

FORMATION OF A COMMUNITY EDUCATION AND COMMUNITY SCHOOL AGREEMENT

Background

The District acknowledges the important role that Community Education and Community School Agreements serve in neighborhoods that lay in close proximity to school. As such, Administrative Procedure 235 outlines the procedures that are required for an agreement between a Community Education and Community Schools Society and the District.

This Administrative Procedure establishes the conditions for establishing an agreement. It is important to identify that this Administrative Procedure does not diminish other Board policies and administrative procedures that address community and municipal use of schools.

Procedures

Designation as a Community School is subject to the following procedures:

1. Formation of a Community Education and Community School Agreement will require Board approval of a formal request made by a representative group of parents, community members, school staff and Principal who are committed to the philosophy of Community Education and Community Schools.
2. The District requires that existing and newly developed programs support community need and do not conflict with businesses operating within the attendance boundary of the school. (e.g. weight room)
3. A maximum of a five (5) year designation as a Community School before reapplying.
4. A Community School Society that is registered under the Societies Act is established and acknowledges its accountability through the Principal to the District.
5. The Society must establish an approved accounting system for the control of revenues and expenditures, and annually submit to the Secretary-Treasurer a reviewed financial statement;
6. A Community School shall:
 - 6.1. Be registered under the Societies Act and is a Community School Society;
 - 6.2. Accept responsibility for the expenditures made by the Society;
 - 6.3. Adhere to all Board policies and administrative procedures related to such areas as security, rental regulations, insurability, and supervision in its operation;
 - 6.4. Possess insurance to a value acceptable to the Secretary-Treasurer and shall indemnify and hold harmless the District and any of its officers, employees, servants,

agents, contractors and volunteers during the times that the Community Education and Community Schools Society is using the school for its activities, and

- 6.5. Ensure all Board members, volunteers and employees of the society shall have criminal record checks completed if attending the school during periods of time when students are accessing the building.

7. The District shall:

- 7.1. Allocate an allotment from the District resources through Community Links grant to enable the Society to support Community Education and Community School initiatives;
- 7.2. Review annually the Society's financial statement and review the operations of the Community Education and Community Schools program one (1) year prior to expiration of the agreement; and
- 7.3. Develop a written agreement between the two (2) parties that outlines responsibilities and commitments of the District and of the Society.

Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 85 School Act
Societies Act

Adopted: March 20, 2018

Revised: June 25, 2019, September 2022