

## **COMMUNITY SCHOOLS IN BURNABY - AN OVERVIEW**

Burnaby's Community School model was established in 1976 as a result of a strong partnership between the school district and the City of Burnaby. The first school to become a community school was Lochdale Elementary. At the time, it was one of the first community schools in the province. Today there are seven elementary community schools within the Burnaby School District: Edmonds, Gilmore, Lochdale, Maywood, Second Street, Stoney Creek, and Stride Avenue. There is also a secondary community school at Byrne Creek.

A community school takes one of the largest and most under-utilized public facilities, the public school, and increases its investment by keeping it open evenings, weekends and during the summer for community activities.

Through multi-ministry funding and non-profit partnerships, community schools address the needs of all age groups, with programs for preschoolers, after school care, and adult education and recreation. The expanded mandate of the educational system in recent years has strengthened the potential of community schools in BC.

Community schools provide effective settings to implement early childhood development programs and prevention-based programs for youth and families. Extensive research, much of it from BC studies, shows overwhelming economic and social returns to society that result from investing in prevention and integrating community services.

Community schools provide a way for community residents, with or without children, to participate in the activities of their neighbourhood school. The variety of programs and services they offer helps to meet the specific educational, recreational and social needs of the area they serve.

The goals for all Burnaby Community Schools are established by the District Community School Advisory and Coordinating Committee (DCSACC), a committee of the Burnaby School Board comprised of one representative from each Community School Council, two School Trustees, one Recreation Commissioner and one Alderman. The purpose of the DCSACC is to advise the School Board and Municipality on Community Schools, set budgets and promote the community education concept.

## **STONEY CREEK COMMUNITY COUNCIL CONSTITUTION AND BYLAWS**

The Stoney Creek Community Council (SCCC) is a representative group of people who live and work within the school neighbourhood. The scope of the Council's activities include all aspects of the school environment and community.

The members of Council work towards developing effective responses to emerging community and school needs through the development of programs or services for all residents, regardless of age. Inherent to this is a commitment to ensure that all groups or individuals who will be affected by the activities of Council are involved in the decision making process.

### **Purpose**

The Council works on an ongoing basis to meet the school district goals for all Community Schools. These are as follows:

1. To utilize schools and other neighbourhood facilities more effectively for desired community programs;
2. To strengthen the existing kindergarten to grade twelve school program through greater involvement and utilization of available human, physical and financial community resources;
3. To develop a variety of educational, recreational, cultural, and social opportunities for children, youth and adults;
4. To encourage community residents to become involved in community activities, services and issues;
5. To strengthen communications within the community;
6. To facilitate coordination and cooperation among agencies and organizations in delivery of community services.

Additionally, SCCC develops specific goals to focus on during each school year which reflect the current needs of the school and community.

### **Dissolution**

Upon winding up or dissolution of the Stoney Creek Community Council, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations having a similar charitable purpose. This provision shall be unalterable.

## **BYLAWS**

### **I. Membership**

The composition of the council is non-partisan and reflective of the multicultural make-up of the neighbourhood. All adults who live and/or work in the Stoney Creek Community shall be voting members of the organization. Employees of Stoney Creek Community School shall be non-voting members.

### **II. Terms of Membership**

Executive members serve a one-year term from September to September of the following year with the exception of the Chair and Treasurer who serve a 2-year term. All executive members may serve a maximum of 2 consecutive terms in any one position. Agency and staff representatives serve a one year term from September to September of the following year. They may also stand for re-appointment if they choose.

### **III. Elections**

At the Annual General Meeting in September each year, open elections will be held to select executive officers. Should a vacancy come up in any position during the school year, Council may appoint a new member for the remainder of the term.

### **IV. Meetings**

Council meetings will be held a minimum of four times per year including an Annual General Meeting in September. Dates are to be set in June each year and published at the AGM. Every effort will be made to hold meetings at a time and place which enables all members to attend. All meetings of Council are open to the general public. Childcare may be provided at the school by the Council for the care of Council members' children, provided a request for childminding services is made in advance of the meeting. Only children of parents involved in the meeting may be cared for. For the purposes of regular meetings, quorum shall be three (3) Executive members or two (2) Executive members and two (2) General members. At AGM quorum shall be 5 General members.

### **V. Council Organization**

#### **Executive Committee**

The Executive Committee comprises: the Past Chair; Chair; Vice Chair; Secretary; Treasurer; DPAC Representative. The Executive sets the agenda for regular meetings and may hold special meetings, called by an Executive Officer, the Principal or Coordinator whenever a prompt decision is required on matters directly affecting Council. In order to expedite the business of the Council, the Executive has the power to make decisions on behalf of the Council. However, any Executive decisions must be made known to the Council members at the next Council Meeting. Council reserves the right to approve or reverse Executive decisions. The Principal and Coordinator will act as advisors to the Executive Committee but will hold no voting power.

### ***The Role of Executive Officers:***

#### *Past Chair*

Having held the position of Chair during the previous term, the Past Chair provides continuity to Council whose membership may change with each term. The Past Chair, through previous experience, has a historical overview of school and committee activities. This knowledge may be used to:

- Support the Chair by offering advice on procedures;
- Be a resource to Council by advising on the organization of past activities
- May vote at Council meetings only – is a non-voting Executive position.

#### *Chair*

The Chair is the officer elected by Council to direct and coordinate its work. The Chair will chair the meetings of Council and encourage decisions made on information rather than attitudes or opinions.

#### *Vice Chair*

The Vice Chair supports and deputizes for the Chair, and may share chairing meetings with the Chair. The Vice Chair assumes responsibilities for the Chair in case of absence and may be called upon to complete the unexpired term of the Chairperson in case of resignation.

#### *Secretary*

The Secretary is responsible for the record-keeping and administration of the Council. Working with the Community Coordinator's office, they:

- Book the meeting spaces;
- Prepare and issue agendas and minutes;
- Takes, or delegates taking, minutes during Council Meetings;
- Collects written reports from committees and delegates to add to minutes;
- Ensures that copies of the minutes from each meeting are distributed to Council members and parents;
- Ensures that copies of all minutes are filed by the Community Coordinator's office;
- Receives and responds to correspondence as directed to do so by Council.

The Secretary also books space and resources for the Annual General Meeting and ensures that all notifications, nominations and deadlines are distributed and conventions followed in order to ensure the legality of the AGM and associated elections of Executive Council members.

#### *Treasurer and Co Treasurer*

The Treasurer and Co Treasurer are responsible to Council for maintaining financial records and bank accounts. Both positions share the following responsibilities:

- Deposit money and write cheques;
- Plan a yearly operating budget in June each year in consultation with the committee members. This budget shall be approved by Council at the AGM.

- Report the financial position of Council at each meeting
- Prepare an annual statement for the Annual General Meeting.
- Maintain a full and auditable record of Council's financial transactions and accounts.

To disburse Council funds, the Treasurer or the Co Treasurer must be authorized by the Executive Officers and must have each cheque signed by two signing officers. Executive members cannot be signatories on cheques issued to themselves.

### ***District Parent Advisory Council (DPAC) Representative***

The District Parent Advisory Council (DPAC) Representative is responsible for serving as a liaison between the Council and the Burnaby District Parent Advisory Council (DPAC).

The Burnaby DPAC is comprised of representatives from all Burnaby School District schools, who meet at least six times per year along with School District Senior Administrative staff and Trustees from the Burnaby Board of Education.

The DPAC representative is to attend the monthly DPAC meeting and report back to the Council of matters of interest to Stoney Creek Community School and/or the Council.

The DPAC representative is also tasked with communicating the concerns or opinions of the Council as directed by the Chair and/or Executive. The DPAC representative should maintain an overall awareness of Council and school activities so that they can appropriately represent Council concerns.

### ***General Council Members***

All adults who live and/or work in the Stoney Creek Community shall be voting members of the organization, and all meetings are open to the public. Members of the Community may be elected to roles within the Council to fulfil specific goals and aims during the school year. For special projects a committee may be formed. Members elected to roles shall:

- Develop an understanding of the goals of the Association for Community Education and the Burnaby School District goals for Community Schools;
- Be sensitive to the emerging needs of the school and community;
- Be familiar with the programs and services available at the school;
- Support the concept of shared decision making at all levels;
- Maintain a broad vision and a community point-of-view;
- Serve as a source of information to Council by securing suggestions and recommendations from their friends and neighbours;
- Encourage widespread participation of all people in planning and developing programs to meet school and community needs.

Community members elected to Council will represent the Council in the following organizations:

***District Community Schools Advisory and Coordinating Committee (DCSACC)***

School District #41's committee of council representatives from Burnaby Community Schools, School District Senior Administrators and representatives from the Burnaby Planning Department, Interagency Council, Multicultural Society and CUPE. This group shapes the policy and direction of Burnaby Community Schools.

Council representatives to DCSACC should maintain an overall awareness of Council and school activities so that they can appropriately represent Council concerns. A report is then be given to Council on any business relevant to Stoney Creek Community School.

***Appointed School Staff***

It is desirable that there be representation from the school staff at Council meetings. They will provide a more comprehensive understanding of the educational programs and priorities for all elementary children. In order to ensure two-way communication between staff and Council, member or members attend Council meetings and provide a brief report on school events. Conversely, a report would then be presented at Staff Meetings on business resulting from Council Meetings.

***Ex-Officio Members – Principal, Coordinator and Parks and Recreation Staff***

*Principal and Coordinator*

Principal and Community Coordinator are members of the Council and act in an advisory capacity. They hold no voting power but will interpret school policies and administrative responsibilities to the membership and share their expertise in planning educational and/or community programs.

*Appointed Parks and Recreation Staff*

A staff representative from the Department of Parks and Recreation serves as a liaison between Council and the municipality. They will work with Council by advising on program development, implementation and evaluation. They will also serve as a resource to Council in areas such as developing needs assessments, group process and other technical areas related to leisure services. The Park and Recreation representative holds no voting power.

*Student Leadership Representative*

The student leadership from Stoney Creek or Burnaby Mountain High School may send two representatives to Council meetings to observe or to keep members informed of their activities. Student Leadership Representatives hold no voting power.

**VI. Committee Structure**

## ***Recommendations for all Committees and Appointed Representatives***

All representatives and Committees on Council are appointed by Council and represent the goals, aims and opinions of the Council and membership. Representatives may not represent their own views or present a personal agenda in their work for Council. This includes discussion, opinion or complaint in representation of their family members, political or belief system.

When a Committee is formed, one representative from each committee will report on the committee's activities at Council meetings and receive direction or input from Council on accomplishing their objectives. A written report should be handed prior to each meeting to the Secretary who will include this report as an agenda item for the meeting and attach the report to the minutes of the meeting.

Committees may meet at the location and time best suited to its members. As each committee is formed, one member shall act as Committee spokesperson and be responsible for reporting to the Council. All Committees are to follow financial guidelines and seek support from the Treasurer and Co Treasurer to ensure that financial requirements are followed. All funds raised by committees belong to the Council and are to be remitted to the Treasurer or Co Treasurer for deposit in Council accounts.

Committees and representatives to Council may be appointed at behest of Chair with ad hoc appointments and committees as requested. All appointments can be established and dissolved as required. The Chair and Vice-Chair are Ex-Officio members of all Committees struck. The following activities may require representation and/or committees reporting to Council:

### ***Parent Education***

Aim: to provide education covering common educational concerns.

The Parent Education representative will liaise with Parks and Rec staff, District and school staff to source affordable programs for children and adults which enhances and extends available educational opportunities.

### ***Fundraising***

Aim: to create and run fundraising opportunities to meet the aims and goals of the Council.

### ***Newcomers' Welcome***

Aim: to work with Council and school staff to welcome newcomers to our school.

Representatives may assist with organization of events, liaison with new parents to determine needs, or assistance with language skills as required.

### *Safety*

Aim: to work with School District, Council, School, RCMP and Community organizations to ensure the school is equipped and prepared for critical incidents.

### *School Planning*

Aim: to work with School staff in the creation, achievement and monitoring of the School Goals through liaison with parents and community members.

School planning representatives may also take part in the School Visit when the progress towards achievement of goals is presented to representatives from local schools, District and Parent Advisory Councils/Community Councils.

### *Ad Hoc Committee*

From time to time at the behest of the Chair and Executive, short-term committees may be organized to achieve specific goals.

## **VII. Fundraising Policy**

Through consultation with staff and students, Council will identify fundraising priorities for each academic year and include a fundraising goal in the budget. All fundraising efforts:

- Will be spaced apart so as to not over burden area residents or parents;
- Will, where possible, avoid conflict with fundraising efforts by other groups in the neighbourhood or school;
- Will be for a specific and clearly stated purpose;
- Will be approved by and reflect principles of Council.

Other special events organized by Council may include a fundraising component if desired, but is not necessary.

## **VII. Finances**

All funds of the Council shall be on deposit in a Chartered Bank or Credit Union or any financial establishment registered under the Bank Act. The Council signing officers for banking purposes shall consist of the Chair, Treasurer and Co Treasurer and/or one other executive member.

The fiscal year of the SCCC shall be August 1 – July 31, and the Treasurer shall present a budget of expected income and expenditures to the Executive by June 15, which shall be approved by the Council at the AGM. At the AGM the Treasurer shall also present a written financial statement of annual income and expenditures from the previous financial year.

The need for audits shall be agreed upon by the members at any general meeting of the membership, whereupon an independent Auditor shall be appointed.

The Council, consisting of no less than three (3) Executive members, may approve the spending of up to \$500 for an item and/or event not previously budgeted for.

Donations and grants are a valuable source of income to Council but no offer of donation or grant may be accepted by a Council member or on behalf of Council without the agreement of Council.

### **VIII. Code of Conduct**

The SCCC is not a forum for the discussion of individual school personnel, students or other individual members of the community. Any Board member who is approached by an individual with a concern of a personal nature is in a privileged position and must treat such discussions as *confidential*. All parents and community members are invited to attend meetings and present concerns, questions or other business in a respectful manner. In the event of behaviour, language or action considered inappropriate to the meeting, the speaker will be required to leave the meeting and present their business in writing to the Chair of the Council.

Members of SCCC are representatives of the School, Community and Council and may not engage in activity, speech, action or agreements that are contrary to the nature and scope of the responsibility of Council. No decision or agreement may be made on behalf of the Council by a Council member unless authorized through this Constitution or through agreement of Council.

### **IX. Constitutional Amendments**

Amendments to the Constitution and Bylaws of SCCC shall be made at the Annual General Meeting. Written notice of the specific wording of the proposed amendment(s) shall be provided to the membership at least thirty (30) days before the meeting. A majority vote of those voting members present at the meeting shall be required to amend the Constitution and Bylaws. Any proposed amendments must be submitted to the Executive sixty (60) days prior to the Annual General Meeting. Any extraordinary amendments to the Constitution may be made throughout the year. These proposed amendments must be submitted to the Executive sixty (60) days prior to the voting date and written notice of the specific wording of the proposed amendments shall be provided to the membership at least thirty (30) days prior to the voting date.