

Walker School Community Council Constitution
(Effective March 11, 2014)

Vision

A School Community Council shall:

- Facilitate continuing communication and promote mutual understanding between the school and the community.
- Have a shared responsibility for the learning success and well-being of all pupils.
- Encourage and facilitate parent and community engagement in school planning and improvement processes.
- Provide an ongoing organization through which the opinions, concerns and proposals of the electors and parents/guardians may be brought to the attention of the Board of Education.
- Work to align each decision we make with one of Literacy, Numeracy and Equitable Opportunities.
- Work towards providing opportunities to the staff and students of Walker School that may not otherwise be available without our support.

Article 1 - Name

The name of this organization shall be the '*Walker School Community Council (WSCC)*'.

Article II - Purpose of the School Community Council/Code of Conduct

To act in an advisory capacity to the Board on matters pertaining to the education of the children enrolled in the Walker School attendance area as determined by Article III, Section 1 and 2 in accordance with Board of Education Policy KCB.

Code of Conduct

As a Member of the School Community Council, I shall:

- Be guided by the vision;
- Know and work towards the Continuous Improvement Plan for Walker School;
- Endeavour to be familiar with school policies and operating practices and act in accordance with them;
- Practice the highest standards of honesty, accuracy integrity and truth;
- Encourage a positive atmosphere where individual contributions are encouraged and valued;

- Recognize and respect the personal integrity of each member of the school community;
- Apply democratic principles;
- Consider the best interests of all students;
- Respect and maintain the confidentiality of student, parent and community member information;
- Limit discussion at School Community Council meetings to matters of concern to the school community as a whole;
- Use the appropriate communication channels when questions or concerns arise;
- Accept accountability for the decisions of the School Community Council; and,
- Declare any conflict of interest.

Article III – Membership

Section 1. Membership shall be open to community members who are resident in the prescribed school attendance area subject to Regina School Board Policy 18.

Section 2. Parents and guardians of any pupils presently enrolled in Walker School.

Article IV – Meetings

Section 1. The Annual General Meeting will be held between May 1st and October 31st on a day considered not to be a ‘summer break’. During this meeting, School Community Council members will be elected for the school year.

The business at the Annual General Meeting will include:

- Election of parent/guardian and community members (maximum of 9);
- The Chairperson will give an annual report summarizing the initiatives and accomplishments for the preceding year;
- The Treasurer will give a financial statement outlining the expenditure of funds related to the operation of the School Community Council for the preceding year;
- Other business determined by the School Community Council and the opportunity to dialogue with parents/community on important issues.

Section 2. In addition to the Annual General Meeting the School Community Council shall have a minimum of five (5) regular meetings per year between September and June.

Section 3. Committees shall meet, from time to time, at the call of the Chairperson and shall present a report of their activities at every public meeting of the School Community Council.

Article V - Officers

Section 1. The Officers of the School Community Council shall be determined by acclamation or elected at the Annual General Meeting, with the exception of Treasurer.

Section 2: Members are elected for a two-year term with eligibility for re-election.

Section 3: In the inaugural election of a Council, half of the members will serve a two year term while the other half, a one year term. In subsequent elections, all members will serve a two year term.

Section 4. The Officers of the School Community Council will include: Chairperson, Co-Chairperson, Secretary, and Treasurer. (See Bylaw A – Duties of the Officers; and Bylaw B – Guide for Roles and Responsibilities of Council Officers)

Section 5. The Treasurer will be appointed by the School Community Council.

Section 6. Vacancies must be filled by election at the next public meeting of the School Community Council.

Article VI - Decision Making/Voting

Section 1. The election of all officers shall be determined at the Annual General Meeting.

Section 2. The Majority Vote Model of decision making will be used by the School Community Council.

Section 3. The quorum of the School Community Council shall be a majority of the executive members.

Section 4. Members not elected or appointed would sit in an advisory position and would not have voting rights.

Article VII – Committees

Section 1. The School Community Council may establish committees to fulfill a particular role or to support an initiative or project.

Section 2. Committees must report to the School Community Council as required by the School Community Council. (See Article IV – Section III)

Section 3. The School Community Council may invite individuals to be part of regular meetings of the School Community Council in an advisory capacity for a term set by the School Community Council. These individuals are advisory only and would not have voting rights.

Article VIII – Duties of the School Community Council

The Council shall:

- a) Facilitate parent and community participation in school planning:
 - i) In cooperation with the school staff, develop and recommend to the Board of Education for approval, a learning improvement plan that is in accordance with the school division's strategic plan.
 - ii) Perform any activities assigned to it in a learning improvement plan approved by the Board of Education.
 - iii) Communicate annually to the parents, guardians and community members about its plans, initiatives and accomplishments;
- b) Undertake studies and activities to enhance its understanding of the community's economic, social and health needs, aspirations for pupils; learning and well-being, and resources and supports for the school, parents, guardians and community;
- c) Participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfill its responsibilities;
- d) Provide advice to the Board, school staff, or other agencies involved in the learning and development of students;
- e) Not discuss or be given access to personal confidential information about or complaints about any pupil, family member or guardian of any pupil, teacher, administrator or other employee of or member of the Board of Education;
- f) Comply with the regulations and policies of the Board;
- g) Maintain a Board-approved constitution that sets out at a minimum:
 - i) committees and officers;
 - ii) a schedule regarding frequency of meetings;
 - iii) means of public communications and consultation;
 - iv) code of conduct;

- v) decision-making processes;
- vi) complaint and dispute resolution processes;
- h) Seek Board approval for any amendment to its constitution;
- i) Account publicly for the expenditure of funds related to the operation of the Council.

Article IX – Public Communication and Consultations

Section 1. The School Community Council will consult with the school community through the following strategies:

- Feedback forms;
- Public meetings;
- Workshops;
- Regular meetings of the School Community Council;

Section 2. The School Community Council will communicate with the parents and community through the following strategies:

- Newsletters;
- Informal pamphlets;
- Hosting special events that bring the community into the school;
- Posters;
- Regular meetings of the school community council;
- Social Media including Facebook and Twitter (with strict consideration of privacy and use of images).

Article X – Complaints and Concern Procedures

Section 1. No School Community Council and no member of a School Community Council shall engage in discussion or provide advice regarding personal confidential information or complaints about any student, employee of the Board, family member or guardian of a student or any member of the Board of Education.

Section 2. Any matter concerning an individual student or staff member must be directed to the teacher or Principal. It is not the responsibility of the School Community Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual.

Section 3. Concerns or complaints about the School Community Council's initiatives or activities can be brought to the attention of the School Community Council by addressing the concern in writing to the Chairperson or by requesting that the Chairperson provide the individual with an opportunity to meet with the School Community Council at an upcoming meeting. The School Community Council will provide a response regarding how they have or will address the concern or complaint.

Article XI – Conflict Resolution Process

Section 1. The Conflict Resolution Process will be used by the School Community Council to address both internal conflict, which may occur among individuals within the School Community Council and external conflict that may occur between the School Community Council and individuals, groups or organizations outside of the School Community Council. (See Bylaw C – Resolving Conflict)

Article XII – Resolutions

Section 1. Any member of the association may propose resolutions at any meeting of the Council.

Section 2. Any resolution passed by this Council or its committees may be forwarded in writing to the Board.

Section 3. Any resolution mentioned in Section 2 of the Article, and that is forwarded to the Board, must be accompanied with information as to where and when the resolution was discussed, and the number of School Community Council members attending the meeting.

Article XIII – Amending the Constitution

Section 1. Any member of the School Community Council may propose an amendment to this constitution by serving a notice of motion of this intent at one of the public meetings of the Council.

Section 2. An amendment, in order to be passed at a subsequent meeting of the Council, must receive at least two-thirds of the votes cast by the elected or appointed members.

Section 3. All amendments approved by the Council must be forwarded to the Board for ratification before they become effective.

Article XIV – Finance

Section 1. The banking business of the Council or any part thereof shall be transacted with such a chartered bank as the Officers may designate, appoint or authorize from time to time by resolution and all such banking business or any part thereof shall be transacted on behalf of the Council by the Chair or Co-Chair together with the Treasurer as the Council may designate, direct or authorize by resolution.

Section 2. The signing authority of the Council shall be any two of the following; The Chair, the Co-Chair, Treasurer or any voting member at large (in good standing) that had previously held a council executive position on the Walker School Community Council.

Section 3. Any expenditure that exceeds \$100 must have the approval of the Walker School Community Council

Section 4. The Regina Public School Board provides each School Community Council with budgeted funds currently in the amount of \$2000.00, to be used to support goals outlined in the School's Learning Improvement Plan. These funds are held at the Regina Public School Board Office. Expenditure of these funds is governed by GAAP rules. As such, a motion must be passed at a WSCC meeting authorizing the expenditure of the funds in support of the LIP. Beyond that, the WSCC would submit an expense voucher to the Regina Public School Board for all expenses incurred under this program.

Article XV – Dissolution

Section 1. Closure of any school shall automatically dissolve its School Community Council. The Council holding office at the date of closure shall be deemed to constitute a Transitional Advisory Committee for a period of one year, for the purpose of communication to the Board the educational concerns of the pupils affected.

Section 2. At the time of dissolution, the Walker School Community Council will be responsible for deciding how to utilize/dispense of any unused funds.

Walker School Community Council
Bylaw A

Duties of the Officers

The Chairperson will:

- Ensure that the Council carries out its business according to its constitution and board policy;
- Prepare meeting agendas in consultation with the Principal and other School Community Council members;
- Conduct meetings of the School Community Council;
- Prepare and present the annual report summarizing the initiatives and accomplishments for the preceding year at the Annual General Meeting.

The Co-Chair will:

- Assist the chairperson in his/her duties and the overall leadership of the Council;
- In the absence of the Chairperson, preside over meetings and attend to the duties pertaining thereof;
- Perform responsibilities assigned by the Chairperson.

The Secretary will:

- Keep accurate minutes of all School Community Council meetings;
- Take care of all correspondence and communication;
- Keep an accurate list of names and addresses of school council executive members.

The Treasurer will:

- Account publicly for the expenditure of funds related to the operation of the School Community Council;
- Will prepare and present a financial statement outlining the expenditure of funds related to the operation of the School Community Council for the preceding year at the Annual General Meeting.

Walker School Community Council
Bylaw B

Guide for Roles and Responsibilities of Council Officers

The Chairperson will:

- Conduct meetings of the Council;
- Ensure that all members have input to discussion and decisions;
- Prepare meeting agendas in consultation with the Principal and other Council Members;
- Prepare and present the annual report summarizing the initiatives and accomplishments for the preceding year at the Annual General Meeting;
- Oversee operations of the Council;
- Establish networks that support the Council; and
- Act as a spokesperson for the Council.

The Co-Chair will:

- Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend; and
- Perform responsibilities assigned by the Chairperson.

The Secretary will:

- Take minutes at Council meetings;
- Receive and send correspondence on behalf of the Council;
- Take charge of any official records of the Council;
- Maintain a membership list of all the Members of the Council; and
- Ensure that appropriate notice is given for all meetings of the Council.

The Treasurer will:

- Prepare the financial statement;
- Be accountable for incoming funds and expenditures;
- Prepare and present a financial statement outlining the expenditure of funds related to the operation of the School Community Council for the preceding year at the Annual General Meeting.

Walker School Community Council
Bylaw C

Resolving Conflict

The following steps may be helpful in resolving conflict:

1. Building a collaborative climate. The Council establishes a collaborative climate so that the differences in opinion can be dealt with in an open manner and everyone's views are valued. All members should agree to:
 - a. Respect the perspective of others;
 - b. Listen to what others have to say; and
 - c. Prepare to problem-solve.
2. Be Prepared. If differences of opinion cannot be worked out, have a procedure in place.
3. Conflict resolution procedures may include the use of:
 - a. A plan to refer a dispute to school administrators or to the school superintendent.

More cost procedures and less practical include:

- a. A mediator to develop a solution that will be satisfactory to both sides;
 - b. A jointly agreed upon panel to make a recommendation or binding decision.
4. Identify the Problem: Only by clearly defining the problem can a group begin to resolve it and the underlying issues. Disputes usually occur because of disagreements on:
 - a. Facts; Resources; Perceptions; Values and beliefs; or styles.
5. Defining the problem involves: clearly stating views, listening to others, trying to understand their views and asking questions to clarify. At this stage, participants should avoid giving advice or judgments.
6. Brainstorm and Evaluate Options and Solutions: by working together to find a solution to the problem, individuals and groups can create a win-win situation.
7. Create an Action Plan: the plan should identify timelines, who is responsible for what actions and who will follow up.