

# CONSTITUTION OF SOUTH CORMAN PARK SCHOOL COMMUNITY COUNCIL

Adopted: April, 26, 2007

Approved: May 7<sup>th</sup>, 2007

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## A. MISSION STATEMENT

*“To enhance the learning experiences of our students through engaging in support activities and by facilitating communication and involvement between parents, teachers, administration, and the greater school community.”*

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*Amendments: 0*

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## B. GOALS

**The following goals promote the mission of South Corman Park School Community Council.**

1. **Student Learning:** To enhance student learning through the support of educational and enrichment programs.
2. **Communication:** To promote regular and meaningful communication between home, school, school division, and larger community.
3. **Parenting:** To support parents in the development and enhancement of their parenting skills through educational and other programs.
4. **Volunteering:** To support school activities and programs by organizing parent volunteers and to provide funding for designated educational and enrichment programs through fundraising activities.
5. **Fine Arts:** To provide financial support and volunteers, which support the fine arts programs in the school.
6. **School Decision-Making:** To promote parental and staff participation in decisions affecting students and families.
7. **Collaborating with the Community:** To work with community resources to strengthen the school, families, and student learning.
8. **Collaborating with the School Staff:** To set yearly school goals and assessment strategies in regard to the CORE learning outcomes within the areas of reading, writing, math, and social skills.
9. **Legislative Advocacy:** To advocate on behalf of the school community before governmental bodies and other organizations.
10. **Staff Recognition:** To promote and provide recognition of faculty and support personnel.

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## **C. GUIDING PRINCIPLES**

**The following guiding principles promote the mission of South Corman Park School Community Council.**

1. The School Community Council must be an integral, purposeful, and valued component of school division governance.
2. The School Community Council must be inclusive of the community and representative of the student in the school.
3. The School Community Council roles are clear and well understood.
4. The School Community Council responsibilities address key matters that make a difference in student learning and well-being.
5. The School Community Council aligns its work with provincial in division goals and initiatives.
6. The School community Council is accountable, transparent, and responsive in its relationship with parents and the school community.
7. The School Community Council recognizes the need for a responsive, caring, professional team consisting of the principal and staff, which acts in the best interest of our school learning community.

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## **D. PURPOSE OF COUNCIL**

The purpose of the School Community Council is to serve in an advisory capacity. It is to inform the school and support the development and delivery of the School Plan for Improved School Learning. The Council is also to oversee those issues identified in the legislation, such as fees, fundraising, etc.

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## **E. COUNCIL COMPOSITION**

School Community Councils will be comprised of two kinds of members:

1. Representative members
  - a. Parents will form the majority of the representative membership, which will include five to nine elected parent and community members who are representative of the student demographics in the school.
2. Permanent members
  - a. The principal (and/or designate(s) reporting to the principal of the school);
  - b. At least one teacher.

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## F. STRUCTURE AND OFFICERS

1. Council members shall serve two-year terms, commencing after the general election to be held each spring. One half of the Council shall be replaced annually to provide for continuity.
2. There shall be an Executive elected annually from the representative members of the Council. They will typically be elected at the first meeting following the general election each fall. The Executive shall consist of a Chairperson, A Vice-Chairperson, a Treasurer, and a Secretary.

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## G. ROLES AND RESPONSIBILITIES OF OFFICERS

1. The **Chairperson** will:
  - a. Conduct meetings of the Council;
  - b. Ensure that all members have input to discussions and decisions;
  - c. Prepare meeting agendas in consultation with the Principal and other Council members;
  - d. Oversee operation of the Council;
  - e. Establish networks that support the Council; and,
  - f. Act as a spokesperson for the Council.
2. The **Vice-Chairperson** will:
  - a. Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend;
  - b. Perform responsibilities assigned by the Chairperson; and,
  - c. Normally become the Chairperson the following year.
3. The **Secretary** will:
  - a. Take minutes at Council meetings;
  - b. Receive and send correspondence on behalf of the Council;
  - c. Take charge of any official records of the Council;
  - d. Maintain a membership list of all the members of the Council; and,
  - e. Ensure that appropriate notice is given for all meeting of the Council.
4. The **Treasurer** will:
  - a. Coordinate financial statements;
  - b. Coordinate payments/deposits with the school secretary; and,
  - c. Coordinate financial statement/report for annual meetings.

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## **H. FINANCES**

1. The School Community Council is allocated an annual budget at the discretion of the Prairie Spirit School Division. This budget is administered by the school administration and can only be accessed by a motion of the School Community Council.
2. Funds raised by the School Community Council will be deposited to a School Community Council account with signing rights privy to school administration and the SCC treasurer. These funds can only be accessed by a motion of the School Community Council.

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## **I. SUB-COMMITTEES**

Sub-committees may be appointed on an ad-hoc basis to deal with matter of interest or concern. All sub-committees shall exist at the will of the Council and shall report to the Council. No sub-committee may make decisions or recommendations without the knowledge and approval of the Council as a whole.

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## **J. SCHEDULING OF MEETINGS**

The Council shall meet at least five times yearly as scheduled by the Chair. In the event that a meeting must be cancelled and rescheduled, the Executive will notify the Council members of the alternate date and time. An annual meeting for the purposes of communicating with the public shall occur each spring, as determined by the Executive.

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## **K. PROVISION FOR SPECIAL MEETINGS**

In the event that the School Community Council Executive deems it necessary, they may convene a special meeting as they see fit.

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## **L. MEANS OF PUBLIC CONSULTATION**

1. The primary means of consulting with the public shall be through monthly meetings, which are open to the public. It is also recognized that the public may informally talk with Council members that this information may be worthy of the Council's consideration.
2. The Annual Meeting will also serve as an opportunity to report to the community at large, as well as consult with them as appropriate.
3. Surveys and needs assessments may also be utilized as means of gathering information from the public.

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### **M. MEANS OF PUBLIC COMMUNICATION**

1. **Written communication:** Information that requires no clarification or discussions can be presented through posters, web-sites, public notices, e-mail, newsletters, memos, and information pamphlets.
2. **Verbal communication:** Presentations are a good form of providing information that is complex. Council members or special guests may be asked to speak to a variety of audiences at special meetings where specific issues can be presented.
3. **Media Coverage:** The Council may choose to deliver public service announcements via radio stations, cable television networks, or newspapers.

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### **N. CODE OF CONDUCT**

A School Community Council member shall:

1. Be guided by the overall vision and purpose of the School Community Council.
2. Practice the highest standards of honesty and integrity.
3. Recognize and respect each member of the school community.
4. Encourage a positive atmosphere where individual contributions are encouraged and valued.
5. Contribute to consensus building.
6. Consider the best interests of all students.
7. Use the appropriate communication channels when questions or concerns arise, respect the confidential and sensitive nature of some discussions, and only proceed with the considerations in mind.
8. Declare any conflict of interest.
9. Endeavor to be familiar with school and division policies and operating practices and act in accordance with them.

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## **O. DECISION-MAKING PROCESS**

1. Generally, the Council believes that consensus is the desired goal when making decisions; however, it is recognized that there are times that the majority vote model (see Section P) is most appropriate, such as when selecting the Executive. Generally, the Chairperson, or the Vice-Chairperson (in the Chairperson's absence) shall determine which method is most appropriate given the circumstances.
2. In order for the School Community Council to make a decision, there shall be a minimum of 50% of Council members present, with three of the four Executive members present.

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## **P. MAJORITY VOTE MODEL**

1. The issue is discussed and a vote is taken. The majority vote decides the issue.
2. In order for the School Community Council to fairly undertake a majority vote, there shall be a minimum of 50% of Council members present, with three of the four Executive members present.

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