

# POLICY

**SCHOOL DISTRICT NO. 53  
(Okanagan Similkameen)**

## **SCHOOL PLANNING COUNCIL**

**Reference: G-6**

**Revised: June 25, 2008**

### **SCHOOL PLANNING COUNCILS**

The Board of Education supports the establishment of School Planning Councils for the purposes set out in the *School Act*.

The Board recognizes its responsibility to ensure that School Planning Councils function effectively and in accordance with ethical standards, as expressed in the Charter for Trustees, and the *School Act* to represent the school community in the development of a School Plan.

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

#### Name

The School Planning Council (SPC) for each school shall be named as:  
School Planning Council - \_\_\_\_\_ Elementary/Secondary/or both.

#### Purpose

- The School Planning Council (SPC) provides parents, teachers and the Principal with an advisory process to:
  - a. review the DRAFT School Plan coordinated by the Principal, by May 30.
  - b. advise the Principal regarding the School Plan as to:
    - i. the process used to identify the goals and strategies
    - ii. the information reported
    - iii. the targets and levels established.
- The SPC will submit annually, for Board consideration, a provisional School Plan by May 1st, whose main purpose is to improve student achievement.
- After the Board has approved the School Plan, by June 30, the SPC will support its implementation and monitor its progress towards achieving its goals and strategies in the following year.
- The SPC will consult with the PAC, as the DRAFT School Plan is being prepared.
- The role of the SPC is as defined in the *School Act*, Section 8.2.
- The following are not within the mandate of the School Planning Council:
  - a. personal and confidential information on students, parents, employees and members of the school community;
  - b. performance or conduct of individual employees, students, parents and members of the school community;
  - c. terms and conditions of employment contracts; and
  - d. activities beyond the advisory and consultative roles set out in the *School Act* and this policy.

#### Support

The Superintendent/or designate shall be the liaison for SPCs, who will have the right to attend any meeting of a School Planning Council or a School Planning Council sub-committee.

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#### Establishment

If a school is unable to form an SPC, the principal shall proceed as in “Membership” below to obtain named representatives and shall report to the board when all representatives have been named. The Board shall then establish a SPC for that school.

#### Membership

- With the exception of the Principal, membership is voluntary.
- Formal Membership will be as per the *School Act*, Section 8.1.
- By the second week in September the Principal shall consult with the Parent Advisory Council and school staff on the election of representatives to the School Planning Council.
- Additional staff, students and parents may also be a part of the SPC to better meet the needs of the school.
- Teachers and Parent Advisory Councils may elect in the absence of the regular representatives other members to act as alternates.
- The Principal may designate a Vice-Principal or a district staff member to act as an alternate for one or more meetings.
- 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.

#### Elections and Duties of Officers

- Officers – Chair and Secretary. The Chair and the Secretary may be elected from amongst the members of the SPC.
- Committees – the SPC may establish committees, appoint members to serve on them, and delegate tasks to those committees.

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#### Responsibilities of Members

- Attend SPC meetings.
- Become knowledgeable about the issues facing the SPC.
- Support the SPC.
- Be free of “Conflicts of Interest.”
- Adhere to all other responsibilities including, but not limited to those identified in this Policy.

#### Meetings

- When the representatives have been named, the principal shall call the inaugural meeting of the School Planning Council where a schedule of future meetings and may outline future agendas.
- Meetings will be conducted efficiently and with fairness to members present.
- All business or matters coming before the SPC shall be decided by consensus, or failing that, by a simple majority of votes cast by members present at the meeting.
- Authority of Officers – the officers may conduct the business of the Council between regular meetings of the SPC.
- Chair – The Chair of the SPC will preside over all meetings.
- Secretary – Shall record attendance and prepare minutes (cc: SPC, Staff bulletin board, PAC, Principal, Superintendent) and prepare and distribute notices for all Council meetings, and have custody of all records and documents of the Council.
- SPC may invite others to attend and/or participate in their meetings but no such guest shall have a vote.
- Except when dealing with confidential matters, meetings shall be open to members of the SPC, alternates, invited guests and others who have permission from the Council.
- The chair may require anyone to leave, other than a member, if he or she is disrupting the functioning of the council.
- Alternates, when they are present but not functioning as the designated representatives, are observers.

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- The SPC may meet by telephone or electronically, so long as all members can communicate with each other, and other participants can observe or audit proceedings.
- 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 three members.
- 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.
- 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.

#### Decision Making

1. SPCs shall operate on consensus. If consensus cannot be achieved, then votes will be taken to reach a decision.
2. A vote shall be held by June 1<sup>st</sup> 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.
3. A SPC may create sub-committees to investigate matters within the Council's jurisdiction and may invite additional participants to join the sub-committees.

#### Financial

- Membership is voluntary. SPC members will receive no honorarium, payment or reimbursement of expenses for participation in SPC meetings.
- A School Planning Council has no power to raise or expend money.

#### School Plan

- The SPC is responsible for considering the Provisional School Plan, to be presented to the School Board by June. This time may be extended by the Superintendent.
- Any SPC may include with the School Plan, a minority report added to the school's submission to the School Board.

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- A SPC will consult with the school's PAC during preparation of the School Plan. Consultation shall be, at least, a presentation at a PAC meeting, of which notice has been given to parents in accordance with PAC bylaws. The SPC shall provide the Parent Advisory Council with a reasonable opportunity for input into the School Plan and consider such input when deciding on the School Plan.
- A SPC will also consult with other members of the school community regarding preparation of the School Plan. Such consultation shall at least provide notice of the draft proposed School Plan to employees in the school. 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. The SPC will also consider any other groups and individuals who are important to the life of the school, communicate with them and include them in the consultation.

#### Confidentiality and Conduct

- From time to time, the SPC 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.
- It is expected that parent representatives will function as representatives of all school families and represent their community of interest, not the interests of any subgroup.
- It is expected that the teacher representatives will function as a representative of all teachers in the school and represent their community of interest, not the interests of any subgroup.
- Members are expected to be collaborative and respectful in the conduct of Council business and to abide by the lawful rulings of the chair.
- Any member of a SPC may request the district staff member appointed under this Policy, to assist the SPC in resolving internal disputes or problem-solving or improving its processes.
- 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 staff member.
- If it appears to the School Board, following investigation, that a member of a SPC has been guilty of misconduct, including but not limited to breach of confidentiality, the School 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 School Board shall ensure that the member has had the opportunity to respond to the allegations. The School Board will not be required to provide an oral hearing, but shall take into account any written representations.

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### School Board Consultation and School Planning Council

1. Acceptance, Modification, rejection of the School Plan

- In order for the proposed School Plan to be adopted by the School Board, it must be consistent with the educational priorities, strategic directions and policies of the School Board, meet legal requirements, be supportable from available school resources, and be reasonably likely to achieve its goals.
- If the School Board modifies or rejects a proposed School Plan, it shall provide reasons to the SPC in a report prepared by the Superintendent or delegate. In such cases, the report is prepared and received by June 15<sup>th</sup>. A revised or new plan from the SPC is then prepared and forwarded to the Board, for approval, by June 30<sup>th</sup>.

2. School Planning Council - Consultant

- The board may appoint an SPC – Consultant to assist the SPC, if in the opinion of the Board, such assistance is necessary to improve any function that falls under the responsibility of the School Planning Council.

3. Quorum

- Quorum shall be the Principal (or a Vice Principal or the district staff member alternate) and two other members or their alternates.