

POLICY COMMITTEE MEETING
REVISED AGENDA

Date: Tuesday, December 13, 2016
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

	Pages
1. Opening Prayer (H. Karabela)	
2. Approvals	
2.1 Approval of Agenda	
2.2 Approval of Minutes	1 - 4
3. Action Items	
3.1 Election of the Chair of the Policy Committee (December 13, 2016 - December 2017) (P. Dawson)	5 - 5
3.2 Policy I-12 Emergency Plans - Fire & Evacuation Procedures (T. Pinelli)	6 - 11
3.3 Policy II-17 Pastoral Reference (J. O'Hara)	12 - 14
3.4 Policy IV-3 Playground Equipment (T. Overholt)	15 - 19
3.5 Policy IV-01 Fencing at School Sites - First Reading (G. Corbacio)	20 - 22
4. Discussion Items	
4.1 Policy III-04 Employee Assistance Program (J. O'Hara)	23 - 29
4.2 Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee (T. Overholt)	30 - 103
5. Information Items	
5.1 Upcoming Agenda Items (January 10, 2017) (T. Overholt)	
5.1.1 Policy I-06 Delegation to Board	
5.1.2 Policy I-18 Accessibility Standards for Customer Service	
5.1.3 Policy I-20 Integrated Accessibility Standards	
5.1.4 Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee	
5.1.5 Policy II-03 Principal Designate in Schools Without Vice-Principals	
5.1.6 Policy II-40 Bullying Prevention and Intervention	
6. Miscellaneous Information	

7. Correspondence
8. In Camera
9. New Business
10. Motion to Excuse Absent Committee Members
11. Motion to Adjourn/ Closing Prayer

MINUTES POLICY COMMITTEE MEETING

Date: November 8, 2016
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Members Present: A. Danko – by Teleconference D. Rabenda
A. Iantomasi J. M. Rowe
P. Marai – Chair of the Committee S. Trites
J. Michael

Members Excused: H. Karabela
A. Quinn

Staff Present: P. Dawson, Director of Education
T. Overholt, Superintendent of Education
T. Pinelli, Superintendent of Education
A. Swinden, Administrator, Strategic Communications

Recording Secretary: J. Neuman

1. Call to Order

The Chair called the meeting to order

1.1 Opening Prayer (H. Karabela)

The meeting opened at 7:05 pm with a prayer led by P. Dawson

2. Approvals

2.1 Approval of Agenda

The Chair asked for a motion to approve the agenda.

#P16/16

Moved by: M. Rowe

Seconded by: A. Iantomasi

THAT, the agenda be approved.

CARRIED

2.2 Approval of Minutes

The Chair asked for a motion to approve the minutes from the October 11, 2016 Policy Committee Meeting.

#P17/16

Moved by: S. Trites

Seconded by: D. Rabenda

THAT, the minutes of the Policy Committee Meeting held on October 11, 2016 be approved, as submitted.

CARRIED

3. Action Items

3.1 Policy I-08 Staff Allocation Elementary; Policy I-17 Secondary Staff Allocation Committee; and Policy I-17(a) Secondary Staff Allocation Committee Factors (T. Overholt)

T. Overholt spoke to all three policies and noted they originated back in 1981 and 1991 to address board staffing ratios based on the board's financial ability and availability of acceptable staff and classrooms. It was noted that Reg.132-12 in the Education Act specifies appropriate staffing levels for all grade levels. T. Overholt pointed out that the Board collaborates with unions to make process transparent and accountable, and that the new Central Terms and Conditions of both the Elementary and Secondary Teachers unions have a specific clause about Board Level Joint Staffing Committee; the current policies are both no longer relevant nor required.

It is the recommendation of Policy Working Committee to rescind Policy I-08 Staff Allocation Elementary, Policy I-17 Secondary Staff Allocation Committee, and Policy I-17 (a) Secondary Staff Allocation Committee Factors

#P18/16

Moved by: J. Michael

Seconded by: D. Rabenda

THAT, the Policy Committee recommends that Policy I-08 Staff Allocation Elementary, Policy I-17 Secondary Staff Allocation Committee, and Policy I-17 (a) Secondary Staff Allocation Committee Factors be forwarded to the November 15, 2016 Board Meeting to be rescinded. **CARRIED**

3.2 Policy II-18 Bicycle Safety - T. Overholt

T. Overholt indicated that Policy II-18 was written at a time when use of a bicycle was the most common mode of student transportation; with the ever increasing modes of non-motorized transportation available to students, revisions to address the use of these types of transportation on a school site are required. It was noted that the need to work with the home to ensure the safety of our students remains as part of the policy along with the requirement of school administrators to communicate rules and expectations to students and parents.

#P19/16

Moved by: J. M. Rowe

Seconded by: S. Trites

THAT, the Policy Committee recommends that Policy II-18 Bicycle Safety name be changed to Policy II-18 Non-Motorized Transportation Safety, and along with amendments, be forwarded to the November 15, 2016 Regular Meeting of the Board for approval.

Discussion ensued. It was noted that use of safety helmets is included in the policy.

Questions were regarding motorized transportation. It was noted that there is currently no policy that speaks to individual motorized transportation (e.g. hover boards, Vespas, etc.). T. Overholt will investigate and have information available at the November 15, Board meeting.

The Chair called for a vote. Recommendation **#P19/16 CARRIED**.

4. Discussion Items**4.1 Policy I-12 Emergency Response Plans for Fire and Evacuation Procedures (T. Pinelli)**

T. Pinelli brought Policy I-12 which includes revisions based on the 2015 Provincial Model for Local Police/School Board Protocol and Ministry of Community Safety and Correctional Services mandate that outlines mandatory expectations for fire, lockdown and bomb threat response plans. It was noted that safety drills will be required and this information has been communicated to schools, parents, and students

Discussion ensued. It was noted that Lock Down and Bomb Threat drills have to be coordinated with the Halton Region Police. Questions arose regarding use of mobile phones/devices play during an emergency. A recent incident was referred to, in response, and it was noted that Police asked that the Board not stop phones being used. T. Pinelli indicated that during any emergency situation Board and School staff will take direction from the Police regarding use of mobile devices.

5. Information Items**5.1 Administrative Procedure VI-20 Emergency Response Plans for Fire, Evacuation, Lock Down, Bomb Threat (T. Pinelli)****5.2 Administrative Procedure VI-81 Privacy Procedure (T. Overholt)****5.3 Administrative Procedure VI-82 Records and Information Management (T. Overholt)****5.4 Administrative Procedure VI-83 Video Surveillance Procedure (T. Overholt)**

T. Overholt noted that Procedures VI-81, VI-82 and VI-83 were approved by Senior Staff in June 2016 and are being presented to the Policy Committee as information. P. Dawson indicated that the procedures have outlined specific details regarding Privacy, Records and Information Management and Video Surveillance.

5.5 Upcoming Agenda Items (T. Overholt)**5.5.1 Policy IV-03 Playground Equipment****5.5.2 Policy II-17 Pastoral Reference****5.5.3 Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee****5.5.4 Policy I-06 Delegations to the Board****5.5.5 Policy III-04 Employee Assistance Program**

It was noted the Policy I-12 Emergency Response Plans will be added for final reading.

The Employee Assistance Program was explained, in response to questions.

6. Miscellaneous Information**7. Correspondence****8. In Camera****9. New Business**

10. Motion to Excuse Absent Committee Members

#P20/16

Moved by: J. M. Rowe

Seconded by: S. Trites

THAT Trustees Karabela and Quinn be excused

CARRIED

11. Motion to Adjourn/ Closing Prayer

#P21/16

Moved by: S. Trites

Seconded by: D. Rabenda

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 7:35 p.m. with a prayer led by P. Marai.

ACTION REPORT

ITEM 3.1

ELECTION OF CHAIR OF THE POLICY COMMITTEE

PURPOSE:

To appoint the Chair of the Policy Committee Meeting.

RECOMMENDATION:

Moved by:
Seconded by:

***THAT,** _____ be appointed Chair of the Policy Committee for the period of December 13, 2016 to December 2017.*

REPORT PREPARED BY:

T. OVERHOLT
SUPERINTENDENT OF EDUCATION

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

ACTION REPORT

ITEM 3.2

POLICY I-12 EMERGENCY RESPONSE PLANS FOR FIRE AND EVACUATION PROCEDURES

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Policy I-12 Emergency Plans - Fire & Evacuation Procedures*, as recommended by staff.

COMMENTS:

The Halton Catholic District School Board is committed in providing a safe and welcoming learning and working environment for all students, staff and visitors. The commitment to safe schools is a shared responsibility of Ministries of government, school board trustees and administrators, principals, teachers, support staff, students, parents, police and community partners.

On September 2015, the Provincial Model for Local Police/School Board Protocol and Ministry of Community Safety and Correctional Services mandated that all Boards and Police Services update their local Protocols. The document has been revised "School Board Protocol – Halton 2016: Support Every Child and Reach Every Student" in partnership with the Halton Regional Police, the Halton District School Board and the Halton Catholic District School Board. The revisions reflect the mandatory requirements regarding Lockdown and Bomb Threat Response Plans and all other required updates.

The goal of emergency preparedness is to ensure a rapid, co-ordinated and effective response when an emergency occurs. These response plans do not capture all situations/eventualities however, at the same time recognizes the uniqueness of each school site. It also provides a guideline, for careful planning, staff and students familiarity with the plan and mandated practices in all areas.

In light of these requirements, revisions to Policy I-12 Emergency Response Plans for Fire and Evacuation Procedures should also reflect a name change to include Lockdown, and Bomb-Threat.

RECOMMENDATION:

Moved by:
Seconded by:

THAT, the Policy Committee recommends that Policy I-12 Emergency Plans - Fire & Evacuation Procedures name be changed to Policy I-12 Emergency Response Plans for Fire, Evacuation, Lockdown, And Bomb Threat Response and along with amendments, be forwarded to the December 20, 2016 Regular Board Meeting for approval.

REPORT PREPARED BY: T. PINELLI, SUPERINTENDENT OF EDUCATION

REPORT SUBMITTED BY: P. DAWSON, DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**EMERGENCY RESPONSE PLANS FOR-
FIRE, AND EVACUATION, LOCKDOWN, AND BOMB
THREAT RESPONSE**

POLICY No.: I-12

DATE : OCTOBER 29, 1985

AMENDED: JULY 30, 1991

AMENDED SEPTEMBER 5, 2006

AMENDED OCTOBER 21, 2014

SCHEDULED FOR REVIEW: JUNE 2017

PURPOSE

~~The Ontario Fire Code requires the establishment and implementation of an Emergency Response Plan for every school plant and administration centre(s) to assure effective utilization of life safety features and to protect students and employees from fire.~~

~~The Halton Catholic District School Board endorses this requirement.~~

The purpose of this Operating Policy is to ensure that the Board and its schools are prepared for and can respond efficiently to emergency situations that may arise.

APPLICATION AND SCOPE

This policy applies to all schools under the jurisdiction of the Halton Catholic District School Board.

~~The following safety procedures and items where applicable, shall be included in developing an Emergency Response Plan:~~

- ~~• activating the fire alarm,~~
- ~~• notifying the Fire Department,~~
- ~~• proper access for fire fighting,~~
- ~~• instruction for occupants when alarm sounds,~~
- ~~• assistance for disabled occupants, evacuation chairs~~
- ~~• confining, controlling and extinguishing the fire,~~
- ~~• appointment of supervision staff,~~
- ~~• instruction to supervision staff with respect to responsibilities,~~
- ~~• conducting of fire drills,~~
- ~~• control of fire hazards in the building,~~
- ~~• maintenance of building facilities provided for safety such as fire alarm, sprinkler systems, emergency lighting, standpipe systems, voice communication systems, automatic extinguishing systems, evacuation chairs, kitchen equipment, emergency generators, portable extinguishers, exit lights, fire doors and other such maintenance as required,~~
- ~~• alternate measures to be taken during shut-down of any fire protection equipment,~~
- ~~• schematic diagrams showing the type, location and operation of all building fire systems to be maintained,~~
- ~~• a copy of the fire emergency procedures to be posted in the school office for perusal by supervisory staff,~~
- ~~• arrangements made for emergency shelter and transportation if required.~~
- ~~• provisions for evacuation during extreme cold weather.~~

REFERENCES

- Education Act,

OPERATING POLICY

HALTON CATHOLIC DISTRICT SCHOOL BOARD

EMERGENCY RESPONSE PLANS FOR- FIRE, AND EVACUATION, LOCKDOWN, AND BOMB THREAT RESPONSE

POLICY No.: I-12

DATE : OCTOBER 29, 1985

AMENDED: JULY 30, 1991

AMENDED SEPTEMBER 5, 2006

AMENDED OCTOBER 21, 2014

SCHEDULED FOR REVIEW: JUNE 2017

- School Board Protocol - Halton 2016: Support Every Child and Reach Every Student
- Fire Code
- Administrative Procedure VI-20 - Emergency Response Plans for Fire, Evacuation, Lockdown and Bomb Threat

DEFINITIONS

Emergency situations refer to and can include:

- fire or other emergencies requiring evacuation;
- bomb threats or other serious threats of harm;
- emergencies requiring school lockdowns;
- municipal level emergencies;

PRINCIPLES

Staff, students, and members of the school community have the right to learn, work and be present in a safe and secure school environment. However, incidents may arise within the school environment that put that safety at risk.

In order to provide for the health and safety of its students and staff, the Halton Catholic District School Board (Board) has established emergency response plans and procedures designed to address emergency situations.

REQUIREMENTS

This policy shall be considered to be pursuant to the Education Act and/or related Ministry of Education materials, all of which shall be sufficient for the purposes of implementing the requirements of the Education Act and/or Ministry of Education Policy/Program Memoranda (PPM) or the Police-School Board Protocol; and authorizes the creation of Administrative Procedures for implementation, which might include requirements described in the Education Act and/or Ministry of Education materials such as PPMs or the Provincial Model for Local Police-School Board Protocol 2015 as matters of policy.

As per Administrative Procedure VI-20 – Emergency Response Plans and the School Board Protocol - Halton 2016: Support Every Child and Reach Every Student.

1. All schools shall develop and implement individual school emergency response plans in accordance with Administrative Procedure VI-20– Emergency Response Plans and the School Board Protocol - Halton 2016: Support Every Child and Reach Every Student.

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****EMERGENCY RESPONSE PLANS ~~FOR-~~
FIRE, ~~AND~~ EVACUATION, ~~LOCKDOWN~~, AND ~~BOMB~~
~~THREAT RESPONSE~~****POLICY No.: I-12****DATE :** OCTOBER 29, 1985**AMENDED:** JULY 30, 1991**AMENDED** SEPTEMBER 5, 2006**AMENDED** OCTOBER 21, 2014**SCHEDULED FOR REVIEW:** JUNE 2017

2. Individual school emergency response plans and procedures shall be included in each school's Emergency and Crisis Response Plan, and relevant portions must be appended to the Halton School Board Protocol 2016: Support Every Child and Reach Every Student.

3. Individual school emergency response plans shall

- a. include expectations with respect to staff, students, parents and police, emergency medical services (EMS) and/or the fire department, as appropriate;
- b. address issues such as accessibility and communications for students with special education needs; and
- c. outline training opportunities to inform school staff, students and other community partners of their obligations/responsibilities within the individual school emergency response plans.

~~FIRE DRILLS:~~

~~The Principal shall be responsible for conducting annual routine fire and evacuation drills. Evacuation fire drills shall be held a minimum of three (3) times in each of the Fall and Spring school terms. All staff and students shall participate in each fire and evacuation drill.~~

~~Such drills shall be recorded in a log book by the Principal. The log will record date and time required to evacuate the building during each drill practice.~~

~~LOCK-DOWN DRILLS:~~

~~Lock Down Drills must be held at least twice (2) a year. See Requirements in Board Policy Protocol Handbook.~~

~~PLAN TO BE FILED:~~

~~In accordance with the Ontario Fire Code, a copy of the approved Emergency Response Plan for each school shall be filed in the Principal's office, the Central Office and with a generic copy available.~~

~~-~~

~~DUTIES OF THE SCHOOL PRINCIPAL:~~

~~The Principal shall be responsible for drafting the School Emergency Response Plan in the required standard format and shall submit it to the appropriate School Superintendent for approval. Following Plan approval, the Plan will be posted and reviewed annually with all school personnel. The Principal shall designate and train sufficient staff members to act in the absence of the Principal.~~

~~The Principal shall be responsible for ensuring that after-hours groups are familiar with the School Emergency Response Plan.~~

**EMERGENCY RESPONSE PLANS ~~FOR-~~
FIRE, ~~AND~~ EVACUATION, ~~LOCKDOWN~~, AND ~~BOMB~~
~~THREAT RESPONSE~~**

POLICY No.: I-12

DATE : OCTOBER 29, 1985

AMENDED: JULY 30, 1991

AMENDED SEPTEMBER 5, 2006

AMENDED OCTOBER 21, 2014

SCHEDULED FOR REVIEW: JUNE 2017

~~The Principal shall prepare and shall post on each floor or area a schedule of primary and secondary exits for use by the occupants in case of need for evacuation.~~

~~DUTIES OF THE SUPERINTENDENT OF SCHOOLS:~~

~~Each School Emergency Response Plan shall be submitted in standard format by the Principal to the appropriate Superintendent for approval. Such approval shall be in accordance with local Fire Department requirements. Plans shall be updated as required. Changes to the Emergency Response Plans shall be approved by the appropriate Superintendent and shall be in accordance with local Fire Department requirements and/or Board directives.~~

~~DUTIES OF THE SCHOOL CUSTODIAN:~~

~~Regular checks, tests and inspections of equipment and system facilities shall be conducted as directed by the Superintendent of Facilities Management and as specified in the Emergency Response Plan.~~

~~Such system and equipment inspections shall include:~~

- ~~• portable fire extinguishers,~~
- ~~• fire alarm and voice communication systems,~~
- ~~• standpipe and hose systems where applicable,~~
- ~~• water supplies for fire fighting where applicable,~~
- ~~• emergency lighting systems,~~
- ~~• exit routes from the building, and~~
- ~~• fire department access to school grounds.~~

~~The results of these inspections shall be recorded by the school custodian in a manner designated by the Superintendent of Facilities Management. The Custodial Supervisor shall assure that such checks, tests and inspections are completed on schedule and that records are retained for a period of two (2) years.~~

~~DUTIES OF THE MAINTENANCE SUPERVISOR:~~

~~Checks, inspections and tests of systems not the responsibility of the Maintenance Supervisor shall assure that the following tests and checks are completed on schedule and that records are reviewed annually and are retained for a period of two (2) years:~~

- ~~• service equipment, ducting, chimneys,~~
- ~~• commercial cooking equipment and automatic extinguishing equipment and hoods, and~~
- ~~• yearly fire alarm and emergency lighting inspections.~~

~~PERMANENT LOG AND SYSTEM SERVICE:~~

~~A permanent log of the maintenance work shall be kept by the Maintenance Supervisor in accordance with the Manual of Operation and Maintenance Instructions and such log shall include:~~

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****EMERGENCY RESPONSE PLANS ~~FOR-~~
FIRE, ~~AND~~ EVACUATION, ~~LOCKDOWN,~~ AND ~~BOMB~~
~~THREAT RESPONSE~~****POLICY No.: I-12****DATE :** OCTOBER 29, 1985**AMENDED:** JULY 30, 1991**AMENDED** SEPTEMBER 5, 2006**AMENDED** OCTOBER 21, 2014**SCHEDULED FOR REVIEW:** JUNE 2017

- ~~description and date of work carried out,~~
- ~~the name of person performing such work,~~
- ~~note of parts repaired/replaced,~~
- ~~a note of any unsatisfactory conditions and steps taken to correct them, and~~
- ~~a note verifying that any equipment/controls de-activated for repairs~~ **have been restored**
- ~~All malfunctioning systems shall be serviced immediately.~~

DUTIES OF ALL SCHOOL PERSONNEL:

~~Each school staff member, academic and non-academic, shall be familiar with the Emergency Response Plan for the school in which the staff member is located and shall fully understand his/her role in the event of an emergency.~~

REPORTING FIRE:**ALL FIRES SHALL BE REPORTED TO THE FIRE DEPARTMENT, THE APPROPRIATE SCHOOL SUPERINTENDENT AND TO THE SUPERINTENDENT OF FACILITIES MANAGEMENT.****GENERAL ADMINISTRATION:**

~~The Director of Education or designate shall be responsible for the development of a Fire Safety Plan for the Central Administration. Such Fire Safety Plan shall include where applicable, the components identified within this policy.~~

APPROVED: Regular Meeting of the Board

AUTHORIZED BY:
Chair of the Board

ACTION REPORT

ITEM 3.3

Policy II-17 Pastoral Reference

PURPOSE:

To provide to the Policy Committee for their consideration *Policy II-17, Pastoral Reference* and recommend that it be forwarded to the Board as amended.

BACKGROUND:

Policy II-17- Pastoral Reference was last reviewed and amended in June 2007. Staff have reviewed this policy and made some adjustments to indicate Designated Early Childhood Educators as identified staff who require a Pastoral Letter of Reference to commence employment with the Board or if they apply for a position of responsibility within the Board. This is consistent with the Board's hiring practices since these positions were established.

In keeping with our Mission Statement to develop Christ-centered individuals, it is imperative that staff who instruct our students be rooted in the Catholic Faith.

RECOMMENDATION:

Moved by:
Seconded by:

THAT, the Policy Committee recommend that Board Policy II-17- Pastoral Reference be forwarded, with amendments, to the December 20, 2016 Regular Board Meeting for approval.

REPORT PREPARED BY:

J. O'HARA
EXECUTIVE OFFICER, HUMAN RESOURCES SERVICES

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

PURPOSE

It is recognized by the Halton Catholic District School Board that Catholic teachers and Designated Early Childhood Educators (DECE's) in Catholic schools must be carefully chosen and must have a high regard for the truths and attitudes found within the Catholic Church.

REQUIREMENTS

It is the policy of the Halton Catholic District School Board that the Board shall obtain a pastoral reference when:

- a teacher or Designated Early Childhood Educator seeks employment with the Board, or when
- a teacher on the Long Term Occasional (LTO) roster is hired interviewed as for a permanent position if the pastoral reference is older than one year or
- a teacher or Designated Early Childhood Educator applies for a position of responsibility within the Board, or

at any other time as the Board directs—.

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PASTORAL REFERENCE:

A pastoral reference is defined as a letter of support from:

- a. the pastor of the parish in which the teacher or Designated Early Childhood Educator applicant resides, and/or
- b. in the event of a recent change of residence (one month), a letter of support from the pastor of the teacher applicant's former parish, and/or
- c. in the event of full time residency at a university, a letter of support from the university chaplain ~~in addition to (a).~~

PASTORAL REFERENCE

POLICY No.:	II-17
DATE :	April 29, 1980
AMENDED :	July 30, 1991
AMENDED :	June 5, 2007

APPROVED: Regular Meeting of the Board

DISTRIBUTION: Board Members, Administration Staff, Principals and Staff

AUTHORIZED BY: _____
_____ Chair of the Board

ACTION REPORT

ITEM 3.4

POLICY IV-03 PLAYGROUND EQUIPMENT

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Operating Policy IV-03 Playground Installation* as recommended by staff.

COMMENTARY:

The following policy has been in place to deal primarily with playground structures that has previously been used on school playgrounds outside of the Kindergarten play area.

Over time, various other types of playground installations have become more common practice (i.e. basketball nets, outdoor classrooms, etc.) As a result, revisions to the current policy were required, along with a name change, in order to capture all installations.

The content of the policy remains the same with some variation on the size of the planning committee based on the complexity of the project.

The Policy Working Committee recommends that the policy name be changed to Policy IV-03 Playground Installation and the changes to the policy be approved.

RECOMMENDATION:

Moved by:

Seconded by:

THAT, the Policy Committee recommends that Policy IV-03 Playground Equipment name be changed to Policy IV-03 Playground Installation and along with amendments, be forwarded to the December 20, 2016 Regular Board Meeting for approval.

REPORT PREPARED BY:

G. CORBACIO
SUPERINTENDENT FACILITY MANAGEMENT SERVICES

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

PLAYGROUND ~~EQUIPMENT~~ INSTALLATION

POLICY No.: IV - 3
DATE : NOVEMBER 29, 1977
AMENDED : FEBRUARY 25, 1986
AMENDED : MARCH 7, 2000
AMENDED : OCTOBER 6, 2009

PURPOSE

The Halton Catholic District School Board supports school-based projects that provide for the installation of playground equipment on school sites.

APPLICATION & SCOPE

This policy applies to all Board sites where playground ~~equipment is to be installed~~ installations are to be considered. The project shall be a community effort involving school staff, school council and parents and may involve the participation of other community partners.

REFERENCES

- Operating Policy - Purchasing Policy I-25
- CAN/CSA – Z614-14 – Children’s Play Spaces and Equipment 2014
- Physical Education Safety Guidelines 2014
- Safety Guidelines for Playground Equipment - HCDSB

PRINCIPLE

~~The Halton Catholic District School Board acknowledges that part of a child’s development occurs during periods of play. Accordingly, the Board endorses the concept of playground equipment as a means of enhancing a child’s creative, social, and physical development.~~

DEFINITIONS

Playground installations could include:

“Playstructure — a free-standing structure with one or more components and their supporting members.

...Playground equipment — a playstructure anchored to the ground, or having natural stability, and not intended to be moved that is for use in play areas of schools ...”

CAN/CSA – Z614-14 – Children’s Play Spaces and Equipment 2014

PRINCIPLE

The Halton Catholic District School Board acknowledges that part of a child’s development occurs during periods of play. Accordingly, the Board endorses the concept of playground equipment as a means of enhancing a child’s creative, social, and physical development.

PLAYGROUND ~~EQUIPMENT~~ INSTALLATION

POLICY No.: IV - 3
 DATE : NOVEMBER 29, 1977
 AMENDED : FEBRUARY 25, 1986
 AMENDED : MARCH 7, 2000
 AMENDED : OCTOBER 6, 2009

REQUIREMENTS

The Board will approve the construction of playground equipment installations on school property provided all the requirements listed in this section have been met.

1. The School Principal, in consultation with staff, and the Catholic School Council supports the project.
2. The School Principal, ~~who has secured a commitment from the Catholic School Council in support of playground equipment~~, will submit an initial request to proceed with the development of the project proposal to the Staff Planning Committee ~~through the School Superintendent~~. No site development is to be undertaken without the approval of the Staff Planning Committee.

The Staff Planning Committee will ~~comprise be created and will be comprised of~~ the following members s (at minimum) ship and will meet at the call of the Chair :

- i. School ~~Superintendent~~ ChairPrincipal
- ~~ii. Superintendent of Facility Management Services or designate~~
- ii. Facility Supervisor

Depending upon the scope of the project, the following members may be added to the committee:

- i. Superintendent of Facility Management Services or designate
- ~~iii.~~
- ~~ii.~~ School ~~Principal~~ Superintendent
- ~~iii.~~ Catholic School Council Representative
- ~~iv.~~ Curriculum Consultant responsible for Health & Physical Education Consultant.

2. The Staff Planning Committee will ~~advise the Principal of review~~ the Board's expectations with respect to community involvement, financing, construction standards, supervision during construction and maintenance.
3. On receipt of approval by the Staff Planning Committee to proceed with the development of the proposal, and dependant on the complexity of the project, the Principal or designate will serve as chair of a school/community committee and will be responsible for the design and implementation of the proposed playground equipment -installation project, using the resources and assistance of the school community and, as appropriate, other community partners.

4. The school's playground equipment installation project proposal may, depending on the scope of the project or on the recommendation from the Staff Planning Committee must include:

- a detailed drawing/design, list of appended to the proposal or a model, identifying the apparatus to be constructed, materials to be used, and the location of the playground on the school site equipment.
- a detailed budget specifically outlining the finances required and the methods of fund raising in support of the construction of the playground equipment and the ongoing financial commitment to its maintenance and ground cover replacement.
- plans for construction, and starting date and/ completion date.
- arrangements for regular on-site inspection during construction.

PLAYGROUND ~~EQUIPMENT~~ INSTALLATION

POLICY No.: IV - 3
 DATE : NOVEMBER 29, 1977
 AMENDED : FEBRUARY 25, 1986
 AMENDED : MARCH 7, 2000
 AMENDED : OCTOBER 6, 2009

REQUIREMENTS cont'd...

4.5. The design of the proposed playground ~~equipment~~ installation will be in accordance with the directions and expectations of the Staff Planning Committee and the Canadian Standards Association (CSA) document entitled (*Children's Play Spaces and Equipment [CAN/CAS – Z614-9814]*) in the matter of site location and standards of construction.

~~5.1. The school's playground equipment project proposal must include:~~

- ~~* a detailed drawing appended to the proposal or a model, identifying the apparatus to be constructed, materials to be used, and location of the playground on the school site.~~
- ~~* a detailed budget specifically outlining the finances required and the methods of fund raising in support of the construction of the playground equipment and the ongoing financial commitment to its maintenance and ground cover replacement.~~
- ~~* plans for construction and starting date/completion date.~~
- ~~* arrangements for regular on-site inspection during construction.~~

6. The Principal will submit the final proposal to the Staff Planning Committee and following final approval by the Staff Planning Committee, the Principal will proceed with the implementation of the plan for the proposed construction of the playground equipment installation project.

7. The ~~Principal and the appropriate~~ Facility Supervisor and the Principal will assume the responsibility for arranging on-site inspection of the installed playground items. ~~equipment during the construction phase of the project.~~

8(a) ~~If applicable, The the Facility Supervisor and the~~ Principal ~~and the appropriate Facility Supervisor~~ shall assume the responsibility to establish an inspection schedule which shall be in accordance with the provisions of CSA's "Children's Play Spaces and Equipment" document. An accredited playground inspection company will carry out the specified inspections in accordance with CSA's standards. The Facility Supervisor, in consultation with the Principal, will be responsible for arranging any repair work as well as the scheduling of the inspection by the accredited playground inspection company. The responsibility of the costs for the inspections will be that of the school.

8(b) ~~The Board will assume the costs for the inspections of the playground equipment in accordance with CSA Standards by an accredited playground equipment company.~~

9. Funding for the ongoing maintenance and upkeep of the playground equipment installation project, outside of the Kindergarten area, shall be the responsibility of the school community. Furthermore, the school community shall ensure that sufficient funds are available to provide for the first year of on-going annual maintenance and upkeep costs prior to implementing the construction phase of the playground equipment project.

10. In the event the school community cannot provide sufficient funds for the required repairs and maintenance of the playground equipment, the Board will reserve the right to decommission the structure.

11. It will be the responsibility of the Principal to ensure that each staff member is briefed on the use and safety procedures for the installed playground equipment in accordance with the Board's ~~document~~

PLAYGROUND ~~EQUIPMENT-INSTALLATION~~

POLICY No.: IV - 3

DATE : NOVEMBER 29, 1977

AMENDED : FEBRUARY 25, 1986

AMENDED : MARCH 7, 2000

AMENDED : OCTOBER 6, 2009

applicable *Safety Guidelines* ~~for Playground Equipment~~. The teachers will in turn instruct the pupils on the appropriate use and safety measures related to the playground equipment.

REQUIREMENTS cont'd...

12. It will be the responsibility of the Principal or designate to provide during the regular school day for the supervision, regular general inspection/safety checks and advise the Board's appropriate Facility Supervisor of maintenance requirements for the playground equipment

APPROVED: Regular Meeting of the Board

Authorized by: _____
Chair of the Board

ACTION REPORT

ITEM 3.5

POLICY IV-01 FENCING AT SCHOOL SITES

PURPOSE:

To provide for the consideration of the Policy Committee *Policy IV-01 Fencing at School Sites* at first reading.

COMMENTARY:

This policy is being introduced to strengthen the perimeter fencing requirements at school sites and Board sites to ensure a safe and secure environment for students and staff.

The new policy provides information on what factors will be examined and used when installing fencing on Board site and how it will affect adjoining residential and commercial properties.

Policy IV-01 Fencing at School Sites is attached for Trustees' consideration.

RECOMMENDATION:

Moved by:
Seconded by:

THAT, the Policy Committee recommend that *Policy IV-01 Fencing at School Sites* be forwarded, to the December 20, 2016 Regular Board Meeting for approval, at first reading.

REPORT PREPARED BY

G. CORBACIO
SUPERINTENDENT, FACILITY MANAGEMENT SERVICES

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

PURPOSE

To establish a secure environment for our school facilities for the safety of students and staff, and assist the Board in selecting appropriate fencing measures to provide safe and secure school sites.

APPLICATION AND SCOPE

This Policy applies to fencing applications on all Board owned facilities and properties.

REFERENCES

Administrative Procedure VI-34 Fencing at School Sites

DEFINITIONS

School Fencing Applications includes perimeter security, play area segregation and pedestrian and traffic control

PRINCIPLES

The Halton Catholic District School Board recognizes that maintaining safe and secure school grounds is of the utmost importance and that the role of fencing allows that to occur at our learning environments for school communities.

Properly designed fencing addresses several security and safety needs, such as:

- Designating the school's grounds as a maintained space that deserves respect;
- Limiting entry and exit points to a few easily monitored locations;
- Enabling/Aiding school site surveillance by school staff;
- Limiting access to areas that are not highly visible.

REQUIREMENTS

- Fencing shall be installed and maintained, as required, on school sites to ensure a safe and secure environment for students and staff

- The perimeter of new or vacant Board properties shall be enclosed by fencing, where possible.
- The responsibility of who will install the fencing will vary depending upon the type of site (i.e. newly purchased, vacant property, exiting property)
- All details and specifications related to the installation of fencing at school and board sites such as distance from property line, continuous fencing, gates and/or openings, fencing between public open spaces or parks and a school site will follow Administrative Procedure VI-34
- The Board will comply with all Municipal By-Laws related to fencing

APPROVED: Regular Meeting of the Board

Authorized by:

Chair of the Board

DISCUSSION REPORT

ITEM 4.1

POLICY III-04 EMPLOYEE ASSISTANCE PROGRAM

PURPOSE:

To provide information regarding the Employee Assistance Program (EAP) and seek approval to change the Employee Assistance Program Policy III-4 to allow for the implementation of a more modernized and cost effective program. In addition, staff are seeking approval to proceed with a formal Request for Proposals.

BACKGROUND INFORMATION:

The Halton Catholic District School Board has a longstanding history of providing assistance to employees who are experiencing problems in their personal life. The rationale for offering assistance was to promote both mental and physical health among employees which would address difficulties through a referral to professional help.

The Board's Employee Assistance Program is a service provided to all employees of the Board and their immediate families.

Different forms of Employee Assistance Programs have been in practice in our Board for several decades. In these early stages, employees were invited to serve as Board referral agents for staff who were in need of counselling. While this was seen as a positive step, staff felt that a more sophisticated service model must be developed and there was concern with confidentiality based on the fact that referral agents were also Board employees.

A policy was approved in June 1987 to support the Employee Assistance and Ministry Program (EAMP) and the establishment of an EAMP Steering Committee. Human Resources Services (previously Personnel Services) was responsible for the establishment of a committee (previously Employee Assistance Ministry Program (EAMP)). This steering committee was comprised of representatives of employees and management.

Staff were accepting of this new model but there were still concerns about the perceived breach of confidentiality, the limited number of service providers which created a fairly long waiting time (up to six weeks) to see a Counsellor and the role of internal referral agents and the Director or his designate in approving referrals to a service provider. Also the limited scope of the service provider (COHR Family Services) was seen as an issue.

In response, the Board established a confidential telephone line for employees to call to obtain information about the available services which eliminated internal referral agents and provided anonymity for employees. The Board also established a list of five additional acceptable service providers who were accessible to employees and ensured that staff were aware of the program.

In the ensuing years, the Employee Assistance Program has been expanded and is still widely used by staff and their families during times of personal duress.

However, with the growth of the Board, the cost of maintaining this program continues to increase.

The Employee Assistance Program budget line resides within the Human Resources Services operating budget, and any overages have been absorbed by Human Resources Services. Human Resources Services also holds the budget line for the Wellness Programs that are delivered to all staff.

Historically, the Employee Assistance Program budget line has exceeded the budgeted amount. Over the years, adjustments have been made to the budget to try and reflect actual costs. As an example, for the last five budget years this line has been in a deficit position, as shown below:

Budget Year	Approved Budget	Actual Expensed
2011/2012	\$138,000.00	\$146,208.00
2012/2013	\$146,200.00	\$165,467.00
2013/2014	\$146,200.00	\$179,543.00
2014/2015	\$176,200.00	\$183,041.00
2015/2016	\$176,200.00	\$179,260.00

In addition, the move to Employee Life and Health Trust (ELHT) for OECTA employees is expected to begin in late winter/early spring of 2017. All other employee groups will likely transition to ELHT's by August 31, 2017. With this move, the Board will lose its funding for Wellness Programs as its' relationship with Sun Life and Mosey & Mosey will be coming to a close. This represents an additional approximate \$55,000 funding shortfall.

Also, Human Resources Services can no longer absorb any overages resulting from the current Employee Assistance Program model or the absorption of the lost Wellness Program funding due to continued tightening of operational budgets.

REMARKS:

Many Catholic Schools Boards in Ontario have moved to new models for Employee Assistance Programs in an effort to provide a more predictable and cost effective Employee Assistance Program through a Request for Proposal (RFP) process. In addition, the Ministry of Education provides no direct funding for the EAP and Wellness Programs.

There are many advantages to moving to an established large EAP provider in that they have many more counselling professionals in their employ and therefore can cover off all the geographic areas in which our employees reside. They also provide superior access to employees via telephone, video conference and face to face meetings.

Further because of the sizes of these organizations, they have excellent on-line services that can provide expanded information and assistance on many issues which our employees and immediate family members face. These expanded services also include several of the service areas currently offered through the Board's Wellness Program.

CONCLUSION:

Staff are recommending that the Policy III-04 Employee Assistance Program be revised to allow for the creation of a modernized Employee Assistance Program and that staff commence a Request for Proposal process in the spring of 2017.

Policy III-04 Employee Assistance Program, Appendix A, and Appendix B the Employee Assistance pamphlet are attached for Trustees' consideration.

REPORT PREPARED BY: J. O'HARA
EXECUTIVE OFFICER, HUMAN RESOURCES SERVICES

REPORT SUBMITTED BY: P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

OPERATING POLICY**HALTON CATHOLIC DISTRICT SCHOOL BOARD****EMPLOYEE ASSISTANCE PROGRAM****POLICY NO. : III-4****DATE : JUNE 30, 1987****AMENDED : APRIL 1, 2003****AMENDED : OCTOBER 4, 2005****AMENDED : FEBRUARY 5, 2008****PURPOSE**

To offer a supportive, confidential Employee Assistance Program to ensure the selection of an appropriate number of referral agencies which would provide qualified counseling personnel.

APPLICATION AND SCOPE

The Halton Catholic District School Board fully supports this program for all Board employees and their immediate family members, who self-choose, are recommended and/or mandated to the program for professional counselling services. The management of the EAP program will be the responsibility of a steering committee comprising representatives of employees, management and trustees. This committee shall meet quarterly and on an annual basis shall review and evaluate the efficacy of the current service providers.

PRINCIPLES

That the Halton Catholic District School Board recognizes and supports a program based on:

- an attitude of compassion for the treatment of difficulties encountered by employees and their immediate family members.
- the knowledge that successful resolutions to serious difficulties require a high degree of individual personal motivation and co-operation on the part of the individual undergoing counselling.
- the recognition that employees and their immediate family members share a primary concern for the education and well-being of children within the Board, which may place considerable stress on these individuals to be both professionally competent and personally contented.
- the recognition that economic and social conditions may place added pressures on individuals who work, making it difficult for them to lead productive and principled lives.
- the acceptance that an employee who seeks assistance through the EAP will not have, by so doing, adversely affected that individual's position with the Board.
- the recognition that confidentiality shall be maintained in relation to all aspects of an employee's decision to seek assistance through this program.
- All service providers who are recommended as counselors, shall, in writing, agree to respect the tenets and values of the Catholic Faith with the knowledge that a letter of support will be required of an individual service provider's clergy person of choice.

REQUIREMENTS

The Halton Catholic District School Board maintains strict confidentiality for all employees who self-choose, are recommended to and/or are mandated for entry into the EAP. The Board expectations are the following;

OPERATING POLICY	HALTON CATHOLIC DISTRICT SCHOOL BOARD
EMPLOYEE ASSISTANCE PROGRAM	POLICY NO. : III-4
	DATE : JUNE 30, 1987
	AMENDED : APRIL 1, 2003
	AMENDED : OCTOBER 4, 2005
	AMENDED : FEBRUARY 5, 2008

(A) SELF-CHOSEN TREATMENT PROGRAM:

- employee must maintain acceptable job performance throughout the treatment period.
- employee must maintain an acceptable attendance level at work.

(B) RECOMMENDED TREATMENT PROGRAM:

- employee must maintain acceptable job performance throughout the treatment period.
- employee must maintain an acceptable attendance level both at work and within the program.
- that while a referral may be suggested by an employee's colleague or immediate supervisor, it is at the discretion of that employee to actually register in the program.
- that should an employee decline assistance through the program and job performance and attendance at work do not improve or continue to deteriorate, the employee may be subject to a further review through the appropriate Board program.

(C) MANDATORY TREATMENT PROGRAM:

- that a determination of deteriorating job performance, as noted by an employee's immediate supervisor, shall result in a referral of that employee to an approved resource individual.
- employee must maintain acceptable job performance throughout the treatment period.
- employee must maintain an acceptable attendance level both at work and within the program.
- that should an employee decline assistance through the program and job performance and attendance at work do not improve or continue to deteriorate, the employee shall be subject to a further review through the appropriate Board program.

(D) PROGRAM PARAMETERS:

- that each employee accepted into the program may be provided with up to four hours of counselling at no cost to the employee; up to four additional counselling sessions may be provided on a shared (fifty-fifty) cost basis.
- Notwithstanding the above, under extenuating circumstances, additional sessions may be approved.
- that the Board shall reimburse only the approved service providers in accordance with Board Policy. The rate of reimbursement to providers shall be up to \$90.00 (ninety) per hour for the first four one-hour sessions and up to \$45.00 (forty-five) per hour for up to four additional one-hour sessions. These rates may be amended from time to time.

Notwithstanding the above, under extenuating circumstances, additional service providers may be approved.

APPROVED: Regular Meeting of the Board

DISTRIBUTION: Board Members, Administration, Principals & Staff

Authorized by:
Chair of the Board

EMPLOYEE ASSISTANCE PROGRAM



YOU ARE NOT ALONE...

24 Hour Information Hotline: 905-632-7916



Achieving Believing Belonging

A Message from our EAP Chair

There is no doubt that today's world has become more intense and fast paced than it was 20 years ago. It seems that every time we open a newspaper, we read of natural disasters, political upheaval and economic collapse.

These events can seem to pile up on our personal day-to-day challenges: family and/or workplace issues, financial challenges or addictions.

We also live in an increasingly materialist world. This has caused many of us to place less and less emphasis on our spiritual health. We know how to go about keeping our bodies healthy, but many of our problems can originate from not paying enough attention to our souls. We have also provided a list of spiritual advisors who should not be overlooked.

All of the service providers listed in the pamphlet are recommended not only for their practical and professional expertise, but also for their expressed commitment to respect the teachings of our Roman Catholic faith.

Often, we must first admit to ourselves that we need help with certain challenges. Whether you have been referred to the Employee Assistance Program or you have chosen to rely on it, it is my sincere hope that this service will help you and your family to deal with any personal challenge you face.

Anthony Danko
Chair, EAP Steering Committee



A Message from our Director of Education

The Halton Catholic District School Board is dedicated to providing excellence in education. To ensure the success of our system, each of us, serving in our respective roles, spends the majority of our time caring for and meeting the needs of others. In this way, we live out our vocation to love and to serve. The Employee Assistance Program is a recognition that we also need to take care of ourselves, as caregivers.

We all know that the seemingly insignificant stresses we routinely encounter in everyday life can often have detrimental effects on our health and wellbeing. Many of us tend to disregard our personal challenges until we are in the midst of a crisis. Unfortunately, financial limitations may often deter many of us from seeking the much needed support and assistances of a qualified service provider. As followers of Jesus, working within a Catholic faith community, we need to be committed to supporting one another with care, compassion and encouragement. As an employer, we are ever mindful of the need to address matters related to the professional, personal and emotional wellbeing of our staff.

Our Employee Assistance Program is designed to support employees and their immediate family members through difficult moments in their lives by providing financial services as outlined within this brochure, and within Board Policy III-4.

It our hope that the EAP will provide you with both practical assistance, and with a sense of solace at a time when it may be most needed.

May God keep you in his grace, and may you continue to feel that you have companions on your journey.

Paula Dawson
Director of Education

The Employee Assistance Program Can Help...

Who can access the service Providers?

All employees, their spouse and dependent children may use this service

What kinds of counseling does the Program provide to those in need of this service?

- Family Counseling
- Substance Abuse
- Sexual and Family Abuse Financial & Credit Counseling
- Stress Management
- Depression & Anxiety
- Religious/Spiritual Counseling
- Addictions

What about confidentiality?

Strictest of confidentiality is maintained between the provider and client.

What about the cost of accessing this service?

Financial support is available in accordance with Board Policy

24 Hour Information Hotline: 905-632-7916

November 2016

Employee Assistance Service Providers	<ul style="list-style-type: none">• Day and evening appointments• 1 800 line available 24 hours a day from anywhere in Canada• Credit counseling• Walk in counseling clinic• Support and intervention for seniors• Parenting programs• Abuse services• Individual, couples and family counseling• Hamilton office has free day-care during some appointment times	<ul style="list-style-type: none">• Individual, couples and family counseling• Strong focus on drug abuse in schools	Natalie Buchok, M.S.W./R.S.W. 1364 Roylen Road, Oakville Tel: 416-908-1540
Bayridge Family Center 1295 North Service Road, Burlington Tel: 905-319-1488		Liz Hopkins, B.A./B.S.W./R.S.W. 410 Bronte Street, Milton Tel: 905-975-8079	
<ul style="list-style-type: none">• Community based family care center• Male & female counselors• All therapists are qualified with either a Master’s degree, or equivalent• All therapists are registered with the appropriate Provincial professional governing body• Couple & Family Therapy in conflict resolution, communication issues, blended families• Spiritual Counseling• Child & Adolescent counseling• Alcohol & Drug Abuse• Anxiety & Mood Disorders	Debra Cavanagh B.A./B.S.W./R.S.W. 2075 Walkers Line, Burlington Tel: 905-220-9058 or 905-315-1542	<ul style="list-style-type: none">• 37 years experience as an individual, marital, family and child therapist• Extensive knowledge and expertise in the area of separation, divorce, families in transition/change, blended families• Have worked for the Office of the Children’s Lawyer for 15 years in my private practice• Parent/child or adolescent conflict• Mood disorders, such as depression and anxiety in children and adults• Solution-focused therapist• Evening appointment available• 24 hour call return guaranteed, with appointment as soon as possible	<ul style="list-style-type: none">• 14 years of experience working with children (infant to 18), families, individuals and couples• Experience and training working with a variety of issues in children and adults including depression, anxiety, adoption, attachment, marital issues, family issues, stress, trauma loss/grief, divorce and parenting• Training in Emotionally Focused Couples Therapy, Sandplay Worldplay, Cognitive Behavioural Therapy, (CBT). Gestalt Therapy and Brief Therapy, Mindfulness Practices• Evening and weekend appointment available• 24 hour return call guaranteed, appointment within one week
Eileen Beltzner, C.Y.C (Cert.)/B.A./M.S.W./R.S.W. 38 Forsythe Street, Oakville Tel: 905-339-3942	<ul style="list-style-type: none">• Offices available in Burlington, Oakville and Milton• 24 years of experience as an individual, marital, family and child counselor• Advanced knowledge and skills in assessment, treatment of anxiety, depression, and stress• Extensive experience in working with family and relationship issues – marital breakdowns and step family dynamics• Extensive experience with the use of Cognitive Behavioural Therapy (CBT)• 24 hour return call guarantee, appointment within one week• Available for appointments on weekends and evenings• Solution Focused Therapy, short term consultation	Dr. Martin Smith 501 Plains Rd. East, 2nd Floor, Burlington Tel: 905-634-8439	
<ul style="list-style-type: none">• Over 25 years of training in or professional experience with adults and children encompassing: Relationship Issues/Postpartum Depression/Parenting Concerns/ Beginnings and Endings/Grief/Sadness/Loss/Trauma/ Stress/Worry/Separation/Divorce/Childhood Disorders or Addictions• Advanced knowledge and skills in treating Mood Disorders in adults, adolescents and children• Extensive training in Cognitive Behavioural Therapy (CBT), Hypnotherapy, Brief Therapy and “Stress Busting” techniques• Evening appointments available	Jim Harkins/Family Adolescent Straight Talk (F.A.S.T.)/Courage to Change 2441 Lakeshore West, Unit 7B, Oakville Tel: 905-469-6338 or 1-888-651-5186 www.familytalk.ca	<ul style="list-style-type: none">• Marital & Family Counseling – including dysfunctional families and abusive or addictive family systems• Addictions• Personal Growth Issues• Stress Management• Family & Individual Counseling	Sonia Panchyshyn M.S.W. B.S.W. R.S.W. 100 Matheson Blvd. East (at Hurontario), Suite 204, Mississauga Tel: 289-242-1215
Catholic Family Services 201– 447 Main Street East, Hamilton Tel: 905-527-3823 www.cfshw.com	<ul style="list-style-type: none">• Offices available in Oakville and Milton• 24/7 phone service• Services available 365 days a year• 1 888 line available• On staff; Psychiatrist, Medical Doctor (Psychotherapist), four (4) Master Social Workers and Addiction Counselors• Appointments scheduled same day, if necessary or within 24 hours• Full range of services available• Expertise in addictions, behavioral issues, crisis intervention, relapse prevention, anger management	Dr. Hugo Stevenson 204-310 Main St. East, Milton Tel: 416-732-8336 www.drhugo.ca	<ul style="list-style-type: none">• Over 25 years of experience working with individuals, couples and families• Expertise in depression, anxiety, stress and anger management, couples issues, relationship issues, affair recovery, separation/divorce recovery, grief/loss, partner abuse current /past abuse or violence, childhood/adult sexual absence/assault, parenting challenges, teens, extended family issues, trauma recovery, crisis intervention, career issues, medical stress leave, coping with illness, caregiver burnout and self-esteem issues• Extensive training in Cognitive Behavioural Therapy, (CBT), solution Focused Therapy and Brief Therapy
<ul style="list-style-type: none">• Offices available in the City of Hamilton and Halton Region• 24 hour emergency access to service• Appointments scheduled within 48 hours		<ul style="list-style-type: none">• Registered clinical psychologist offering treatment for depression and anxiety• Couples and relationship issues• Trauma and Post Traumatic Symptom Disorder• Specializing with adolescents, adults, and couples	Spiritual Advisors Only: Father Raymond Modeski, St. Patrick Church, Burlington 905-632-6114 Father John Van Hees, Mary Mother of God Church, Oakville 905-337-2184

ACTION REPORT

ITEM 4.2

POLICY I-23 CATHOLIC SCHOOL COUNCILS AND CATHOLIC PARENT INVOLVEMENT COMMITTEE

PURPOSE:

To provide for the consideration of the Policy Committee revisions to *Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee* as recommended by staff.

COMMENTARY:

Policy I-23 Catholic School Councils and Catholic Parent Involvement Committee complies with the requirements of the Education Act and the Ontario Regulation 33/10. Both Catholic School Councils and the Halton Catholic District School Board's Catholic Parent Involvement Committee (CPIC) allows parents to actively participate and provide input into various aspects of how they can ultimately help students be successful, contributing members of society.

Minor changes to the policy have been made based on changes that have occurred in CPIC bylaws changes.

REPORT PREPARED BY:

T. OVERHOLT
SUPERINTENDENT OF EDUCATION, SCHOOL SERVICES

REPORT SUBMITTED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

**CATHOLIC SCHOOL COUNCILS AND
CATHOLIC PARENT INVOLVEMENT COMMITTEE****POLICY NO.:I-23****DATE:** June 18, 1996**AMENDED:** June 19, 2001**AMENDED:** December 20, 2011**PURPOSE**

To establish Catholic School Councils and a Catholic Parent Involvement Committee, in accordance with the *Education Act* and the *Ontario Regulation 330/10*.

APPLICATION AND SCOPE

This policy applies to all schools within the jurisdiction of the Halton Catholic District School Board.

REFERENCES

This policy is in accordance with the Education Act and Ontario Regulation 330/10 Refer to the Halton Catholic District School Board Operations Manual entitled, *School Councils, Strengthening Our Partnerships*

DEFINITIONS**Catholic School Council**

- Catholic school councils are legally constituted bodies of elected and appointed representatives of the local school community established for the purposes of developing, encouraging and promoting activities which will enhance the quality of school programs and improve the levels of student achievement.
- Meeting means:
in respect of a school council or a parent involvement committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide

- Parent means:

(a) in respect of a school council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Act, and

(b) in respect of a parent involvement committee of a board, a parent of a pupil who is enrolled in a school of the board, and includes a guardian as defined in section 1 of the Act

Parent Member means:

(a) in respect of a school council, a member of the council who is elected to the council in accordance with Section 4 of the Act, or who fills a vacancy created by a parent

**CATHOLIC SCHOOL COUNCILS AND
CATHOLIC PARENT INVOLVEMENT COMMITTEE****POLICY NO.:I-23****DATE: June 18, 1996****AMENDED: June 19, 2001****AMENDED: December 20, 2011**

member ceasing to hold office, and
(b) in respect of a parent involvement committee, a member of the committee who
is appointed or elected to the committee in accordance with Section 34 of the Act, or
who
fills a vacancy created by a parent member ceasing to hold office

Catholic Parent Involvement Committee

- The Catholic Parent Involvement Committee is a group of parents, trustees, and board staff who actively support parent engagement and involvement in the Halton Catholic District School Board. Catholic Parent Involvement Committee is regulated by Regulation 330/10 (under the Education Act) which came into effect in September 2010, and sets out specific requirements regarding the composition of a Parent Involvement Committee, or Catholic Parent Involvement Committee for the Halton Catholic District School Board.

PRINCIPLES

- The Halton Catholic District School Board believes that parents / guardians are the primary educators of their children.
- The education of children in our Catholic schools is a shared responsibility involving home, school, parish and Catholic community and is achieved through the active participation of parents to inspire pupil achievement and to enhance the accountability of the education system to parents.
- Parents / guardians have the right and a responsibility to participate in the education of their children and can contribute to their children's development in a wide variety of ways.
- Members of the Catholic community offer a wealth of experiences and expertise that can benefit students.
- The Halton Catholic District School Board values the advice given by its Catholic School Councils and its Catholic Parent Involvement Committee toward better learning opportunities for children and for the improved operations of its schools.
- A Catholic School Council may make recommendations, in accordance with the Ontario Regulation, to the Principal of the school or to the Board that established the Council, on any matter.
- ~~▪ A Catholic Parent Involvement Committee shall develop strategies and initiatives that the Board and the Board's Director of Education could use to effectively communicate with~~

CATHOLIC SCHOOL COUNCILS AND
CATHOLIC PARENT INVOLVEMENT COMMITTEE

POLICY NO.:I-23

DATE: June 18, 1996

AMENDED: June 19, 2001

AMENDED: December 20, 2011

~~parents and to effectively engage parents in improving student achievement and well-being.~~

- Each elementary and secondary school shall have a Catholic School Council.
- All meetings of a Catholic School Council shall be open to the public.
- The Catholic Parent Involvement Committee provides a regular opportunity for Catholic School Council members to network, share ideas, offer input, and enjoy informative presentations on a number of education related topics throughout the school year. CPIC makes parental engagement a priority by providing support on a system-wide basis and promoting dialogue between School Councils, the Board, and members of the community.
- A Catholic Parent Involvement Committee shall develop strategies and initiatives that the Board and the Board's Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being.
-

REQUIREMENTSCatholic School Councils:

- A Catholic School Council ~~is entitled is~~ to hold its meetings at ~~the school~~ a Halton Catholic District School Board site with notice provided to the community.
- All members of each Catholic School Council shall take an oath to respect, promote and uphold the teachings and values of the Catholic faith and the Board's Mission Statement and Governing Values.
- The Catholic School Council shall be the official advisory group to the school Principal and / or the Board, and shall advance advice in writing.
- The school Principal and / or the Board shall respond in writing to all advice advanced by the local Catholic School Council, under Ontario Regulation 330/10.
- Membership on the Catholic School Council *must* include the following:
 - Parents / guardians (who must constitute a majority of the members of the School Council)
 - School Principal
 - Teacher representative (selected by teaching staff of the school)
 - Non-teaching staff representative (selected by non-teaching staff of the school)
 - Parish representative (selected by the Parish)
 - Secondary school student representative (secondary schools only)

**CATHOLIC SCHOOL COUNCILS AND
CATHOLIC PARENT INVOLVEMENT COMMITTEE****POLICY NO.:I-23****DATE: June 18, 1996****AMENDED: June 19, 2001****AMENDED: December 20, 2011**

- Community representative.
- Membership on the Catholic School Council *may* include the following:
 - An elementary pupil (appointed by the Principal after consultation with the School Council), as per Ontario Regulation 330/10.
 - An association member, as per Ontario Regulation 330/10.
- All members of the Catholic School Council must be Catholics.
- Notwithstanding the above, in addition to the membership requirements of Ontario Regulation 330/10, provision may be made by a Catholic School Council for the election of up to two (2) non-Catholic parents / guardians of Catholic children attending said school.
- The Chair and / or Co-Chairs of the Catholic School Council must be Catholic(s).
- The term of office for all Catholic School Council members shall be for one (1) year, in accordance with Ontario Regulation 330/10.

Catholic Parent Involvement Committee:

- ~~▪ CPIC is a group of parents, trustees, and board staff who actively support parent engagement and involvement in the Halton Catholic District School Board. CPIC is regulated by Regulation 330/10 (under the Education Act) which came into effect in September 2010, and sets out specific requirements regarding the composition of a Parent Involvement Committee, or Catholic Parent Involvement Committee (CPIC) for the HCDSB.~~
- ~~▪ CPIC provides a regular opportunity for Catholic School Council members to network, share ideas, offer input, and enjoy informative presentations on a number of education related topics throughout the school year. CPIC makes parental engagement a priority by providing support on a system-wide basis and promoting dialogue between School Councils, the Board, and members of the community.~~
- The CPIC-Catholic Parent Involvement Committee shall be comprised of:
 - Parent representatives consisting of two members from each geographical area (Oakville, Burlington, ~~and North Milton and~~ Halton Hills) as well as 4 members at large
 - All elected members at large positions will be for a ~~one~~-two (2) year term from September to August of the following year
 - Regional elected positions and the Ontario Association of Parents in Catholic Education APCE Director will be for a two (2) year term from September to August
 - Parent members may be employees of the Halton Catholic District School Board, as long as they make the committee aware of their employment
 - 3 community representatives comprised of:

CATHOLIC SCHOOL COUNCILS AND
CATHOLIC PARENT INVOLVEMENT COMMITTEE

POLICY NO.: I-23

DATE: June 18, 1996

AMENDED: June 19, 2001

AMENDED: December 20, 2011

-
- One ~~Parish-Deanery~~ Representative, appointed by the ~~parent representatives of~~ CPIC Dean of Halton
 - The Ontario Association of Parents in Catholic Education ~~OAPCE~~ Director for Halton
 - One other community representative as deemed necessary by ~~the the Catholic Parent Involvement Committee~~ CPIC members
 - o One trustee of the Board (+1 alternate), appointed by the Board
 - o The Director of Education (or designate)
 - o One Principal/Vice Principal, appointed by the Board
 - o (Optional) Past Chair of the Catholic Parent Involvement Committee CPIC
-
- All members of the ~~Catholic Parent Involvement Committee~~ CPIC must be Catholic. In addition to the members requirements of Ontario Regulation 330/10, provision may be made by the Catholic Parent Involvement Committee CPIC for the election of up to two (2) non-Catholic parents/guardians of Catholic children attending the Halton Catholic District School Board.
 - Catholic Parent Involvement Committee CPIC meetings will be held a minimum of four times per school year. Additional meetings may be called as required. Meetings will be open to the public and all dates, times, and locations will be posted on the Board website.
 - Catholic Parent Involvement Committee CPIC will be chaired by a parent member of the committee. Only parents with a two-year term are eligible to be elected to the position of chair. The position of chair is an elected position. Elections will be at the first meeting of the committee in a school year. The chair shall act as spokesperson for the committee in communicating with the Director of Education of the Board and the Board.
 - In accordance with Ontario Regulation 330/10, no remuneration shall be paid to School Council members, or Catholic Parent Involvement Committee CPIC members.
 - In accordance with Ontario Regulation 330/10, the Halton Catholic District School Board shall reimburse School Council members and Catholic Parent Involvement Committee CPIC members for expenses incurred as members ~~of the School Council or CPIC~~, provided that the expense is pre-approved and is receipted on the approved form.
 - In accordance with Ontario Regulation 330/10, every Catholic School Council and Catholic Parent Involvement Committee CPIC shall make by-laws related to election procedures, rules respecting conflict of interest and a conflict resolution process for internal ~~School Council/CPIC~~ disputes.
 - The Halton Catholic District School Board shall develop an Administrative Procedure in order to implement this policy. This procedure, as updated, is understood to be the Operations Manual entitled, *School Councils, Strengthening Our Partnerships*.

**CATHOLIC SCHOOL COUNCILS AND
CATHOLIC PARENT INVOLVEMENT COMMITTEE****POLICY NO.:I-23****DATE: June 18, 1996****AMENDED: June 19, 2001****AMENDED: December 20, 2011**

DISTRIBUTION : Board Members, Administration, Principals, Vice Principals, Staff,
School Council Chairs, Clergy

AUTHORIZED BY :
Chair of the Board

ONTARIO REGULATION 330/10

made under the

EDUCATION ACT

Made: July 13, 2010

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Amending O. Reg. 612/00
(SCHOOL COUNCILS)

1. The title to Ontario Regulation 612/00 is revoked and the following substituted:

SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES

2. The heading immediately before section 1 of the Regulation is revoked and the following substituted:

PART I INTERPRETATION

3. Section 1 of the Regulation is revoked and the following substituted:

1. In this Regulation,

“meeting”, in respect of a school council or a parent involvement committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide; (“réunion”)

“parent” means,

- (a) in respect of a school council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Act, and
- (b) in respect of a parent involvement committee of a board, a parent of a pupil who is enrolled in a school of the board, and includes a guardian as defined in section 1 of the Act; (“père ou mère”)

“parent member” means,

- (a) in respect of a school council, a member of the council who is elected to the council in accordance with section 4 or who fills a vacancy created by a parent member ceasing to hold office, and
- (b) in respect of a parent involvement committee, a member of the committee who is appointed or elected to the committee in accordance with section 34 or who fills a vacancy created by a parent member ceasing to hold office. (“père ou mère membre”)

1.1 In the case of a school council in a school that is established primarily for adults, a reference in this Regulation to a parent shall be read, with necessary modifications, as a reference to a pupil who is enrolled in the school.

4. The heading immediately before section 2 of the Regulation is revoked and the following substituted:

PART II SCHOOL COUNCILS

PURPOSE

5. Sections 9, 25 and 26 of the Regulation are revoked.

6. The Regulation is amended by adding the following Part:

PART III PARENT INVOLVEMENT COMMITTEES

PURPOSE

27. (1) The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.

(2) A parent involvement committee of a board shall achieve its purpose by,

- (a) providing information and advice on parent engagement to the board;
- (b) communicating with and supporting school councils of schools of the board; and
- (c) undertaking activities to help parents of pupils of the board support their children's learning at home and at school.

28. A parent involvement committee of a board shall,

- (a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
- (b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);
- (c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;
- (d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,
 - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
 - (ii) identify and reduce barriers to parent engagement,
 - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and
 - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and
- (e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the *Education Act* for parent involvement as described in section 27 and clauses (a) to (d), is to be used.

CONTINUATION AND ESTABLISHMENT OF COMMITTEES

29. (1) A parent involvement committee established by a board before September 1, 2010 is continued.

(2) A board established before September 1, 2010 that has not established a parent involvement committee before September 1, 2010 shall, before January 31, 2011, establish a parent involvement committee in accordance with section 32.

(3) A board established on or after September 1, 2010 shall, before October 1 of the school year following the calendar year in which the board's members are first elected, establish a parent involvement committee in accordance with section 32.

(4) Despite the definition of "parent member" in section 1,

- (a) parent member in respect of a parent involvement committee established before September 1, 2010, before the committee meets its obligations under section 30, means a parent who is a member of the committee or who fills a vacancy created by a parent member ceasing to hold office; and
- (b) parent member in respect of a parent involvement committee established on or after September 1, 2010, before the committee meets its obligations under section 31, means a parent who is appointed as a parent member to the committee by the board in accordance with section 32 or who fills a vacancy created by a parent member ceasing to hold office.

COMPOSITION OF COMMITTEES, TRANSITION

30. (1) A parent involvement committee established or continued under subsection 29 (1) or (2) shall, before October 1, 2011, establish the by-laws required by clause 43 (b).

(2) A parent involvement committee established or continued under subsection 29 (1) or (2) shall, before November 15, 2011, and after it complies with subsection (1),

- (a) appoint or elect its members in accordance with section 33; and
- (b) establish terms of office in accordance with section 37.

31. (1) A parent involvement committee established by a board under subsection 29 (3) shall, before October 1 of the second school year following the calendar year in which the board's members are first elected, establish the by-laws required by clause 43 (b).

(2) A parent involvement committee established by a board under subsection 29 (3) shall, before November 15 of the second school year following the calendar year in which the board's members are first elected, and after it complies with subsection (1),

- (a) appoint or elect its members in accordance with section 33; and

(b) establish terms of office in accordance with section 37.

32. (1) This section applies with respect to a parent involvement committee established by a board under subsection 29 (2) or (3), until the day the committee meets its obligations under section 30 or 31, as the case may be.

(2) Until a parent involvement committee established under subsection 29 (2) or (3) meets its obligations under section 30 or 31, as the case may be, sections 33, 34, 35, 37, 38 and 43 do not apply to the committee.

(3) The board shall appoint the following people to the committee:

1. The number of parent members the board determines appropriate.
2. The director of education of the board.
3. One member of the board.
4. The number of community representatives, up to three, the board determines appropriate.

(4) A person is qualified to be appointed by the board as a parent member of the committee if he or she is a parent.

(5) A parent who is employed by the board is qualified to be appointed by the board to the committee.

(6) A parent referred to in subsection (5) shall, at his or her first committee meeting, inform the committee of his or her employment with the board.

(7) The parent members appointed by the board shall elect a parent member to serve as chair or parent members to serve as co-chairs of the committee.

(8) The chair or co-chairs shall act as spokespersons for the committee in communicating with the director of education of the board and the board.

(9) Community representatives appointed by the board to the committee shall not be members or employees of the board.

(10) The board may appoint one or more of the individuals listed in subsection 33 (2) to the committee.

(11) An appointment of an individual listed in subsection 33 (2) is of no effect unless the individual agrees to the appointment.

(12) In appointing members to the committee, the board shall ensure that parent members constitute a majority of the members of the committee.

(13) In the event that an individual appointed to a parent involvement committee under subsection (3) vacates his or her position on the committee, the board shall appoint another individual to the position.

(14) In the event that an individual appointed to a parent involvement committee under subsection (10) vacates his or her position on the committee, the board may appoint another individual to the position.

COMPOSITION OF COMMITTEES, GENERAL

33. (1) A parent involvement committee of a board shall include the following:

1. The number of parent members specified in the by-laws of the committee.
2. The director of education of the board.
3. One member of the board, appointed by the board.
4. The number of community representatives specified in the by-laws of the committee.

(2) Subject to the by-laws of the parent involvement committee, a board may appoint one or more of the following individuals to the parent involvement committee:

1. One principal of an elementary school of the board.
2. One principal of a secondary school of the board.
3. One teacher employed, other than a principal or vice-principal, in an elementary school of the board.
4. One teacher employed, other than a principal or vice-principal, in a secondary school of the board.
5. One person employed by the board, other than a principal, vice-principal or teacher.

(3) A parent involvement committee shall appoint or elect members to the committee before November 15 of the school year and before the first meeting of the committee in the school year.

(4) In specifying the number of parent members to be appointed or elected to a parent involvement committee in its by-laws, the committee shall ensure that parent members constitute a majority of the members of the committee.

(5) The term of office of the member of the board appointed under paragraph 3 of subsection (1) shall be determined by the board.

(6) Community representatives appointed to a parent involvement committee shall not be members or employees of the board.

(7) The board shall make any appointments under subsection (2) before November 15 of the school year and before the first meeting of the parent involvement committee in the school year.

(8) An appointment to a parent involvement committee under subsection (2) is of no effect unless the person agrees to the appointment.

PARENT MEMBERS

34. (1) Parent members shall be appointed or elected to a parent involvement committee under section 33, in accordance with the by-laws of the committee.

(2) A person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee if he or she is a parent.

(3) A person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee of a board if he or she is employed by the board.

(4) A parent member referred to in subsection (3) shall, at his or her first committee meeting, inform the committee of his or her employment with the board.

VACANCIES

35. (1) A board shall ensure that vacancies in parent member positions on its parent involvement committee are advertised through a variety of methods.

(2) Methods of advertising vacancies in parent member positions on a parent involvement committee include,

- (a) advertisements in newsletters of schools or school councils of schools of the board;
- (b) advertisements in newspapers with general circulation in the geographic jurisdiction of the board;
- (c) advertisements on radio or television stations that broadcast in the geographic jurisdiction of the board;
- (d) notices in schools of the board; and
- (e) notices on the board's website and on the websites of the board's schools.

36. A vacancy in the membership of a parent involvement committee does not prevent the committee from exercising its authority.

TERM OF OFFICE

37. (1) The term of office of some of the parent members of a parent involvement committee shall be one year and the term of office of some of the parent members shall be two years, as provided in the by-laws of the committee.

(2) A member of a parent involvement committee may be reappointed or re-elected to the committee for more than one term unless otherwise provided in the by-laws of the committee.

OFFICERS

38. (1) A parent involvement committee shall have a chair or, if the by-laws of the committee so provide, co-chairs.

(2) The chair or co-chairs of a parent involvement committee must be parent members of the committee and shall be elected for a two-year term by the parent members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of chair or co-chair.

(3) Only parent members with a two-year term are eligible to be elected to the position of chair or co-chair.

(4) An individual may not serve more than two consecutive terms as chair or co-chair of a parent involvement committee.

(5) An individual who has served one term or two consecutive terms as chair or co-chair of a parent involvement committee may be re-elected as chair or co-chair of the committee provided at least one two-year term has elapsed since his or her last term as chair or co-chair.

(6) The chair or co-chairs of a parent involvement committee shall act as spokespersons for the committee in communicating with the director of education of the board and the board.

(7) A parent involvement committee may have such other officers as are provided for in the by-laws of the committee.

(8) A vacancy in the office of chair, co-chair or any office provided for in the by-laws of a parent involvement committee, shall be filled in accordance with the by-laws of the committee.

REMUNERATION

- 39.** (1) A person shall not receive any remuneration for serving as a member of a parent involvement committee.
- (2) Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a board member at a parent involvement committee meeting.
- (3) A board shall establish policies respecting the reimbursement of members of its parent involvement committee for expenses incurred as members of the committee.
- (4) A board shall reimburse members of its parent involvement committee for expenses incurred as members of the committee in accordance with the policies referred to in subsection (3).

MEETINGS

- 40.** (1) A parent involvement committee shall meet at least four times in each school year.
- (2) A meeting of a parent involvement committee cannot be held unless,
- (a) a majority of the members present at the meeting are parent members;
 - (b) the director of education, or the person designated under subsection 46 (1), is present; and
 - (c) the member of the board who sits on the committee, or the person designated under subsection 46 (2), is present.
- (3) The board shall make available to its parent involvement committee the facilities that the board considers necessary for the proper functioning of the committee, and shall make reasonable efforts to enable members to participate fully in meetings of the committee by electronic means.
- (4) A member of a parent involvement committee who participates in a meeting through electronic means shall be deemed to be present at the meeting.
- (5) All meetings of a parent involvement committee shall be open to the public and shall be held at a location that is accessible to the public.
- (6) The chair or co-chairs of a parent involvement committee shall ensure that notice of each meeting is provided to all members of the committee at least five days before the meeting by,
- (a) delivering a notice to each member by e-mail or regular mail; and
 - (b) posting a notice on the board's website.
- (7) For the purposes of subsection (6), notice by regular mail is provided five days before the meeting if it is mailed five days before the meeting.

SUBCOMMITTEES

- 41.** (1) A parent involvement committee may establish subcommittees to make recommendations to the parent involvement committee.
- (2) A subcommittee of a parent involvement committee must include at least one parent member of the parent involvement committee.
- (3) A subcommittee of a parent involvement committee may include persons who are not members of the parent involvement committee.
- (4) Subsections 40 (3) to (7) apply, with necessary modifications, to subcommittees of a parent involvement committee.

VOTING

- 42.** When a parent involvement committee votes on a matter, only parent members and community representative members are entitled to vote.

BY-LAWS

- 43.** A parent involvement committee,
- (a) may make by-laws governing the conduct of the committee's affairs; and
 - (b) shall make by-laws,
 - (i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,
 - (ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,

- (iii) governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,
- (iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,
- (v) specifying how many, if any, of the persons listed in subsection 33 (2) may be appointed by the board to the parent involvement committee,
- (vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any, under subsection 33 (2),
- (vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and
- (viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.

MINUTES AND FINANCIAL RECORDS

44. (1) A parent involvement committee shall keep minutes of all of its meetings and records of all of its financial transactions.

(2) A parent involvement committee shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the board, if any, respecting the retention of documents by committees of the board.

(3) The minutes of a parent involvement committee of a board shall be,

- (a) posted on the website of the board that established the committee; and
- (b) sent electronically to the chair or co-chairs of the school council of each school of the board that established the committee.

(4) The minutes of a committee's meetings and the records of its financial transactions shall be available for examination at the board's office by any person without charge for four years.

(5) Minutes posted on the website of the board shall remain on the website for four years.

INCORPORATION

45. A parent involvement committee shall not be incorporated.

DELEGATION BY THE DIRECTOR OF EDUCATION AND THE BOARD MEMBER

46. (1) The director of education of a board may,

- (a) delegate any of his or her powers or duties as a member of the parent involvement committee to a supervisory officer employed by the board; and
- (b) designate a supervisory officer of the board to attend a meeting of the parent involvement committee in his or her place.

(2) The member of a board who sits on a parent involvement committee may,

- (a) delegate any of his or her powers or duties as a member of the parent involvement committee to another member of the board; and
- (b) designate a member of the board to attend the meetings of the parent involvement committee in his or her place.

CONSULTATION BY BOARD

47. (1) A board may solicit and take into consideration the advice of its parent involvement committee with regard to matters that relate to improving student achievement and well-being.

(2) The board shall inform the parent involvement committee of its response to advice provided to it by the committee.

CONSULTATION BY MINISTRY

48. The Ministry may solicit and take into consideration the advice of parent involvement committees with regard to matters that relate to improving student achievement and well-being.

CONSULTATION BY PARENT INVOLVEMENT COMMITTEE

49. A parent involvement committee may solicit and take into consideration the advice of parents of pupils enrolled in schools of the board with regard to matters under consideration by the committee.

SUMMARY OF ACTIVITIES

50. (1) A parent involvement committee of a board shall annually submit a written summary of the committee's activities to the chair of the board and to the board's director of education.

(2) The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement described in section 27 and clauses 28 (a) to (d), was spent.

(3) The director of education shall,

(a) provide the summary of activities to the school councils of the schools of the board; and

(b) post the summary of activities on the website of the board.

7. This Regulation comes into force on the later of September 1, 2010 and the day it is filed.

Français

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SCHOOL
COUNCILS
STRENGTHENING
OUR
PARTNERSHIPS

***SCHOOL COUNCIL
RESOURCE BINDER***

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Revised Nov. 2015

How to use this Resource Binder to help your School Council.

Each year CPIC will send out a welcome letter and initial communication that should be placed at the front of this binder. The letter will include the dates for important current year Council of Chairs meetings and any other relevant Board events that will impact on our Schools. We encourage the Chairs/Co-chairs to bring this binder to each meeting so that there is always a reference resource available should it ever be required.

This binder was designed with the intent to establish a set of common parameters that all School Councils should be able to maintain. By creating and maintaining a degree of consistency amongst all Councils we are confident that our Catholic parent community will be able to benefit from the solidarity in the Council voice representing the interests of their children and defining a single School Council model across the Board.

We have included some samples of important forms and documents in our Appendix to provide easy access to relevant documentation that every Council will need at the beginning of the year in its establishment phase. It is also a requirement that all School Councils have a Constitution and a set of bylaws, which define the expectations, requirements, and responsibilities of all current Council members. The samples of the Agendas and Minutes are meant to serve as a guide or an example and of course can be tailored to fit the needs of your own community.

We recognize that no two Councils will look the same as we are affected and molded by the student, parent and administrative environment within which we serve, however, by ensuring that each Council is being operated under the same guidelines we are optimizing the way we all serve our own schools.

In the event that there are any changes to any policies or bills etc that will affect the material in your binder, all Council Chairs will receive an update package with the appropriate replacement documents.

CPIC – THE BOARD’S SCHOOL COUNCIL

The Halton Catholic Parent Involvement Committee (CPIC) is made up of Catholic School Council parent members, trustees and Board staff. CPIC is a parent-led advisory committee of the Halton Catholic District School Board and in essence serves as the Board’s School Council. We facilitate parent engagement, support School Councils, and provide input to the Board on matters affecting parents and our schools.

CPIC is comprised of:

- Parent representatives consisting of 2 members from each region (Oakville, Burlington and Halton Hills) as well as 4 members at large
- Three community representatives comprised of:
 - One Parish Representative, appointed by the parent representatives of CPIC
 - The OAPCE Director for Halton
 - One other Community representative as deemed necessary by CPIC members
- One Trustee of the Board (+1 alternate) appointed by the Board
- The Director of Education (or designate – Supervisory Officer)
- One Principal/ Vice Principal, appointed by the Board
- (Optional) Past Chair of CPIC

CPIC has had representation on the following Board Committees:

Mental Health Leadership Team
Regional Parent Engagement Committee
School Year Calendar Committee
Focus on Faith Committee
Walk with Jesus Committee
Diocesan Mass Committee
Board Improvement Plan Committee
Communication Audit RFP Committee
Uniform RFP Committee
Healthy Schools Healthy Communities Consultation
Equity and Inclusive Education

CPIC works to support the parent voice in the Catholic Education process:

Hold monthly meetings at the Board or via an on-line Forum
Host Council of Chairs meeting with all School Council Chairs three times a year
Host Education and Awareness opportunities for our parents through our Webinars: CPIC
Speaker Series for Parent Education
Developed the CPIC Parent Involvement Award in 2015 recognizing winners in each of the four regions.

A Catholic School Council Is:

Catholic School Councils are legally constituted bodies of elected and appointed representatives of the local school community established for the purposes of developing, encouraging and promoting activities which will enhance the quality of school programs and improve the levels of student achievement.

Respective of the roles that others have to play:

- Teachers deliver instruction.
- Principals are responsible for implementing decisions affecting the school and are accountable for the school's performance.
- School Board establishes policy and guidelines.
- The Ministry of Education establishes provincial standards, curriculum and policies.

Benefits of A Catholic School Council:

- Catholic School Councils increase local involvement in the education process and subsequently improve teaching and learning within our schools.
- Catholic School Councils ensure the shared responsibility and collaborative undertaking of the Catholic Education of our children by parents, schools, parish and community.
- Catholic Schools Councils enable all of our partners to work with education professionals to set the future direction of the school, identify education priorities and determine strategies for achieving goals.
- Catholic School Councils will serve as a vital link between all our partners and the School Board.
- Catholic School Councils, through commitment and creativity, will generate a strong community spirit. Community spirit makes a school more than just a building – it creates a learning environment where students feel the commitment of fellow students, principal and staff, clergy, community and families. This shared commitment will make the common goal a reality.

Roles of Catholic School Councils

The school's mandate is to work toward ensuring the best possible education for all students within that school. The school council provides a structure in which parents, principal, teachers, non-teaching staff representative, parish representative, students and community members can talk about education in their community. The school council is also a vehicle by which everyone in the school community has a voice in educational issues.

ROLES

It is the role of the school council to:

- Work with the school's mission statement and goals rather than on day-to-day management of the school;
- Ensure that school programs and priorities meet the school community's expectations.;
- Consult with the school community on setting priorities, strategies and performance measures;
- Advise the principal and the school board as per Regulation 612/00, school board policy and this operations manual;
- Consult with other school councils and education partners on wider issues;
- Share information with the school community, other school councils and the School Board.

The Principals Role

- To advocate for a strong school council;
- Facilitate the establishment of the school council and assist in its operation;
- Support and promote the council's activities;
- Seek input from the council in areas for which it has been assigned advising responsibilities;
- Act as a council resource on the Education Act, Ministry of Education regulations, policies and memorandum, school board policies and collective agreements;
- Obtain and provide information required by the council to enable it to make informed decisions;
- Communicate with the Chair of the council, as required;
- Ensure that council meeting minutes are properly stored at the school;
- Assist the council in communicating with the school community;
- Encourage the participation of parents from various groups within the school community;

- Encourage the participation of community representatives, mindful of the need to properly represent the diversity of the population within the local community;
- To promote a collaborative, collegial model of decision making at the school and for the school Council.

The Teacher's Role

- To advocate for a strong school council;
- To serve as a member of the school council (if elected to represent teaching staff);
- To provide assistance and ideas for the teacher representative on the school council;
- To support the actions and decisions of the school council;
- To ensure a teacher voice is expressed in all decisions which affect teaching and learning;
- To promote a collaborative, collegial model of decision making at the school and for the school Council;
- To encourage parents and the community to become involved in school activities;
- To communicate information back to all teachers at the school.

The Community Member's Role

The Community representative(s) on the school council will play a role in advocating for a strong school council bringing the community perspective into the school. Assisting the school in building partnerships with community members and building lines of cooperation to enhance student learning will be key role functions on the council.

The Student's Role

The student is at the centre of the education system and in higher grades, has a crucial role to play as a participant on the school council. The attitudes and values the student brings to council will help influence decisions made by the principal and the school council, and therefore help determine the direction of the school. The student's role on school council is:

- To advocate for a strong school council;
- To seek student views to share with the school council;
- To communicate information back to other students.

The Trustee/School Board's Role

- To advocate for a strong school council;
- To initiate and facilitate a minimum of three (3) meetings, one per term, of all the school council chairs;
- To develop consultative structures so all community stakeholders have opportunities for meaningful input into decisions about education in that community;
- To delegate to school councils responsibilities in accordance with the delegation;
- To develop mechanisms for reporting to parents and taxpayers on student achievement and the performance of the school system;
- To consult with education partners on changes to programs and instructional approaches;
- To determine the types of educational programs the community needs and wants and endeavour to provide such programs;
- To develop and implement policies respecting school councils.

The Superintendent's role

- To advocate for a strong school council;
- To play a key role in establishing accountability measures for the system;
- To uphold the Education Act, the Ministry of Education regulations and board policies;
- To ensure that policies regarding the operation of school councils are implemented;
- To work closely with school councils;
- To work closely with trustees and school administrators in establishing procedures for school councils.

Support Staff Role

- To serve as a member if elected to represent non-teaching staff;
- To provide assistance and ideas for the non-teaching staff representative on the school council;
- To support the actions and decisions of the school council;
- To ensure a non-teaching staff voice is expressed in all decisions which may impact on non-teaching staff
- To promote a collaborative, collegial model of decision-making at the school and for the school council;
- To encourage parents and community to become involved in school council activities;
- To communicate information back to all non-teaching staff at the school.

The Parish Representative Role

- To serve as a member of the school council (if chosen to represent the parish community);
- To support the actions and decisions of the school council;
- To ensure a parish voice is expressed in all decisions which may impact the parish community;
- To promote a collaborative, collegial model of decision-making at the school and for the school council;
- To encourage parents and community to become involved in school council activities;
- To communicate information back to the parish community.

The Parents Role

- To serve as a member of the school council (if elected to represent the parental community);
- To support the actions and decisions of the school council;
- To ensure a parental voice is expressed in all decisions which may impact the parental community;
- To promote a collaborative, collegial model of decision-making at the school and for the school council;
- To encourage all parents to become involved in school council activities;
- To seek information from and communicate information to the parental community around school council issues;
- To participate in information and training program.

It is the responsibility of the school council to:

Actively seek the views of the school community.

Continually seeking input from the school community is the only way councils can accurately formulate goals and expectations for the school that will meet community needs.

Actively represent the views of the school community and become as influential as possible.

School councils have a responsibility to make the views of the school community known to the principal, school board, and other education partners, where applicable.

Inform the school community.

School councils must keep the community well informed of the council's roles, functions, projects and decisions (along with the reasons behind them).

Involve the school community.

The school council will need to make a special effort to bring all partners into the education circle to ensure decisions reflect the interests of all children in the school.

Work within the policies of the local school board.

School council members will be guided by the mission statement of their School Board and must work within School Board policies and guidelines.

Become well-informed.

School council members must be familiar with school policies and operating practices and act in accordance with them. It is important for school councils to take advantage of sessions designed to increase their understanding of the principles of team work, consensus building, school-based decision making and other issues that affect the work of the school council.

Focus on the best interests of all students.

The school council must ensure all students' needs are expressed, considered and addressed. No individual or group can be allowed to promote its own agenda or self-interest at the expense of others.

Maintain high ethical standards.

The school council must limit discussions to matters of concern to the school community as a whole. The confidential nature of individual student learning and behaviour must be respected. The school council must also handle financial matters in an accountable manner.

RESPONSIBILITIES of School Council Members:

CHAIR

The chair of the Catholic school council shall:

- Call school council meeting;
- Prepare 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;
- Ensure that there is regular communication with the school community;
- Consult with senior board staff and trustees, as required.

COUNCIL MEMBERS

The members of the school council shall:

- Participate in council meetings;
- Participate in information and training programs;
- Encourage the participation of parents from all groups and of other people within the school community;
- Act as a link between the school council and the community;
- Attend meetings regularly;
- Support and promote the decisions reached by council;
- Be of good will working for the common good of the school community.

PRINCIPAL

The principal of the school shall:

- Facilitate the establishment of the school council and assist in its operation;
- Support and promote the council's activities;
- 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 decisions;
- 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 parents from all groups and of all interested people within the school community;
- Be responsible for organizing and conducting the first election enlisting the support of an elections committee; the counting of election ballots will be done by the principal/vice-principal;
- Have the election results published in the school's newsletter;
- Be responsible for making decisions on all appeals regarding the election process and procedures;

The Halton Catholic District School Board shall be responsible through the appropriate Superintendent for making all final and binding decisions on any appeals not resolved at the principal level.

VACANCIES

When a vacancy occurs among the parent representatives, the council shall notify the school community of the position and request volunteers. From the names received, the council shall appoint a replacement.

When a vacancy occurs among the constituent representatives, the council shall notify the constituent body and request it select a replacement representative.

A replacement councillor shall serve only for the balance of the term of the councillor he/she is replacing.

In the event that an elected or appointed posting cannot be filled, then such position shall remain vacant until such time as it can be filled.

MEETINGS

There shall be a minimum of four (4) meetings per school year. The School Board will convene a minimum of three (3) meetings per school year for the council of chairs.

An annual schedule of the regular meetings shall be published in a school community publication.

All council meetings shall be opened to members of the school community. The school council will not meet 'in camera' since there is nothing in its mandate which would require this procedure.

Members of the school community may make a presentation to the council, not to exceed three (3) minutes, upon giving ten (10) days notice to the chairperson. The council has the right to limit the number of presentations at any meeting.

A meeting of the council cannot be deemed 'official' without the attendance of the Principal or Vice-Principal.

In the absence of the chairperson, the chairperson will designate his/her replacement. When the chairperson does not identify a replacement the principal will assume the role and responsibilities of the chair.

At the council's discretion, members of the school community may be allowed to provide input and/or engage in debate on the matters before the council during the meeting.

The council must reach consensus on substantive main motions. Subsidiary and incidental motions will be decided by their appropriate majority (simple or enriched).

A council quorum shall be fifty percent plus one of the members of which elected parents are in the majority.

The rules contained in the latest edition of Roberts Rules of Order where they are not inconsistent with the Ministry of Education regulation, policies and procedures of the Halton Catholic District School Board or special rules of order the council may adopt, shall govern the council

MEMBERSHIP AND TERM OF OFFICE

The following by-laws shall govern the school councils in all schools under the jurisdiction of the Halton Catholic District School Board. Throughout these by-laws where the term parent(s) is used it will necessarily imply guardian(s)

The Catholic School Council in each school under the jurisdiction of the Halton Catholic District School Board shall be comprised of members only as follows:

- Parents of students enrolled in the school
- School principal
- Teacher
- A non-teaching staff member
- A parish representative
- Community representative(s)
- A student (mandatory in secondary schools; in elementary schools, at the principal's discretion)

Notwithstanding the above, in addition to the membership requirements of Ministry of Education Policy 612/00, provision may be made by a Catholic School Council for the election of up to two (2) non-Catholic parents/guardians of Catholic children attending said school.

The Catholic School Council shall endeavour to have its membership reflect the diversity of its school community. Membership on Catholic school council as indicated above shall be determined in the following manner:

- Parents shall be elected at large by the parents of students enrolled in the school and shall form the majority on council.
- The chair and or co-chairs of the council shall be a member(s) who is/are also an elected parent(s) and shall be elected by the elected council.
- The council shall appoint the community representative(s).
- The council will ratify the parish representative.
- The students shall elect the student representative at the secondary level.
- At the elementary panel the principal may select the student.
- The school principal by virtue of his/her position shall be a member of the council.
- The teachers from among themselves shall elect the teacher representative.
- Members of the non-teaching staff from among themselves shall elect the non-teaching staff member.

Terms of office

Elected and appointed positions shall be for a one year term from the inaugural meeting following their election or until their successor is elected.

Elected and appointed councilors may seek additional terms of office.
There will be no honorarium paid to members of the council.

ELECTIONS

In a school community news publication distributed in the usual manner, the school community will be informed by the principal of the following:

- Positions open for election
- Eligibility
- Roles and responsibilities
- Term of office
- Nomination procedures
- Election procedures

Candidates must file the prescribed nomination forms by the 15th of September in any year for publication in a special edition of the school's newsletter that will be distributed in the usual manner by the 23rd of September in that year.

By the 30th of September in that year, the elections committee shall convene a "Meet the Candidates Night" and preside thereat.

No individual campaign literature may be distributed or posted on the school site except on the school council bulletin board and as per procedures as outlined in the operations manual. The exception to this ruling will be made for the "Meet the Candidates Night".

School resources, both human and material, may not be used to support candidates or groups of candidates.

Voting

Voting shall occur on the evening of the "Meet the Candidates Night" up to 9:00 p.m.

Each parent of a child enrolled in the school is entitled to vote.

Candidates will be listed in alphabetical order on the ballot.

Voting shall be by secret ballot with no proxy voting permitted.

A plurality vote shall determine the winners.

If there is a tie for the final position the winner shall be determined by lot.

In a school community news publication it will be advertised that positions for community representatives are being sought and interested parties should contact the principal.

At the council's discretion community representatives may be asked to submit a personal profile and/or be afforded the opportunity to address the council.

Notwithstanding the above, the council may contact members of the community and invite them to be representatives.

CODE OF ETHICS FOR THE CATHOLIC SCHOOL COUNCIL MEMBERS

- A member shall be guided by the mission statements of our School Board and the individual school.
- A member shall endeavour to be familiar with school policies and operating practices and act in accordance with them.
- A member shall practice the highest standards of honesty, accuracy, integrity and truth.
- A member shall recognize and respect the personal integrity of each member of the school community.
- A member shall encourage a positive atmosphere where individual contributions are encouraged and valued.
- A member shall apply democratic principles.
- A member shall consider the best interests of all students.
- A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- A member shall not disclose confidential information.
- A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.
- A member shall use the appropriate communication channels when questions or concerns arise.
- A member shall promote high standards of ethical practice within the school community.
- A member shall accept accountability for decisions.
- A member shall declare any conflict of interest.
- A member shall accept no payment for school council activities, except as permitted by Regulation 330/ and Board Policy.

School Based Decision- Making

WHO needs to be involved in school-based decision making?

- Parents, clergy, committee members, students, teachers, principals, and support staff.

WHAT decisions are made?

- Members of the school council serve to give advice around major decisions about policies, programs and services.

HOW are successful school-based decisions made?

THEY

- Focus on students
- Include the entire community in teaching and learning
- Combine elements of centralization and decentralization
- Are made within clearly understood guidelines
- Are achieved through cooperation and mutual respect among decision-makers
- Involve ongoing evaluation of results
- Are made by consensus

WHY school based decision-making HAS potential for:

- Better use of resources
- Shared responsibility
- Shared accountability
- Flexibility in decision making
- Enhanced school productivity
- Improved morale, increased tolerance, support and collaboration

Catholic School Councils as advisory bodies.

A Catholic School Council will provide advice to the school principal and where appropriate to the school board on any matter. Listed below are some samples from which the council may identify specific priorities:

- Local school-year calendar ((i.e. System and school)
- School code of student behaviour
- School program goals and priorities - curriculum development
- The responses of the school or school board to achievement in provincial and board assessment programs
- Criteria for the selection of principals
- Preparation of the school profile
- 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 religious, social, health, recreational, and nutrition
- 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

The school principal and where relevant, senior staff and trustees of the board shall seek advice from the Catholic school council as part of the process of making decisions with respect to any of the above listed matters that have been selected as priorities for a Catholic school council.

In addition to its advisory responsibilities, the Catholic school council shall:

- Establish its goals, priorities, and procedures;
- Organize information and training sessions to enable members of the council to develop skills as council members;
- Communicate regularly with parents and other members of the community
- Seeking their views and preferences with respect 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
- Establish committees as it deems appropriate
- Report to the community it serves and the board once per year on its activities.

OPERATING POLICY - CATHOLIC SCHOOL COUNCILS

**CATHOLIC SCHOOL COUNCILS AND
CATHOLIC PARENT INVOLVEMENT COMMITTEE****POLICY NO.: I-23****DATE: June 18, 1996****AMENDED: June 19, 2001****AMENDED: December 20, 2011**

PURPOSE

To establish Catholic School Councils, in accordance with the *Education Act* and the *Ontario Regulation 330/10*.

APPLICATION AND SCOPE

This policy applies to all schools within the jurisdiction of the Halton Catholic District School Board.

PRINCIPLES

- The Halton Catholic District School Board believes that parents / guardians are the primary educators of their children.
- The education of children in our Catholic schools is a shared responsibility involving home, school, parish and Catholic community and is achieved through the active participation of parents to inspire pupil achievement and to enhance the accountability of the education system to parents.
- Parents / guardians have the right and a responsibility to participate in the education of their children and can contribute to their children's development in a wide variety of ways.
- Members of the Catholic community offer a wealth of experiences and expertise that can benefit students.
- The Halton Catholic District School Board values the advice given by its Catholic School Councils and its Catholic Parent Involvement Committee toward better learning opportunities for children and for the improved operations of its schools.
- A School Council may make recommendations, in accordance with the Ontario Regulation, to the Principal of the school or to the Board that established the Council, on any matter.
- A Catholic Parent Involvement Committee shall develop strategies and initiatives that the Board and the Board's Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being.
- Each elementary and secondary school shall have a Catholic School Council.
- All meetings of a School Council shall be open to the public.

REQUIREMENTS

- A School Council is entitled to hold its meetings at the school.
- All members of each Catholic School Council shall take an oath to respect, promote and uphold the teachings and values of the Catholic faith and the Board's Mission Statement and Governing Values.
- The Catholic School Council shall be the official advisory group to the school Principal and / or the Board, and shall advance advice in writing.
- The school Principal and / or the Board shall respond in writing to all advice advanced by the local Catholic School Council, under Ontario Regulation 330/10.
- Membership on the Catholic School Council *must* include the following:
 - Parents / guardians (who must constitute a majority of the members of the School Council)
 - School Principal
 - Teacher representative (selected by teaching staff of the school)
 - Non-teaching staff representative (selected by non-teaching staff of the school)
 - Parish representative (selected by the Parish)
 - Secondary school student representative (secondary schools only)
 - Community representative.
- Membership on the Catholic School Council *may* include the following:
 - An elementary pupil (appointed by the Principal after consultation with the School Council), as per Ontario Regulation 330/10.
 - An association member, as per Ontario Regulation 330/10.
- All members of the Catholic School Council must be Catholics.
- Notwithstanding the above, in addition to the membership requirements of Ontario Regulation 330/10, provision may be made by a Catholic School Council for the election of up to two (2) non-Catholic parents / guardians of Catholic children attending said school.
- The Chair and / or Co-Chairs of the Catholic School Council must be Catholic(s).
- The term of office shall be for one (1) year, in accordance with Ontario Regulation 330/10.
- CPIC is a group of parents, trustees, and board staff who actively support parent engagement and involvement in the Halton Catholic District School Board. CPIC is regulated by Regulation 330/10 (under the Education Act) which came into effect in September 2010, and sets out specific requirements regarding the composition of a Parent Involvement Committee, or Catholic Parent Involvement Committee (CPIC) for the HCDSB.
- CPIC provides a regular opportunity for Catholic School Council members to network, share ideas, offer input, and enjoy informative presentations on a number of education related topics throughout the school year. CPIC makes parental engagement a priority

by providing support on a system-wide basis and promoting dialogue between School Councils, the Board, and members of the community.

- The CPIC shall be comprised of:
 - Parent representatives consisting of two members from each geographical area (Oakville, Burlington, and North Halton) as well as 4 members at large
 - All elected members at large positions will be for a one year term from September to August of the following year
 - Regional elected positions and the OAPCE Director will be for a two year term from September to August
 - Parent members may be employees of the Halton Catholic District School Board, as long as they make the committee aware of their employment
 - 3 community representatives comprised of:
 - One Parish Representative, appointed by the parent representatives of CPIC
 - The OAPCE Director for Halton
 - One other community representative as deemed necessary by the CPIC members
 - One trustee of the Board (+1 alternate), appointed by the Board
 - The Director of Education (or designate)
 - One Principal/Vice Principal, appointed by the Board
 - (Optional) Past Chair of CPIC
- All members of the CPIC must be Catholic. In addition to the members requirements of Ontario Regulation 330/10, provision may be made by the CPIC for the election of up to two (2) non-Catholic parents/guardians of Catholic children attending the Halton Catholic District School Board.
- CPIC meetings will be held a minimum of four times per school year. Additional meetings may be called as required. Meetings will be open to the public and all dates, times, and locations will be posted on the Board website.
- CPIC will be chaired by a parent member of the committee. Only parents with a two-year term are eligible to be elected to the position of chair. The position of chair is an elected position. Elections will be at the first meeting of the committee in a school year. The chair shall act as spokesperson for the committee in communicating with the Director of Education of the Board and the Board.
- In accordance with Ontario Regulation 330/10, no remuneration shall be paid to School Council members, or CPIC members.
- In accordance with Ontario Regulation 330/10, the Halton Catholic District School Board shall reimburse School Council members and CPIC members for expenses incurred as members of the School Council or CPIC, provided that the expense is receipted on the approved form.
- In accordance with Ontario Regulation 330/10, every School Council and CPIC shall make by-laws related to election procedures, rules respecting conflict of interest and a conflict resolution process for internal School Council/CPIC disputes.

- The Halton Catholic District School Board shall develop an Administrative Procedure in order to implement this policy. This procedure, as updated, is understood to be the Operations Manual entitled, *School Councils, Strengthening Our Partnerships*.

DISTRIBUTION : Board Members, Administration, Principals, Vice Principals, Staff,
School Council Chairs, Clergy

AUTHORIZED BY :
Chair of the Board

APPENDICES

NOMINATION FORM

School: _____

Candidate's Name: _____

Address: _____

Home Phone: _____ Bus Phone: _____

(sign in appropriate areas)

Elected Positions

In accordance with the Halton Catholic District School Board Policy on School Councils, I declare that I, _____ am eligible to become an elected member.

Signature _____

All Positions

If elected, I fully understand and agree to support my roles and responsibilities as a member of this School's Council, as outlined in the Halton Catholic District School Board Policy on School Councils and in the Halton Catholic District School Board Operations Manual on School Councils.

Signature _____

This form must be completed in full and submitted to the Principal of the School by 4:00 p.m.

ON DUE DATE: _____

RECEIVED BY: _____ DATE: _____ TIME: _____

DECLARATION

I, _____ do declare that:

I am not disqualified under the Halton Catholic District School Board Policy from being a member of _____ Catholic School Council.

I will truly, faithfully, impartially to the best of my ability execute the office of _____ on the _____ Catholic School Council.

I have not received nor will not receive any payment or reward or promise thereof for the exercise of any partiality or malversation or other undue execution of this position.

Declaration before the _____ Catholic School Council on this _____ day of _____ 20_____.

Signed: _____

Witness (Principal or Chair) _____

PLEDGE

I, _____ of _____

Catholic School Council, do pledge to respect, promote and uphold the teachings and values of the Catholic faith and the Halton Catholic District School Board's Mission Statement and Governing Values.

Pledged before the _____ Catholic School Council on this

_____ day of _____ 20____.

Signed: _____

Witness: (Principal or Chair) _____

Sample Agenda

Meeting of Tuesday, September 27th, 2011

7:00 pm	Opening Prayer and Welcome to Council Members
7:02 pm	Selection of Council Positions: Chair / Secretary / Treasurer / Parish Rep
7:05 pm	Commissioning Ceremony
7:10 pm	Meeting over to Council Chair Establishment of Council Finance Meeting Date Establishment of Council Meeting Dates for the year
7:15 pm	Guest Presenters: Joni Moncur (HCDSB) Linda Lambert (Public Health Nurse) Healthy Schools Project at St. Marguerite
7:35 pm	CPIC Report
7:45 pm	Goal Setting for the Year Ahead
8:15 pm	New business proposal / Committee Updates where available
8:30 pm	Principal's Report
8:50 pm	Staff Report
9:00 pm	Next Meeting Date and Adjournment

<http:schools.hcdsb.org/marg>

AGENDA

7:00 pm	Opening Prayer
7:02 pm	Call to Order
	Roll call
7:05 pm	Approval of previous meeting minutes
7:05 pm	Chair's Report
	Stream of Dreams Update
	Spring Clothing Drive Update
	Year End School Barbecue
	Council of Chairs Report
	CPIC Update – New Election Process for 2011/2012
8:00 pm	Committee Updates
	Liturgical
	Health and Wellness
	Fundraising
	Finance
8:25 pm	Principal's Report
8:45 pm	Staff Report
8:55 pm	New Business
9:00 pm	Next Meeting Date and Adjournment

Next meeting: Tuesday May 31st, 2011 at 7 p.m. in the Forum.

All parents are welcome to join us. Please submit any new business proposals in writing Council Chair,
at _____48 hours prior to the meeting.

Be an informed parent partner. Visit our website: **<http://schools.hcdsb.org/marg>**.

St. Marguerite d'Youville

School Council Meeting Minutes

Thursday, January 28, 2010, 7:00p.m.

In attendance: Tony Agro, Erin Bell, Susan Bentzen-Bilkvist, Jennifer Dinis, Aileen Dobbie, Lyn Hartman, Vicky Hogan, Brenda Jasmin, Kevin Kieller and John Pick

Regrets: Jill Reid-Maierhofer

1. Opening Prayer and Welcome

2. Approval of Minutes

The minutes from the November meeting were approved.

3. Chair's Report

Council of Chairs Update

Labour Day falls later in September once again this year. The Board wants to make a decision by April regarding when school will begin for the 2010/1011 school year. If council members have any comments about this issue, please email Lyn Hartman. CPIC will be compiling the information. The school is currently looking for members for the School Year Calendar committee.

Catholic Parent Involvement Committee (CPIC) Update

The name *Home, School, Partnership Education* conference is being changed to *Diocesan Celebration of Catholic Education*. They want school councils to be a part of it. School Councils and parents are welcome to attend the conference. They have a mass and a keynote speaker. CPIC would like to see more parent participation in this event.

CPIC will be remarketing itself to create more awareness among parents. CPIC has some influence with board issues. It's a way for parents to have a voice with the Board.

Action Item: St. Marguerite will add a CPIC link to our web site and will include CPIC information in our newsletter.

Catholic Faith Leadership Rally

Erin Bell attended the Catholic Faith Leadership Rally. It was a 3 day rally, and we were proud of the enthusiasm, leadership and confidence our students demonstrated throughout the event. They had an excellent keynote speaker at the event.

Walk With Christ Pilgrimage

During the week of May 3rd, there will be a walk from Bronte Provincial Park to Corpus Christi school in Burlington. They want representation of approximately 20 students from each school. They also want to have parent involvement.

Religious Educational Assessment

The Board will be conducting a Religious Educational Assessment for Grade 7 students this May. CPIC chair and members are sharing this information with their school councils. If parents have concerns, they can send a letter to their trustees.

Ontario Association for Parents in Catholic Education

There will be a conference for this association in Niagara Falls in May.

Premier's Awards for Teaching Excellence

Patsy Donnelly and Nina Torok were nominated for the Premier's Awards for Teaching Excellence. Mme Patsy Donnelly was nominated for the Teacher of the Year award and Nina Torok was nominated for the Excellence in Leadership award for her work with the Green Club and helping our school to achieve Eco Gold Certification.

Mr. Agro is inundated by comments from parents who tell him how great all the teachers are here at St. Marguerite d'Youville. Mr. Agro passes these comments on to teachers and he encourages parents to also tell the teachers directly.

Proposed Presentations to Council

A grand scale illusionist named Claude Haggerty has asked to give a 30 minute presentation to the school at no charge. He lived in four foster homes before grade 8 and he attributes his success to library books and his teachers. He would like to give a 15 minute presentation to the School Council. Based on that presentation we will decide whether to bring him in for the free 30 minute show for the school. Next year he could potentially do a unique fundraising show at the school. We will invite him to our next School Council meeting.

4. Fundraising Committee Update

Valentine's Go for the Gold Dance-a-Thon

A letter and pledge sheet went home with each student. It was decided that it was important to include a contribution towards Haitian relief efforts as part of our fundraising initiative.

We put out a call to the community to donate corporate prizes for the Dance-a-thon. We have received some great prizes, such as a weekend at the Royal York hotel, Leafs tickets, and Raptors tickets. Mr. Agro was able to get some beautiful prizes donated by Roots Canada as well. We will also have prizes such as a DSI and an iPod Touch. We have a bike that was donated by Pizza Pizza. The fundraising committee discussed offering a participation prize, but decided against spending money on things like Frisbees or foam fingers. Student participation will be acknowledged instead by having their name entered in a prize draw if they donate \$20 or more. If they collect \$50 or more they will be entered in a second draw. Students will have lots of opportunities to win prizes. Big Daddy Kreativ, generously donated posters to advertise the event.

Dance-a-thon pledge sheets are due back on Monday, Feb. 8th.

Gift Cards

We will discuss the possibility of a gift card fundraiser at the next meeting.

Arthur's Juice

The School Council voted on whether or not to do an Arthur's Smoothies fundraiser. Council voted unanimously to do an Arthur's fundraiser. Please note that Erin Bell abstained from this vote. The timing of the fundraiser is still up for discussion, but will take place sometime after April 22nd. Families will be able to purchase smoothies by the case for their own use and/or they can donate smoothies. If the first Arthur's fundraiser goes well, we will offer it again in June in time for the school barbeque.

5. Finance Update

The milk and juice (smoothies) revenues were combined when the money was collected in the fall, so it wasn't possible to separate out these revenues. Next year we will have two separate forms so we can separate out these amounts. John Pick will be able to figure out an estimate of the revenues from each item when he looks at the costs associated with each.

It was mentioned that some families who didn't order smoothies back in the fall want the opportunity to be able to order smoothies for their children now. We will send out a letter to allow them to order smoothies. Smoothies are only available on Thursdays. Samples of smoothies will be offered so students can try the different flavours offered. Feb. 23rd was tentatively booked as a day to provide samples to students. Liturgical expenses were almost \$1,000. This money paid for buses to Mary Mother of God church. Money also went to help families who needed assistance to send their children to Camp Brebeuf. Teachers receive a \$100 allowance for supplies. Expenses for teacher allowances that have been used were included in the most recent financial report.

The updated financial report also reflects expenses for the DJs for the Halloween Dance and Valentine's Dance-a-thon, as well as transportation to the Catholic Cup tournament and cross-county meet. Money was also spent on a Girls Basketball Banner. The tent for the cross-county team will be purchased in the near future.

Some of the funds are going toward a presentation called Stand Up Now for Respect that will take place on March 2nd. Students in grades 1 to 6 students will learn about virtues such as honesty, being a good listener and treating others as you want to be treated.

6. Liturgical Committee Update

Angel Tree Christmas Gifts and Donations - We supported 48 families this year through St. Vincent de Paul. Last year we supported 28-29 families. Donations were up from last year. St. Marguerite raised \$1,900 in cash and gift certificate donations. New toys and gifts were stacked high in the forum and it took 4-5 van loads to take everything to Saint Vincent de Paul.

Lent - Throughout Lent, we will again display our cut out flames in the front hallway. When students "catch" another student behaving as Jesus would, they write it out on a flame cut out.

Soap for Hope - Soap for Hope is another Lenten initiative. We are collecting soap for people in areas of the world where a bar of soap is a luxury. We will wrap a prayer around each bar of soap.

MMOG - Colleen Gamble is on the committee this year. She is helping the committee to understand the funneling of funds through the church. If families want to make a donation for the people in Haiti, they can send a cheque to MMOG. This will be sent to the Development and Peace organization on Feb. 13th. The government will match the amounts dollar for dollar.

Shrove Tuesday - The Health and Wellness committee will be making pancakes for the whole school. We're making it "green" this year by asking students to bring in their own re-usable water bottles and their own forks.

Funds - The Liturgical Committee asked Father John where they might direct some funds this year. He would like to have a closed cupboard at the school for storing all mass-related items and altar gowns for masses that are held at the school.

7. Health and Wellness Update

Fruit-a-Palooza was a success. Students were given the opportunity to taste 5 exotic fruits including kiwi, papaya, pineapple, cantaloupe and Santa Claus melon.

There will be a Boot Camp on March 25th. This is a popular event with the students.

8. Principal's Report

We are running a “Handful of Change for Haiti” at the school. This will run through to the end of Lent. Students send in their change to help change Haiti. Bus safety presentations will be held in the gym. Students are the best behaved students on the buses, there have been no issues. Letters outlining our Haiti initiatives and Spirit Days have been emailed to school families. Half of the Spirit Days will be used to collect money for Haiti and half of the days will be used to collect money for Big Brothers and Big Sisters organizations.

School Improvement Plan will be going on the web site tomorrow (Jan. 29). We have added support for EQAO preparation for grade 3 and 6 students. This will allow us to give help to certain students who need additional support. We have implemented an after school reading program for grade 3 and 6 students. This is a reading program focused type of differentiated instruction. The parents of the students involved have been notified. Parents are called and asked to participate. There are 20 students from each grade involved. This program is in addition to the All Star reading program. There will be a P.A. Day on Feb. 1st. There will be a Special Education section in the morning and the afternoon will be focused on Instructional Pathways. Instructional Pathways are programs that are data driven. This information will increase teachers’ ability to use data to drive their instruction. Specifically, they will be learning about instructional pathways and differentiated instruction. Teaching is changing and evolving and Vicky Hogan’s career expertise in this area has helped to bring the staff up to a high level.

Scott Kress will be coming in to speak to the students on Feb. 23rd about his Mount Everest experience. The stage curtains are being repaired. A big screen has been ordered for the stage. There will be a year-end school production in mid-June. There will be 2 shows during the day and 2 shows held in the evening. There will be a committee that will decide what to paint on the school playground. Please add EQAO scores to the agenda for the Feb. School Council Meeting.

Next Meeting Date and Adjournment

Our next School Council meeting is Thursday, February 18th, 2010 at 7:00 p.m.

CONSTITUTION AND BY-LAWS

OF

ST. MARGUERITE D'YOUVILLE CATHOLIC SCHOOL COUNCIL

Approved: May 2009

Amended: May 2009

ST. MARGUERITE D'YOUVILLE CATHOLIC SCHOOL COUNCIL BY-LAWS

Mission Statement of St Marguerite d'Youville:

The School Council contributes to the achievement of the school's mission, that being a commitment, in partnership with home, church and community to providing a faith centred learning environment thereby developing self assured individuals to their full potential who are able to contribute to society.

ARTICLE I. Name of Organization

The name of this organization shall be the St. Marguerite d'Youville Catholic School Council.

ARTICLE II. Purpose and Objectives:

The St. Marguerite d'Youville Catholic School Council continues under the Education Act and Regulations enacted under that Act. In compliance with the Education Act the School Council, will work to improve pupil achievement and to enhance the accountability of the education system to parents. Furthermore the School Council will, in support of the school's mission statement, be the voice of its stakeholders (students, parents, staff, administration, clergy and community) by providing a means for active participation and communication. In carrying out our responsibilities as a Catholic School Council we will take established procedures and enhance them to reflect our Catholic community.

ARTICLE III. Composition:

The St. Marguerite d'Youville School Council shall include:

- 6 Catholic parent members
- 0-2 non-Catholic parent members
- 1 Teaching staff member
- 1 non teaching member
- The School Principal
- One Parish Representative from Mary Mother of God Parish

- One Community member

The two non-Catholic representatives would be in addition to the 6 positions reserved for Catholic parents.

The Community Member will be appointed by the Council.

The Parish Member will be appointed by the Council in consultation with the parish priest

The Chair of the Council shall be a Catholic parent who is an elected parent and who shall be elected by the Council.

Any matters requiring student input will be directed toward student leaders in the school, as selected by the Principal.

ARTICLE IV. Election Procedures:

Election of parent representatives to the School Council shall comply with Sections 4 and 5 of the Ontario Regulation 612/00 of the Education Act.

Nominations for parent representatives will be accepted from September 1st up until September 15th. The nominations for parents/guardians interested in holding a position on Council shall be made on a nomination form available in the school office.

If deemed advisable, the Principal may call an “all candidates meeting” open to the school community and short bios of each candidate will be made available.

If an election is required, voting by parents/guardians will take place from 8:00 A.M. to 7:00 P.M. on voting day. Voting day must take place by the last day of September. The Principal and Vice-Principal will be responsible for the counting of ballots after the polls are closed and communicate the results to the school community.

Positions available will be filled by the top vote getters. If there are positions still vacant, the Principal will inform the school community of the vacancies and call for further applicants. Applicants who come forward at this time will fill the vacant positions in order of their communication to the Principal until all vacancies have been filled.

The installation of the new members of Council shall take at the first meeting following the election. The initiation ceremony will involve a spiritual commissioning service for all members.

ARTICLE V. Vacancies:

When a vacancy occurs, Council will have a “call for nominations”. If there are two or more interested individuals, an election will be held with voting open to the public in attendance at the next School Council meeting. The successful candidate shall serve out the balance of the term of the member being replaced.

In the event no qualified individual steps forward the Council will appoint a qualified member, staying in compliance with Article III.

ARTICLE V I. Term of Office:

Term of Office provisions shall comply with Ontario Regulation 612/00 of the Education Act. Membership on the Council shall terminate when:

- A member ceases to meet the criteria set out in the Regulation.
- A member has missed three scheduled meetings without proper notice to the Chairperson.
- A member submitted a formal letter of resignation to the Chairperson.
- A member has breached the Council Member Code of Ethics.

ARTICLE VII. Council Member Code of Ethics:

As a member of School Council, one shall:

- be guided by the mission statements of the Halton Catholic District School Board and St. Marguerite d'Youville Catholic School
- endeavour to be familiar with school policies and operating practices as outlined in the Parent Handbook and act in accordance with them.

- carry out his or her duties with honesty, accuracy and integrity
- recognize and respect the personal integrity of each council member as well as each member of the school community
- encourage a positive atmosphere where individual contributions are encouraged and valued
- respect and apply democratic principles
- consider the best interests of all students at all times
- respect the confidential nature of some school business and respect limitations this may place on the operation of the Council
- not disclose confidential information
- limit discussions at Council meetings to matters of concern to the school community as a whole
- questions or concerns should be directed to the Chairperson
- promote high standards of ethical practice within the school community
- accept accountability for decisions
- accept no payment for school council activities

ARTICLE VIII. Conflict of Interest:

If any member of Council has a conflict of interest with any matter to be considered by the School Council that member shall declare his or her conflict. Furthermore the member shall not participate in any discussion or debate, nor will the member be permitted to vote.

ARTICLE IX. Council Procedures:

At the first council meeting of the year, the Council shall elect:

- A parent member to serve as the Chairperson or Co-Chairpersons of the Council for the year.
- A parent representative(s) as Secretary(s) to the Council, whose primary role will be to take minutes during the meeting and prepare these minutes for review and approval by Council members.
- A parent representative as Treasurer to the Council, whose primary role will be to provide a financial report to Council at each meeting and to serve as the liaison between the Council and the Principal.

The Chairperson will direct all council meetings and in their absence the Secretary, Treasurer or appointed parent member, shall assume the Chair's duties.

The Council will, at its first meeting of the year, determine the dates for future meetings of which there must be a minimum of six (6). The schedule will be published to the school community.

A quorum for a meeting of Council shall require a minimum of five (5) parent representatives present.

The Secretary of the Council shall be responsible for the taking of minutes. If no Secretary is elected the Chair will assign a member of the School Council to take the minutes of the meetings. The Chairperson or Secretary will ensure the distribution of minutes to each member of Council before the next meeting. Minutes of any Council meeting will be made available to interested parties on request. A copy of approved minutes will be posted on the school website.

The Council will establish any committee or sub-committee that is deemed appropriate in order to carry out specific functions and report to council as required (see Article X).

The Council shall keep the school community and interested parties advised of its actions.

At the Council's discretion, members of the school community may be allowed to provide additional input and or engage in debate on the matters before the Council during the meeting. Members of the school community may make a formal presentation to the council in person or in writing, upon giving two (2) days notice to the Chairperson and Principal. Formal presentations shall not exceed three (3) minutes. The Chair can be reached by contacting the school office. A maximum of 10 formal presentations on any agenda topic will allowed. The order of presentation will be on a first come, first served basis, for people attending the meeting. The Council has the right to limit the number of presentations at any meeting.

The Council (Principal) has the right to know the extent and purpose of the delegation within a 48-hour period before the next Council meeting.

Input on agenda items - or any other issue - can also be provided to the Council by writing a note to the Council and dropping it off at the school office. Unless otherwise requested by the sender, this correspondence will be shared with all members of the School Council.

Where possible, notice of items intended to be raised during the open forum portion of a Council meeting should be received by the Chair or the Principal 24 hours prior to a scheduled meeting.

Council will attempt to reach consensus on the issues. If consensus cannot be reached a vote will be held requiring two-thirds majority to pass.

The Chair will have the right to limit discussion on any particular topic.

ARTICLE X. Standing Committees:

St. Marguerite School Council shall maintain the following standing committees:

- Liturgical Committee, the parish community representative shall be a member of this committee as well as the Principal and Vice-principal.
- Fundraising Committee; Chairperson, parent representatives, one member of School Council, the Principal and Vice-Principal.
- Finance Committee comprised of a Treasurer, The Principal and Vice Principal and will be open to parent representation.
- Health and Wellness Committee comprised of a Chairperson (may or may not be a Council member); parent representatives; staff representatives, the Principal and/or Vice Principal.

For meetings of these standing committees an agenda will be prepared at least 24 hours in advance of the meetings and a copy provided to all committee members (the Principal) no later than 24 hours before the meeting. Committees will provide an update of their activities at Council meetings.

Membership on a committee will be open to all members of the school community.

The School Council shall provide a written statement to each committee describing its particular role and purpose.

All major Fundraising activities for the current school year must be presented to Council at the latest by the January Council meeting.

All major Fundraising activities must be completed no later than April of the current school year.

ARTICLE XI. Conflict Resolution:

In the event of an internal dispute at a meeting of council, the Chairperson shall establish a procedure that permits each member of council to address the Council on the matter in dispute. At the conclusion of the statements the Chairperson shall call for a vote on the issue in dispute.

ARTICLE XII. Amendments:

The By-laws will be reviewed at least every three years and revised when changes are necessary. The By-laws may be amended by a quorum vote.

ARTICLE XIII. Finance:

All funds raised by the School Council are deposited in the schools "School Generated Funds" account. A separate "School Council" sub account is located under this umbrella account.

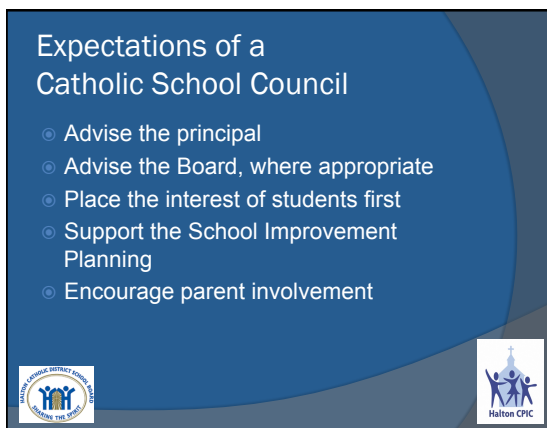
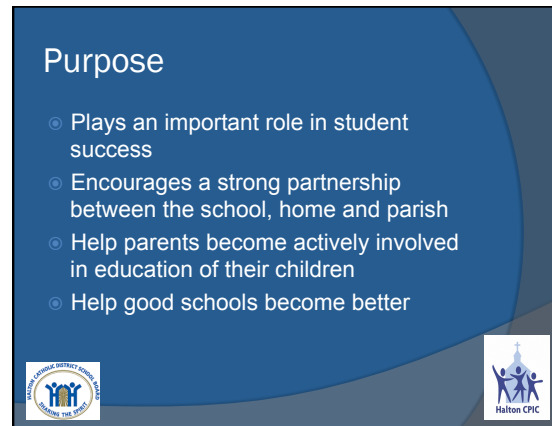
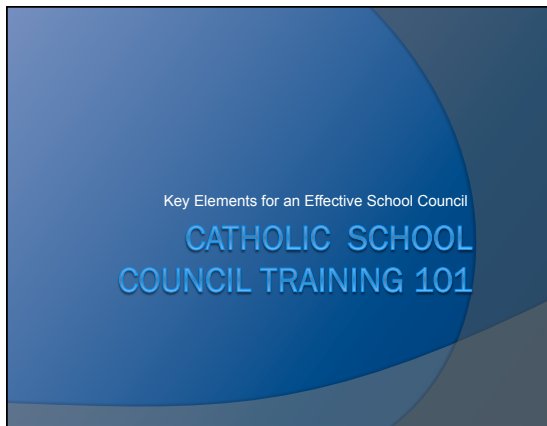
Funds are allocated by Council for specific initiatives in consultation with the Principal each year.

The Council will advise the Principal on the form and conduct of the major fundraising activities for the school year and on any additional revenue acquired through fundraising.

The Principal and/or Treasurer of Council will provide a financial report to Council at each meeting.

The Principal will publish the annual Financial Statement that will appear in the school June Newsletter or in a separate document to be distributed to all school families before the end of the school year.

COUNCIL TRAINING 101



Elections

- School council elections must be held in the first 30 days of the school year
- Members must be nominated (or self nominated)
- Principal must give written notice of election, time and date at least 14 days ahead



Term of Office

- Members may be on council for more than one term
- The term is one year
- Parent participation should be staggered such that no more than half the council is new each year



Role of Catholic School Council

- School councils advise principals, superintendents and school trustees
- Topics may include:
 - School calendar
 - Code of behaviour and dress codes
 - School program priorities
 - Selection criteria for principals and vice principals
 - Extracurricular activities



Role of Catholic School Council (cont)

- School based services
- Fundraising policies
- Conflict resolution policies
- School improvement planning
- Board policies



Catholic School Council Recommendations

- Principal and the Board must consider council recommendations
- Principal and the Board must advise the council of actions taken in response to recommendations



Catholic School Council Responsibilities

- Establish and review council goals, objectives, action plans and procedures each year
- Holds a minimum of four meetings each year
- Organizes training for council members
- Communicates regularly with parents and the school community
- Keeps minutes of its meetings and records of all financial transactions



Financial Statement

- Prepares an annual financial statement for council activities from Sept 1 to Aug 31
- Communicates financial statement to the parents and school community



Annual Report

- Prepares an annual report summarizing school council activities conducted from Sept 1 to Aug 31
- Submits the report to the HCDSB



Quorum at Meetings

- A meeting of school council cannot be held unless:
 - A majority of the current members are present
 - A majority of members present at the meeting are parent members
- Without quorum, issues may be discussed but council cannot consider or approve motions



Constitution

- Every catholic school council should have a constitution
- A constitution
 - defines the Catholic School Council's purpose
 - Explains how council will be structured
 - Describes the rights and responsibilities of council members and executive



Bylaws

- Bylaws guide school council operations and activities and must be in compliance with Ministry of Education Regulation 612/00
- Bylaws address:
 - Election procedures
 - Filling council vacancies
 - Conflict of interest
 - Conflict resolution



Responsibilities of Catholic School Council Chair (co-Chair)

- Must be a Catholic Parent
- Supervises council activities and procedures
- Prepares council agenda and chairs meetings
- Communicates regularly with school principal
- Ensures regular communication between council and school community



Responsibilities (cont)

- Ensures fundraising activities and use of funds comply with board policies and guidelines
- Prepares annual report of school council activities



Responsibilities of Vice-Chair (optional)

- Assumes the role of the chair when the chair is absent
- Assists the chair, as needed



Responsibilities of Secretary

- Records, maintains and reports accurate minutes of council meetings, including all council decisions
- Ensure minutes are available in school office for review by parents and students
- Acts as corresponding secretary for council



Responsibilities of Treasurer (optional)

- To liaison between the Finance Committee and the Catholic School Council
- Reports to the Catholic School Council decisions made by the Finance Committee
- Prepares report on fundraising activities
- Does NOT have signing authority



Responsibilities of a Finance Committee (optional)

- Through the Catholic School Council Bylaws a Finance Committee can be created as a subcommittee
- Includes Representatives from the Catholic School Council (including the treasurer), staff and parents
- Makes decisions with regards to how funds raised are utilized.
- The school has one bank account that is managed by the administrative staff



Responsibilities of Principal

- The principal does not hold a vote on school council
- Attends all school council meetings
- Assists and supports school council activities
- Requests advice from school council in areas where council has advisory responsibilities



Principal (cont)

- Considers council recommendations and informs council of actions taken
- Communicates regularly with school council chair
- Distributes materials provided by MoE and acts as a resource on Board and Ministry policies and procedures
- Approves all communication to the school community distributed through the school



Responsibilities of School Council Members

- Attend and participate in council meetings
- Maintain a school-wide perspective
- Attend and participate in information and training sessions
- Encourage participation of parents and representatives from all groups



Council Members (cont)

- Act as a link between the school and the community
- Support and promote decisions reached by council
- Act in the best interests of the school and students
- Ensure that executive positions on the council are filled



Council Members (cont)

- Members are expected to behave responsibly and ethically
- Adhere to code of ethics as established
- Declare conflicts of interest where they occur



10 WAYS TO GET YOUR
CATHOLIC SCHOOL COUNCIL
OFF TO A FLYING START

1 - Recruit

- Get people involved
- Encourage parents to come out to council meetings
- Everyone has a contribution to make
- Experience of being a council member can be very rewarding



2 - Communicate

- Communication is the key to success
- Establish open communication between the council and your school community
- Take advantage of all opportunities
- The more people hear your message, the more interested they will be



3 - Welcome

- A warm smile and welcoming attitude
- Make a point of greeting newcomers and introduce them to council members
- Include some social time at every meeting
- Make people feel comfortable and involved



4 - Inform

- Give parents the information they need to participate actively in school council meetings
- Explain the purpose and role of council
- Outline the responsibilities of members
- Let parents know how they can take part in council activities



5 - Organize

- Meetings need to be productive, efficient and well managed
- Prepare an agenda with time limits and distribute before the meeting
- Start and end the meetings on time
- Stay on topic and keep discussion to the timeframe on the agenda
- Share information clearly and simply
- Listen carefully to each speaker and treat all viewpoints with respect



6 - Guide

- Set clear guidelines for your council meetings
- Based on board school council policy, decide how you will make decisions
- Make sure everyone knows how to express an opinion and share ideas



7 - Share

- Develop a common purpose
- Discuss the best ways to support student achievement
- Make sure everyone is aware of the school's mission, vision and values



8 - Prioritize

- Establish goals and objectives for your council
- Set realistic targets
- Stay focused on priorities
- Council will get a real sense of accomplishment when they hit their targets



9 - Plan

- Develop actions plans for your goals and objectives
- Assign specific tasks and responsibilities with defined timelines



10 - Record

- Keep accurate records of your council meetings, activities and events
- Distribute and publicly post minutes as soon as possible after the meeting
- Minutes will help to prepare your annual report
- Minutes will provide a clear and detailed record of your decisions and plans



ONTARIO REGULATION 330/10 made under the EDUCATION ACT

ONTARIO REGULATION 330/10

made under the

EDUCATION ACT

Made: July 13, 2010

Filed: September 1, 2010

Published on e-Laws: September 3, 2010

Printed in *The Ontario Gazette*: September 18, 2010

Amending O. Reg. 612/00

(SCHOOL COUNCILS)

1. The title to Ontario Regulation 612/00 is revoked and the following substituted:

SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES

2. The heading immediately before section 1 of the Regulation is revoked and the following substituted:

PART I INTERPRETATION

3. Section 1 of the Regulation is revoked and the following substituted:

1. In this Regulation,

“meeting”, in respect of a school council or a parent involvement committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide; (“réunion”)

“parent” means,

- (a) in respect of a school council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Act, and
- (b) in respect of a parent involvement committee of a board, a parent of a pupil who is enrolled in a school of the board, and includes a guardian as defined in section 1 of the Act; (“père ou mère”)

“parent member” means,

- (a) in respect of a school council, a member of the council who is elected to the council in accordance with section 4 or who fills a vacancy created by a parent member ceasing to hold office, and
- (b) in respect of a parent involvement committee, a member of the committee who is appointed or elected to the committee in accordance with section 34 or who fills a vacancy created by a parent member ceasing to hold office. (“père ou mère membre”)

1.1 In the case of a school council in a school that is established primarily for adults, a reference in this Regulation to a parent shall be read, with necessary modifications, as a reference to a pupil who is enrolled in the school.

4. The heading immediately before section 2 of the Regulation is revoked and the following substituted:

PART II SCHOOL COUNCILS

PURPOSE

5. Sections 9, 25 and 26 of the Regulation are revoked.

6. The Regulation is amended by adding the following Part:

PART III PARENT INVOLVEMENT COMMITTEES

PURPOSE

27. (1) The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.

(2) A parent involvement committee of a board shall achieve its purpose by,

- (a) providing information and advice on parent engagement to the board;

- (b) communicating with and supporting school councils of schools of the board; and
- (c) undertaking activities to help parents of pupils of the board support their children's learning at home and at school.

28. A parent involvement committee of a board shall,

- (a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
- (b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);
- (c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;
- (d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,
 - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
 - (ii) identify and reduce barriers to parent engagement,
 - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and
 - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and
- (e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the *Education Act* for parent involvement as described in section 27 and clauses (a) to (d), is to be used.

CONTINUATION AND ESTABLISHMENT OF COMMITTEES

29. (1) A parent involvement committee established by a board before September 1, 2010 is continued.

(2) A board established before September 1, 2010 that has not established a parent involvement committee before September 1, 2010 shall, before January 31, 2011, establish a parent involvement committee in accordance with section 32.

(3) A board established on or after September 1, 2010 shall, before October 1 of the school year following the calendar year in which the board's members are first elected, establish a parent involvement committee in accordance with section 32.

(4) Despite the definition of "parent member" in section 1,

- (a) parent member in respect of a parent involvement committee established before September 1, 2010, before the committee meets its obligations under section 30, means a parent who is a member of the committee or who fills a vacancy created by a parent member ceasing to hold office; and
- (b) parent member in respect of a parent involvement committee established on or after September 1, 2010, before the committee meets its obligations under section 31, means a parent who is appointed as a parent member to the committee by the board in accordance with section 32 or who fills a vacancy created by a parent member ceasing to hold office.

COMPOSITION OF COMMITTEES, TRANSITION

30. (1) A parent involvement committee established or continued under subsection 29 (1) or (2) shall, before October 1, 2011, establish the by-laws required by clause 43 (b).

(2) A parent involvement committee established or continued under subsection 29 (1) or (2) shall, before November 15, 2011, and after it complies with subsection (1),

- (a) appoint or elect its members in accordance with section 33; and
- (b) establish terms of office in accordance with section 37.

31. (1) A parent involvement committee established by a board under subsection 29 (3) shall, before October 1 of the second school year following the calendar year in which the board's members are first elected, establish the by-laws required by clause 43 (b).

(2) A parent involvement committee established by a board under subsection 29 (3) shall, before November 15 of the second school year following the calendar year in which the board's members are first elected, and after it complies with subsection (1),

- (a) appoint or elect its members in accordance with section 33; and
- (b) establish terms of office in accordance with section 37.

32. (1) This section applies with respect to a parent involvement committee established by a board under subsection 29 (2) or (3), until the day the committee meets its obligations under section 30 or 31, as the case may be.

(2) Until a parent involvement committee established under subsection 29 (2) or (3) meets its obligations under section 30 or 31, as the case may be, sections 33, 34, 35, 37, 38 and 43 do not apply to the committee.

(3) The board shall appoint the following people to the committee:

1. The number of parent members the board determines appropriate.
2. The director of education of the board.
3. One member of the board.
4. The number of community representatives, up to three, the board determines appropriate.

(4) A person is qualified to be appointed by the board as a parent member of the committee if he or she is a parent.

(5) A parent who is employed by the board is qualified to be appointed by the board to the committee.

(6) A parent referred to in subsection (5) shall, at his or her first committee meeting, inform the committee of his or her employment with the board.

(7) The parent members appointed by the board shall elect a parent member to serve as chair or parent members to serve as co-chairs of the committee.

(8) The chair or co-chairs shall act as spokespersons for the committee in communicating with the director of education of the board and the board.

(9) Community representatives appointed by the board to the committee shall not be members or employees of the board.

(10) The board may appoint one or more of the individuals listed in subsection 33 (2) to the committee.

(11) An appointment of an individual listed in subsection 33 (2) is of no effect unless the individual agrees to the appointment.

(12) In appointing members to the committee, the board shall ensure that parent members constitute a majority of the members of the committee.

(13) In the event that an individual appointed to a parent involvement committee under subsection (3) vacates his or her position on the committee, the board shall appoint another individual to the position.

(14) In the event that an individual appointed to a parent involvement committee under subsection (10) vacates his or her position on the committee, the board may appoint another individual to the position.

COMPOSITION OF COMMITTEES, GENERAL

33. (1) A parent involvement committee of a board shall include the following:

1. The number of parent members specified in the by-laws of the committee.
2. The director of education of the board.
3. One member of the board, appointed by the board.
4. The number of community representatives specified in the by-laws of the committee.

(2) Subject to the by-laws of the parent involvement committee, a board may appoint one or more of the following individuals to the parent involvement committee:

1. One principal of an elementary school of the board.
2. One principal of a secondary school of the board.
3. One teacher employed, other than a principal or vice-principal, in an elementary school of the board.
4. One teacher employed, other than a principal or vice-principal, in a secondary school of the board.
5. One person employed by the board, other than a principal, vice-principal or teacher.

(3) A parent involvement committee shall appoint or elect members to the committee before November 15 of the school year and before the first meeting of the committee in the school year.

(4) In specifying the number of parent members to be appointed or elected to a parent involvement committee in its by-laws, the committee shall ensure that parent members constitute a majority of the members of the committee.

(5) The term of office of the member of the board appointed under paragraph 3 of subsection (1) shall be determined by the board.

(6) Community representatives appointed to a parent involvement committee shall not be members or employees of the board.

(7) The board shall make any appointments under subsection (2) before November 15 of the school year and before the first meeting of the parent involvement committee in the school year.

(8) An appointment to a parent involvement committee under subsection (2) is of no effect unless the person agrees to the appointment.

PARENT MEMBERS

34. (1) Parent members shall be appointed or elected to a parent involvement committee under section 33, in accordance with the by-laws of the committee.

(2) A person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee if he or she is a parent.

(3) A person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee of a board if he or she is employed by the board.

(4) A parent member referred to in subsection (3) shall, at his or her first committee meeting, inform the committee of his or her employment with the board.

VACANCIES

35. (1) A board shall ensure that vacancies in parent member positions on its parent involvement committee are advertised through a variety of methods.

(2) Methods of advertising vacancies in parent member positions on a parent involvement committee include,

- (a) advertisements in newsletters of schools or school councils of schools of the board;
- (b) advertisements in newspapers with general circulation in the geographic jurisdiction of the board;
- (c) advertisements on radio or television stations that broadcast in the geographic jurisdiction of the board;
- (d) notices in schools of the board; and
- (e) notices on the board's website and on the websites of the board's schools.

36. A vacancy in the membership of a parent involvement committee does not prevent the committee from exercising its authority.

TERM OF OFFICE

37. (1) The term of office of some of the parent members of a parent involvement committee shall be one year and the term of office of some of the parent members shall be two years, as provided in the by-laws of the committee.

(2) A member of a parent involvement committee may be reappointed or re-elected to the committee for more than one term unless otherwise provided in the by-laws of the committee.

OFFICERS

38. (1) A parent involvement committee shall have a chair or, if the by-laws of the committee so provide, co-chairs.

(2) The chair or co-chairs of a parent involvement committee must be parent members of the committee and shall be elected for a two-year term by the parent members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of chair or co-chair.

(3) Only parent members with a two-year term are eligible to be elected to the position of chair or co-chair.

(4) An individual may not serve more than two consecutive terms as chair or co-chair of a parent involvement committee.

(5) An individual who has served one term or two consecutive terms as chair or co-chair of a parent involvement committee may be re-elected as chair or co-chair of the committee provided at least one two-year term has elapsed since his or her last term as chair or co-chair.

(6) The chair or co-chairs of a parent involvement committee shall act as spokespersons for the committee in communicating with the director of education of the board and the board.

(7) A parent involvement committee may have such other officers as are provided for in the by-laws of the committee.

(8) A vacancy in the office of chair, co-chair or any office provided for in the by-laws of a parent involvement committee, shall be filled in accordance with the by-laws of the committee.

REMUNERATION

- 39.** (1) A person shall not receive any remuneration for serving as a member of a parent involvement committee.
- (2) Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a board member at a parent involvement committee meeting.
- (3) A board shall establish policies respecting the reimbursement of members of its parent involvement committee for expenses incurred as members of the committee.
- (4) A board shall reimburse members of its parent involvement committee for expenses incurred as members of the committee in accordance with the policies referred to in subsection (3).

MEETINGS

- 40.** (1) A parent involvement committee shall meet at least four times in each school year.
- (2) A meeting of a parent involvement committee cannot be held unless,
- (a) a majority of the members present at the meeting are parent members;
 - (b) the director of education, or the person designated under subsection 46 (1), is present; and
 - (c) the member of the board who sits on the committee, or the person designated under subsection 46 (2), is present.
- (3) The board shall make available to its parent involvement committee the facilities that the board considers necessary for the proper functioning of the committee, and shall make reasonable efforts to enable members to participate fully in meetings of the committee by electronic means.
- (4) A member of a parent involvement committee who participates in a meeting through electronic means shall be deemed to be present at the meeting.
- (5) All meetings of a parent involvement committee shall be open to the public and shall be held at a location that is accessible to the public.
- (6) The chair or co-chairs of a parent involvement committee shall ensure that notice of each meeting is provided to all members of the committee at least five days before the meeting by,
- (a) delivering a notice to each member by e-mail or regular mail; and
 - (b) posting a notice on the board's website.
- (7) For the purposes of subsection (6), notice by regular mail is provided five days before the meeting if it is mailed five days before the meeting.

SUBCOMMITTEES

- 41.** (1) A parent involvement committee may establish subcommittees to make recommendations to the parent involvement committee.
- (2) A subcommittee of a parent involvement committee must include at least one parent member of the parent involvement committee.
- (3) A subcommittee of a parent involvement committee may include persons who are not members of the parent involvement committee.
- (4) Subsections 40 (3) to (7) apply, with necessary modifications, to subcommittees of a parent involvement committee.

VOTING

- 42.** When a parent involvement committee votes on a matter, only parent members and community representative members are entitled to vote.

BY-LAWS

- 43.** A parent involvement committee,
- (a) may make by-laws governing the conduct of the committee's affairs; and
 - (b) shall make by-laws,
 - (i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,
 - (ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,

- (iii) governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,
- (iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,
- (v) specifying how many, if any, of the persons listed in subsection 33 (2) may be appointed by the board to the parent involvement committee,
- (vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any, under subsection 33 (2),
- (vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and
- (viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.

MINUTES AND FINANCIAL RECORDS

44. (1) A parent involvement committee shall keep minutes of all of its meetings and records of all of its financial transactions.

(2) A parent involvement committee shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the board, if any, respecting the retention of documents by committees of the board.

(3) The minutes of a parent involvement committee of a board shall be,

- (a) posted on the website of the board that established the committee; and
- (b) sent electronically to the chair or co-chairs of the school council of each school of the board that established the committee.

(4) The minutes of a committee's meetings and the records of its financial transactions shall be available for examination at the board's office by any person without charge for four years.

(5) Minutes posted on the website of the board shall remain on the website for four years.

INCORPORATION

45. A parent involvement committee shall not be incorporated.

DELEGATION BY THE DIRECTOR OF EDUCATION AND THE BOARD MEMBER

46. (1) The director of education of a board may,

- (a) delegate any of his or her powers or duties as a member of the parent involvement committee to a supervisory officer employed by the board; and
- (b) designate a supervisory officer of the board to attend a meeting of the parent involvement committee in his or her place.

(2) The member of a board who sits on a parent involvement committee may,

- (a) delegate any of his or her powers or duties as a member of the parent involvement committee to another member of the board; and
- (b) designate a member of the board to attend the meetings of the parent involvement committee in his or her place.

CONSULTATION BY BOARD

47. (1) A board may solicit and take into consideration the advice of its parent involvement committee with regard to matters that relate to improving student achievement and well-being.

(2) The board shall inform the parent involvement committee of its response to advice provided to it by the committee.

CONSULTATION BY MINISTRY

48. The Ministry may solicit and take into consideration the advice of parent involvement committees with regard to matters that relate to improving student achievement and well-being.

CONSULTATION BY PARENT INVOLVEMENT COMMITTEE

49. A parent involvement committee may solicit and take into consideration the advice of parents of pupils enrolled in schools of the board with regard to matters under consideration by the committee.

SUMMARY OF ACTIVITIES

50. (1) A parent involvement committee of a board shall annually submit a written summary of the committee's activities to the chair of the board and to the board's director of education.

(2) The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement described in section 27 and clauses 28 (a) to (d), was spent.

(3) The director of education shall,

(a) provide the summary of activities to the school councils of the schools of the board; and

(b) post the summary of activities on the website of the board.

7. This Regulation comes into force on the later of September 1, 2010 and the day it is filed.

Français

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