

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: School Community Councils

Procedure Type:	Board of Education Governance	Implementation Date:	MAR 14, 2012
Procedure Number:	2.01	Last Revised:	JUN 30, 2015
AP Owner:	Superintendent of Learning	Last Reviewed:	SEP 3, 2025
Legal Reference(s):	<i>The Education Act, 1995, s. 140</i> <i>The Education Regulations, 2019, Part 4</i>		

Background

The Board of Education values the work of School Community Councils (SCCs), and believes that effective communication among the school, the home and the community results in better outcomes for students. This administrative procedure supports the formation and operation of SCCs in Living Sky School Division (LSKYS).

Scope

This administrative procedure supports the formation and operation of School Community Councils in Living Sky School Division.

Roles & Responsibilities

Principal

- responsible to ensure the SCC is established, meeting regularly, and following the expectations as laid out in this AP and the accompanying handbook

School Secretary

- responsible for helping manage SCC funds

Procedures

Establishment, meetings and elections of a School Community Council:

1. Each school will establish a SCC that meets at least five times per year.
2. Membership of SCCs shall include:
 - a. between five and nine elected members to represent parents or guardians of students in the school and community members; and
 - b. appointed Members.
3. Each elected member of a SCC will hold office for two years and is eligible for re-election, except in the matter of the first election of members.
4. In the first election for each SCC, approximately one-half of the members are to be elected to one-year terms and the other members are to be elected to two-year terms.
5. In the event of a vacancy in an elected member's position, the Board of Education may appoint an individual to that position.

Operation of a SCC

6. A member of a SCC is required to vacate his/her office if:



- a. the member is convicted of an indictable offense;
- b. is absent from three or more consecutive meetings without authorization of the council; or
- c. the member ceases to be eligible pursuant to policies of the Board of Education.

7. Every SCC is expected to:
 - a. facilitate parent and community participation in school planning;
 - b. provide advice to the Board of Education through the principal, or through the SCC meeting minutes;
 - c. provide advice regarding policies, programs, facilities, and educational service delivery decisions;
 - d. provide advice to other agencies on the learning and well-being needs of children and youth; and
 - e. comply with the policies of the Division.
8. A SCC shall have a constitution. A constitution has been developed for each SCC governs the operations of the Council. The SCC may amend its constitution by sending suggestions for changes in writing to the director of education or designate.

Finances / School Community Council Grant:

9. Each year, the Board of Education helps to offset operational expenses of SCCs through the provision of an annual grant. This grant is not intended to enhance the school's decentralized budget but may be used to:
 - a. support communication and public relations;
 - b. fund travel expense for out-of-community events and meetings, or fund travel expense for members to travel to regular meetings;
 - c. memberships in educationally relevant organizations;
 - d. support attendance at conferences and other professional development; and
 - e. cover other incidental expenses such as postage and printing related to the operation of the School Community Council (e.g. childcare expenses).
10. Expenses do not include per diems or honorariums for council members as SCC members are not eligible for compensation for their role on the SCC.

Appendices

2.01A School Community Council Members Form

2.01B School Community Council Approval of School Learning Plan Form

2.01C SCC Handbook