

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*

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**SCHOOL PLANNING COUNCILS**

**6.500**

**POLICY**

School Planning Councils (SPCs) shall be established and operated consistent with the provisions found in s. 8.1, 8.2 and 8.3 of the *School Act*.

**VALUES**

In its consideration of this policy, the Board of Education has been governed by its legislative **responsibilities** under the *School Act*, and **respect** for the need for effective participation within the school improvement / planning process and effective communication within the learning community.

**REGULATIONS**

Although sections of the *School Act* referenced above provide general legislative parameters for the operation and mandate of SPCs, the Board of Education supports the application of the following Terms of Reference for SPCs within School District 54 (*Bulkley Valley*).

1. With the exception of the school principal, membership is voluntary. Members receive no honourarium, payment or reimbursement of expenses for participating in SPCs, nor do SPCs have any legislative authority to raise or expend money.
2. Term of office for all members is one (1) year. Members are elected or appointed to represent constituent groups within the learning community. Each member is responsible to accurately reflect the position of those constituent groups and not their own personal opinions.
3. The Principal, or designate, shall preside at all meetings and is responsible for maintaining decorum. All meetings are open to the public.
4. The Chairperson shall be responsible for the drafting and distribution of an agenda for each meeting. Any member may have an item added to the next meeting's agenda by a request through the Chairperson. The request should be provided in a timely manner and specific in nature.
5. The Chairperson shall ensure that a record is kept of the business transacted at each meeting and made available to the local learning community in a timely fashion. The minutes shall reflect:
  - a. Date, time and location of meeting
  - b. Participants
  - c. A record of items discussed and any decision(s) reached.
6. Quorum will be achieved with the attendance of the Principal (or designate) and two other members or their alternates.
7. Section 8.3(2) of the *School Act* prescribes that a School Planning Council, "...must prepare a school plan for the school in respect of improving student achievement and other matters contained in the board's achievement contract relating to that school." and further in s. 8.3(3) that,

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*“a School Planning Council must consult with the parents’ advisory council during the preparation of the school plan.”*

8. The plan that is referred to Item 7 above is known as the “School Learning Plan”.
9. The School Learning Plan must be submitted to the Board by June 15 of each year. This deadline may be extended by the Superintendent.
10. Section 8.2 of the *School Act* prescribes the role of a SPC as follows:

*A board must consult with a school planning council in respect of the following:*

  1. *the allocation of staff and resources in the school*
  2. *matters contained in the board’s achievement contract relating to the school*
  3. *educational services and educational programs in the school*
11. The following are not within the mandate of any SPC:
  - a. Personnel matters
  - b. Personal and confidential information, such as performance, terms of employment or conduct on students, parents, and employees
  - c. Activities beyond the consultative role prescribed by the *School Act* and this policy
12. Councils should meet three (3) times per year, at a minimum. Participation by telephone or other electronic means is allowed subject to functional communication between all participants.
13. Decisions of school planning councils shall be made on a consensus basis. Votes are not taken except on the approval of a proposed School Learning Plan, and in such a circumstance, all members are entitled to one vote. If consensus cannot be achieved on other matters within the council’s mandate, the minutes shall reflect that lack of consensus. In such cases, every effort should be made to provide a clear record of the minority and/or dissenting opinions
14. The Superintendent may designate a board officer to act as a district liaison for SPCs. The District liaison officer, or designate, may attend any meeting of an SPC.

Amended: February 15, 2011  
Adopted: February 18, 2003