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1. Purpose:

- 1) The purpose of School Councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.
- 2) A School Council's primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the principal of the school and the Board that established the council.
- 3) As a general rule, consensus will be used in accordance with Ministry of Education support documents and will be based on:
 - a) Justice and courtesy to all;
 - b) One matter at a time;
 - c) The views of the majority and
 - d) The right of the minority to be heard
- 4) School Councils shall not evaluate staff or address individual incidents which may arise within staff, students and other members of the Catholic school community.

2. Membership:

- 1) A School Council shall be composed of the following members:
 - Parents and guardians of students enrolled in the school;
 - School principal;
 - Teacher representative;
 - Non-teaching staff member;
 - Student(s) (mandatory in secondary school, and at the discretion of the Principal following consultation with School Council in elementary schools);
 - Parish Priest or designate (parish representative) appointed by the parish priest;
 - One community representative appointed by the other members of the council; and
 - One person appointed by the Ontario Association of Parents in Catholic Education, if the Ontario Association of Parents in Catholic Education is established in the school.

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- 2) Parent members shall constitute a majority of the members of the Catholic School Council.
- 3) Each Catholic School Council will endeavour, in composition and function, to reflect the particular school community it represents.
- 4) Each parent/guardian of a student enrolled in a Catholic School will have a right to serve and will be eligible to participate on a Catholic School Council. All parents/guardians will respect and support (abide by) the philosophy and teachings of the Catholic Church, the Mission Statement and Guiding Principles of the Board.
- 5) A person who is employed by the Board that established a School Council cannot be appointed as a community representative on the council unless,
 - a) He or she is not employed at the school; and
 - b) The other members of the School Council are informed of the person's employment before the appointment (does not apply in respect of a school that is established primarily for adults).
- 6) A member of the Board cannot be a member of a School Council established by the Board (does not apply in respect of a school that is established primarily for adults.)

3. Election of Parent Members:

- 1) A person is qualified to be a parent member of a School Council if he or she is a parent of a pupil who is enrolled in the school.
- 2) Despite subsection (1), a person is not qualified to be a parent member of a School Council if,
 - a) He or she is employed at the school; or
 - b) He or she is not employed at the school but is employed elsewhere by the Board that established the council, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.
- 3) A person is qualified to vote in an election of parent members of a School Council if he or she is a parent of a pupil who is enrolled in the school.

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- 4) An election of parent members of a School Council shall be held during the first 30 calendar days of each school year, on a date that is fixed by the chair or co-chairs of the School Council on the last meeting of the previous year after consulting with the principal of the school.
- 5) Despite subsection (4), if a new school is established, the first election of parent members to the School Council shall be held during the first 30 calendar days of the school year, on a date that is fixed by the Board that established the School Council.
- 6) The principal of a school shall, at least 14 days before the date of the election of parent members, on behalf of the School Council, give written notice of the date, time and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school.
- 7) The notice required by subsection (6) may be given by,
 - a) giving the notice to the parent's child for delivery to his or her parent; and
 - b) posting the notice in the school in a location that is accessible to parents.
- 8) The election of parent members shall be by secret ballot.

4. Other Elections/Appointments of Other Members:

The elections and appointments shall be held during the first 30 calendar days of each school year.

- a) Community representative shall be appointed by the council.
- b) Parish Priest shall be a designated member.
- c) The school principal shall be a designated member.
- d) Student representative shall be appointed by student council or elected by secondary school students if the school does not have a student council.
- e) The teacher representative shall be elected by members of the teaching staff.
- f) The non-teaching staff member shall be elected by members of the non-teaching staff.
- g) A school employee may serve on the council in their capacity as elected teacher or non-teaching representative only.



5. Term of Office

- 1) A person elected or appointed as a member of a School Council holds office from the later of,
 - a) the date he or she is elected or appointed; and
 - b) the date of the first meeting of the School Council after the elections held under sections 3 and 4 in the school year, until the date of the first meeting of the School Council after the elections held under sections 3 and 4 in the next school year.

- 2) A member of a School Council may be re-elected or reappointed, unless otherwise provided by the by-laws of the council.

6. Vacancies:

- 1) A vacancy in the membership of a School Council shall be filled by election or appointment in accordance with the by-laws of the council.
- 2) If an election is held to fill a vacancy in the membership of a School Council, section 3 or 4, as the case may be, applies, with necessary modifications, to the election.
- 3) A vacancy in the membership of a School Council does not prevent the council from exercising its authority.

7. Officers:

- 1) A school Council shall have a chair, or, if the by-laws of the council so provide, two co-chairs.
- 2) A chair or co-chair of a School Council must be a parent member of the council, and shall be elected by the members of the council.
- 3) The chair of the Council must be Catholic and must hold the same qualifications as trustees elected to the Board (must be eligible to be an elector of the School Board).
- 4) A person who is employed by the Board that established the council cannot be the chair or co-chair of the council.
- 5) A School Council may have such other officers as are provided for in the by-laws of the council.
- 6) Subject to subsections (2) and (5), vacancies in the office of chair, co-chair or any other officer of a School Council shall be filled in accordance with the by-laws of the council.



8. Collection of Information:

- 1) The Ministry may, for the purpose of consulting and communicating directly with members of School Councils, collect the names, mailing addresses, telephone numbers and e-mail addresses of the chair or co-chairs of a School Council and of the other members of the council.
- 2) The Ministry may disclose information collected under subsection (1) to the Ontario Parent Council, which may use the information for the purpose of consulting and communicating directly with members of School Councils.
- 3) All parents on School Councils shall be invited to apply to become a member of the Ontario Parent Council.

9. Remuneration:

- 1) A person shall not receive any remuneration for serving as a member or officer of a School Council.
- 2) Expenses will be reimbursed to Chairs or designate who attend Board approved central meetings of School Council chairs. Members are encouraged to car pool.

10. Meetings:

- 1) A School Council shall meet at least four times during the school year.
- 2) A School Council shall meet within the first 35 calendar days of the school year, after the elections held under sections 3 and 4, on a date fixed by the principal of the school.
- 3) A meeting of a School Council cannot be held unless,
 - a) a majority of the current members of the council are present at the meeting;
 - b) a majority of the members of the council who are present at the meeting are parent members, and
 - c) the Chair and the principal or designates are in attendance.
- 4) All meetings of a School Council shall be open to the public.
- 5) A School Council is entitled to hold its meetings at the school.
- 6) All meetings of a School Council shall be held at a location that is accessible to the public.
- 7) The principal of a school shall, on behalf of the School Council, give written notice of the dates, times and locations of the meetings of the council to every parent of a pupil who, on the date the notice is given, is enrolled in the school.
- 8) The notice required by subsection (7) may be given by,
 - a) giving the notice to the parent's child for delivery to his or her parent; and
 - b) posting the notice in the school in a location that is accessible to parents.



11. Committees:

- 1) A School Council may, in accordance with its by-laws, establish committees to make recommendations to the council.
- 2) Every committee of a School Council must include at least one parent member of the council.
- 3) A committee of a School Council may include persons who are not members of the council.
- 4) Subsections 10(4) to (8) apply, with necessary modifications, to committees of School Councils.

12. Voting:

- 1) Subject to subsection (2), each member of a School Council is entitled to one vote in votes taken by the council.
- 2) Subject to section 11, subsection (3), each member of a committee of a School Council is entitled to one vote in votes taken by the committee.
- 3) The principal of the school is not entitled to vote in votes taken by the School Council or by a committee of the School Council.

13. By-laws:

- 1) Every School Council shall include the following in the school by-laws:
 - a) The By-laws shall reflect the mission and guiding principles as established by the Board.
 - b) A by-law that governs election procedures and the filling of vacancies in the membership of the School Council.
 - c) A by-law that establishes rules respecting participating in School Council proceedings in cases of conflict of interest.
 - d) A by-law that, in accordance with any applicable policies established by the Board that established the council, establishes a conflict resolution process for internal School Council disputes.
- 2) A School Council may make additional by-laws governing the conduct of its affairs.

14. Minutes and Financial Records:

- 1) A School Council shall keep minutes of all of its meetings and records of all of its financial transactions.
- 2) The minutes and records shall be available at the school for examination without charge by any person.



- 3) Subsections (1) and (2) do not apply to minutes and records that are more than four years old.

15. Incorporation:

A School Council shall not be incorporated.

16. Principal:

- 1) The principal of a school may delegate any of his or her powers or duties as a member of the School Council, including any powers or duties under this Regulation, to a vice-principal of the school (or designate)
- 2) In addition to his or her duties under this regulation, the principal of a school shall perform the duties relating to School Councils that are imposed on the principal by Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General).

17. Consultation by Board:

- 1) In addition to its other obligations to solicit views of School Councils under the Act, every Board shall solicit the views of the School Councils established by the Board with respect to the following matters:
 - a) The establishment or amendment of Board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,
 - Policies and guidelines established under subsection 302(1) of the Act with respect to the conduct of persons in schools within the Board’s jurisdiction,
 - Policies and guidelines established under subsection 302(5) of the Act respecting appropriate dress for pupils in schools within the Board’s jurisdiction,
 - Policies and guidelines respecting the allocation of funding by the Board to School Councils,
 - Policies and guidelines respecting the fundraising activities of School Councils;
 - Policies and guidelines respecting conflict resolution processes for internal School Council disputes, and



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- Policies and guidelines respecting reimbursement by the Board of expenses incurred by members and officers of School Councils.
- b) The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including,
- implementation plans for policies and guidelines established under subsection 302(1) of the Act with respect to the conduct of persons in schools within the Board's jurisdiction.
 - implementation plans for policies and guidelines established under subsection 302(5) of the Act respecting appropriate dress for pupils in schools within the Board's jurisdiction.
- c) Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.
- d) The process and criteria applicable to the selection and placement of principals and vice-principals.
2. Subsection 1. does not limit the matters on which a Board may solicit the views of the School Councils.

18. Advisory Authority of School Councils:

A School Council may make recommendations to the principal of the school or to the Board that established the council on any matter.

19. Duty of Board to Respond:

The Board that established a School Council shall consider each recommendation made to the Board by the council and shall advise the council of the action taken in response to the recommendation within reasonable time frame.

20. Fundraising:

- 1) Subject to subsection (2), a School Council may engage in fundraising activities.
- 2) A School Council shall not engage in fundraising activities unless,
 - a) The activities are conducted in accordance with any applicable policies established by the Board; and

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- b) The activities are to raise funds for a purpose approved by the Board or authorized by any applicable policies established by the Board.
- 3) A School Council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the Board.

21. Consultation with Parents:

A School Council shall consult with parents of pupils enrolled in the school about matters under consideration by the council.

22. Annual Report:

- 1) Every School Council shall annually submit in May of every year a two-page maximum written report on its activities to the principal of the school and to the Board that established the council.
- 2) If the School Council engages in fundraising activities, the annual report shall include a report on those activities.
- 3) The principal shall, on behalf of the School Council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school.
- 4) Subsection (3) may be complied with by,
 - a) Giving the report to the parent's child for delivery to his or her parent; and
 - b) Posting the report in the school in a location that is accessible to parents.

23. Roles and Responsibilities of School Council Members:

In fulfilling the roles and responsibilities, Council Members shall respect the Board's Mission Statement, Guiding Principles and System Goals.

1) Chair:

The Chair of the School Council shall:

- a) Communicate on an on-going basis with the school Principal;
- b) In consultation with the Principal, call School Council meetings and prepare the agenda for School Council meetings at least one week prior to meeting date;
- c) Chair the School Council meetings;



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- d) Ensure that the minutes of the School Council meetings are recorded and maintained;
- e) Ensure that the school community is kept informed on Catholic School Council proceedings and activities;
- f) Participate in information and training programs;
- g) Represent the council at special functions;
- h) Act as a spokesperson for the Catholic School Council; and
- i) Consult with senior Board staff and trustees, as required.

2) Council Members:

The members of the School Council shall:

- a) Participate in council meetings;
- b) Participate in information and training programs;
- c) Act as a link between the School Council and the community; and
- d) Encourage the participation of parents from all groups and of other people within the school community
- e) Ensure that all trustee candidates for that school's jurisdiction be invited to attend an *All Candidates Meeting* should the Catholic School Council organize such a meeting to allow an opportunity for the community to meet the candidates for trustees of the Board in the upcoming election.

(3) The Principal:

The Principal of the school shall:

- a) provide for the prompt distribution to each member of the School Council of any materials received by the principal from the Ministry that are identified by the Ministry as being for distribution to the members of School Councils;
- b) shall post any materials distributed to members of the School Council in the school in a location that is accessible to parents;
- c) consider each recommendation made to the principal by the School Council and shall advise the council of the action taken in response to the recommendation;



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- d) facilitate the establishment of the School Council and assist in its operation;
- e) support and promote the council's activities as deemed appropriate;
- f) seek input from the council in areas for which it has been assigned advisory responsibility;
- g) act as a resource on laws, regulations, Board policies and collective agreements;
- h) obtain and provide information required by the council to enable it to make informed decisions;
- i) communicate with the chair of the council, as required;
- j) ensure that copies of the minutes of the council's meetings are kept at the school;
- k) assist the council in communicating with the school community;
- l) encourage the participation of parents from all groups and of other people within the school community;
- m) assist in identifying the impact on all school staff in terms of workload, time and resources, of any undertaking and decisions being considered by the Catholic School Council;
- n) consult the School Council on the decision about reciting the pledge of citizenship as part of the opening or closing exercises;
- o) review his or her decision about reciting the pledge of citizenship at the beginning of each school year and must consult with the School Council.

(4) Board/Community Protocol:

- a) The Principal will be the spokesperson for school-related issues;
- b) At all times the consultation process will be facilitated through a consensus-building partnership, at the school level by the Catholic School Council Chairperson and the Principal.

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- c) School Council recommendations/advice will be referred by the Chairperson to the Principal for further action; and
- d) If there is a difference of opinion, the Principal and/or Catholic School Council Chairperson will consult with the Superintendent of Education.

24. Catholic School Council Liability:

Catholic School Council members participating in regular school related activities endorsed by the Principal and/or Board will be covered by the respective liability insurance policy of the Board. Additional insurance may be required for council related activities.

25. In this Regulation:

- “meeting” does not include a training session or other event where a School Council does not discuss or decide matters that it has authority to decide;
- “parent” includes a guardian as defined in section 1 of the Act;
- “parent member” means a member of a School Council who is elected to the council in accordance with section 3 or who fills a vacancy created when a parent member ceases to hold office.

In the case of a school that is established primarily for adults, a reference in this regulation to a parent or to a parent of a pupil shall be deemed, with necessary modifications, to be a reference to a pupil who is enrolled in the school.