

- Procedure Number: 401
 - Procedure Name: School Planning Councils
 - Date of Original: 2003 02 12
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School Planning Councils**1. Name**

- 1.1 The School Planning Council (SPC) for each school shall be named as: School Planning Council - _____ Elementary/Secondary, Alternate/...

2. Purpose

- 2.1 The School Planning Council (SPC) provides parents, teachers, Principals and the Board with an advisory process.
- 2.2 The primary role of School Planning Council is to prepare and submit to the Board a school plan for the school in respect of improving student achievement and other matters contained in the Board's Accountability Contract to that school.
- 2.3 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.

3. Support

- 3.1 The Superintendent shall assume direct responsibility, or designate a Board officer, 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 or a School Planning Council sub-committee, and may designate another board officer or employer to attend in his or her place.

4. Establishment

- 4.1 If no School Planning Council is in place in a school, the Principal shall proceed as in (5) below to obtain named representatives and shall report to the board when all representatives have been named. The board shall then establish a School Planning Council for that school.

5. Membership

- 5.1 The Principal of the school, one teacher representative and three parent representatives comprise the membership of the School Planning Council for the school.
 - 5.2 The SPC shall have one associate member representing support staff.
 - 5.3 The SPC, where appropriate, shall have one student representative.
 - 5.4 The Principal shall coordinate the creation of a SPC on an annual basis.
 - 5.5 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.
 - 5.6 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.
 - 5.7 If an insufficient number of parent representatives are elected by the Parent Advisory Council, the Principal shall notify parents and shall consider whether he or she is prepared to make any recommendations to the School Board for appointments.
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- 5.8 If no teacher representative is named, the Principal shall notify teachers and shall consider whether he or she is prepared to make any recommendations to the School Board for appointments.
- 5.9 Teachers and Parent Advisory Councils **must** elect alternate representatives.
- 5.10 The Principal may designate a Vice Principal or Teacher-in-Charge to act as his or her alternate for one or more meetings.
- 5.11 The above activities related to 5.1 through 5.7 shall be carried out in a timely fashion, but no later than the end of November of each school year.

6. Decision Making

- 6.1 School Planning Councils shall operate on consensus, notwithstanding 6.2. If the members of the council cannot agree on a response, the council will so report. Members may submit individual reports.
- 6.2 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 that meeting.
- 6.3 Voting membership shall be in accordance to 8.1 Section 3 of the *School Act*.
- 6.4 A School Planning Council may create sub-committees to investigate matters within the council's jurisdiction and may invite additional participants to join the sub-committees.

7. Inaugural Meeting

- 7.1 When the representatives have been named, the Principal shall call the inaugural meeting of the School Planning Council. At a minimum, the inaugural meeting shall decide a schedule of future meetings and outline future agendas.

8. Chair

- 8.1 The Principal of the school shall be the chair of the School Planning Council and preside over all meetings. Where a Principal is unable to attend a meeting, a designate chosen by the SPC voting membership shall perform the functions of the Chair.

9. Meetings

- 9.1 School Planning Councils may invite others to attend and/or participate in their meetings but no such guest shall have a vote.
 - 9.2 Except when dealing with confidential matters, meetings shall be open to members of the school staff, members of the PAC, alternates, invited guests and others who have permission from the Council.
 - 9.3 The chair may require anyone to leave, other than a member, if he or she is disrupting the functioning of the Council.
 - 9.4 Alternates, when they are present but not functioning as the designated representatives, are observers.
 - 9.5 A School Planning Council shall meet at least 3 times per school year, as decided at the inaugural meeting.
 - 9.6 Quorum shall be the Principal (or alternate) and one member representative from each of the parent and teacher groups.
 - 9.7 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.
 - 9.8 Additional meetings may be convened at the call of the chair, upon at least one week's notice. Notice may be waived unanimously. An additional meeting must be called if requested by 3 members.
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- 9.9 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.
- 9.10 The chair shall ensure that a record is kept, in the custody of the school, of meetings held and subjects discussed (in general terms) and decisions made. Records of meetings shall be made available to parents and staff upon request. Exceptions will be made with any items dealing with confidential matters.

10. Financial

- 10.1 The School District will provide financial assistance to schools; and shall determine the level of funding for schools on an annual basis.
- 10.2 School Planning Council meeting expenses are the responsibility of the school.
- 10.3 Members may claim reimbursement for reasonable and necessary expenses in accordance with the school board policy governing employee expenses (policy reference). Expense claim forms (other than the Principal's) must be approved by the Principal.
- 10.4 A School Planning Council has no power to raise or expend money.

11. Annual School Plan

- 11.1 The council is responsible for the preparation of a proposed annual School Plan to be presented to the School Board prior to the month of May. This time may be extended by the Superintendent.
- 11.2 A School Planning Council must adhere to policy #400 in the preparation of the proposed annual School Plan.

12. Confidentiality

- 12.1 From time to time, the School Planning Council may be provided with information by or on behalf of the School 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 School Board and to abide by any restrictions or conditions placed on disclosure of the information.

13. Conduct

- 13.1 It is expected that all members will function as representatives of their groups, and represent their community of interest, not the interests of any subgroup.
- 13.2 Members are expected to be collaborative and respectful in the conduct of council business and procedures and to abide by the rulings of the chair.
- 13.3 Any member of a School Planning Council may request the district liaison officer appointed under 3.1 to assist the School Planning Council in resolving internal disputes or problem-solving or improving its processes.
- 13.4 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, who shall report to the Board.

14. School Board Consultation with School Planning Councils

- 14.1 The School Board shall 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.
 - 14.2 A School Planning Council may provide the School Board with input on any of these matters at any time.
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- 14.3 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.
- 14.4 Annually, the Superintendent of Schools shall provide to the Board, a School District Planning Cycle. This calendar will provide dates for different components of both the consultation and planning process. This calendar shall be distributed to all partner groups generally, and specifically to schools and School Planning Councils.

15. Acceptance, Rejection, Modification of School Plans

- 15.1 In order for the proposed School Plan to be adopted by the School Board, it must be consistent with the educational objectives, strategic directions and policies of the School Board, meet legal requirements, be supportable from available resources, and be reasonably likely to achieve its goals.
- 15.2 If the School Board rejects or modifies a proposed School Plan, it shall provide reasons to the School Planning Council.

References: School Act Article 8.1, 8.2 and 8.3
School District #64 Policy #400