

Constitution

The name of the School Planning Council shall be _____.

Section 1 – Definition

Consultation is defined as the process where a School Planning Council seeks advice from those who may be affected by a decision, considers the advice and then makes its decision given the best information available.

School Community means all parents, students, administrators, teachers and support staff of the school.

School Plan means a plan for the school in respect of improving student achievement and other matters contained in the board's accountability contract relating to the school and should reflect the characteristics, values and needs of the school community.

Section 2 – Objectives of the School Planning Council

To consult with the school community in developing, monitoring and reviewing school plans for improving student achievement.

Section 3 – Membership

Principal of the school, one teacher of the school and three representatives of the Parent Advisory Council who are parents of students enrolled in the school.

One of the Parent Advisory Council representatives must be an elected officer of the Parent Advisory Council.

The Parent Advisory Council representatives must not be employees of the Board of Education or elected school board trustees.

Section 4 – Election of Teacher and Parents' Advisory Council Representatives

The teacher representative on the School Planning Council will be elected annually by secret ballot by the teachers who teach at the school.

The Parent Advisory Council will elect annually three Parent Advisory Council representatives.

The Board of Education may appoint person to fill vacancies if the teachers at the school do not elect a representative or the Parent Advisory Council does not elect three representatives.

Elected or appointed representatives to the School Planning Council will be made no later than October 15 of each school year.

Section 5 – Term of Office

The term of office for person appointed or elected to the School Planning Council must not be for more than one year.

Section 6 – Remuneration

A person will not receive any remuneration for serving as a member of the School Planning Council.

Bylaws

Section 7 – Meetings

The _____ School Planning Council shall meet as set out in the Constitution and Bylaws, but must meet at least four times during the school year.

Section 8 – Meeting Quorum

A quorum will be a majority of members.

Section 9 – Rules of Order

Roberts Rules of Order, Revised, shall govern in all cases not covered by the Constitution and Bylaws.

Section 10 – Minutes

Minutes summarizing decisions made and business accomplished shall be kept for all meetings. Minutes will not include personal opinion or commentary or direct transcription of meeting dialogue or conversations. Minutes will record all agreed upon actions, timelines and person(s) responsible for carrying out actions.

Minutes will be available upon request and will be kept for a period of 5 years.

Section 11 – Amendments

The Constitution and Bylaws may be amended at the request of and with a majority vote of the members.