

# YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> <b>Community</b>	<i>Policy Number</i> <b>606</b>
<i>Former Policy #</i> <b>706</b>	<i>Page</i> <b>1 of 7</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>December 19, 1995</b>	<b>January, 1997 February 12, 2002 June 4, 2013 June 21, 2016</b>

**POLICY TITLE: CATHOLIC SCHOOL COUNCILS**

**SECTION A**

**1. PURPOSE**

The York Catholic District School Board, as per the Education Act, Ontario Regulation 612:00, School Councils, requires that a Catholic School Council will assist the school in engaging parents, developing positive communication links with home, church and the broader community. The Catholic School Council will also assist the school in realizing its goals and mission as well as the Board’s vision.

**2. POLICY STATEMENT**

It is the policy of the York Catholic District School Board that each school will establish a Catholic School Council.

**3. PARAMETERS**

- 3.1 Catholic School Councils are advisory bodies to the school Principal and Board.
- 3.2 The Catholic School Council shall provide advice to the school Principal, and where appropriate, to the school board on any matters that the Catholic School Council has identified as priorities.
- 3.3 The Catholic School Council shall establish goals, priorities and procedures (operating by-laws/constitution).
- 3.4 The Catholic School Council shall hold a minimum of four meetings per year.
- 3.5 That the Catholic School Council make a reasonable effort to avoid scheduling CSC meetings, Executive or Subcommittee meetings on Tuesday evenings to enable Trustees the opportunity to visit.

- 3.6 All Catholic School Council meetings, Executive meetings and Subcommittee meetings shall be open to all members of the school community.
- 3.7 All Catholic School Council members are mandated to keep student information confidential.
- 3.8 All Catholic School Council members, who have direct and regular contact with students and/or direct and regular handling of council finances shall provide proof of volunteer sector screening obtainable from the York Regional Police at [www.yrp.ca](http://www.yrp.ca).
- 3.9 There will be no honorarium paid to members of the Catholic School Council.
- 3.10 School Principals shall seek advice from the Catholic School Council as part of the process of making decisions.
- 3.11 Where appropriate opportunities are determined, Senior Administration and Trustees may seek advice from Catholic School Council as part of the process of making decisions.
- 3.12 Establishing By-Laws
- 3.12.1 Catholic School Councils must develop by-laws within the first sixty (60) days of the school year to address the following areas:
- Election procedures
  - Filling vacancies
  - Conflict of interest
- 3.12.2 By-laws governing other areas of operation may also be developed but must be in accordance with any applicable Board policies and Ontario Regulation 612/00.
- 3.12.3 By-laws are to be reviewed annually by the Catholic School Council.
- 3.13 Fundraising
- 3.13.1 All fundraising activities shall be conducted in accordance with Board Policies and Guidelines (Policy 603A School Fundraising and Policy 603B Fundraising for External Charitable Purposes).
- 3.13.2 Funds raised are to be used for a purpose approved by the Board and/or Principal.
- 3.13.3 Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.
- 3.13.4 In the event of a school consolidation/closure:
- 3.13.4.1 Any residual fundraising monies shall be proportionately distributed, based on student enrolment, to the affected schools; and,
- 3.13.4.2 All school assets purchased through fundraising or GSB, shall be distributed equitably based on a needs assessment completed by Board staff, including affected school Principals and the Area Superintendent.
- i) First, to the affected schools; and,
  - ii) Second, to other schools as identified by Board Staff.
- 3.13.5 All fundraising activities conducted by the Catholic School Council shall be included in the annual report prepared by the Catholic School Council.

## 4. MEMBERSHIP

4.1 Membership of a Catholic School Council shall include but not be limited to:

- 4.1.1 Parents/guardians who have children enrolled in the school; (where possible - parent/guardian of a student enrolled in the school who has special needs). Where there is an excess number of persons running for a position on Council, than positions available, that only one person per household shall hold a position. Where there is less than 21 persons running for a position on Council, of which parents of the same household wish to run and hold a position, then each may exercise their right to vote as an elected member of council.
  - 4.1.2 Community representative(s);(not an employee at that school);
  - 4.1.3 Student(s) (mandatory in secondary schools; optional in elementary schools);
  - 4.1.4 School Principal and/or Designate;
  - 4.1.5 Teacher assigned to the school;
  - 4.1.6 Non-teaching employee assigned to the school;
  - 4.1.7 Pastor(s) or other member of the Parish (In a situation where a school is affiliated with more than one parish, representation must be sought from all parishes concerned);
  - 4.1.8. 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).
- 4.2 Parents/guardians shall form the majority on the council.
- 4.3 All members on the council are equal partners.
- 4.4 Schools will make every attempt to reflect the diversity of the school community within the membership of the council.
- 4.5 Membership on the Catholic School Council shall be determined in the following manner:
- 4.5.1 Parents/guardians shall be elected by parents and guardians of students enrolled in the school;
  - 4.5.2 Student representatives shall be elected by students enrolled in the school;
  - 4.5.3 Teacher representatives shall be elected by members of the teaching staff assigned to the school;
  - 4.5.4 Non-teaching employee shall be elected by non-teaching employees assigned to the school;
  - 4.5.5 The school Principal shall be a designated member;
  - 4.5.6 Community representatives shall be appointed by the council;
  - 4.5.7 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;
- 4.6 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.
- 4.7 It is recommended that the size of the Catholic School Council not exceed 21.

- 4.8 A person is not qualified to be a parent member of the School Council if he or she is employed at the school his or her child attends but may be elected as either the teaching or non-teaching staff representative.
- 4.9 A parent, who is employed by the board but does not work at the school their children attend, may be elected as a parent member as long as they declare to other parents that they are employed by the school board prior to their election. This information shall be recorded in the minutes of the first Catholic School Council meeting.

## **5. RESPONSIBILITIES**

### **5.1 Director of Education**

- 5.1. To oversee compliance with the Catholic School Councils policy and guidelines.

### **5.2 Senior Administration**

- 5.2 To support the implementation and compliance with policies and related guidelines and procedures.

### **5.3 Principal**

- 5.3.1 Facilitate the establishment of the Catholic School Council and assist in its operation;
- 5.3.2 Attend Catholic School Council meetings;
- 5.3.3 Support and promote Council's activities that are consistent with the board's policy statement dealing with Catholic School Councils;
- 5.3.4 Seek input from the Council in areas for which it has been assigned advisory responsibility;
- 5.3.5 Consult with the Catholic School Council on fundraising expenditures;
- 5.3.6 Act as a resource on laws, regulations, board policies, and collective agreements;
- 5.3.7 Obtain and provide information required by the Council to enable it to make informed decision;
- 5.3.8 Communicate with the Chair of the Council, as required;
- 5.3.9 Ensure that copies of the agenda and minutes of all Council meetings including Executive and Subcommittees are kept at the school for a minimum of 10 years;
- 5.3.10 Ensure that copies of all Council, Executive and any Subcommittee agendas and minutes are shared with the Area Trustee(s) and Area Superintendent.
- 5.3.11 Assist the Council in communicating with the school community;
- 5.3.12 Contact the wider school community and local Trustee(s) and Area Superintendent to notify of any change or cancellation of Council meetings.
- 5.3.13 Encourage the participation of all parents/guardians and of other people within the community;
- 5.3.14 Assist the Chair in developing and communicating the Council and Subcommittee agendas as well as minutes to Catholic School Council Members, parents, Area Trustee(s) and the Area Superintendent, electronically, if possible, and in a timely manner;
- 5.3.15 Present to the Catholic School Council the General School Budget and the School Bank Account allocations as well as all fundraising expenditures on an annual basis;

5.3.16 Perform the duties as outlined in Ontario Regulation 612 – School Councils and Ontario Regulation 613 – Operation of Schools.

#### 5.4 Catholic School Council

To fulfill the role of an advisory body to the school and board as follows:

- 5.4.1 Respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer/school council member and refrain from releasing that information to any person in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- 5.4.2 To coordinate the election procedures for Catholic School Councils; (elections to be held within the first thirty calendar days of the start of the school year);
- 5.4.3 To promote the best interests of the school community;
- 5.4.4 To communicate regularly with parents and other members of the community seeking their views and preferences with regard to matters being addressed by the Council;
- 5.4.5 To report on the activities of the Council to the school community;
- 5.4.6 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.
- 5.4.7 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;
- 5.4.8 To organize information and training sessions to enable members of the Council to develop their skills as Council members;
- 5.4.9 The community may be invited to provide input to the Council. 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.

### 6. DEFINITIONS

#### 6.1 Advisory Body

A group established to provide advice and recommendations. An advisory body does not have final decision-making powers.

#### 6.2 Bylaws

The rules adopted by an organization for the regulation of its operation and proceedings. Bylaws must not conflict with the statute or charter by which the organization is created.

### 7. CROSS REFERENCES

YCDSB Policy 603A School Fundraising  
YCDSB Policy 603B Fundraising for External Charitable Purposes  
YCDSB Policy 708 Volunteers in Schools  
YCDSB Policy 803 Funds Generated in Elementary and Secondary Schools  
Ontario Regulation 612 – School Councils  
Ontario Regulation 613 – Operation of Schools  
Ontario Ministry of Education School Councils: A Guide for Members, 2001,  
Revised 2002

School Generated Funds Administrative Procedures  
Parent Engagement Policy – Section A 1. – *Ontario Ministry of Education – Parents  
in Partnership – A Parent Engagement Policy for Ontario Schools.*  
Municipal Freedom of Information and Protection of Privacy Act

<b>Approval by Board</b>	<b>June 21, 2016</b> <hr/> <i>Date</i>
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<b>Review Date</b>	<b>June 2021</b> <hr/> <i>Date</i>

## **POLICY TITLE: CATHOLIC SCHOOL COUNCILS**

### **SECTION B: GUIDELINES**

#### **1. Role of Catholic School Council Chair/Co Chair**

- 1.1 Call Catholic School Council meetings; (minimum of four per year – first meeting to be held within 35 days of the start of the school year).
- 1.2 Prepare in concert with the Principal the agenda for Catholic School Council, Executive or Subcommittee meetings.
- 1.3 Chair Catholic School Council meetings.
- 1.4 Ensure that the minutes of Catholic School Council, Executive or Subcommittee meetings are recorded, maintained and kept for 10 years.
- 1.5 Participate in information and training programs.
- 1.6 Communicate with the school Principal as required.
- 1.7 Ensure that there is regular communication with the school community.
- 1.8 Consult with senior board staff and Trustees, as required, and submit annually a written report of Council activities to the Principal and the Board.
- 1.9 Respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer/school council member and refrain from releasing that information to any person in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

#### **2. Role of Catholic School Council Members**

- 2.1 Provide informed advice to the school principal on matters related to student learning and school improvement.
- 2.2 Maintain a school-wide perspective on issues.
- 2.3 Participate in Council meetings.
- 2.4 Participate in information and training programs.
- 2.5 Act as a link between the Catholic School Council and the community.
- 2.6 Encourage the participation of all parents/guardians and of other people within the community.
- 2.7 Respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer/school council member and refrain from releasing that information to any person in accordance with the Municipal Freedom of Information and Protection of Privacy Act.