

**Yorkton Regional High School
School Community Council Constitution
Approved – January 30, 2020**

(1) NAME

- (a) The name of this organization shall be the “Yorkton Regional High School Community Council” and shall hereafter in this document be referred to as the “SCC.”

(2) THE PURPOSE OF THE SCHOOL COMMUNITY COUNCIL IS TO:

- (a) Develop shared responsibility for the learning success and well-being of students in our school.
- (b) Encourage and facilitate parent and community engagement in school planning and improvement process.

(3) MEMBERSHIP

(a) Composition of SCC

(i) Representative Members

- (1) Five to nine parent and/or community members
- (2) Two secondary school students appointed by the Student Representative Council.

(ii) Permanent Members

- (1) Principal
- (2) Two Vice-Principals
- (3) One Teacher appointed by the teaching staff

(b) Elections

- (i) Public elections will be held at the Annual General Meeting in November. Nominations will be taken from the floor and voting will be conducted by secret ballot.

(c) Representative members will serve two year terms.

(d) Officers must be representative members

List of officers:

- (i) Chairperson
- (ii) Vice-Chairperson
- (iii) Secretary-Treasurer

(e) SCC Code of Conduct

- (i) The School Community Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- (ii) A council member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such a discussion with discretion, protecting the confidentiality of the people involved.
- (iii) A person who accepts a position as a member of the School Community Council shall:
- Honour the role of the School Community Council
 - Be guided by the overall vision and purpose of the School Community Council
 - Perform duties with honesty and integrity

- Endeavour to be familiar with the vision, mission and shared values of the School Division
 - Work to ensure that well-being of students is of primary focus in all decisions
 - Respect the right of all individuals
 - Encourage a positive atmosphere where individual contributions are valued
 - Contribute to consensus building
 - Encourage and support parents and students with individual concerns to act of their own behalf and provide information on processes for addressing concerns
 - Work to ensure that issues are resolved through due process
 - Strive to be informed and only share information that is reliable and correct
 - Respect all confidential information
 - Declare any conflict of interest
 - Support public education
- (iv) Intervention for an initial or Minor Infraction of the Code of Conduct – where potential Code of Conduct infractions are raised, the Council Chair shall:
- Seek understanding regarding the nature of the allegation or concern
 - Discuss and resolve the concern with the member in confidence
- (v) Intervention of Repeated or Major Infractions of the Code of Conduct – where infractions of this nature are clearly evident, council shall provide a written statement signed by the Council Chair, addressing the concern and indicating that the actions that brought about a violation of the Code of Conduct on the part of the member must cease.
- (vi) Further Progressive Intervention for Repeated Infractions of the Code of Conduct
- In continued incidents involving a violation of the Code of Conduct, council shall consider imposing sanctions on the member in question
 - In further continued incidents involving a violation of the Code of Conduct, council shall consider seeking the resignation of the member in question

(4) OFFICER DUTIES

- (a) Chairperson will:
- (i) set meeting dates and inform SCC members
 - (ii) prepare meeting agenda in consultation with the Principal and other Council Members.
 - (iii) conduct meetings of the Council
 - (iv) ensure that all members have input to discussion and decisions
 - (v) oversee operation of the SCC
 - (vi) be responsible for communications with senior administration and school board
 - (vii) establish networks that support the SCC
 - (viii) act as a spokesperson for the SCC

- (b) Vice-Chairperson will:
 - (i) support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend.
 - (ii) perform responsibilities assigned by the Chairperson
 - (iii) normally become the Chairperson the following year
- (c) Secretary-Treasurer will:
 - (i) take minutes at SCC meetings
 - (ii) forward minutes via email to all SCC members and the Superintendent of Schools
 - (iii) receive and send correspondence on behalf of the SCC
 - (iv) take charge of any official records of the SCC
 - (v) maintain a membership list of all the members of the SCC
 - (vi) ensure that appropriate notice is given for all meetings of the SCC
 - (vii) be responsible for the accounting of all SCC funds
 - (viii) prepare financial reports for SCC meetings including the annual general meeting

(5) MEETINGS

- (a) The School Community Council should convene at least 5 times in the school year.
- (b) The Annual General Meeting should be convened in 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 or order. The council should first attempt to reach decisions by consensus. When this does not provide a decision, a majority vote will decide the issue.
- (e) Quorum for all meetings will be 50% plus one of the representative members.

(6) FUNCTIONS

- (a) Learning Improvement Plan
 - (i) The School Community Council will provide advice and recommendation of this plan.
- (b) Student Code of Conduct
 - (i) The School Community Council will provide advice and recommendation of this code of conduct.
- (c) Student Fees
 - (i) The School Community Council will provide advice and recommendation of this schedule of student fees.
- (d) School Fundraising
 - (i) The School Community Council will provide advice and recommendation of 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.

(7) CHANNELS OF COMMUNICATION

- (a) Among Council Members
 - (i) Members should be accessible to each other, prepared with the questions, issues, or other agenda terms, 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 providing necessary information regarding the Learning Improvement Plan, Student Code of Conduct, Student Fees, and School Fundraising; and by seeking input, advice, recommendations and approval from the Council.
 - (ii) School Community Council Members can provide advice, recommendation, approval, 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.
- (e) Processes for Conflict Resolution
 - (i) Build a Collaborative Climate – the council establishes a collaborative climate so that differences of opinion can be dealt with in an open manner. All members should agree to:
 - Respect the perspective of others
 - Listen to what others have to say
 - Prepare to problem solve
 - (ii) Be Prepared – if differences of opinion cannot be worked out, have a procedure in place. Conflict resolution may include the use of the following:
 - The appointment of a mediator to develop a solution that will be satisfactory to both sides
 - Establishment of a jointly agreed-upon panel to make a recommendation or a binding solution
 - Development of a plan to refer a dispute to school administrators of the Board

- (iii) Identify the Problem – by clearly defining the problem, a group can begin to resolve the underlying issues. Defining the problem involves clearly stating views, listening to others, trying to understand their views, and asking questions to clarify general understandings. At this stage, participants should avoid giving advice or judgments. Disputes usually occur because of disagreements on:
- Facts
 - Resources
 - Perception
 - Values and beliefs
 - Styles
- (iv) Brainstorm and Evaluate Options and Solutions – by working together to find solutions, individuals and groups are more likely to create an optimal situation going forward.
- (v) Create an Action Plan – the plan should identify timelines and responsibilities for actions

(8) **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.

(9) **AMENDMENTS TO THE CONSTITUTION**

The Constitution will be amended in the following manner:

- (a) Amendment drafted by table officers or a sub-committee of SCC.
- (b) Presented to SCC as a whole for approval.
- (c) Ratified at the next annual general meeting by a two-thirds majority vote.