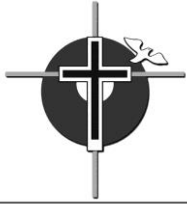


### **1. Purpose:**

- 1) The purpose of Catholic 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 Catholic 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 Catholic School 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) Catholic 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 Catholic School Council shall be composed of the following members:
  - Parents and guardians of students enrolled in the school;
  - School principal;
  - Teacher representative and alternate;
  - Non-teaching staff member and alternate;
  - Student(s) (mandatory in secondary school, and at the discretion of the Principal following consultation with Catholic School Council in elementary schools); one student in grades 7/8, one student 9-12
  - Parish Priest or designate (parish representative) appointed by the parish priest;
  - One community representative appointed by the other members of the Catholic School council that is an English catholic rate payer; and
  - One person representing the Ontario Association of Parents in Catholic Education (voting)
  - One person representing OAPCE (voting)
  - Additional members may include a (non-voting) SEAC member, or Trustee (guest non-voting (resource)
- 2) Parent members shall constitute a majority of the members of the Catholic School Council. (Minimum of six per school, majority must be Catholic)



- 3) Each Catholic School Council will endeavour, in composition and function, to reflect the 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. Only one member per student's family is eligible to vote. 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 Catholic School Council cannot be appointed as a community representative on the Catholic School council unless,
  - a) He or she is not employed at the school; and
  - b) The other members of the Catholic 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 Catholic School Council established by the Board (does not apply in respect of a school that is established primarily for adults.) Board members may attend as guests or as a resource.

**3. Election of Parent Members:**

- 1) A person is qualified to be a parent member of a Catholic 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 Catholic School Council if,
  - a) He or she is employed at the school where children attend; or
  - b) A person is qualified to vote in an election of parent representatives of a Catholic School Council if he or she is a parent of a pupil who is enrolled in the school.
  - c) Term of office is one year, October 1<sup>st</sup> to September 30<sup>th</sup>.
- 3) An election of parent representative of a Catholic 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 Catholic School Council on the last meeting of the previous year in collaboration with the principal of the school.

- 4) Despite subsection (4), if a new school is established, the first election of parent members to the Catholic 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 Catholic School Council.
- 5) The principal of a school shall, on the first day of school, 14 days before the date of the election of parent members, on behalf of the Catholic 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.
- 6) 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.
  - c) school websites and social media
- 7) The election of parent members shall be by secret ballot.

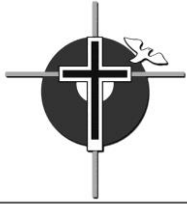
**4. Other Elections/Appointments of Other Members:**

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

- a) Community representative who is an English catholic rate payer shall be appointed by the Catholic School Council
- b) Parish Priest shall be a designated member or appointed by Parish Priest.
- c) The school principal shall be a designated (non-voting) 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 Catholic School 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 Catholic 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 Catholic School Council after the elections held under sections 3 and 4 in the school year, until the date of the first meeting of the Catholic School Council after the elections held under sections 3 and 4 in the next school year. The first meeting of the newly elected Catholic School Council members is to be held in October.



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

**6. Vacancies:**

- 1) A vacancy in the membership of a Catholic School Council shall be filled by election or appointment in accordance with the by-laws of the Catholic School Council.
- 2) If an election is held to fill a vacancy in the membership of a Catholic 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 Catholic School Council does not prevent the Catholic School Council from exercising its authority.

**7. Officers:**

- 1) A Catholic school Council shall have a chair, or, if the by-laws of the Catholic School Council so provide, two co-chairs.
- 2) A chair or co-chair of a Catholic School Council must be a parent member of the Catholic School Council, and shall be elected by the members of the Catholic School Council.
- 3) The chair or co-chairs of the Catholic School 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 Catholic School Council cannot be the chair or co-chair of the Catholic School Council.
- 5) Subject to subsections (2) and (5), vacancies in the office of chair, co-chair or any other officer of a Catholic School Council shall be filled in accordance with the by-laws of the Catholic School Council.

**8. Collection of Information:**

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

- 2) Expenses will be reimbursed to Chairs or designate who attend Board approved central meetings of Catholic School Council chairs. Members are encouraged to car pool.

**10. Meetings:**

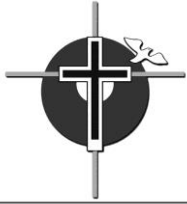
- 1) A Catholic School Council shall meet a minimum of four times during the school year.
- 2) A Catholic School Council shall meet within the first 35 calendar days of the school year, after the elections held under sections 3 and 4, on a date fixed by the principal of the school.
- 3) A meeting of a Catholic School Council cannot be held unless,
  - a) a majority of the current members of the Catholic School Council are present at the meeting;
  - b) a majority of the members of the Catholic School Council who are present at the meeting are parent members (a minimum of six parent representatives to constitute quorum), and
  - c) the Chair and the principal are in attendance.
- 4) All meetings of a Catholic School Council shall be open to the public, and a notification must be made when cancelled.
- 5) A Catholic School Council must hold its meetings at the school.
- 6) The principal of a school shall, on behalf of the Catholic School Council, give written notice of the dates, times and locations of the meetings of the Catholic School Council 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 (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.
  - c) posted on website one week prior to meeting

**11. Sub-Committees:**

- 1) A Catholic School Council may, in accordance with its by-laws, establish committees to make recommendations to the Catholic School Council.
- 2) Every committee of a Catholic School Council must include at least one parent representative of the Catholic School Council.
- 3) A committee of a Catholic School Council may include persons who are not members of the council.
- 4) All sub-committees make recommendations to the Catholic School Council. The final decision rests with the Catholic School Council.

**12. Voting:**

- 1) Subject to subsection (2), each member of a Catholic School Council is entitled to one vote in votes taken by the Catholic School Council.



- 2) Subject to section 11, subsection (3), each member of a committee of a Catholic 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 Catholic School Council or by a committee of the Catholic School Council.
- 4) Only parent representatives may vote for chair/co-chair
- 5) Parent representatives must decide if one chair or two co-chairs
- 6) Any other voting that takes place, all elected/appointed reps (i.e. teacher, non-teaching, Parish, OAPCE Community reps) are to participate in the voting.

**13. By-laws:**

- 1) Every Catholic 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 Council as per the constitution.
  - c) A by-law that establishes rules respecting participating in Catholic 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 Catholic School Council, establishes a conflict resolution process for internal Catholic School Council disputes.
- 2) A Catholic School Council may make additional by-laws governing the conduct of its affairs.

**14. Minutes and Financial Records:**

- 1) A Catholic School Council and sub-committees shall keep minutes of all of its meetings and records of all of its financial transactions through official Board accounting/financial programs.
- 2) The minutes and records shall be available ~~at~~ in the school main office for examination without charge by any person.
- 3) Subsections (1) and (2) do not apply to minutes and records that are more than seven years old.
- 4) All cheque requisitions must have an invoice attached before it can be signed and approved by Catholic School Council.

**15. Incorporation:**

A Catholic School Council shall not be incorporated nor shall they apply for registered charity status. The CDSBEO is a registered charity and the umbrella organization responsible for issuing charitable donation receipts where applicable.

**16. Principal:**

- 1) The principal of a school must be present for a Catholic School Council meeting to be held
- 2) In addition to his or her duties under this regulation, the principal of a school shall perform the duties relating to Catholic 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 Catholic School Councils under the Act, every Board shall solicit the views of the Catholic 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 Catholic School Councils,
    - Policies and guidelines respecting the fundraising activities of Catholic School Councils;
    - Policies and guidelines respecting conflict resolution processes for internal Catholic School Council disputes, and
    - Policies and guidelines respecting reimbursement by the Board of expenses incurred by members and officers of Catholic 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 Catholic School Councils. It is the duty of the Principal to respond to recommendations from the Catholic School Council why he or she did not move forward with the recommendation.

**18. Advisory Authority of Catholic School Councils:**

A Catholic School Council may make recommendations to the principal of the school or to the Board. It is an advisory body to the school Principal.

**19. Duty of Board to Respond:**

The Board that established a Catholic School Council shall consider each recommendation made to the Board by the Catholic School 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 Catholic School Council may engage in fundraising activities, not exceeding four.
- 2) A Catholic 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
  - 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 Catholic 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 Catholic School Council shall consult with parents of pupils enrolled in the school about matters under consideration by the Catholic School Council through school newsletters, Catholic School Council minutes and school website.



**22. Annual Report:**

- 1) Every Catholic School Council shall annually submit in June 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 Catholic School Council.
- 2) If the Catholic School Council engages in fundraising activities, the annual report shall include a report on those activities. The annual report is to be signed by both the Catholic School Council Chair and the school Principal once it has been approved by the Catholic School Council.
- 3) The principal shall, on behalf of the Catholic 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, as well as the Superintendent and Trustee.
- 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.
  - c) Annual report shared with the Ministry of Education

**23. Roles and Responsibilities of Catholic School Council Members:**

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

**1) Chair or Co-Chairs:**

The Chair or Co-Chair of the Catholic School Council shall:

- a) Communicate on an on-going basis with the school Principal;
- b) In consultation with the Principal, call Catholic School Council meetings and prepare the agenda for Catholic School Council meetings at least one week prior to meeting date and distribute to members, as well as post to school website and social media;
- c) Chair the Catholic School Council meetings;
- d) Ensure that the minutes of the Catholic 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 Catholic School 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.
- j) Be invited to participate in the Parent Involvement Committee, Board events and school graduations. Each Region has a PIC member.
- k) Catholic School Council needs representation at CEC events, symposiums, PIC events and faith days.

**2) Catholic School Council Members:**

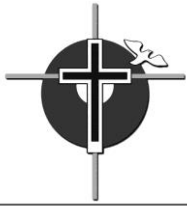
The members of the Catholic School Council shall:

- a) Participate in Catholic School Council meetings;
- b) Participate in information and training programs;
- c) Act as a link between the Catholic 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.
- f) Shall not bring administration concerns to Catholic School Council
- g) Update all members on current issues pertaining to Catholic School Council only

**3) The Principal:**

The Principal of the school shall:

- a) provide for the prompt distribution to each member of the Catholic 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 Catholic School Councils;
- b) shall post any materials distributed to members of the Catholic School Council in the school in a location that is accessible to parents;
- c) consider each recommendation made to the principal by the Catholic School Council and shall advise the Catholic School Council of the action or non-action taken in response to the recommendation;
- d) facilitate the establishment of the Catholic School Council and assist in its operation;
- e) support and promote the Catholic School Council's activities as deemed appropriate;
- f) seek input from the Catholic School 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 Catholic School Council to enable it to make informed decisions;
- i) communicate with the chair of the Catholic School Council, as required;
- j) ensure that copies of the minutes and agendas of the Catholic School Council meetings are kept at the school;
- k) assist the Catholic School 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;

**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.
- c) Catholic School Council recommendations/advice will be referred by the Chairperson to the Principal for further action; and

**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 Catholic School Council related activities. OSBIE liability coverage required.

**25. In this Regulation:**

- “meeting” does not include a training session or other event where a Catholic 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 representative” means a member of a Catholic 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.