

SCHOOL or CENTRE COUNCIL

GENERAL PRINCIPLES

Within each school and centre, there shall be a School or Centre Council. This School / Centre Council shall be a participatory and coordinating body. It also performs a communication role.

Participation on School / Centre Council is a contractual opportunity to be involved in the formation, modification and implementation of educational policies as well as develop a venue for dialogue with the school administration. The School / Centre Council must be consulted before the implementation of policies made by the Principal or Director affecting the educational policy or student discipline in that school or centre. In addition, it must be consulted prior to any decision being made by the Principal or Director of the school or centre, which would establish or modify the pedagogical or disciplinary organization of the school or centre.

The School / Centre Council must be specifically consulted on the following items:

1. The critical dates and calendar of events.
2. The educational objectives of the school or centre, including the Success Plan, in relation to the community which it serves on an annual basis.
3. The general organization of student activities, whether integrated into the school or centre program or extra-curricular.
4. The school's organizational plan and any project which is part of the plan.
5. The formulation and application of school rules.
6. Any item referred to the School / Centre Council by virtue of article 8-12.00 of this agreement (DISTRIBUTION OF DUTIES AND RESPONSIBILITIES AMONG THE TEACHERS OF THE SCHOOL).
7. The budgetary proposals at the school level for instructional material and educational activities.

8. The time, date, and duration of parent-teacher meetings.
9. The emergency substitution plan in conformity with clause 5-1.20 section E.
10. The manner of applying decisions of a pedagogical or disciplinary nature emanating from the Board and/or the Ministry of Education.
11. The school-based activities on pedagogical days with the exception of those days prior to the commencement of classes in September.
12. The student course of study, options, time allocation and scheduling.
13. System of reporting student lateness and absences.
14. The following three items, it being understood that consultation through the School / Centre Council is the "procedure determined by the teachers" in conformity with section 96.15 of the *Education Act*:
 - a. the criteria for the introduction of new instructional methods;
 - b. in accordance with the *Education Act* and in keeping with the school budget, the textbooks and instructional material required for the teaching of programs of studies;
 - c. the standards and procedures for the evaluation of student achievement, in keeping with the prescriptions of the Basic School Regulation and subject to the examinations that may be imposed by the Minister or the School Board.
15. The supervision schedule.
16. The criteria for the distribution of student teachers.

The School / Centre Council must study and express its opinion on any questions within its jurisdiction referred to it by either the Principal or Director, the Chairperson of the School Council or any member of the teaching staff through the Chairperson of the School / Centre Council. The Chairperson, in consultation with the principal or director,

shall prepare the agenda for the School / Centre Council meetings. The Chairperson shall send minutes of the School / Centre Council meeting to the president of the ATA.

Between the date of the request to the School / Centre Council for advice and the date of implementation of a measure, the School Council has 30 days in order to fulfill the obligation that it has to consult with staff of the school, before making its recommendation.

If the Principal or Director does not concur with a unanimous recommendation of the School / Centre Council, she/he shall provide the reasons, in writing, to the School / Centre Council at the next meeting. Nevertheless, the Principal or Director shall verbally provide the reasons to School / Centre Council at its next meeting in the event that she/he does not concur with any other recommendation.

COMPOSITION

The School / Centre Council shall be composed of members of the school's teaching personnel elected by their colleagues. The number of School / Centre Council members shall not be greater than nine. The composition of the School / Centre Council shall be forwarded to the Board and the ATA by September 30th by the chairperson.

The Principal or Director shall be a non-voting member of the School / Centre Council, but shall be exclusive of the number of members stated in clause 4-3.06.

The School / Centre Council shall be established by September 15th of each year.

OPERATION

The School / Centre Council shall meet at least six times during the school year.

All School / Centre Council meetings shall be open to all members of the teaching staff.

At its first meeting, the School / Centre Council shall elect a Chairperson and a Secretary from among its members to serve for the year.

The committee will establish its own rules of internal procedure.

The decisions of the School / Centre Council are made by a majority vote of the members present who are entitled to vote. If votes are equally divided, the Chairperson has the casting vote.

No meeting can have the status of a School / Centre Council meeting without a quorum of at least two-thirds of its voting members being present. The failure of the School / Centre Council to form a quorum shall not impede the implementation of subjects vital to the operation of the school. The School / Centre Council shall adopt all other rules of internal procedure.

Notwithstanding the foregoing, should the School / Centre Council not be able to convene during July and August at the request of the Principal, the Principal may disregard this consultative process for matters relating to clause 4-2.02 that require decision during the months stipulated.

In such cases, the Principal shall immediately send a letter to the Chairperson of the School / Centre Council with a copy to the President of the Association informing them of the situation, and the action the Principal has taken. These decisions and the reasons therefore shall be the subject of discussion at the next meeting of the School Council.