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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 10370.1

## REGULATION: SCHOOL PLANNING COUNCILS

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### 1.0 PURPOSE AND ROLE OF SCHOOL PLANNING COUNCILS

1.1 The role of a School Planning Council is:

- (a) Provision of input to and approval of a proposed school plan;
- (b) Consultation on matters referred to it by the Board, the Superintendent or the Superintendent's designate;
- (c) Consultation on matters pertaining to student achievement referred to it by the Principal, the teaching staff, or by the Parent Advisory Council.

1.2 A Board must consult with a School Planning Council in respect of the following:

- (a) The allocation of staff and resources in the school;
- (b) Matters contained in the Board's accountability contract relative to the school;
- (c) Educational services and education programs in the school.

1.3 For the purposes of consultation on matters outlined in 1.2, the Principal will act on behalf of the Board.

1.4 The following are not within the mandate of the School Planning Council:

- (a) Personnel matters;
- (b) Personal and confidential information about students, parents, teachers and other employees;
- (c) Performance or conduct of individual students, parents, and employees;
- (d) Terms and conditions of collective agreements and/or individual employment contracts;
- (e) Activities beyond the advisory and consultative roles set out in the *School Act* and this policy.

### 2.0 SUPPORT

2.1 The Superintendent shall designate the Assistant Superintendent for each geographic area to act as district liaison for School Planning Councils. The role of the district liaison is to provide advice and support regarding process issues, dispute resolution and other

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matters surrounding the operation of the School Planning Council and the development of the school plan. The district liaison will have the right to attend any meeting of a School Planning Council and may designate another board officer or employee to attend in his or her place.

### **3.0 ESTABLISHMENT**

- 3.1 If no School Planning Council is in place in a school that is not a provincial resource program, the Principal shall proceed as in (4.0) 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. (A provincial resource program is any program directly funded by a government Ministry in addition to or other than the Ministry of Education for which the school district has contracted to provide educational services.)
- 3.2 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 three (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.

### **4.0 MEMBERSHIP**

- 4.1 The Principal of the school, one teacher representative, three parent representatives and, in schools enrolling students in grade 10, 11, 12, one student enrolled in one of those grades comprise the voting membership of the School Planning Council for the school. At least one of the parent representatives must be an elected officer of the Parent Advisory Council.
- 4.2 In order to facilitate meaningful consultation, collaboration, and dialogue, School Planning Councils are encouraged to provide for balanced representation of parents, teachers, and, where applicable, students.

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- 4.3 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.
- 4.4 By May 31st of each year, 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 for the coming school year and the required process.
- 4.5 The Principal and the school's Surrey Teachers' Association representative(s) shall work together to ensure that the holding of the election for the School Planning Council's teacher representative is carried out by secret ballot and in accordance with the *School Act*.
- 4.6 If no teacher representative is elected by the staff by September 30<sup>th</sup>, no teacher representative shall be appointed. The Principal shall consider whether he or she is able to make any recommendations to the Board for an alternate appointment, and shall report to the Board by October 15<sup>th</sup>.
- 4.7 The term of office of a person appointed or elected under this section to the School Planning Council must not be more than one year. A representative may serve more than one term.
- 4.8 An employee of any Board is not eligible for election or appointment as a parent representative on the School Planning Council.

### 5.0 MEETINGS

- 5.1 The Principal of the school shall be the Chair of the School Planning Council. Where the Principal has delegated a Vice Principal to attend a meeting in his or her stead, the Vice Principal shall perform the functions of Chair for that meeting.
- 5.2 Meetings shall be open to members of the School Planning Council, invited guests, and others who have permission from the Council.

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- 5.3 The Principal shall call the first meeting of the School Planning Council prior to October 31 and shall arrange additional meeting dates and times as required.
- 5.4 Quorum shall be the Principal and two (2) other members.
- 5.5 Meetings are to be arranged for dates and times that are mutually convenient and agreed upon by School Planning Council representatives.
- 5.6 The School Planning Council may meet by telephone or electronically, so long as all members can communicate with each other, and other participants can observe or audit proceedings.
- 5.7 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.
- 5.8 Any member may place an item on the proposed agenda of the next meeting by request to the Chair. As much as is feasible, agendas and supporting documents should be made available to School Planning Council members in advance of the meeting. Items may be added to the agenda at the beginning of the meeting if time permits.
- 5.9 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.

**6.0 DECISION-MAKING**

- 6.1 A School Planning Council is an advisory body. Votes are not taken except on the approval of a proposed School Plan. On matters other than the School Plan referred to the Council in accordance with 1.1, it is desirable to offer a consensus opinion but it is not required.
- 6.2 A vote shall be held to approve the proposed School Plan before presentation to the Board as required by the *School Act*. Each member shall have one vote. The Chair shall vote at the same time as other members.

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- 6.3 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.

**7.0 FINANCIAL**

- 7.1 Meeting expenses are the responsibility of the school. No School Planning Council representative should incur personal expenses for attendance at meetings.

- 7.2 A School Planning Council has no power to raise or spend money.

**8.0 CONDUCT OF SCHOOL PLANNING COUNCIL REPRESENTATIVES**

- 8.1 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.

- 8.2 Members are expected to be collaborative and respectful in the conduct of Council business and to abide by the rulings of the Chair.

- 8.3 Any complaint about the functioning of the School Planning Council should be made to the Council through its Chair. If the complaint is not resolved, then the complainant may address the complaint to the Assistant Superintendent.

- 8.4 If it appears, following investigation, that a member of a School Planning Council has been in breach of the School Planning Council Policy and Regulations, the Council 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 Planning Council shall ensure that the member has had the opportunity to respond to the allegations. The member may appeal the School Planning Council's decision to the Board. The Board will not be required to provide an oral hearing, but shall take into account any written representations.

- 8.5 Teacher representatives on the council are not subject to the direction of administration and will not suffer any discipline or

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retaliation through the employer for their participation in the council or for positions taken with respect to School Planning Council business.

- 8.6 Any retaliation by administration or school staff members against parent representatives or their children for their participation in the council or for positions taken with respect to council business will not be permitted.

**9.0 ANNUAL SCHOOL PLAN**

- 9.1 The Council is responsible for the preparation and approval of a proposed annual school plan, to be submitted in draft form to the Assistant Superintendent by June 30<sup>th</sup>. This time may be extended by the Assistant Superintendent. The final draft of the annual school plan must be filed by October 31<sup>st</sup>.
- 9.2 A School Planning Council must consult with the school's Parent Advisory Council during preparation of the school plan. At a minimum, consultation shall be 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 shall consider such input during the development of and prior to the approval of the school plan.
- 9.3 A School Planning Council will work in consultation with staff and other members of the school community regarding preparation of the school plan. The School Planning Council shall provide staff with a reasonable opportunity for input into the school plan and consider such input during the development of and prior to the approval of the school plan.

**10.0 ACCEPTANCE, REJECTION, MODIFICATION OF SCHOOL PLANS**

- 10.1 In order for the proposed school plan to be adopted by the Board, it must be based on appropriate student achievement data and be consistent with the educational objectives, strategic directions and policies of the Board, meet legal requirements, be supportable from available resources, and be reasonably likely to achieve its goals.

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- 10.2 Any member of the School Planning Council may provide an alternate report regarding the school plan to the Board.
- 10.3 If the Board rejects or modifies a proposed school plan, it shall provide reasons to the School Planning Council.

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