



Administrative Regulations

EDUCATION

2740

SCHOOL PLANNING COUNCILS

Rationale

The Board of School Trustees of School District No. 46 (Sunshine Coast) supports the establishment of School Planning Councils for the purposes set out in the School Act.

Where a school is able to supply volunteer representatives as contemplated by the Act, the School Board will establish a School Planning Council for that school. Where no teacher or parent representatives are put forward within a reasonable period, the School Board shall consider whether it will make appointments to a School Planning Council for that school.

No remuneration to members shall be provided other than reasonable and necessary expenses.

The School Board shall consult with the School Planning Council as required by the School Act. Consultation here is defined as the process where the School Board seeks advice from the School Planning Councils, the Board considers the advice and accepts, modifies or rejects the advice given the best information available.

The School Board recognizes its responsibility to ensure that School Planning Councils function effectively and in accordance with ethical standards and the School Act to represent the school community in the process of school planning.

A. 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 the school's community

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 regulation.

Page 1 of 3

Date approved:	Reference:
Date revised:	Supt. Signature:



Administrative Regulations

EDUCATION

2740

SCHOOL PLANNING COUNCILS cont'd

B. Support

1. 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, and may designate another board officer or employer to attend in his or her place.

C. Establishment

1. If no School Planning Council is in place in a school *by October 15*, the principal shall proceed as in (D-1) 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. The Board may appoint a person to fill a vacancy on the School Planning Council if:
 - (a) there is no Planning Council for that school;
 - (b) the Parent Advisory Council does not elect three representatives to the School Planning Council; and
 - (c) the teachers do not elect a representative to the School Planning Council.

D. Membership

1. As a minimum, as per legislation, the membership of the School Planning Council for the school is comprised of:
 - (a) the principal of the school;
 - (b) one teacher representative elected by secret ballot by the teachers of the school;
 - (c) one student representative (one Grade 10, 11 or 12 student to be appointed annually by the principal of the school); and
 - (d) three parent representatives elected annually by the Parent Advisory Council. One of the parents must be an elected officer of the Parent Advisory Council.
 - (e) others not specified by legislation that the elected School Planning Council agrees upon (eg. CUPE, etc.) as non-voting members.

Page 2 of 3

Date approved:

Reference:

Date revised:

Supt. Signature:



School District No. 46 (Sunshine Coast)

Administrative Regulations

EDUCATION

2740

SCHOOL PLANNING COUNCILS cont'd

D. Membership cont'd

2. Membership on the School Planning Council is for one year although a member may be elected to the council for consecutive years. A member is elected only for one year at a time and must be elected again the following year to participate in subsequent years.
3. Teacher representatives on the council are not subject to the direction of administration and will not suffer any discipline or retaliation through the employer for their participation in the council or for positions taken with respect to council business.
4. 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 tolerated.
5. No employee of any School District can be elected or appointed as a parent representative to a School Planning Council.

Page 3 of 3

Date approved: September 18, 2003

Reference:

Date revised:

Supt. Signature: