



**Catholic Parent Involvement Committee**

**Halton Catholic District School Board**

***CATHOLIC  
SCHOOL  
COUNCIL  
HANDBOOK***

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*Revised May 2022*

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

This handbook was designed as a quick reference guide for Catholic school council members 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/guardian community will benefit from the solidarity in the school council voice representing the interests of their children.

Included are links of important forms and documents in the 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 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 and of course, can be tailored to fit the needs of your own school community.

We recognize that no two Councils will look the same as we are affected and molded by the student, parent/guardian, 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 schools.

## A Catholic School Council Is:

A body of elected and appointed representatives of the local school community established to develop, encourage, and promote activities that enhance the quality of school programs and improve levels of student achievement.

## Benefits of A Catholic School Council

Catholic School Councils:

- Increase local involvement in the education process and subsequently improve learning within our schools.
- Ensure the shared responsibility and collaborative undertaking of the Catholic Education of our children by parents/guardians, schools, parish and community.
- 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.
- Serve as a vital link between all our partners and the HCDSB.
- Through commitment and creativity, 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 make the common goal a reality.

## Roles of Catholic School Councils

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 (refer to Regulation 612/00, [HCDSB Policy I-23](#))
- Consult with other school councils and education partners on wider issues.
- Share information with the school community, other school councils and the HCDSB.

### The Principal's 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/guardians 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 Representative Role

- Serve as a member of the School Council
- Support the actions and decisions of the School Council
- Ensure a teacher voice is expressed in all decisions which affect teaching and learning
- Promote a collaborative, collegial model of decision making at the school and for School Council
- Encourage parents/guardians and community become involved in school activities
- Communicate information back to all teachers at the school

### The Non-Teaching Representative Role

- Support the actions and decisions of the School Council
- Ensure a non-teaching voice is expressed in all decisions which may impact non-teaching staff
- Promote a collaborative, collegial model of decision making at the school and for School Council
- Encourage parents/guardians and community become involved in school activities
- Communicate information back to all non-teaching staff at the school

### 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 Parent/Guardian's Role

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

### The Community Member's Role

The Community Member 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 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/guardians and community to become involved in school council activities.
- To communicate information back to the parish community.

### 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 their responsibilities in accordance with the delegation.
- To develop mechanisms for reporting to parents/guardians 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 HCDSB 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.

*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/guardians 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/guardians 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 communicated to the school community.
- Be responsible for making decisions on all appeals regarding the election process and procedures.
- The HCDSB 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/guardian representatives, the council shall determine whether or not the position needs to be filled. If it is determined that the vacant position needs to be filled, the principal shall notify the school community of the position and request volunteers. If there are two or more interested individuals, an election will be held with the voting open to the public in attendance at the next school council meeting.

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 they are replacing.

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

### Requirements of school council:

- 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 HCDSB's Mission Statement and Governing Values.
- The Catholic school council shall be the official advisory group to the principals 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.
- A school council is entitled to hold its meetings at the school.

### 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 the HCDSB and must work within HCDSB policies, procedures 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 teamwork, consensus building, school-based decision making and other issues that affect the work of the school council.

## MEETINGS

- There shall be a minimum of four (4) meetings per school year. The HCDSB 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 Chair. 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 Chair/Co-chair, the Chair will designate their replacement. When the Chair 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 /guardians are in the majority.
- The rules contained in the latest edition of Roberts Rules of Order where they are not consistent with the Ministry of Education regulation, policies and procedures of the HCDSB 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 HCDSB.

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.
- The majority of Catholic school council parent/guardian representatives are Catholic.
- The chair and/or co-chairs of the Catholic school council must be Catholic.

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/guardians shall be elected at large by the parents/guardians of students enrolled in the school and shall form the majority on council.
- The chair and/or co-chair of the council shall be members who are also an elected parent/guardian 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, if applicable.
- The school principal by virtue of their 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 councillors may seek additional terms of office. There will be no honorarium paid to members of the council.

### ELECTIONS

Elections must be held annually, within the first thirty calendar days of the start of the school year. Please refer to Ontario Regulation 612/200 on the term of office of school council members.

### Voting

- If the number of candidates applying for the position of parent representative exceeds the number of positions available, the principal may call an “all candidates meeting” to introduce the candidates.
- Voting shall be by secret ballot with no proxy voting permitted.
- Candidates will be listed in alphabetical order on the ballot.
- Each parent/guardian of a child enrolled in the school is entitled to vote.
- The principal is responsible for tallying the election ballots and communicating the election results to the community.
- A plurality vote shall determine the winners.

- If there is a tie for the final position, the winner shall be determined by lot.
- Each school will determine how to advertise for the positions of community representatives 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 the HCDSB 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 330/10 and HCDSB Policy.

## School Based Decision-Making

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

- Parents/guardians, 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 HCDSB 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/guardians 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 HCDSB 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/guardians 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 HCDSB once per year on its activities.

## OPERATING POLICY - CATHOLIC SCHOOL COUNCILS

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

ONTARIO REGULATION 330/10 made under the EDUCATION ACT

<https://www.ontario.ca/laws/regulation/r10330>

## APPENDICES

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## HOLY FAMILY CATHOLIC SCHOOL COUNCIL NOMINATION FORM

This form must be completed in full and submitted by 4:00 p.m. on Friday, September 24, 2021.

1. First and Last Name:
2. Enter the email address you wish to be notified with:
3. Enter your phone number:
4. I am: ([HCDSB Procedure VI-84](#) states that only a majority of parent/guardian representatives must be Catholic). We would like an accurate reading on the Catholic vs. Non-Catholic membership on Catholic School Councils.\*
  - ☐ Catholic
  - ☐ Non-Catholic
5. Regarding ELECTED POSITIONS, please select the appropriate response below:
  - ☐ In accordance with the HCDSB Policy on School Council ([HCDSB Policy I-23](#)), I, (as identified in Question 1) declare that I am eligible to become an elected member of the Holy Family Catholic School Council.
  - ☐ I do not agree
6. Regarding ALL POSITIONS, please select the appropriate response below:
  - ☐ If elected, I (as indicated in Question 1) fully understand and agree to support my roles and responsibilities as a member of the Holy Family Catholic School Council, as outlined in the HCDSB Policy on School Councils ([HCDSB Policy I-23](#)) and in the HCDSB Operations Manual on School Councils.
  - ☐ I do not agree
7. Please enter below, anything further you would like to add (optional).



# Catholic School Council Pledge and Declaration

I, \_\_\_\_\_ of St. Matthew Catholic School do pledge that I will respect, promote and uphold the teachings and values of Catholic faith and the Halton Catholic District School Board's Mission Statement and Governing Values.

Pledged before the St. Matthew Catholic School Council, on this the 5th day of October 2020.

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_  
(Principal)

I, \_\_\_\_\_ do declare that:

I am not disqualified under the Halton Catholic District School Board policy from being a member of St. Matthew Catholic School Council.

I will truly, faithfully, impartially to the best of my ability execute the office of \_\_\_\_\_ on the St. Matthew 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.

Declared before the 2020/2021 St. Matthew Catholic School Council on this the 5<sup>th</sup> day of October 2020.

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_  
(Principal)



## ST. MATTHEW CATHOLIC SCHOOL COUNCIL

Monday, October 5<sup>th</sup>, 2020 @ 7:00p.m.

### AGENDA

1. Opening Prayer
2. Welcome and Introduction of Council Members
3. Review Code of Ethics
4. Appointment of Co-Chairs, Secretary, and Community Representative
5. Declaration and Pledge
6. Commissioning Prayer Service
7. Administrator Report
8. Committee Responsibilities:

St. Matthew Return to School Planning Committee  
Fundraising – need a council and parent representatives

- As per new Ministry document “Fees for Learning Materials and Activities Guidelines” through the school will be reported three times per year to the Catholic School Council
  - School Generated Funds planning report
- School Improvement Planning:  
Community Outreach:  
Welcome to New Families:  
Parent Engagement: Parish  
Update: Community Update:

9. Confirming Schedule for Future Meetings

November\_\_\_\_\_@ 6:30p.m.

January\_\_\_\_\_@ 6:30p.m.

February\_\_\_\_\_@ 6:30p.m.

April\_\_\_\_\_ @ 6:30p.m.

May\_\_\_\_\_@ 6:30p.m.

Council Year End Social June 2020

10. Next meeting agenda items



St. Marguerite d'Youville

School Council Meeting Minutes

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

In attendance: [REDACTED]  
[REDACTED]

Regrets: [REDACTED]

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 [REDACTED]. 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

██████████ 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 3<sup>rd</sup>, 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

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

██████████ is inundated by comments from parents who tell him how great all the teachers are here at St. Marguerite d'Youville. ██████████ 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. [REDACTED] was able to get some beautiful prizes donated by Roots Canada as well. We will also have prizes such as a DSL 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. 8<sup>th</sup>.

#### 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 [REDACTED] abstained from this vote. The timing of the fundraiser is still up for discussion but will take place sometime after April 22<sup>nd</sup>. 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. [REDACTED] 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. 23<sup>rd</sup> 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 - [REDACTED] 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. 13<sup>th</sup>. 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 [REDACTED] 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 25<sup>th</sup>. 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 1<sup>st</sup>. 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 [REDACTED] 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. 23<sup>rd</sup> 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 18<sup>th</sup>, 2010, at 7:00 p.m.

# **ST. ANNE CATHOLIC SCHOOL COUNCIL**

## **2019/2020 BYLAWS**



SAMPLE

**REVISED: OCTOBER 7, 2019**

## VERSION CONTROL

Version	Date	Name	Comments
1.1	2013/12/29	John McKinney	Used 2012/2013 St. Elizabeth Seton School Council bylaws as the template for the St. Anne School Council bylaws as decided by the school council meeting held 2013/11/13
1.2	2014/04/05	John McKinney	Updated with the St Anne Mission Statement that was approved 2014/04/02 Parent Council Meeting.
1.3	2014/11/10	John McKinney	Used 2013/14 St Anne Catholic School Council Bylaws (v1.2) as the template for 2014/15 St Anne Catholic School Council Bylaws
1.4	2015/10/07	John McKinney	Used 2014/15 St Anne Catholic School Council Bylaws (v1.3) as the template for 2015/16 St Anne Catholic School Council Bylaws
1.5	2016/10/12	John McKinney	Used 2015/16 St Anne Catholic School Council Bylaws (v1.4) as the template for 2016/17 St Anne Catholic School Council
1.6	2016/10/13	John McKinney	Added the distinction between Chair and Vice Chair to the Chairperson role. Added the method of resolution for a deadlocked vote
1.7	2017/11/17	John McKinney	Used 2016/17 St Anne Catholic School Council Bylaws (v1.6) as the template for 2017/18 St Anne Catholic School Council
1.8	2018/10/03	John McKinney	Used 2017/18 St Anne Catholic School Council Bylaws (v1.7) as the template for 2018/19 St Anne Catholic School Council
1.9	2019/10/07	John McKinney	Used 2018/19 St Anne Catholic School Council Bylaws (v1.8) as the template for 2019/20 St Anne Catholic School Council

## HALTON CATHOLIC DISTRICT SCHOOL BOARD MISSION STATEMENT

The Halton Catholic District School Board, in partnership with home and church, is dedicated to providing excellence in education by developing Faith-centered individuals able to contribute to society.

### GOVERNING VALUES

We know that:

- our school community exists to foster and exemplify Catholic values;
- the education of our students is a necessary investment in society;
- education is a lifelong process that fosters the worth of the individual;
- education is a process involving a partnership of students, home, school, Church and community;
- the education of everyone toward their fullest potential creates a better future;
- an effective learning environment fosters in each student a sense of unique value, self-esteem and importance to society;
- dedicated teachers and staff ensure a positive and caring learning environment enabling students to reach their full potential;
- the ability to understand, manage and direct change is essential to success;
- we are accountable to the community for the effective management of our resources.

### ST. ANNE CATHOLIC SCHOOL MISSION STATEMENT

As a community of lifelong learners at St. Anne Catholic School, our mission is to promote respect for one another where all partners feel valued and have a sense of belonging. We will strive to challenge our students to learn in a safe environment, to deepen their relationship with God and one other, and to provide the knowledge and confidence to make a difference in our world



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## NAME OF ORGANIZATION

The organization for which these bylaws have been developed will be known as the St. Anne Catholic School Council. Within these bylaws the terms School Council and Council will be used to represent this name. This organization falls under the jurisdiction of the Halton Catholic District School Board. Within these bylaws the term HCDSB will be used to represent this body.

## CODE OF ETHICS

Members of the School Council shall act in a manner that adheres to the code of ethics as outlined by the school bylaws.

Council members shall:

- Be guided by the mission statements of our school board, the school and the yearly goals set by Council members
- Endeavor to be familiar with school policies and operating policies and act in accordance with them
- Practice the highest standards of honesty, accuracy, integrity and truth
- Recognize and respect the integrity of each member of the school community
- Encourage a positive atmosphere where individual contributions are encouraged and valued
- Apply democratic principles
- Consider the best interest of all students
- Respect the confidential nature of some school business and respect the limitations that this may place on the operations of School Council
- Not disclose confidential information
- Limit discussions at meetings to matters that concern the school community as a whole
- Use the appropriate communication (and escalation) channels when questions or concerns arise
- Promote high standards of ethical practice within the school community
- Accept accountability for decisions
- Declare any conflict of interest
- Accept no payment for School Council activities, except as permitted by Regulation 612/00 and Board Policy

In addition to these ethics, School Council Members shall adhere to any code of conduct as outlined by the HCDSB and or the Ministry of Education and Training.

Failure to adhere to the code of ethics shall result in the implementation of the conflict resolution process and possible dismissal from the Council.

## PURPOSE AND OBJECTIVES

The School Council in conjunction with the school principal (or designate) and, where appropriate, the HCDSB, will promote the best interest of the school community in curriculum development and care of physical assets. The objectives of the Council will be to link home, school, church, and community by establishing and maintaining good communication and participation in education among school, parents, church, and community.

This will be achieved in the following ways:

- The School Council will act in conjunction with the Principal (or designate) and the HCDSB
- Provide opportunities for meaningful parental involvement in the education of their children
- Develop annual goals for the school and evaluate its success in achieving these goals
- Provide a vehicle for transmitting parental ideas, recommendations and concerns to school board committees or to the Board itself
- Organize information and training sessions to enable members of the Council to develop skills as Council Members
- Support activities that encourage input into educational matters and enhance lines of communication between

home, school, church and community

- Consult and share information and co-operate where necessary with other school Councils and educational partners on broader issues
- Assist in the building of a visible Catholic community working together in the best interest of Catholic education

## **MEMBERSHIP AND QUALIFICATIONS**

The following bylaws shall govern the Catholic School Council at St. Anne Catholic School under the jurisdiction of the HCDSB. Throughout these bylaws where the term parent(s) is used it will imply guardian(s).

The Catholic School Council, while designed to support school activities, views its primary role as an involved participant in giving advice around decisions that set direction for the school and board.

### **Membership Composition**

Composition of the Catholic School Council at St. Anne under the jurisdiction of the HCDSB shall be based on Regulation 612/00, Section 3(1)-(7); comprised of members only as follows:

- Parents of students enrolled in the school
- A community representative
- A parish representative
- School principal (or designate)
- A teaching staff member
- A non-teaching staff member
- Student representative (where a student Council exists and/or the Student Council has appointed a pupil to membership of the School Council)
- Notwithstanding the above, in addition to the membership requirement of Regulation 612, the Catholic School Council at St. Anne may make provision for the election of up to two non-Catholic parents/guardians of Catholic children attending St. Anne Catholic School
- The Council shall endeavor to have its membership representative of its school community

### **Membership Selection**

Membership on the 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 parents of students enrolled in the school may elect up to two non-Catholic representative(s) at large
- The Chair of the Council shall be a Catholic member who is also an elected parent representative and shall be elected by the elected Council
- The community representative shall be appointed by the Council upon going through a selection process, as determined by the Council
- The parish representative is recommended by the Parish Priest and ratified by the Council
- The school principal by virtue of his/her position shall be a non-voting member of the Council
- The teachers, from amongst themselves, shall elect the teacher representative
- The non-teaching staff members, from amongst themselves, shall elect the non-teaching representative
- The principal may appoint a student representative after consultation with other members of the School Council

## **ELECTORAL PROCEDURES**

### **Nominating Committee**

A Nominating Committee will supervise elections. The Nominating Committee will include the Principal (or designate) and parent volunteers (not nominated or related to a nominee). The Principal shall deal with all correspondence and issues related to the elections.

## **Call for Nominations**

The principal, through news publications and an evening session (if deemed necessary), will inform the school community of Council elections:

- Positions open for election
- Eligibility
- Roles and responsibilities
- Term of office
- Nominating procedures
- Electoral procedures

## **Election**

Council elections will be held annually:

- Elections shall be held in the first thirty days of each school year
- An announcement of the Election Day will occur at least 14 days prior to the election
- No individual campaign literature may be distributed or posted on the school site. Exception: "Response to Pre-Election Questionnaire" may be posted on the School Council bulletin board
- School resources, both human and material, may not be used to support candidates or group of candidates
- Each parent (as defined in regulation 612) of a child enrolled in the school is entitled to a vote
- Candidates will be listed in alphabetical order on the ballot
- Voting shall be 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
- Nominations will be accepted up until 7 days prior to the election
- Election of Council Members shall be limited to 2 non-Catholic members (as per the guidelines of the Halton Catholic District School Board).

## **OFFICERS AND DUTIES**

### **Council Members – General Duties**

The members of the Catholic School Council at St. Anne shall:

- Advocate for a strong School Council.
- Promote Catholic education.
- Attend and 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.
- Support and promote the decisions reached by Council.
- Be of good will working for the common good of the school community.
- Chair or participate in a least one committee during term of office.
- Submit supporting documentation for agenda items to the Chair for distribution with the agenda, ten days prior to the meeting.
- Submit, as chair of a committee, reports to the Council.

### **Chair (or Co-Chairs)**

The Chair will be used to represent the position of Chair (or Co-Chairs). The Chair of the Council shall:

- Call School Council meetings.
- Prepare the agenda for School Council meetings, and ensure distribution one week prior to Council meeting.
- Chair School Council meetings.
- Ensure that the minutes of School Council meetings are recorded and maintained.

- Participate in information training programs.
- Communicate with the school principal prior to the distribution of the agenda
- Ensure that there is regular communication with the school community.
- Consult with senior board staff and trustees, as required.
- Ensure goals, by-laws and procedures are reviewed on an annual basis.
- Promote the participation of all Council members.
- Attend Council of Chairs Meetings.
- Ensure adequate representation on each committee.
- Be the spokesperson for the Council
- Appoint temporary or standing committees as needed, and serve as an ex-officio officer of all committees
- Monitor the implementation of Council decisions
- If Co-Chairs are elected there needs to be a distinction made between the Chair and Vice Chair for settling any potential deadlocked council votes. Chair will be the person with the longest tenure in the position of Co-Chair. Otherwise the chairperson with the longest consecutive tenure as a Council member will be considered the Chair.

### **Principal**

The Principal of St. Anne 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 election with the support of the Nominating Committee, Principal and Vice Principal will do the counting of election ballots.
- Have the election results posted on the Council bulletin board and published in the first edition of the St. Anne newsletter, following the election.

The HCDSB shall be responsible, through the appropriate Superintendent, for making all final and binding decisions on any appeals not resolved at the Principal level.

### **Community Representative**

The Community Representative shall:

- Advocate for a strong School Council by bringing the community perspective into the school.
- Assist the school in building partnerships with community members.
- Build lines of cooperation to enhance student learning.
- Utilize community partnerships to assist Council and committees in the achievement of their goals.

### **Parish Representative**

The Parish Representative shall:

- Support the actions and decisions of the School Council.
- Ensure a parish voice is expressed in all decisions, which may impact upon the parish community.
- Promote a collaborative, collegial model of decision-making at the school and for the School Council.
- Encourage parents and community to become involved in School Council activities.
- Communicate information back to the parish community.
- Be a member of the Council's Faith Committee.

## **Teacher Representative**

The Teacher Representative shall:

- Serve as a member of the School Council.
- Support the actions and decisions of the School Council.
- Ensure a teacher voice is expressed in all decisions, which affect teaching and learning.
- Promote a collaborative, collegial model of decision making at the school and for the School Council.
- Encourage parents and community to become involved in school activities.
- Communicate information back to all teachers at the school.

## **Non-Teaching Representative**

The Non-Teaching Representative shall:

- Support the actions and decisions of the School Council.
- Ensure a non-teaching staff voice is expressed in all decisions, which may impact, on non-teaching staff.
- Promote a collaborative, collegial model of decision-making at the school and for the School Council.
- Encourage parents and community to become involved in School Council activities.
- Communicate information back to all non-teaching staff at the school.

## **The Student Representative**

The Student Representative shall:

- Support the actions and decisions of the School Council.
- Ensure a student voice is expressed in all decisions, which may impact, on the student body.
- Encourage students to become involved in school activities.
- Communicate information back to other Student Council members at the school.

## **TERMS OF OFFICE**

The terms of office shall be determined as follows:

- All elected positions shall hold office for a period of one year.
- The term of office for School Council runs from the first meeting after the elections until the first meeting after the elections of the following year.
- Elected and appointed representatives may seek additional terms of office.
- There will be no honorarium paid to members of the Council.

## **VACANCIES**

- When a vacancy occurs among the parent representatives, the Council shall notify the school community of the position and request volunteers. An ad-hoc Committee shall be formed whose purpose is to review applicants for the position and provide a recommendation to Council.
- When a vacancy occurs among the constituent representatives, the Council shall notify the constituent body and request it select a replacement representative (e.g. teacher, non-teacher, parish representative, Student Council).
- A replacement Council Member shall serve only for the balance of the term of the Council Member 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.

## **MEETING GUIDELINES**

### **Meeting Expectations**

- There shall be a minimum of four meetings per school year; the first meeting to be held within the first 35 days

of the school year, following the election of Council member.

- Each meeting will begin with a prayer.
- The first meeting following the election will begin with a Prayer Service for the new St. Anne Catholic School Council. It will include the Commissioning Ceremony and Prayer of Commitment. This service will be followed by the election of the Chair.
- An annual schedule of the regular meetings shall be published in a school newsletter.
- All Council meetings shall be opened to members of the school community. The 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 five minutes, upon giving ten days' notice to the Chair. The Council has the right to limit the number of presentations of any meeting.
- 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. They are not to take part in the voting/consensus process.
- The Council must reach consensus on motions or make decisions by majority vote.
- A Council quorum shall be fifty percent plus one of the members of which elected parents are in the majority.
- A meeting of the Council cannot be deemed "official" without the attendance of the Principal (or designate).
- If a person misses three consecutive meetings without a reasonable just cause, that position will be deemed vacant.
- The Chair shall attend three Council of Chairs meetings, as convened by the School Board.
- All attendees at meetings shall act in a manner that supports the governing values of the Council, and is respectful of all other attendees.

### **Voting**

The results of all votes (unless otherwise prescribed) shall be based on a simple majority of present council members. Voting can only occur at a meeting in which a quorum is present. The Chair shall determine the method in which the votes shall be cast. Any member of Council has the right to request that a vote (due to the nature of the issue) be implemented through secret ballot. In the event of a tie vote the vote submitted by the Council Chair will determine the outcome. In the event the Council Chair isn't present it will be the vote of the Vice-Chair that determines the outcome.

## **ESTABLISHMENT OF COMMITTEES**

Council may establish standing or ad-hoc committees. Standing committees are for normal or continuing matters/priorities of importance. Ad-hoc (special) committees are for specific issues, concerns or requests that have distinct time frames. The creation of a new committee shall be done at the discretion of the Principal.

### **Committee Membership**

- Shall be on a volunteer basis.
- Shall contain at least 1 member of Council.
- May include persons who are not on Council.
- All committees will appoint a chair.

### **Committee Member Duties**

- Appoint a chair.
- Invite interested community stakeholders where practical and applicable.
- Provide an oral committee status report to all Council meetings (standing agenda item), and as necessary submit recorded minutes to the School Council.

## **Standing Committees**

- Catholicity
- Curriculum
- Home School Communication
- Community Building

## **RECORD KEEPING**

Minutes shall be kept at all Council meetings. Council minutes shall be completed and submitted to the Chair within 14 days of the meeting date. All documents, of School Council shall be maintained in the School Office. All Council documents are to be made available to members of the school community. The minutes of the previous Council meeting are to be reviewed and accepted as information at the next Council meeting. Minutes are not intended to record “word for word” but rather reflect the general discussion.

## **FINANCES**

Financial accounting of all Council activities shall be maintained by the HCDSB, in accordance with their procedures. Council and all committees shall follow established HCDSB guidelines in regards to the collection of revenues and payment of expenses. The Principal shall present a financial statement of Council funds at least once per term using a Board approved software application.

## **REMUNERATION**

No Council shall receive remuneration for serving as a member or officer of a Council. Members and officers of Council shall be reimbursed for expenses they incur as members or officers of Council, as per HCDSB policy.

## **CONFLICT RESOLUTION**

Conflict that evolves from actions and activities that relate to matters and discussion, which are under the mandate of the Council, shall be mediated through the prescribed conflict resolution process. Any dispute between members of the School Council, including parent members, staff members and the Principal, which cannot be resolved by the parties, shall be referred to the appropriate Superintendent of Schools for review and direction.

Issues related to items beyond the scope of the Council (i.e. Freedom of Information, board employee actions) shall be referred to the appropriate governing body.

## **Removal from Council**

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

The Chair will ask the speaker/presenter(s) to bring to conclusion his or her presentation within one (1) minute of the allotted time. This will be made clear in advance of all presenters.

If the speaker/presenter(s) continues, the Chair shall request the speaker/presenter(s) to immediately stop and stand down.

If the speaker/presenter(s) continues, the Chair shall call an immediate recess of the Council members for ten (10) minutes and request an immediate sidebar with the speaker/presenter(s), the Principal and Chair in private. The Chair will offer the following two (2) options to the speaker/presenter(s):

1. Resume the meeting and stand down.
2. Resume the meeting and ask the speaker/presenter(s) to depart the premises.

When the meeting continues, if the speaker/presenter(s) behaviour is not appropriate the Principal shall intercede and request the speaker/presenter(s) to voluntarily leave the premises.



Should the above occur, the speaker/presenter(s) shall not gain access to future meetings of the School Council until a meeting is held with the School Superintendent (or designate).

When the resolution process has been executed, and behavior continues to be in conflict with the governing values, and the code of ethics of the Council, the Chair and principal may present to Council a resolution to remove the member(s).

## **FUND RAISING**

Council may engage in fund raising, under the following circumstances:

- Conducted in accordance with HCDSB policies.
- Funds are for a purpose approved by HCDSB, or authorized by HCDSB policies.
- Funds raised by Council are used in accordance with HCDSB policies.

## **CONSULTATION**

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

## **ANNUAL REPORT**

School Council shall prepare and submit a written request to the principal and the HCDSB. This report will include information on Council activities and fund raising activities. The principal shall, on behalf of the School Council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school. This may be accomplished by giving a copy to every parent's child for delivery, and by posting the report on the School Council bulletin board.

## **CONFLICT OF INTEREST**

A conflict of interest is considered any situation in which a decision of Council will provide a benefit (personal, political, financial) to a member of Council or a Council committee.

Prior to discussion on a topic that may involve a conflict of interest, the Council or committee member shall declare such conflict, and abstain from discussion, consensus and or voting.