per school year, as decided at the inaugural meeting.

6. Quorum shall be the Principal (or Vice-Principal alternate) and two other members or their alternates.

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.

8. Additional meetings may be convened at the call of the Chair, with the agreement of all the decision-making members of the School Planning Council.

9. Any member may place an item on the proposed agenda of the next meeting by request to the Chair. Agendas for regular meetings 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.

10. The Chair shall ensure that a record is kept in the custody of the school of meetings held and subject discussed (in general terms) and decisions made. Except for recording attendance or formal motion, or by request of the member, names shall not be recorded in the record of the meeting.

H. Decision-making

1. School Planning Councils shall operate by consensus. Votes are not taken except on the approval of a proposed School Plan. On matters other than the School Plan referred to the Council in accordance with A.1, if the members of the Council cannot agree on a response, the Council will so report. Members may submit individual reports.

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 the meeting.

3. School Planning Council may create ad-hoc sub-committees to consider matters within the Council's jurisdiction and may invite additional participants to join the sub-committees.

I. Financial

1. Meeting expenses are the responsibility of the school.

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

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

J. Annual School Plan

1. The Council is responsible for the preparation of a proposed annual school plan, to be submitted to the Superintendent by May 1 of each year for subsequent presentation to the School Board by June 1 of each year.

2. 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.

3. School Planning Council shall consult with other members of the school community regarding preparation of the school plan. Such consultation shall at 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 shall 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.

K. Conduct

1. Parent representatives shall function as representatives of all school families and represent the entire community of interest, not the interests of any particular subgroup.

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

3. Any member of a School Planning Council may request the District Liaison Officer appointed under procedure B. 1 to assist the School Planning Council in resolving internal disputes or problem-solving or improving its processes.

4. 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.

5. If it appears to the School Board, following investigation, that a member of a School Planning Council has been guilty of misconduct, including but not limited to breach of confidentiality, 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.

L. School Board Consultation with School Planning Councils

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.

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

3. By Preliminary Budget 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 May 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.

M. Acceptance, Rejection, Modification of School Plans

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

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

N. Timeframe for Planning

1. SEPTEMBER staff meeting Principal ensures election of teacher representative.

2. By OCTOBER 1 Principal advises Parent Advisory Council of election.
3. By NOVEMBER 1 Principal submits representatives' names to Superintendent.
4. By NOVEMBER 1 Principal decides if Board requires notification of vacancies.
5. INAUGURAL meeting Principal establishes minimum of 3 meeting dates for the School Planning Council.
6. By MAY 1 School Planning Council submits proposed annual school plan to the Superintendent for subsequent presentation to the School Board by JUNE 1.