

PROTOCOL AGREEMENT

Between

Eastern School Board

And

School Council

Approved by ESD School Board May 4, 2005

This agreement, required under section 26 (6) of the Schools Act (1997), defines the roles, responsibilities, and the operating guidelines of the two partners, **Eastern School Board** and the _____ **School Council** granted either in Legislation or by the **School Board**.

The parties to this agreement acknowledge that the relationship is built on an open dialogue, a common understanding of each partner=s role in the educational enterprise, and a mutual respect for each others responsibilities and capabilities.

This agreement between the above stated partners becomes effective _____. The agreement will be reviewed in accordance with Section VII of this agreement.

1. **PARTNER ROLES**

1.1 The functions of the **School Council** are:

- (a) To represent the educational interests of the school;
- (b) To advise on the quality of teaching and learning in the school;
- (c) To facilitate parent and community involvement; and
- (d) To advise the School Board on matters of concern to the school and to the community.

1.2 In undertaking these functions, the **School Council** shall:

- (a) Approve for recommendation to the Board, a plan for improving teaching and learning in the school as developed through the School Development Process;
- (b) Support and promote the plan approved by the Board for improving teaching and learning in the school;
- (c) Ensure that the report on the school prepared under paragraph 24 (3) (k) of the Schools Act, 1997 is available to the public;
- (d) Consider information respecting performance standards in the school;
- (e) Assist in the system of monitoring and evaluating standards in the school;
- (f) Monitor the implementation of recommendations in reports on the performance of the school;
- (g) Conduct meetings with parents and members of the community on matters within its responsibility;
- (h) Communicate concerns respecting Board policies and practices to the Board; and
- (i) Approve and monitor activities for the raising of funds for the school.

1.3 As a partner to this agreement, the **School Board** shall:

- (a) Ensure that school principals provide for the establishment of School Councils;
- (b) Create a positive climate, which facilitates School Board and School Council activities and decisions;
- (c) Develop policies to facilitate the establishment of School Councils;
- (d) Provide the School Council with access to information relevant to their functioning;
- (e) Respond to the recommendations of the School Council;
- (f) Provide training, administrative support, and other support as necessary;
- (g) Provide procedures which enable the School Council to access School Board Services.

2. COMMON GOALS AND OBJECTIVES OF THE SCHOOL COUNCIL AND THE SCHOOL BOARD

2.1 The goals and objectives of the _____ **School Council** and the **Eastern School Board** are:

- (a) To promote policies to enhance student achievement;
- (b) To support the maintenance and enhancement of school programs;
- (c) To enhance school - community relationships;
- (d) To promote collaborative relationships among parents, students, teachers, community members, and school board;
- (e) To foster shared-governance over school policy making at school site;
- (f) To oversee a site-based school development process;
- (g) To promote learner-centered schools; and
- (h) To establish effective communication methods and procedures.

3. AREAS OF SPECIAL RESPONSIBILITY

3.1 In addition to those roles and responsibilities identified in Sections I and II, the _____ **School Council**, upon request from the **Eastern School Board**, has agreed to the following terms:

- (a) Hold a minimum of six (6) meetings per year;
- (b) Submit a copy of minutes and agendas of all council meetings to the school council liaison person at district office; and
- (c) Submit an annual report to district office.
- (d) Submit a copy of minutes and agendas of all council meetings to the School Board Trustee(s) for the school zone.

3.2 In addition to those roles and responsibilities identified in Section I and II, the **Eastern School Board**, upon request from the _____ **School Council**, has agreed to the following terms:

- (a) Provide to the School Council chairperson and the school an advanced copy of the agenda and a copy of the minutes of all regular school board meetings, through the School Board Website:
www.ESDNL.ca

3.3 Either party may request a change to Section III at any time.

4. COMMUNICATION PROCEDURES

The **School Board** and the **School Council** recognize that accurate, timely information will promote a cooperative relationship between the two parties.

- 4.1 The School Board and the School Council recognize that the primary source of information for the School Council is the Principal. Therefore the decisions and concerns of the School Council shall be communicated to the appropriate staff at the School Board through the Principal of the school.
- 4.2 Notwithstanding 4.1, the chairperson or designate of the School Council may be formally directed by motion of the council to communicate directly with the School Board. The Principal will be immediately notified of the decision.
- 4.3 Formal communication between the School Council and the School Board will be in writing between the School Council Chairperson and the CEO/Director of Education and/or Board Chairperson.
- 4.4 The Principal shall have prior knowledge of the agenda of business to be conducted at every School Council meeting and, in so far as possible, s/he will research the topics prior to the meeting.
- 4.5 The Principal will provide accurate and up-to-date reports on behalf of the School Board Director to the School Council.
- 4.6 The Principal will research topics and interests with the CEO/Director of the School Board (or designate) in order to accurately report School Board administrative actions to the School Council.
- 4.7 The School Board will respond to written correspondence from the School Council within a timely fashion.

5. CONFLICT RESOLUTION PROCEDURE

- 5.1 Conflicts that arise between school councils and schools will be addressed within a timely fashion using standard conflict resolution procedures.
- 5.2 When conflicts arise related to policy development or interpretation, the order of reference for resolution will begin with the Schools Act (1997) and continue to school board policy and then to school policy.
- 5.3 When conflicts cannot be resolved using normal procedures a committee of council and school personnel will be formed to resolve the matter with the assistance of school district personnel.

6. FINANCIAL RESPONSIBILITY

- 6.1 It is agreed and understood that all school fundraising activities and / or levies must be approved by the School Council. School Council approval must be recorded in minutes of the School Council meeting and maintained on file. All fundraising must be incorporated into the school budget.
- 6.2 All funds raised by the School Council will be administered by the school within the account structure approved by the District Administration and will be governed by the Board's fiscal policy.
- 6.3 In an effort to ensure that all school financial activities are operated in an open and transparent manner, the school principal will ensure that financial statements are prepared and reviewed with the School Council as follows:
 - In December for the period [July] September to November
 - In March for the period December to February
 - In June for the period March to May
- 6.4 Each Financial Report should include the budgeted amounts for each account and an explanation of all significant variances of actual amounts from budgeted amounts.
- 6.5 A final Financial Report, complete with variance explanations as above, will be prepared and presented to the School Council in September covering the previous fiscal year ending June 30th. A copy of this report will be forwarded to the District Office.
- 6.6 All Financial Reports will be signed by both the Principal and the School Council chairperson following adoption by the School Council at a regular meeting. The adoption of the Financial Report will be recorded in and appended to the School Council minutes.

- 6.7 The School Council will work with the School Administration to ensure adherence to the Board's *Fiscal Accountability and Reporting Policy for Schools*.
- 6.8 All funds raised by a school, whether through School Council initiatives or otherwise shall be subject to audit, in accordance with Board policy.
- 6.9 School Councils are not permitted to have signing authority on school accounts except as provided for in the Board's Fiscal Accounting and Reporting Policy for Schools.

SECTION VII PROCEDURE FOR REVIEW OF PROTOCOL AGREEMENT

- 7.1 Either party may request changes to this Protocol Agreement.
- 7.2 Changes must be submitted in writing to the CEO/Director of Education and/or the School Board Chairperson, and the School Council Chairperson.
- 7.3 A committee representing both parties will review the requested change.
- 7.4 Changes resulting from a review will be implemented within a timely fashion.

Signed on behalf of the School Council:

 Chairperson,
 School Council

Signed on behalf of the Eastern School Board:

 Chairperson, Eastern School Board

 Date

APPENDICES

Appendix 1: School Council Membership

Appendix 2: School Development Plan

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