



Chilliwack School District  
*"Partners In Learning"*

## **ADMINISTRATIVE REGULATION 912.1**

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### **SCHOOL PLANNING COUNCILS**

#### **PURPOSE AND ROLE OF SCHOOL PLANNING COUNCILS**

1. The role of a School Planning Council is:
  - a. preparation of a proposed school plan
  - b. consultation on matters referred to it by the School Board, the Superintendent or the Superintendent's designate.
  - c. consultation on matters referred to it by its members
  - d. functions assigned in these procedures
  - e. functions that are ancillary to the above
  
2. The following are not within the mandate of the School Planning Council:
  - a. personal and confidential information on students, parents, teachers and other employees
  - b. performance or conduct of individual employees, students and parents
  - c. terms and conditions of individual employment contracts
  - d. activities beyond the advisory and consultative roles set out in the School Act and this policy

#### **SUPPORT**

The Superintendent or designate shall act as district liaison for School Planning Councils. This district liaison officer will have the right to attend any meeting of a School Planning Council or a School Planning Council sub-committee.

## **ESTABLISHMENT**

1. If no School Planning Council is in place in a school that is not a provincial resource program, the principal shall proceed as in (4.) below to obtain named representatives and shall report to the Board when all representatives have been named. The Board shall then establish a School Planning Council for that school.
2. For a school that is a provincial resource program, the Board will consider the establishment of a School Planning Council on receipt of a request from at least 3 parents of students attending the provincial resource program. If the Board decides to establish the School Planning Council, the principal will proceed to obtain named representatives as below.

## **MEMBERSHIP**

1. The principal of the school, one teacher representative, one student representative (grade 10-12 schools only) and three parent representatives comprise the membership of the School Planning Council for the school.
2. In addition, CUPE may elect a representative to attend School Planning Council meetings as an advisor. (*Note: Advisors are non-voting members of the council*) CUPE advisors must be employed in the school. Students, other than those in a grade 10-12 school, will be advised of the opportunity to participate as an advisor.
3. The principal shall consult with the Parent Advisory Council on its bylaws for the election of representatives to the School Planning Council to ensure that the bylaws safeguard the rights of parents to participate in this decision.
4. The principal of each school shall advise the Parent Advisory Council, if one exists, and the teachers in the school of the need to elect representatives and the required process by November 30. In grade 10-12 schools, principals will appoint a student representative. In addition the principal will advise CUPE about the opportunity to elect representatives and advise students, other than those in grade 10-12 schools, of the opportunity to participate as an advisor appointed by the principal.

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5. If there is no Parent Advisory Council in the school, the principal shall notify the parent community in writing (ie newsletters) and shall consider whether he/she is prepared to make any recommendations to the School Board for appointment of the parent representatives, and shall report to the School Board by December 31.
6. If an insufficient number of parent representatives are elected by the Parent Advisory Council, the principal shall notify the parent community and shall consider whether he/she is prepared to make any recommendations to the School Board for appointments, and shall report to the School Board by December 31.
7. The CTA Staff Representative shall coordinate the holding of the election for the teacher representative and shall ensure that the election is carried out by secret ballot and in accordance with the School Act.
8. If no teacher representative is named by November 30, the principal shall notify teachers and shall consider whether he/she is prepared to make any recommendations to the School Board for appointments, and shall report to the School Board by December 31.
9. Teachers and Parent Advisory Councils may elect alternate representatives.
10. The principal of a grade 10-12 school shall appoint a student representative.
11. The principal may designate a vice-principal to act as his/her alternate.
12. The term of office for elected School Planning Council representatives is not more than 12 months from the date members first take office. Representatives may be re-elected.
13. During the term of office, if a teacher representative or Parent Advisory Council representative resigns or does not continue to be a teacher or PAC member of the school, then the membership of that teacher or PAC representative on the School Planning Council will cease and the alternate will take the previous representatives place on the School Planning Council. If there is no alternate, another representative will be elected by the teachers or PAC within one (1) month of that representative's loss of School Planning Council membership or the Board will appoint a representative. This process may also be applied to advisors.

**CHAIR**

The School Planning Council shall elect the chair. In the absence of an elected chair, the principal of the school shall fulfill the role.

**MEETINGS**

1. When the representatives have been named, but not later than January 31, the principal shall call the inaugural meeting of the School Planning Council. The inaugural meeting shall decide a schedule of future meetings and may outline future agendas. In order to develop the school plan, a School Planning Council shall meet at least 3 times per school year.
2. A meeting quorum is three voting members.
3. School Planning Councils, as a body, may invite others to attend and participate in their meetings but no such guest shall have a vote.
4. The school liaison trustee may attend School Planning Council meetings of their liaison school(s) as an observer.
5. The chair may require anyone to leave, other than a member, if he or she is disrupting the functioning of the council.
6. Alternates, when present but not functioning as the designated representative, are observers.
7. 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 (3) members.
8. Any member or advisor may place an item on the proposed agenda of the next meeting by making this request to the chair. Agendas shall be provided at least one week in advance. With unanimous agreement from SPC members, matters may be added to the agenda for discussion without prior notice.
9. The chair shall ensure that a record of the meetings held, subjects discussed (in general terms) and decisions made will be kept in the custody of the school with copies provided to all SPC members, advisors and trustee liaison. SPC members and advisors may share this information with their constituent groups.
10. A School Planning Council may create sub-committees to investigate matters within the Council's jurisdiction and may invite additional participants to join the sub-committees.

### **DECISION-MAKING**

1. All business or matters coming before the School Planning Council shall be decided by consensus, or failing that, by a simple vote cast by members who are present at the meeting.
2. A vote shall be held 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.

### **FINANCIAL**

1. School Planning Council meeting expenses are the responsibility of the school.
2. A School Planning Council has no power to raise, direct or expend money.

### **ANNUAL SCHOOL PLAN**

1. The Council is responsible for the preparation of a proposed annual school plan. A draft plan will be presented to the Superintendent by May 31. The finalized school plan will be submitted to the Superintendent by October 15.
2. A School Planning Council must consult with the school's Parent Advisory Council during preparation of the school plan. Consultation shall be, at a minimum, a presentation at a Parent Advisory Council meeting, of which notice has been given to parents in accordance with Parent Advisory Council bylaws. The School Planning Council 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.
3. A School Planning Council will also consult with other members of the school community regarding preparation of the school plan. Such consultation shall, at a minimum, provide notice of the draft proposed school plan to employees in the school. The School Planning Council shall provide employees with a reasonable opportunity for input into the school plan and consider such input when deciding on the school plan.
4. The School Planning Council will consider what other groups and individuals, who are important to the life of the school, should be included in the consultation and how to communicate with them.

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5. The Superintendent will review the proposed annual school plan submitted on May 31<sup>st</sup> and may suggest changes to the plan. If changes are suggested, reasons for the changes will be provided to the SPC.
6. If the SPC has received recommendations for changes to the draft Annual School Plan submitted on May 31<sup>st</sup>, the SPC will either make the recommended changes or provide reasons for not making the recommended changes.
7. The Superintendent, on behalf of the Board, approve the Annual School Plans submitted by October 15<sup>th</sup>.
8. The Superintendent will provide the Board with a summary of the Annual School Plans at a regular public Board meeting.

**CONFIDENTIALITY AND CONDUCT**

1. From time to time the School Planning Council 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.
2. 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.
3. It is expected that 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.
4. Members are expected to be collaborative and respectful in conducting of Council business and to abide by the rulings of the chair.
5. The School Planning Council may request the Superintendent or designate to assist the School Planning Council in resolving internal disputes, problem-solving or improving its processes.
6. Any complaint about the functioning of the School Planning Council should be made to the Council through its chair. If the complaint involves the Chair or is not resolved, then the complainant may address the complaint to the Superintendent or designate.

7. If it appears to the School Board, following an investigation, that a member of a School Planning Council 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 the School Board 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.

### **SCHOOL BOARD CONSULTATION WITH SCHOOL PLANNING COUNCILS**

1. The School Board must consult with the School Planning Council in respect of:
  - a. allocation of staff and resources in the school
  - b. matters contained in the School Board 's accountability contract relating to the school
  - c. educational services and educational programs in the school
2. A School Planning Council may provide the School Board with input on any of these matters at any time.
3. After the Ministry of Education announces the school district budget allocation, the School Board shall provide the School Planning Council with draft proposals for the educational services and educational programs in the school, the allocation of staff and resources in the school for the upcoming year and the matters contained in the Board's accountability contract relating to the school. The School Planning Council will have thirty (30) days to respond. The Superintendent may adjust these dates if necessary to integrate with the school district planning cycle, and may set different dates for different components of the consultation process.

Cross Refs:

Adopted	June 24, 2003
Reviewed	
Revised	June 5, 2006