

<b>Catholic School Councils and Catholic Parent Involvement Committee</b>	
<b>Adopted:</b> February 6, 2017	<b>Last Reviewed/Revised:</b> February 3, 2025
<b>Next Scheduled Review:</b> 2027-2028	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-23 Catholic School Councils and Catholic Parent Involvement Committee</a> <a href="#">I-34(B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees</a>	

## Purpose

To provide information and guidelines regarding the establishment and administration of Catholic School Councils and a Catholic Parent Involvement Committee, of the Halton Catholic District School Board (HCDSB) in accordance with the *Education Act* and *O. Reg. 612/00* and *O. Reg. 330/10*.

## Application and Scope

This procedure applies to all schools within the jurisdiction of the HCDSB.

## References

[Education Act](#)

[HCDSB Catholic Parent Involvement Committee](#)

[O. Reg. 330/10](#)

[O. Reg. 612/00](#)

[School Councils: A Guide for Members](#)

## Principles

- HCDSB 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/guardians to inspire student achievement and to enhance the accountability of the education system to parents/guardians.

- 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.
- HCDSB 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.
- HCDSB encourages all parents/guardians to correspond and communicate with all members of the school board such as: Educators, Principals, Superintendents, Director of Education, and Trustees.
- 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. Catholic Parent Involvement Committees make parental engagement a priority by providing support on a system-wide basis and promoting dialogue between Catholic School Councils, HCDSB, and members of the community.

## Requirements

### **Catholic School Councils:**

- All (Catholic) School Councils shall establish by-laws for their (Catholic) School Council and comply with O. Reg. 612/00; specifically, they must include election procedures and the filling of vacancies in the membership of the (Catholic) School Council, rules respecting participation in (Catholic) School Council proceedings in cases of conflict of interest, and a conflict resolution process for internal (Catholic) School Council disputes. O. Reg. 612/00, s. 15 (2).
- Catholic School Council By-Laws should be provided to each member of Catholic School Council at the first school council meeting of the school year.
- The (Catholic) School Council shall be the official advisory group to the school Principal and/or the HCDSB.
- The Principal and/or the HCDSB shall respond to all advice advanced by the local Catholic School Council, under O. Reg. 612/00, and be reflected in meeting minutes.

### **Membership**

Membership on the Catholic School Council *must* include the following:

- Parents/guardians (who must constitute a majority of the members of the (Catholic) 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 student (appointed by the Principal after consultation with the (Catholic) School Council), as per O. Reg. 612/00.
- An association member, as per O. Reg. 612/00.
- Notwithstanding the above, in addition to the membership requirements of O. Reg. 612/00, the **majority** of members of the Catholic School Council must be Catholic.
- The Chair and/or Co-Chair of the Catholic School Council must be Catholic(s). The Chair and/or Co-chair of a Catholic School Council cannot be employed by the HCDSB.

The term of office for all Catholic School Council members shall be for one (1) year, in accordance with O. Reg. 612/00.

### **Meetings**

- All meetings of a Catholic School Council shall be open to the public.
- A Catholic School Council is to hold its meetings at an HCDSB site with notice provided to the community.

### **Consultation**

- Catholic School Councils shall consult with their parent/guardian community. The issue before the council will determine when it is appropriate to do so.
- Catholic School Councils may establish a framework that will guide its decisions and strategies about consultation.
- HCDSB shall solicit the views of all the Catholic School Councils with respect to the matters outlined in O. Reg. 612/00, s. 19.

### **Remuneration/Reimbursement:**

- In accordance with O. Reg. 612/00, no remuneration shall be paid to School Council members, or Catholic Parent Involvement Committee members.
- In accordance with O. Reg. 612/00, the HCDSB shall reimburse Catholic School Council members and Catholic Parent Involvement Committee members for expenses incurred as members, provided that the expense is pre-approved and is following *Policy I-34(B)*

*Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees.*

**Record Retention:**

- All Catholic School Council meeting minutes must be retained for 4 years and be available to any person upon request.
- All Catholic School Council financial records must be retained for 4 years and be available to any person upon request.

**Catholic Parent Involvement Committee:**

- The Catholic Parent Involvement Committee shall establish by-laws and be in compliance with O. Reg. 612/00 and O. Reg. 330/10; specifically,
  - the number of parent/guardian members to be appointed or elected to the committee, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent membership,
  - 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,
  - 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,
  - the number of parent/guardian members of the parent involvement committee that will hold office for one year and the number of parent/guardian members that will hold office for two years,
  - the length of the term of office for the community representative members of the parent involvement committee,
  - establishing rules respecting conflicts of interest of the members of the parent involvement committee, and
  - establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the HCDSB.

**Membership**

- The Catholic Parent Involvement Committee shall be comprised of:
  - Parent/guardian representatives consisting of three (3) members from each geographical area (Oakville, Burlington and Milton) and one (1) member from Halton Hills
    - Parent/guardian members may be employees of the HCDSB, as long as they make the committee aware of their employment

- 3 community representatives comprised of:
  - A Deanery Representative, appointed by the Dean of Halton
  - The Ontario Association of Parent in Catholic Education (OAPCE) Director for Halton
  - One other community representative as deemed necessary by the CPIC members
- One Trustee of the Board (+1 alternative), appointed by the Board
- The Director of Education (or designate)
- One Principal/Vice Principal, appointed by the Director of Education
- (Optional) Past Chair of CPIC
- Notwithstanding the above, in addition to the members' requirements of O. Reg. 612/00 and O. Reg. 330/10, the majority of parent/guardian members of the Catholic Parent Involvement Committee must be Catholic.
- The Catholic Parent Involvement Committee will be chaired by a parent/guardian member of the committee. Only parents/guardians 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.

### **Meetings**

- Catholic Parent Involvement Committee 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 HCDSB website.

### **Consultation**

- The HCDSB may solicit and take into consideration the advice of the Catholic Parent Involvement Committee concerning matters as it relates to improving student achievement and well-being.
- At times, the Catholic Parent Involvement Committee will represent all parents/guardians to provide parental voice, as deemed necessary by the Board and the Director of Education.

### **Remuneration/Reimbursement:**

- In accordance with O. Reg. 612/00, no remuneration shall be paid to School Council members, or Catholic Parent Involvement Committee members.
- In accordance with O. Reg. 612/00, the HCDSB shall reimburse Catholic School Council members and Catholic Parent Involvement Committee members for expenses incurred as members, provided that the expense is pre-approved and is following *Policy I-34(B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees*.



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**Record Retention:**

- All Catholic Parent Involvement Committee meeting minutes and financial records must be retained for 4 years and be available to any person upon request at the Catholic Education Centre without charge.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*