Constitution of the Brevoort Park School Community Council

This organization shall be called the Brevoort Park School Community Council.

MISSION

Brevoort Park School Community Council Mission

The mission of our School Community Council is to enhance student learning and foster the well-being of our school community

1. MEMBERSHIP:

1.1 The elected, representative and appointed membership of the School Community Council will be constituted as set out in The Education Act 1995, The Education Regulations, 1986, and Board Policy 17. Subject to any changes, this will include:

- 5-9 elected parent/guardian and community members with parents/guardians in the majority
- First Nations representative (only for schools who have students who live on reserve and attend a school in the Saskatoon Public School Division)
- Principal (appointed)
- Teacher (appointed)
- Other appointed members – The Board may appoint other members in consultation with the other members of the School Community Council

2. OFFICERS:

The officers of the School Community Council will include:

- Chairperson
- Vice-chairperson
- Secretary
- Treasurer
- Member(s) at Large

See Appendix B for a description of the duties of officers.
3. COMMITTEES:

3.1 The School Community Council may establish committees to fulfill a particular role or to support an initiative or project and when established shall develop and submit their mandate to the School Community Council.

3.2 Committees must report to the School Community Council as required by the School Community Council.

3.3 Advisors to the School Community Council:

3.3.1 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.

4. SCHOOL COMMUNITY COUNCIL MEETINGS

4.1 Annual Meeting

The Annual Public meeting will be held annually each year. During this meeting, School Community Council members will be elected for the school year.

4.1.1 The business at the Annual Meeting will include:

- election of parent/guardian and community members;
- an annual report summarizing the initiatives and accomplishments for the preceding year;
- 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.

4.2 Regular Meetings

4.2.1 The School Community Council shall have a minimum of five regular meetings per year between September and June in addition to the Annual Meeting.
5. **MEANS OF PUBLIC CONSULTATION AND COMMUNICATION**

5.1 The School Community Council will **consult** with the school community through:

- Regular meetings of the School Community Council
- Survey

5.2 The School Community Council will **communicate** with the parents and community through one or more of the following strategy(ies):

- School website
- Newsletters
- Regular meetings of the School Community Council

6. **CODE OF CONDUCT**

A School Council Member shall:

- Be guided by the overall vision and purpose of School Community Councils.
- Practice the highest standards of honesty and integrity,
- Apply democratic principles.
- Recognize and respect each member of the school community.
- Encourage a positive atmosphere where individual contributions are encouraged and valued.
- Contribute to consensus building.
- Consider the best interests of all students.
- Use the appropriate communication channels when questions or concerns arise.
- Declare any conflict of interest.
- Endeavour to be familiar with school and division policies and operating practices and act in accordance with them.

7. **DECISION MAKING PROCESSES**

7.1 The Consensus model of decision making will be used by the School Community Council. If consensus cannot be reached, the Council will use the Majority Vote model of decision making. *(See Appendix C for descriptions of each model).*

7.2 Voting

7.2.1 On matters requiring a formal vote, the elected and appointed members of the SCC have voting rights.

7.2.2 A quorum of the School Community Council shall be a half, plus one, of the elected SCC members, and at least 2 of the appointed members.
8 COMPLAINT AND CONCERN PROCEDURES

8.1 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.

8.2 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.

8.3 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.

9. CONFLICT RESOLUTION PROCESS

9.1 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. The conflict resolution process is outlined in Appendix A.

9.2 If reasonable attempts to resolve the conflict have been unsuccessful, the principal or the chairperson will contact the school's superintendent.

10. AMENDING THE CONSTITUTION

10.1 The School Community Council may amend its constitution by:
   i. approving the change(s) within the School Community Council; and
   ii. sending proposed changes in writing to the Superintendent of Education for approval.
10.2 Any proposed substantive changes to the School Community Council’s constitution shall be communicated at a Public Meeting of the School Community Council prior to receiving approval from the Superintendent of Education.

11. CONFLICT OF INTEREST

A School Community Council Member may occasionally find him/herself in a conflict of interest position in terms of some issue under consideration by the School Community Council. When this happens, the Member should declare that s/he is in a conflict of interest situation and refrain from participating in the discussion or leave the room for the portion of the meeting. The Member should not vote on any decision made on the issue.
APPENDIX A

Resolving Conflict

The following steps may be helpful in resolving conflict:

1. **Building a collaborative climate.** The Council establishes a collaborative climate so that differences in opinion can be dealt with in an open manner and everyone’s views are valued. All members should agree to:
   - respect the perspective of others;
   - listen to what others have to say; and
   - 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 plan to refer a dispute to school administrators or to the school superintendent.

   More costly procedures and less practical include:
   - a mediator to develop a solution that will be satisfactory to both sides;
   - a jointly agreed-upon panel to make a recommendation or a 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:
   - 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.

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.

The Vice Chairperson 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 expenditures of funds related to the operation of the School Community Council.

The Member(s) at Large will:
• undertake duties and tasks as deemed appropriate by the Council.
The Consensus model of decision making will be used by the Brevoort Park School Community Council. If consensus cannot be reached, the Council will use the Majority Vote model of decision making. The two models of decision making are described below.

A. Consensus Building Model:
Consensus does not necessarily mean that all parties agree, but that all can live with a decision for the sake of the group’s ability to move forward. It requires that all members listen to each other’s opinion and try to find solutions to problems and differences. Consensus will almost always involve compromise and can release a group to move beyond individual wants to determining and pursuing shared needs.

Advantages:
- Ensures all Council Members have an effective voice.
- Builds on differing perspectives and values.
- Allows for flexibility in arriving at solutions.
- Can build respect for differing values and viewpoints.
- Can lead to better informed, more creative, balanced and enduring decisions.
- Ensures the final decision has the support of the entire Council.
- If unsuccessful, it allows for decision-making by vote.

Disadvantages:
- Requires time, a clear process, skill and the full participation of all Members.
- If Council is operating by pure consensus, the status quo will continue whenever there is a stalemate.

The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.

B. Majority Vote Model:
The issue is discussed and a vote is taken. The majority vote decides the issue.

Advantages:
- some opportunity for modification during discussion.
- clear decision is made.
- can be a quick and efficient way to decide a clear-cut issue

Disadvantages:
- requires Council members, and especially the Chairperson, to understand the “rules of order” for voting.
- Can create a “win/lose” situation and some participants may be dissatisfied.
- Can negatively affect team building