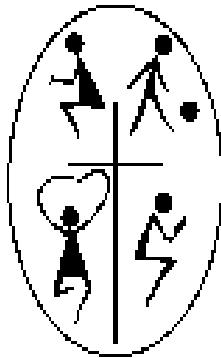


YORK CATHOLIC DISTRICT SCHOOL BOARD

PROCEDURES

CATHOLIC SCHOOL COUNCILS

(Cross-Reference Policy 706 Section: Community)



Approved by the Board
December 19, 1995

Susan F. LaRosa
Director of Education

Elizabeth Crowe
Chair of the Board

PROCEDURES

Structure and Composition of Catholic School Councils

1. Membership of a Catholic School Council shall include but not be limited to:
 - parents/guardians who are separate school ratepayers and have children enrolled in the school ; (where possible - parent/guardian of a student enrolled in the school who has special needs)(a person is not qualified to be a parent member if he or she is employed at the school or employed elsewhere in the Board unless this is declared)
 - community representative(s);(not a Board employee at that school)
 - a student(s) (mandatory in secondary schools; optional in elementary schools);
 - the school principal;
 - a teacher assigned to the school;
 - a non-teaching employee assigned to the school;
 - Pastor(s) or member of the Parish Council(s); (In a situation where a school is affiliated with more than one parish, representation must be sought from all parishes concerned)
 - a person appointed by an association that is a member of the Ontario Association of Parents in Catholic Education(must be a parent /guardian of a student currently enrolled in the school)
2. Parents/guardians shall form the majority on the council;
3. All members on the council are equal partners;
4. It is expected that the membership of the council will reflect the diversity of the school community.
5. Membership on the Catholic School Council shall be determined in the following manner:
 - Parents/guardians shall be elected by parents and guardians of students enrolled in the school;
 - Student representatives shall be elected by students enrolled in the school;
 - The teacher representatives shall be elected by members of the teaching staff assigned to the school;

Structure and Composition of Catholic School Councils (cont'd.)

- The non-teaching employee shall be elected by non-teaching employees assigned to the school;

The school principal shall be a designated member;

- Community representatives shall be appointed by the council;
 - The chair of the council shall be a member who is a parent/guardian of a student enrolled at the school, and shall be elected by the council;
6. The term of office for elected and appointed positions on the council shall not exceed one year. Elected and appointed members may seek additional terms;
 7. It is recommended that the size of the Catholic School Council not exceed 21;
 8. There will be no honorarium paid to members of the Catholic School Council.

Roles and Responsibilities of the Catholic School Councils

1. Catholic School Councils are advisory bodies. The council will provide advice to the school principal, and where appropriate, to the school board on any of the matters listed below that the council has identified as priorities such as:
 - development/promotion of faith community;
 - local school calendar of events;
 - school code of student behaviour; curriculum and program goals and priorities;(School Based Continuous Growth Plan)
 - the responses of the school or school board to achievement in provincial and board assessment programs; (School Profile)
 - preparation of the school (development) plan where a site based plan has not yet been developed;
 - provide input to assist the Board in selection/appointment of principals;
 - school budget priorities, including local capital-improvement plans;
 - school-community communication strategies;
 - methods of reporting to parents and the community;
 - extracurricular activities in the school;
 - school-based services and community partnerships related to social, health, recreational and nutrition programs;
 - community use of school facilities;
 - local co-ordination of services for children and youth;
 - development, implementation, and review of board policies at the local level.
 - learning partnerships;
 - corporate sponsorships.

Council members are to maintain a school-wide focus on all issues. Council meetings are not a forum of discussion about individual parents, students, staff, trustees or other council members.

School principals, Senior Administration and Trustees will seek advise from the School Council as part of the process of making decisions with regard to the matters listed above.

Recommendations generated by the council which are broader in scope than the local school may be referred either to the school principal for direction or to the appropriate Board official or to a Board committee through the Director's Office.

2. The Catholic School Council shall also:

- establish its goals, priorities and procedures (operating by-laws);
- hold a minimum of four meetings per year (all meetings shall be open to the community and the community may be invited to provide input to the council. However, it is the responsibility of the (elected/appointed) members of council to come to a final decision/position with respect to the issue/topic being dealt with;
- organize information and training sessions to enable members of the council to
- develop their skills as council members;
- communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the council, and to report on the activities of the council to the school community;
- promote the best interests of the school community;
- coordinate the election procedures for Catholic School Councils;(elections to be held annually within the first 30 days of September)

Roles and Responsibilities of Catholic School Council Members

1. Chair (parent/guardian of student enrolled in the school)

The chair of the Catholic School Council shall:

- call school council meetings;(minimum of four per year – first meeting to be held within 35 days of the school year)
- prepare in concert with the principal the agenda for school council meetings;
- chair school council meetings;
- ensure that the minutes of school council meetings are recorded and maintained;
- participate in information and training programs;
- communicate with the school principal as required;

- ensure that there is regular communication with the school community
- consult with senior board staff and trustees, as required, and submit annually a written report of Council activities to the principal and the Board

2. Council Members

The members of the Catholic School Council shall:

- provide informed advice to the school principal on matters related to student learning and school improvement;
- maintain a school-wide perspective on issues;
- participate in council meetings;
- participate in information and training programs;
- act as a link between the Catholic School Council and the community;
- encourage the participation of all parents/guardians and of other people within the community.

3. The Principal

The principal of the school shall:

- facilitate the establishment of the Catholic School Council and assist in its operation;
- support and promote council's activities that are consistent with the board's policy statement dealing with Catholic School Councils;
- seek input from the council in areas for which it has been assigned advisory responsibility;
- act as a resource on laws, regulations, board policies, and collective agreements;
- obtain and provide information required by the council to enable it to make informed decision;
- communicate with the chair of the council, as required;
- ensure that copies of the minutes of the council's meetings are kept at the school;
- assist the council in communicating with the school community;
- encourage the participation of all parents/guardians and of other people within the community;
- assist the Chair in developing the agendas;
- perform the duties as outlined in Ontario Regulation 613 – Operation of Schools.