

COMMUNITY EDUCATION, COMMUNITY DEVELOPMENT AND COMMUNITY SCHOOLS

Background

Community Education is the undertaking of growing school practice and response-to-need in order to positively affect and enhance the well-being of a school community. Community Education and Development considers the role of the school as one that is responsible to identify the needs in a community and act as a catalyst and supportive base in the co-created development of facilities, programs and interventions to address those needs. The overall goal is to maximize the potential of the community, resulting in the school becoming the vehicle by which the many services of Community Education and Development are provided.

School District No. 43 (Coquitlam) endorses the concepts of Community Education and Development by operationalizing the designation of community schools and establishing the culture of Community Education and Development at non-designated school sites. Schools belong to the community in which they serve, and community education and development should reflect meaningful partnerships with community members, groups and agencies that meet the needs of both students and the community. Its integrated resources focus on learning, health and social services, youth and community development and community engagement and lead to supported student learning, stronger families and communities.

Community Schools in School District No. 43 (Coquitlam)

Community Schools were established in response to the economic, social and cultural needs of students, families and the surrounding community, with a particular emphasis on reducing student vulnerability. Design has aimed to follow evidence-based research and best practices and is akin to similar programs visible in many jurisdictions across North America.

A Community School is defined as the hub of the community. It is characterized by its people, place, and active partnerships between the school and other community resources. Its integrated focus is on student success and the development of children and youth, family supports and community development that leads to improved student learning, stronger families, and vibrant, healthier communities.

A Community School is characterized by extended services extended hours and extended relationships.

Primary funding for community Schools comes from the CommunityLINK grant through the Ministry of Education. This funding is augmented through the budget process by the Board of Education and through revenues generated from certain programs and rental of community school facilities. Through community engagement, community schools

promote, encourage and support lifelong learning to enhance learner's success, strengthen relationships and develop a strong, local community identity.

Mission

The mission of Coquitlam Community Education and Development and Community Schools is to create hubs with enhanced opportunities, where students, staff, families, residents, agencies and businesses work together to support student learning, and build stronger families and communities.

Vision

In Coquitlam, community education and development will ensure that schools provide:

- caring, collaborative environments in which students, parents, staff and community partners communicate and work effectively with each other
- settings for more active community, volunteer and private sector engagement throughout student's education
- valued assets to the local community
- environments that foster healthy youth development and social behavior
- enhanced and enriched learning through formal and informal activities
- optimized communication between school and the community
- coordinated and integrated services from government ministries, non-profit organizations and community-based organizations
- opportunities to create partnerships that further enhance the use of available resources
- opportunities for the community, students, staff, parents and residents to identify and address needs specific to their community

Procedures

- 1 Community schools facilitate the concept of community education by providing a variety of programs and services, either directly or in cooperation with other community, government, and non-government agencies. These programs or services are rooted within the nine core elements of a Community School:
 - Early Learning
 - Out of School Programs
 - Youth Connections
 - Supported and Enhanced Student Learning
 - Family Support Services
 - Community Use of the Facilities
 - Community Engagement
 - Community and Continuing Education
 - Integrated Services
- 2 The establishment of a community school, including the official designation, shall be at the discretion of the District leadership team and a designated school should demonstrate extensive evidence of or progress towards the four threads of Community School Education: Community Development, Lifelong Learning, Social-Emotional Learning and Health and Wellness.

- 3 The Community School shall adhere to all Board policies and administrative procedures relating to items such as use of volunteers, security, rental regulations, accounting requirements and financial staff direction, and supervision in its operation.
- 4 Designated Community Schools may have at the District's discretion:
 - 4.1 An annual allotment of funds provincially designated funds to cover operating expenses. Community school programs will not operate with a deficit.
 - 4.2 Budgetary provisions for salary of a Community Development Facilitator, supplies, and in-service for staff
 - 4.3 Opportunities to generate their own income from fees, grants and/or fund-raising, some of which may be used to supplement salaries and supply needs, and programming options.
 - 4.4 Community School rental revenue should be used as practically as possible in a current school year, or a plan should be developed for any large expenditures for the future.
- 5 The Community Development Facilitator will:
 - 5.1 be paid from Ministry funds
 - 5.2 be accountable to the community school advisory council on program, policy and goal matters
 - 5.3 maintain financial statements regarding the community school's initial budget, rental income and expenses with assistance
 - 5.4 be hired through a process of interviewing by a committee,
 - 5.5 provide the district (the responsible Assistant Superintendent and the Assistant Secretary-Treasurer) with a financial statement on June 30th and will prepare an annual budget for September 30th; the budget will address key areas such as programming relative to the 9 elements student support, staffing and school improvement
 - 5.6 liaise between the various governmental bodies and provide leadership of the community school operations in areas as identified in the Community Development Facilitator job description
 - 5.7 provide documentation for program evaluation as required by the Ministry of Education CommunityLINK program and other partners, as well as conducting a needs assessment at each site with the school Principal
 - 5.8 Work Collaboratively with the Community Connections and Healthy Living Coordinator (CTA) to augment service and meet other District needs.
- 6 The Community School Advisory Council (CSAC) shall be involved in an advisory and consultative capacity. Composition and membership include school staff, community members and partnership representatives. The Community School Advisory Council is a sub-committee of the School Parent Advisory Council and functions under Section 8 of the School Act.

- 6.1 The mandate of the Community School Advisory Council includes:
- developing a long-range plan to ensure stability and growth of the community school
 - setting annual goals based on community needs, including a review process
 - implementing a variety of communication strategies among and with key stakeholders
 - conducting a periodic community needs assessment
 - advising the operation of the Community School Program
 - providing input for resources for programs
 - facilitating the development of a variety of programs, services, and opportunities for all ages in collaboration with other community services
 - maintaining accurate records of its operations, agendas minutes and correspondence
- 6.2 The Community School Advisory Council advises and consults on:
- programming, planning and recommending
 - participating and disseminating surveys
 - discussing recommendations on community issues
 - supporting the community school, such as: volunteer staffing, communication, and the development of a resource bank of funding sources and potential volunteers
- 6.3 The Community School Advisory Council will liaise with the PAC and will meet minimally twice per year.
- 6.4 The Community School Advisory Council's membership will include the following:
- staff through election or appointment
 - parents through election or appointment and as a sub-committee of the PAC
 - community members through the request of staff or parents; based on interest, influence, and participation in community events
 - partnerships which are mutually agreed upon and interested in the work of the Advisory Committee

7 School Personnel

The Community School Program is an integral part of the mandated Kindergarten – Grade 12 school program. All school staff have roles which are significant to the success of the goal of community schools.

- 7.1 The role of the school principal is to:
- establish a positive working relationship with the Community Development Facilitator and the Community School Advisory Council for the operation of the Community School Program
 - be a member of the Community School Advisory Council

- support and promote the Community School Program and the CSAC among teachers, parents, students and the community
- interpret School Board policy as it relates to community school programs, services and opportunities.
- facilitate discussions where the community is receiving information or providing feedback regarding the operation of the regular school program
- encourage teaching staff to use community resources in their lesson planning and to provide students with opportunities to be involved in classroom, school and community decision-making

7.2 The role of the staff is to:

- support the Community School Program
- promote the Community School Program and Community School Council Advisory projects, programs, services and opportunities among students and parents
- integrate the community's resources into their curriculum; the resources may include volunteers, speakers, attractions, events and physical locations
- encourage staff representation on the Community School Advisory Council

8 Community School designation and review will be guided by changing demographics, funding and grant mechanisms, and review findings.

9 Multi-Agency Coordination and Cooperation

One of the goals of the Community School Program is to support and promote cooperation and coordination among agencies and organizations that provide programs and services in the community. The Community School should take a leadership role in facilitating regular meetings of the personnel from community agencies and organizations to pursue common interests. This can be accomplished through the basic practices of community development.

9.1 The goals of multi-agency meetings may include opportunities for:

- Networking and planning
- promoting projects, programs, and services
- designing professional development
- identifying community issues and needs
- creating environments that support for the development of partnerships to address community problems and meet community needs

9.2 The Community Development Facilitator will assume this leadership role within the Community School Program at designated schools and should support and promote networking, cooperation, coordination, collaboration and integration among community agencies and organizations in all facets of its work.

Reference: Section 8, 65, 85, School Act
Societies Act

Board Minutes

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