



School District No. 27 (Cariboo-Chilcotin)

SCHOOL PLANNING COUNCILS

Policy No. 1220

Effective: April 2004

Initial Adoption: January 2003

Policy

The Board of School Trustees of School District 27 (“the Board”) supports the establishment of School Planning Councils for the purposes set out in the *School Act*.

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 development of the School Plan.

Definitions:

Collaboration: Collaboration is the process of various groups in the school community working together to develop a School Plan that will provide direction to the school community in its improvement efforts.

Consensus: Consensus is achieved in the deliberations of the School Planning Council by discussion and dialogue about an issue until there is agreement about the issue by all members of the School Planning Council.

Consultation: Consultation is the process whereby advice is sought from individuals and groups in the school community to assist in the development of the School Plan. The consultation process, the development of the School Plan, and the decisions made about the School Plan are the responsibility of the School Planning Council.

District Liaison Officer: The District staff member assigned by the Board of School District No. 27 to be responsible for the implementation and ongoing operations of School Planning Councils in the schools of the District.

Regulations

School Planning Councils (SPC) are organized and operated as follows:

1.0 NAME

1.1 The title of the SPC for each school shall be the full name of the school followed by the words “School Planning Council.”

2.0 PURPOSE

2.1 The SPC provides parents, teachers and the Principal with an advisory process as they:

2.1.1 Review the Draft School Plan and supporting documentation prepared by the Principal;

2.1.2 Prepare the final School Plan; and

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- 2.1.3 Participate in the development of:
- The goals and objectives identified for the School Plan;
 - The targets for improvement in student achievement;
 - The data and process used to identify the goals and strategies;
 - The data to track the progress of the School Plan; and
 - The funding and resource decisions linked to the School Plan.
- 2.2 The aim and focus of the work of the SPC is to facilitate student achievement.
- 2.3 The following are not within the mandate of the SPC:
- 2.3.1 Personnel matters;
- 2.3.2 Personal and confidential information on students, parents, teachers, other employees and members of the school community;
- 2.3.3 Performance or conduct of individual employees, students, parents and members of the school community;
- 2.3.4 Terms and conditions of employment contracts;
- 2.3.5 Complaints; and
- 2.3.6 Activities beyond the advisory and consultative roles set out in the School Act and this policy.
- 3.0 SUPPORT
- 3.1 The Superintendent shall designate a Board Officer to act as District Liaison for the SPCs. The District Liaison Officer is available to attend any meeting of a SPC or a SPC sub-committee and may designate another Board Officer to attend in his or her place.
- 4.0 MEMBERSHIP
- 4.1 With the exception of the Principal, membership is voluntary.
- 4.2 Membership is restricted to:
- 4.2.1 The Principal of the school;
- 4.2.2 One (1) of the teachers at the school, elected annually by secret ballot by the teachers who teach at the school;
- 4.2.3 One (1) Grade 10, 11, or 12 student in schools that enroll one or more of those grades, appointed by the Principal in consultation with the students from those grades; and
- 4.2.4 Three (3) representatives of the Parents' Advisory Council (PAC) who are:
- a. Parents of students enrolled in the school;
- Note:** A parent is defined in the *School Act* as:
- i. The guardian of the student or child; or

- ii. The person legally entitled to custody of the student or child; or
 - iii. The person who usually has the care and control of the student or child.
 - b. Elected annually by the PAC; and
 - c. Not an employee of any school board.
- 4.2.5 In addition, one of the parent representatives must be an elected member of the PAC executive.
- 4.3 By September 30th of each year, the Principal of each school shall advise the PAC, if one exists, teachers and students, where applicable, in the school of the need to elect representatives.
- 4.4 Where appropriate, the PAC is encouraged to actively seek nominations from specific groups in the school.
- 4.5 If there is no PAC in the school, the Principal shall notify parents of the need to establish a SPC with parent representation. In consultation with the District Liaison Officer, the Principal will make recommendations to the School Board regarding parent representation on the SPC.
- 4.6 If an insufficient number of parent representatives are elected by the Parent Advisory Council by October 31st of each year, the Principal, in consultation with the PACs and the District Liaison Officer, will make recommendations to the School Board regarding parent representation.
- 4.7 If no teacher representative is named by October 31st of each year the Principal shall, in consultation with teachers and the District Liaison Officer, make recommendations to the School Board regarding teacher representation.
- 4.8 The Board may appoint appropriate members to the SPC if vacancies occur and cannot be filled after the best efforts of the Principal and District Liaison Officer are exhausted.
- 4.9 Teachers and Parents' Advisory Councils should elect alternate representatives.
- 4.10 The Principal may designate a Vice-Principal, the District Liaison Officer or District Officer responsible for the school to act as her/his alternate for one or more meetings.
- 4.11 The term of office for elected SPC representatives is not more than 12 months from the date SPC members first take office in October. Representatives may be re-elected.

- 4.12 During their term of office, if a teacher or parent rep resigns or if during their term of office a teacher or parent rep fails to attend two duly called meetings in a row, unless the SPC agrees otherwise, then the membership of that teacher or parent rep on the SPC will cease and the alternate will take the previous rep's place on the SPC. If there is no alternate, then the group the member represents will elect another rep within one (1) month of that member's loss of SPC membership. Alternatively, the Board will appoint a representative.
- 4.13 If, in reference to Clause 4.2, an individual ceased to be an eligible member, their alternates will take the previous rep's place on the SPC. If there is no alternate, then the group's members will elect another rep within one (1) month of that member's loss of membership. Alternatively, the Board will appoint a representative.
- 4.14 The teacher and parent reps must maintain the confidence of those who elected them. If the teaching staff or parents hold a vote of non-confidence in their rep and that vote of non-confidence is supported by a two-thirds majority of those members present at a meeting called for that purpose with each member being provided with written notification at least one week in advance of the meeting, then the SPC membership of that rep ends immediately and the alternate will take the previous rep's place on the SPC. If there is no alternate, then the group the member represents will elect another rep within one (1) month of that rep's loss of SPC membership. Alternatively, the Board will appoint a representative.

5.0 ELECTIONS and DUTIES OF OFFICERS

- 5.1 Officers: Chair and Secretary. The Chair and the Secretary shall be elected from the members of the SPC. The Chair and the Secretary will be the officers of the SPC.
- 5.2 The term of office for the Chair and Secretary will be for one year. They may be re-elected for subsequent terms.
- 5.3 Chair: The Chair of the SPC will preside over all meetings.
- 5.4 Secretary: The Secretary shall record attendance and prepare minutes (cc. SPC, staff bulletin board, PAC, Principal, Students (where applicable), District Liaison Officer, District Officer responsible for the school) and prepare and distribute notices for all Council meetings and have custody of all records and documents of the Council.

5.5 Committees: The SPC may establish advisory committees and appoint members of the SPC to serve on committees and delegate tasks to those committees.

6.0 RESPONSIBILITIES OF MEMBERS

6.1 Members of the SPC are expected to:

- 6.1.1 Attend SPC meetings;
- 6.1.2 Become knowledgeable about the issues facing the SPC;
- 6.1.3 Support the SPC in its focus on student achievement;
- 6.1.4 Be free of "Conflicts of Interest;" and
- 6.1.5 Adhere to all other responsibilities regarding the operation of the SPC, including, but not solely limited to those identified in this Policy.

7.0 MEETINGS

7.1 When the representatives have been named, but not later than October 31st of each year, the Principal shall call the inaugural meeting of the School Planning Council. The inaugural meeting shall include:

- 7.1.1 The election of officers;
- 7.1.2 The establishment of guidelines under which meetings will be run; and
- 7.1.3 The establishment of a schedule of future meetings. An outline of future agenda items may also be discussed and determined.

7.2 It is expected that meetings will be conducted effectively based on an agenda prepared and circulated in advance by the Chair and Secretary. The scheduling of the meetings is the responsibility of each planning council.

7.3 All business or matters coming before the SPC shall be decided by consensus. The SPC may request the services of the District Liaison Officer to assist with mediation of issues if consensus cannot be achieved.

7.4 The Principal shall ensure that minutes from the meetings are held in the custody of the school as an ongoing record of the operations of the SPC.

7.5 SPC meetings shall be open to members, alternates and invited guests who have permission from the Council.

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

7.7 The SPC may meet by telephone or electronically as long as all

members can communicate with each other.

7.8 Additional meetings may be convened at the call of the Chair with at least one week's notice. Notice may be waived by unanimous consent.

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.

8.0 FINANCIAL

8.1 As volunteers, SPC members will not receive an honorarium, payment or reimbursement of expenses.

8.2 A SPC has no power to raise or expend money.

9.0 SCHOOL PLAN

9.1 The SPC will submit the complete School Plan and any supporting documentation to the Board by April 15th of each year.

9.2 The Board will consider the School Plans, and after the Board has approved the School Plan by June 30th of each year, the SPC will support its implementation and monitor the progress being made to achieve the school's goals, as established in the school plan.

9.3 The Superintendent may adjust these dates if necessary to integrate with the School District's planning cycle and may set different dates for different components of the consultation process.

9.4 The SPC must consult with the school's PAC during preparation of the School Plan. Consultation shall be continuous, with notice given to parents in accordance with PAC protocols. This consultation will provide the PAC members a reasonable opportunity for input into the School Plan and must include a presentation of the final draft. The SPC will consider such input when deciding on the School Plan.

9.5 The SPC 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 School Plan and a formal opportunity for employees in the school to meet and discuss the Draft School Plan. The SPC shall provide employees with a reasonable opportunity for input into the School Plan and consider such input when deciding on the School Plan.

9.6 The SPC 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.

10.0 CONFIDENTIALITY and CONDUCT

10.1 From time to time, the SPC may be provided with school resource information by or on behalf of the 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 Board and to abide by any restrictions or conditions placed on disclosure of the information.

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

10.3 Any member of a SPC may request the District Liaison Officer appointed under this Policy to assist the SPC in resolving internal disputes or problem-solving or improving its processes.

10.4 Any complaint about the functioning of the SPC 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 as part of the District Communications protocol.

10.5 If it appears to the Board, following investigation, that a member of a SPC has been guilty of misconduct, including, but not limited to, breach of confidentiality, the 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 Board shall ensure that the member has had the opportunity to respond to the allegations.

11.0 ACCEPTANCE, REJECTION, MODIFICATION OF THE SCHOOL PLAN

11.1 In order for the proposed School Plan to be adopted by the School Board, it must meet the following criteria:

11.1.1 Be consistent with the protocols and processes of the SPC as outlined in the policy;

11.1.2 Indicate a consistency between available data, goals and strategies;

11.1.3 Be focused on student achievement; and

11.1.4 Include the major domains of achievement in literacy and numeracy, social responsibility, equity and career education (where appropriate) as outlined by the Ministry of Education

11.1.5 Be consistent with the policies of the Board, meet legal requirements, and be supportable from available school resources.

11.2 If the Board rejects a proposed School Plan, it shall provide reasons in writing to the SPC. The SPC will modify the School Plan and

return to the Board by the date specified.

12.0 QUORUM

12.1 Quorum shall be the Principal (or a representative of the principal as defined in Clause 4:10 and two other members or their alternates.

13.0 AMENDMENTS

13.1 The Board may make amendments to this Policy and Regulations from time to time.