

Light of Christ RCSSD #16 School Community Councils Handbook

As a school community council member, you can help your council discover new and exciting ways to contribute to the education of students in your school. Education is a partnership involving parents, students, teachers, principals, school boards and the community. Your involvement in the council gives you the opportunity to strengthen that partnership, and to be part of a dedicated team working to ensure a high quality education for the students of Light of Christ Catholic Schools. Your participation will make a difference!



LIGHT OF CHRIST
Catholic Schools

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Introduction to School Community Councils

Background

In 2006, a variety of parent/school organizations were in place within Light of Christ RCSSD (LOCRCSSD) to encourage and facilitate parent and community participation in schools. These organizations were known by a variety of names including: Community School Councils, Parent Councils, Parent Teacher Associations and Home and School Associations.

Although the name of each of these organizations was different, they all essentially served the purpose of helping each school succeed and allowing for community involvement in the schools.

In 2005, following province-wide school division restructuring, the Saskatchewan Minister of Learning appointed The Local Accountability and Partnerships Panel that, among other goals sought to create a plan to encourage more complete parent and community involvement in school operations.

The result of this Panel's work was the creation of School Community Councils for every school in most school divisions in the Province of Saskatchewan, including Light of Christ Catholic Schools.

Creation of a Light of Christ RCSSD #16 School Community Councils

As a response to the Minister of Learning's direction, in the 2006/07 school year, Light of Christ RCSSD #16 began planning for the elimination of existing parent/school organizations and the formation of School Community Councils in all six elementary schools and John Paul II Collegiate.

Definition of a School Community Council

Much like a parent association or a home and school association, a SCC is a committee of parents/guardians working together for the benefit of students and the school community. Unlike a parent association, SCCs include representatives from a much wider group of people in the school communities, some of whom may be LOCRCSSD ratepayers, but may not necessarily have school aged children attending a LOCRCSSD school.

A SCC is comprised of 5-9 elected parents plus community members from their local school community. At the high school level a student also participates. These members must be elected or acclaimed at a public meeting. A teacher and the principal from that school must also be members.

SCCs build on the success of existing parent associations, but take involvement several steps further by encouraging active involvement of community members who previously did not have a voice in activities of their local school. In addition to helping to encourage community involvement in school activities and projects, SCCs will also work to identify ways to support the school's principal and school staff efforts in advancing the school's learning program. This focus on learning excellence is known as a school's ***Learning Improvement Plan***.

The Learning Improvement Plan is intended to help teachers, administrators and other school staff provide the best possible learning environment for all students. It is a collaborative document that should aim to help teachers. Teachers will not report to SCCs. Ultimate authority regarding teaching practices will remain with teaching staff, school and school board administrations and the Saskatchewan Ministry of Education.

Legislation Governing School Community Councils

The legislation Governing SCCs is contained in Section 140.1 of *The Education Act, 1995*, *The Education Regulations 1986*.

As part of the development of SCC's policy and constitutions were established to guide the practices of all SCCs. This policy draws upon the requirement of *The Education Act* and is specific to the operations, procedures and needs of LOCRCSSD.

Roles and Duties of SCCs

SCCs are established to:

- Facilitate continuing communication and promote mutual understanding between the school and the community.
- Share responsibility for the learning success and the well-being of all pupils.
- Encourage and facilitate parent and community engagement in school planning and improvement processes.
- Provide an ongoing organization that will help listen to and communicate the opinions, concerns and proposals of the electors (city ratepayers) and parents/guardians.
- Ensure these concerns and proposals are brought to the attention of the Board of Education.

Membership

A SCC will include no more than 17 voting members. These members will be both elected and appointed. **The majority of the elected members must be of the Catholic faith.**

Elected members must reside in a **school's attendance area (See LOCRCSSD website - SCC)** or have a pupil attending the school with a SCC that the individual wishes to serve in. Elected members will include no more than nine and no fewer than five individuals. They must be either:

- A parent/guardian of pupils attending the school(s) for which the individual wishes to serve.
- Any community member including parent/guardian who lives within a school's attendance area;

Additionally,

- No elected individual may serve on more than one SCC as an appointed member.
- Elected parents and guardians will serve for a two-year period and are eligible for re-election and/or acclamation. (During the first year of a new SCC, half the SCC will serve for one year for the first year only).

Appointed members can be suggested by the SCC or by the school division and are approved by the Board. Appointed members can include no more than one less the number of elected members. (e.g. 17 voting members would mean no more than 8 appointed members (9 elected, 8 appointed = 17 voting members). It is, however, not likely that there will be such a large number of appointed members. The minimum number of appointed members includes:

- The school principal
- One teacher from that school
- (In the case of high schools) minimum one/maximum two students from that high school
- Community members are appointed for a two-year term and are eligible for reappointment
- Students are appointed for a one-year term and are eligible for re-appointment

The SCC may also include members recommended by the SCC and appointed by the Board. These appointments are also for a two-year period and eligible for re-appointment.

Appointed members, with the exception of high school SCC students, cannot serve on the Executive of the SCC (Chair, Vice-Chair, Treasurer or Secretary.)

Half of the membership will be elected for one year and the other half for two years. Both are eligible for re-election. This step is taken to ensure continuity on the SCC. The SCC is responsible for determining, during the election process, which elected members will serve for one or two years.

SCC Duties

A SCC's duties are detailed in *The Education Act*. In summary these duties are:

- Encourage and promote parent and community participation in school planning including:
 - Working with school staff to develop and recommend to the Board a Learning Improvement Plan that complements the Saskatchewan Ministry of Education Sector Plan
 - Complete any appropriate work defined by the approved Learning Improvement Plan
 - Engage in regular and annual communications to parents/guardians and Community members about plans, initiatives and successes
- Develop and participate in studies and activities that support or seek to understand how to enhance the community's and students' well-being and learning potential
- Develop, participate in and administer any school programs that previous parent councils may have organized, such as lunch programs
- Take part in any available training or orientation that supports the goals of the SCC
- Provide advice and feedback to the Board, school staff and any agency involved in the development of students
- Advice to the LOCRCCSD Board of Education on items such as grade discontinuance, school closure, religious instruction, and language of instruction.
- Approval of fundraising activities and school fees and the student Code of Conduct on an annual basis
- Never discuss publicly or have access to any personal and/or confidential information relating to LOCRCCSD students, staff, administration, Board or family
- Be familiar with and comply with LOCRCCSD regulations and policies
- Establish and maintain a Board-approved constitution
- Be publicly accountable for the use of all funds related to the operation of the SCC

SCC Activities

In executing their duties, typical SCC activities may include:

- Planning special events and information sessions at their school
- Recruiting and organizing school volunteers
- Discussing education-related and school-specific issues both for the current year and for the future of the school and school division
- Approve of any fund raising activities engaged in by staff, students or SCC
- Identifying SCC representatives to attend and participate in division-wide activities/information sessions and research projects
- Recruiting parents and other subject experts to make presentations of interest and educational value to the school community
- Creating opportunities for parents and guardians and community members to become involved in the activities and life of the school
- Making recommendations to the Board on subjects relating to school facilities

Board Responsibilities

To help SCCs conduct their business and activities in a manner that is both convenient and that benefits the entire school community, LOCRCSSD Schools will provide SCCs with:

- Free space in the local school for SCC meetings and other public gatherings
- Funding for orientation, training, development and networking opportunities for SCC members
- Public document storage and disposal, when appropriate
- A draft constitution on which a SCC may model and develop its own constitution

To further assist SCCs a LOCRCSSD Superintendent of Learning shall be available as a contact for SCCs and will provide ongoing feedback and support.

School Administration Duties

The school principal and teacher have all the duties of elected members in addition to serving as the administrative link between the SCC and school and the Board.

School administration can provide the necessary resources and information to the SCC with respect to policy and procedures. School administration can also enact and apply any approved decisions made by the SCC.

Being *appointed members*, the principal and teacher on the SCC cannot serve as chairperson, vice-chairperson, treasurer, or secretary.

For high school SCCs, students, although appointed, may serve as chairperson, vice-chairperson, treasurer or secretary.

Elected Parent/Guardian Duties

Elected parents or guardians have all the duties expected of a council member as described in **Council Duties (page 6)**. Parents and guardians may also serve as chairperson, vice-chairperson, treasurer, or secretary. Parents and guardians may also be appointed members. Non-elected and non-appointed parents and guardians may become sub-committee members as determined by the SCC. It is important to note that sub-committee members do not have the right to vote.

Community Members' Duties

Elected community members have all the duties expected of a council member as described in **Council Duties**. Elected community members may also serve on the executive as chairperson, vice-chairperson, treasurer, secretary, professional development/communications. Although public members of the school community may be elected, they may also be appointed to the SCC. Appointed members, with the exception of high school students, may not serve on the SCC Executive. Non-elected and non-appointed members of the community may join sub-committees as determined by the SCC. Sub-committee members do not have the right to vote.

Elected Member Responsibilities

Elected members must step down and may not run for re-election if they are

- Absent from three or more consecutive meetings without the authorization of the SCC
- Cease to be eligible (e.g. no longer live in the school community, or do not have children attending that school)
- Convicted of an indictable offence

Board Policy requires every volunteer that works directly and without staff supervision with students to complete a Criminal Records Check. This policy may or may not apply to most SCC members. Members should consult the school principal for clarification.

Students

For high school SCCs at least one and a maximum of two high school students may be appointed to that high school's SCC. Student SCC members have all the duties expected of a council member as described in Council Duties. Students may also serve as chairperson, vice-chairperson, treasurer, or secretary. Students may also serve as appointed members.

Non-elected and non-appointed students may join sub-committees as determined by the SCC. Sub-committee members do not have the right to vote.

It is worthy of note that as there are no age restrictions in the provincial legislation any student may run for SCC election, if that student is an elector (registered as a LOCRCSSD supporter) and over the age of eighteen. Any student may be appointed regardless of age. This means that an elementary student who meets the residency requirements (lives in a school's attendance area) would be eligible to be appointed as a community member.

Sub-Committee Members

From time to time, SCCs may wish to create sub-committees for specific projects and initiatives. Individuals from the school community and others with expertise may be asked to join these sub-committees. These sub-committees may be formed without prior approval of the LOCRCSSD Board. These sub-committees will report exclusively to the SCCs who have responsibility for them. Sub-committee members have no SCC voting rights.

Key Dates for SCCs

There are currently no set dates for any SCCs to conduct specific business. However, at a minimum, the SCC shall plan and meet, at minimum, at five regular meetings and an annual general meeting each school year. In addition, SCCs may plan and organize any number of sub-committee meetings as required.

The dates of meetings should be set on days that are convenient for the majority of elected and appointed members of the SCC.

According to policy, the Annual General Meeting must include Council Elections and must be held between September 25th and October 15th of each year.

When planning meetings, it is important first to work with the school administration to ensure the school facility is available. It is equally important to communicate, when appropriate the timing of this meeting to the school community to ensure a good turnout.

Elections and AGMs

School Community Council elections must be held at the same time as the SCC's Annual General Meeting (AGM) and before October 15th of every year.

Each school will communicate to its community:

- The purpose of the meeting
- The attendance area for the SCC
- Where electors can access approved election procedures; and
- The date, time and location of the meeting.

Prior to the AGM, the Board will appoint an electoral officer who will be responsible for running the election.

The electoral officer cannot be that school's principal or a current member of the SCC.

At least five weeks prior to the AGM, the SCC must identify the number of vacancies, and/or number of individuals not running for re-election to the electoral officer.

School boundary maps, election processes and procedures will be made available to the schools by LOCRCSSD. The SCCs should ensure that these documents are easily available to the school community.

This information may be posted on the LOCRCSSD web site. It is recommended that individual schools also post this information on their web site for the school community's information.

At the AGM, the Chairperson of the SCC or designate must present a list of candidates.

Individuals wishing to serve on a school's SCC and who wish to be included on the list of candidates must:

- Contact the school in the five week period prior to the AGM and request that their name be included on the list of candidates.
- During the AGM, *self-declare*, or request that their name be placed on the list.
- During the AGM individuals may receive a nomination from the floor and agree to let their name stand for election. In this last case, these individuals must be at the AGM.

School principals must make arrangements with their schools clerical staff to accept requests from potential candidates and to forward these requests to the electoral officer.

For high schools, a separate list of pupils must be compiled **four weeks prior to the AGM**. Although high school SCC members are appointed, they may serve on the Executive (chair, vice-chair, treasurer, secretary, professional development/communications). Compilation of the student list will follow the same guidelines for compiling the list of candidates (above).

Each SCC shall determine, in advance of the election, the process for determining which pupils will be recommended for appointment to the council. It is recommended that the high school principal and the SCC consult with their Assistant Superintendent, School Administrative Services to develop this process.

The electoral officer will verify the eligibility of the candidates through signed declarations. SCC members are elected for a period of two years and are eligible for re-election if they have not been required to step down as a result of:

- Absence from three or more consecutive meetings without the authorization of the SCC
- Ceasing to be eligible (e.g. no longer live in the school community, or do not have children attending that school)
- Conviction of an indictable offence

Half of the elected members will serve a two year term, while the other half will serve for one year. In subsequent years, all elected members will serve for two years. All SCC members in good standing are eligible for re-election.

The electoral officer will conduct a secret ballot and announce successful candidates, based upon highest vote counts to fill the number of position vacancies.

The electoral officer shall use paper ballots that should be collected in a suitable container for this purpose.

Once counted by the electoral officer, the electoral officer must then announce, during the AGM the winners of the election.

It is important to note, that at the time of the AGM, if there are nine (9) or less proposed candidates for elected membership, these candidates may be acclaimed without the need of secret ballot election.

Winners of the election must then select, either by open ballot vote or consensus, the Executive of the SCC.

The Executive (chair, vice-chair, treasurer, secretary, professional development/communications coordinator) can only include elected members, but may include appointed high school students, in the cases of high school SCCs.

After the AGM

Within 10 school days (business days during which there are classes) after the election, the electoral officer will provide to the Superintendent of Learning:

- Sealed envelope with all ballots cast at the election
- The names of successful candidates and their terms
- The list of officers' names (chairperson, vice-chair, treasurer and secretary, professional development/communications)
- The list of all candidates
- The list of recommended pupil appointments
- Any notification that the elected membership is less than the five person minimum.

Following consultation with elected candidates the school principal and the SCC, will prepare a list of recommended appointees for submission.

A report addressing all of the recommended appointees will be forwarded to the Board for approval prior to the start of the school year.

Meetings

SCC meetings will generally be conducted much in the same way as parent council meetings have been run in the past. They may follow Robert's Rules of Order.

Budgets

SCCs are accountable for any grant they receive from the Board. The grant must be used to support the professional development of the SCCs and the parent community of the school. They are also responsible for drafting, maintaining and reporting on their own budget.

Alignment of Goals

It is **crucial** that school goals mirror and complement those defined by LOCRCSSD Saskatchewan Ministry of Education Sector Plan.

Details of this plan may also be found on the Saskatchewan Ministry of Education Sector Plan website www.loccsd.ca.

Similarly, Learning Improvement Plans must also relate to the Saskatchewan Ministry of Education Sector Plan for the division and the priorities for that school.

Communications to Board

There are a number of occasions that a SCC may wish to communicate with the Board of Light of Christ RCSSD schools.

- Results of the election – handled by the electoral officer and directed to the Superintendent of Learning, who will forward it to the Board.
- Making recommendations to the Board on subjects relating to school facilities.
- Making formal requests to present to the Board in session.
- Forwarding details about the SCC Learning Improvement Plan or other initiatives. School Learning Improvement Plan articulation at year end presentation.

In most cases, the SCC can provide the request and/or the information to the school principal who can forward it to the Board on the SCC's behalf.

When a SCC wishes to make a formal request or presentation, it may do so, by letter to:

Superintendent of Learning

9301-19th Ave,

North Battleford, SK S9A 3G9

Requests by e-mail are also welcome. Please forward requests to k.colliar@loccsd.ca.

A letter or e-mail reply from Saskatchewan Ministry of Education Sector Plan will include the date of the scheduled presentation to the Board.

Communications to Schools and Parents/Guardians

The SCCs must work with the school principal to coordinate any communications and/or meetings with the school community. These communications may include, but are not limited to:

- School newsletter
- Handout for students to take home
- Posters
- Voicemail/talk mail to parent/guardians
- Community meeting

It is vital that the SCCs and the school principal remember that Light of Christ RCSSD #16 has an obligation to protect individual's privacy. **Telephone numbers, addresses and any personal information relating to staff, students or their families cannot be disclosed or shared by the school without the explicit (usually in writing) permission of the individual.**

Communications to Public

As with communicating within the school community to parents and guardians, SCCs may also seek to communicate to the public to inform, to consult or to solicit and encourage participation.

These communications can be done through a variety of means including:

- Posters
- Advertising
- Billboards/school signs (with principal's approval)
- Community meeting
- Media advisories/releases
- Media Community Calendar notices

SCCs should verify with the school principal about what is considered appropriate for public communications.

Board Presentations

Any individual or group is welcome to make a formal presentation to the Board. Presentations from SCCs are especially welcome.

The Board meets every second Tuesday of the month while school is in session. The Board does not meet during holidays or the summer months. Board meetings begin at 6:30 p.m. sharp.

Presentations typically may run up to 20 minutes in length and are conducted during the public portion of the Board meeting. This means that other members of the public and the media may be in attendance.

SCCs may also request a meeting with the Board *in camera*, or in “closed session” where only Trustees and senior administration participate.

All Board presentations must be requested in advance. When a SCC wishes to make a presentation to the Board, it may request a date, by letter to:

Superintendent of Learning
9301-19th Ave,
North Battleford, SK S9A 3G9

Requests by e-mail are also welcome. Please forward requests to k.colliar@locbsd.ca

A letter or e-mail reply from LOCRCSSD will include the date of the scheduled presentation to the Board.

Annual Meeting-Related Communications

LOCRCSSD is responsible for the majority of public advertising concerning Annual Meetings. See **Elections and AGMs**.

SCCs are also welcome to advertise and communicate within their own school communities about the AGM by using any and all of the communication techniques noted above in this section.

Advertising

SCCs may advertise activities, events or other initiatives with any media. Please note that advertising can be costly – see **Budget** section.

Questions and Answers:

- **How many SCCs can someone serve on?**
 - A parent/guardian may serve as an elected member on as many SCCs as schools his or her children attend. For example. Take the case of an individual who has three children; two attend two different elementary schools and one attends a high school. That parent/guardian has the right to run for election on three SCCs – the two elementary schools and the high school.
 - If that same individual happens to live in the school attendance area of a third, or different elementary school than the two that the children attend, then that individual may also be elected as a community member, or be appointed for that third school.
 - An individual may be appointed to serve on any one SCC in the City of North Battleford.
 - No person can serve as an appointed member for more than one SCC.
 - No individual may serve as a community member for more than one SCC.

- **What happens to Community School Councils?**
 - As with parent associations and other such school community groups, Community School Councils will evolve into SCCs.
 - The unique and specific responsibilities of Community School Councils may be taken on and built upon by the SCC that replaces that council.

- **What are the key dates?**
 - LOCRCSSD must communicate the date of the AGM and elections five calendar weeks prior to the AGM's date.
 - Five calendar weeks prior to the AGM, the SCC must identify the number of vacancies, if any to the electoral officer.
 - LOCRCSSD, in consultation with the school, must nominate an electoral officer for that school more than five calendar weeks prior to the AGM.
 - Individuals seeking to serve on a school's SCC must contact the school four calendar weeks prior to the AGM.
 - The electoral officer must provide results of the elections to the Superintendent of Learning 10 school days after the AGM.
 - High Schools should compile a separate list of potential high school student appointees and present to the electoral officer four calendar weeks prior to the AGM.
 - Elected SCC members generally hold their position for two years and appointed high school students for one year.
 - Half the elected members will be elected for two years, and the other half for one year.
 - Elected SCC officers (the Executive) must stand for re-election/affirmation to the Executive every year.

- What authority does the SCC have?
 - The authorities given to SCC are outlined in The Education Act, 1995, The Education Regulations 1986.
 - The SCC is a publicly elected body that is responsible to the school community and to the Board.
 - The SCC has duties outlined in Roles and Duties in this document and budgetary obligations outlined in Budgets in this document.
 - A SCC has no authority over any matter that would normally be the responsibility for school or school board administration.

- What is the SCC's relationship/obligation to LOCRCSSD and its Board?
 - A SCC functions much like a parent association, with the exception that it also includes, by legislation, community, appointed and student (for high schools) members.
 - A SCC is a committee of parents/guardians and members of the community working together for the benefit of students and the school community.
 - The SCC's relationship with LOCRCSSD is such that, through the principal and the Board, the SCC will work to identify ways to support the school's principal and school staff efforts in advancing the school's learning programs.
 - The SCC is accountable to the school community for its activities and to the Board with respect to adhering to established Board Policies that are available through the school or at: www.loccsd.ca under Board Information/Policies and bylaws.

- What authority do the appointed members of the SCC have?
 - The principal and the teacher are the SCC's direct links back to the school, staff and student community.
 - The principal is responsible for the administration of the school and has authority, under some direction of LOCRCSSD over the running of the school, its activities and projects.
 - The principal is also the link between the SCC and LOCRCSSD administration and the Board.
 - Other appointed members have all the rights and privileges as appointed members, but they are not eligible to serve on the Executive. The Executive consists of chairperson, vice-chair, treasurer, secretary and professional development/communications.

- What are the duties of the SCC Executive?
 - The SCC Executive is comprised of chairperson, vice-chair, treasurer, secretary, professional development/Communications. They are the decision-making body of the SCC and should work in consultation with the other elected and appointed members and the school community.
 - The Executive is responsible for the administration of the SCC.
 - It is the SCC Executive that is responsible for formal presentations and requests to the Board.
 - The SCC Executive are the representatives of the SCC and are the ones who will be consulted and/or communicated to first by the principal or LOCRCSSD when the entire SCC cannot be convened.

- What's the first thing to do after the election?
 - Hold elections for the Executive
 - Plan the dates of the five regular SCC meetings.
 - Communicate details of the new SCC to the school and to the school community
 - Through the electoral officer, forward any pertinent information as described in **Elections and AGMs** to LOCRCSSD.

- Must a SCC hold an election?
 - The AGM and preliminary election process as outlined in **Elections and AGMs** must be followed.
 - At the time of election if the number of potential candidates totals or is less than nine, then candidates may be acclaimed. See **Membership**.

- How do you determine roles of SCC members?
 - It is the responsibility of the individual SCC to determine and set the roles each member will serve.
 - The SCC Executive has some specific administrative and leadership roles and duties with respect to running the SCC and coordinating/communicating with the school and RPS.

- What is the SCC responsible for?
 - The SCC is responsible for activities and programs relating to benefiting the school, school community and students. Creativity is encouraged.
 - The SCC will work closely with the principal and the school community to benefit the school and to meet the Continuous Improvement Plan goals for both the school and the school division.

- What's the difference between a Parent Association/PTA/Home and School and a SCC?
 - The key difference is that SCCs are elected bodies that serve the entire school community and have, as members, individuals from the community that may not be parents or guardians of students at that school.
 - In addition, a number of appointed members are also part of a SCC
 - In high schools up to two high school student members may be appointed.
 - SCCs are also responsible for working closely with the school on the development and execution of the Learning Improvement Plan and co-ordination with the Continuous Improvement Plan.

- What happens if not enough people are interested in serving on the School Community Council to meet the requirements in the new legislation?
 - LOCRCSSD will work with the school community to identify and appoint members to a Council to meet membership requirements.

- What happens to the money that has been fundraised by the current parent association?
 - The SCC will establish a sub-committee to handle money raised through fundraising. This will mean that the funds can remain in the account and financial institution as is. If a new account is opened for funds, it is important that the account is not identified as a SCC account, as SCCs are instruments of legislation.

- What happens if the current parent association is incorporated?
 - The SCC will establish a sub-committee that can be incorporated. This will mean that incorporation does not need to be changed. If a new incorporation is established, it is important that the incorporation not be identified as a SCC incorporation as SCCs are instruments of legislation.
- What happens to the SCC and its funds if a school closes or amalgamates?
 - It is likely that any funds will follow the majority of students to a new or amalgamated LOCRCSSD school. The SCC of the affected school is responsible for deciding how to dispense these funds.
- Who does the SCC go to for support?
 - The SCC will have a number of resource and financial supports made available from LOCRCSSD and the Provincial Government.
 - The SCC, like previous parent associations, should work with the community to create innovative and new avenues of support and participation.
 - SCCs are also encouraged to work with other SCCs to share successful support strategies.
- How could the SCC more completely involve its community?
 - SCCs should look at every opportunity to engage and contact the community.
 - More details about tips and techniques for this may be made available from LOCRCSSD. Different SCCs should work together to share successful community engagement strategies.
- What involvement should students have in the SCC?
 - At the high school level up to two students should serve on the SCC and those students should represent the student body and report back to them.
 - At the elementary level, it is up to the principal to inform and engage the student body.
 - Students may also serve on non-voting sub-committees.
- How do you run a meeting?
 - Meetings may follow Robert's Rules of Order. It is up to the individual SCC to determine and set the tone and formality of the SCC.
- How do you run an annual meeting?
 - See **Elections and AGMs**
- What kind of funding does the SCC have access to?
 - Funding for SCCs has been made available from the Provincial Government and will be distributed by LOCRCSSD.
- How can the SCC make an expense claim?
 - Expense claims can be made by the SCC Executive.

- What kind of reporting does the SCC need to do?
 - There is specific reporting required leading up to and following the AGM and election process. See **Elections and AGMs**.
 - There are also specific financial reporting requirements. See **Budgets**. These requirements relate only to monies that the Board of Education assigns to the schools.

- How many meetings must there be in a year?
 - There must be five regular meetings during the school year and one AGM.

- What is Quorum?
 - Quorum is the minimum number of members of a group necessary to conduct the business of that group. Ordinarily, this is a majority of the people expected to be there.
 - A SCC will include no more than 17 voting members; 9 elected and 8 appointed. Quorum for 9 elected and 8 appointed members would be more than 50 per cent of the total members. Therefore, 5 elected and 4 appointed (one elected member more than appointed).
 - There must always be at least one more elected member than appointed members for the meeting to have quorum.
 - A SCC meeting without quorum can still continue as an information meeting. Without quorum, no binding decisions may be made or financial business conducted.

Glossary

- **Committee/ Steering Committee** – The Committee responsible for planning and setting up the transition to School Community Councils at Light of Christ Catholic Schools
- **Elector** – An individual tax payer over the age of eighteen who has declared support for public education
- **LOCRCSSD** – Light of Christ Roman Catholic Separate School Division
- **SCC** – School Community Council