



# **Y**orkdale Central School

**School Community Council**

**Constitution**

January 2007

**Yorkdale Central School  
School Community Council Constitution**

1. The Purpose of the School Community Council is to:

- a) Develop shared responsibility for the learning success and well-being of all children and youth; and,
- b) Encourage and facilitate parent and community engagement in school planning and improvement process

2. Membership

a) Composition

i. Representative Members

- 1. 5 to 9 parent community members

ii. Permanent Members

- 1. Principal
- 2. Vice-Principal
- 3. Teacher

a. Appointed by the School Staff

b) Elections

i. Public elections will be held at the annual General Meeting

Nominations will be taken from the floor and voting will be conducted by secret ballot.

c) Representatives members will alternate 1 & 2 year terms.

d) Officers must be representative members

i. Chairperson

ii. Vice-Chairperson

iii. Secretary/Treasurer - same person unless work is overloaded, will then be split into 2 positions.

3. Council Code of Conduct

As a Member of the School Council I shall:

- a) be guided by the policy, vision, goals and principles of the Division and School program;
- b) endeavor to be familiar with school policies and operating practices and act in accordance with them;
- c) practice the highest standards of honesty, accuracy, integrity and truth;
- d) encourage a positive atmosphere where individual contributions are encouraged and valued;
- e) recognize and respect the personal integrity of each member of the school community;
- f) apply democratic principles;
- g) consider the best interest of all students;
- h) respect and maintain the confidentiality of student information;

- i) limit discussions at school council meetings to matters of concern to the school community as a whole;
- j) use the appropriate communication channels when question or concerns arise;
- k) promote high standards of ethical practice within the school community;
- l) accept accountability for the decisions of the Community School Council; and,
- m) declare any conflict of interest.

#### 4. Meetings

- a) The School Community Council should convene at least 5 times in the school year.
- b) The Annual General Meeting should be convened by November of each year to present an Annual Report and elect new members.
- c) School Community Council meeting dates should be posted in a manner accessible to parents and community members.
- d) Meetings should be conducted using generally accepted rules of order. The council should first attempt to reach decision by consensus. When this does not provide a decision, a majority vote will decide the issue.

#### 5. Functions

- a) Learning Improvement Plan
  - i. The School Community Council will provide advice and recommendation regarding this plan.
- b) Student Code of Conduct
  - i. The School Community Council will provide advice and recommendation regarding the code of conduct.
- c) Student Fees
  - i. The School Community Council will provide advice and recommendation regarding the schedule of student fees.
- d) School Fundraising
  - i. The School Community Council will provide advice and approval regarding the fundraising activities within the school.
- e) Parent and Public Inquiries
  - i. The School Community Council will deal with inquiries in accordance with Administrative Procedure 151. This procedure requires individuals to direct their concern to the staff member most closely involved with the issue. If the concern is not resolved at that level, it may be taken to the staff member's immediate supervisor. (i.e. Staff member, then Principal, then Superintendents, then Director, then Board).
  - ii. Thus, when a School Community Council member receives a concern from a parent, that member should:
    - 1. Listen carefully to understand the concern.
    - 2. Encourage the parent to address the concern with the staff member involved, or failing that, the immediate supervisor.

3. Inform the Principal of the concern so it can be addressed at the school level.
4. Bring the issue to the School Community Council meeting if it is a concern of the functions of the Council.

## 6. Channels of Communication

- a) Among Council Members
  - i. Members should be accessible to each other, prepared with questions, issues, or other agenda items, and willing to discuss issues in an open and trustworthy climate.
- b) With the Principal
  - i. Principals can support the ongoing development of School Community Councils by:
    1. Providing necessary advice and information related to the school community.
    2. Seeking the Council's recommendation on school-level decisions.
    3. Providing information related to Council's recommendation of fundraising activities and school fees and the Student Code of Conduct.
    4. Taking a leadership role in the development of the Learning Improvement Plan.
    5. School Community Council Members can provide advice, recommendations, and support to the Principal.
- c) With the Community
  - i. Members should engage the public through many channels. The council should establish an effective channel of communication for providing information, and effective ways of receiving feedback. The Annual General Meeting will be a forum to report on the progress of the School Community Council.
- d) With the Board
  - i. Provide the Superintendent of Schools with the meeting minutes so they can be forwarded to the Board. Indicate any matters that should be addressed by the Board.
  - ii. The School Community Council may wish to invite a Board Member to a meeting to hear concerns and directly have them related to the Board.
  - iii. The School Community Council may wish to request a delegation to a Board Meeting where they can address an issue directly with the Board.

## 7. In-service and Training

- a) The School Community Council should communicate their needs for in-service to the Superintendent of Schools so that appropriate in-service can be provided.

**Yorkdake Central School  
School Community Council**

**Officers**

Chairperson: \_\_\_\_\_  
Vice-Chairperson: \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_

**Representative Members**

5 to 9 Parents of Community Members	Parent/Community	Term
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____

**Permanent Members**

- 1. Principal \_\_\_\_\_
- 2. Vice - Principal \_\_\_\_\_
- 3. Teacher \_\_\_\_\_

For further information or assistance

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- \* click on School Community Councils
- \* scroll down to Handbook
- \* click on Handbook for School Community Councils and Principals

[www.gssd.ca](http://www.gssd.ca)

- \* click on manuals ---> Administrative Procedures ---> AP 110 School Community Councils or AP 151 Public Inquiries.

