

Sample School  
Council Protocol  
Agreement

**PROTOCOL AGREEMENT BETWEEN \_\_\_\_\_ SCHOOL COUNCIL  
AND \_\_\_\_\_ SCHOOL BOARD**

This agreement, required under section 26(6) of the *Schools Act, 1997*, defines the roles, responsibilities, and operating guidelines of the two partners, \_\_\_\_\_ **School Board** and \_\_\_\_\_ **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 VI of this agreement.

**SECTION I: PARTNER ROLES**

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

- (a) Represent the educational interests of the school;
- (b) Advise on the quality of teaching and learning in the school;
- (c) Facilitate parent and community involvement; and
- (d) 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 [school development plan];
- (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 made 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 principals provide for the establishment of School Councils;
- (b) Develop policies to facilitate the establishment of School Councils;
- (c) Provide the School Council with access to information relevant to their functioning;
- (d) Create a positive climate, which facilitates School Board and School Council activities and decisions;
- (e) Respond to the recommendations of the School Council;
- (f) Provide training, administrative support, and other support as necessary; and
- (g) Provide procedures which enable the School Council to access School Board Services.

**SECTION II: COMMON GOALS AND OBJECTIVES OF THE SCHOOL COUNCIL AND THE SCHOOL BOARD**

2.1 The common goals and objectives of the \_\_\_\_\_ **School Council** and the \_\_\_\_\_ **School Board** are to:

- (a) Promote policies to enhance student achievement;
- (b) Support the maintenance and enhancement of school programs;
- (c) Enhance school-community relationships;
- (d) Promote collaborative relationships among parents, students, teachers, community members, and the School Board;
- (f) Oversee a site-based school development process;
- (g) Promote learner-centred schools; and
- (h) Establish effective communication methods and procedures.

**SECTION III: ADDITIONAL AREAS OF RESPONSIBILITY**

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

- (a) Hold a minimum of six (6) meetings per year;
- (b) Submit a copy of agendas and minutes of all council meetings to the Director/CEO (or designate) at the district office and to the School Board Trustee(s) for the school zone;
- (c) Submit an annual report to the district office; and
- (d) Communicate with the School Board on any major issue of concern to the school community.

3.2 In addition to the roles and responsibilities identified in Sections I and II, the \_\_\_\_\_ **School Board**, upon request from the \_\_\_\_\_ **School Council**, has agreed to the following terms:

- (a) Make the agenda and minutes of all regular School Board meetings available to the School Council through their Website;
- (b) Consult with the School Council on any major issue affecting the future of the school.

**SECTION IV: COMMUNICATION PROCEDURES**

The **School Board** and the **School Council** recognize that accurate, timely information promotes 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 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, the principal will research the topics prior to the meeting.
- 4.4 The principal will provide accurate and up-to-date reports on behalf of the School Board Director to the School Council.
- 4.5 The principal will research topics and interests with the Director(s) of the School Board in order to accurately report School Board administrative actions to the School Council.
- 4.6 The School Board will respond to written correspondence from the School Council within ten (10) business days of receipt of the correspondence.
- 4.7 The School Council will respond to written correspondence from the School Board at their next regularly scheduled meeting

**SECTION V: CONFLICT RESOLUTION PROCEDURE**

- 5.1 Conflicts that arise will be addressed within a 30 day period 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, parties are to follow the appeals process as outlined in the by-laws of their Board.

**SECTION VI: PROCEDURE FOR REVIEW OF PROTOCOL AGREEMENT**

- 6.1 Either party may request changes to this Protocol Agreement.
- 6.2 Changes must be submitted in writing to the Director of Education and the School Council Chairperson.
- 6.3 A committee representing both parties will review the requested change.
- 6.4 Changes resulting from a review will be implemented within thirty (30) days.

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Signatures:

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Principal

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Chair

Council Members:

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