



Niagara Catholic District School Board

CATHOLIC SCHOOL COUNCILS

ADMINISTRATIVE OPERATIONAL PROCEDURES

800 – Schools and Community Councils

No. 800.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date December 18, 2018

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for Catholic School Councils.

PREAMBLE

Catholic School Councils support schools by providing a communication link to parents/guardians, Principals/Vice-Principals, staff, students, school communities and the Board.

A Catholic School Council will be established and maintained in each elementary and secondary school in the Board to encourage the active participation and faith formation of its members, supporting the triad of church, home and school, to improve student achievement and well-being of all students in their school community, and to enhance the accountability of the education system.

PURPOSE OF THE CATHOLIC SCHOOL COUNCIL

1. The purpose of the Catholic School Council, through active participation of its members is:
 - To build strong Catholic identity and community to nurture the distinctiveness of Catholic Education;
 - To advance student achievement and well-being for all students in their school community; and
 - To enhance the accountability of the education system to parents/guardians.
2. A Catholic School Council's primary means of achieving its purpose is by making recommendations to the Principal of the school and/or the Board.
3. Recommendations made to the Principal of the school and/or the Board on any matters that the Catholic School Council identifies as priorities will represent the general views of the school community and the best interests of all students in the school. Recommendations shall be in keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, along with the distinctive character, philosophy and goals of Catholic education, and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the *Education Act* and its related Regulations.

MANDATE OF THE CATHOLIC SCHOOL COUNCIL

Each Catholic School Council in schools of the Niagara Catholic District School Board will bear the name "(School Name) Catholic School Council".

COMPOSITION

1. The composition of the Catholic School Council will ensure that parent/guardian members constitute a majority of the members and reflect the diversity of the school and include the following:
 - The number of parent/guardian members as specified in the Catholic School Council By-Laws or the number the Board determines appropriate.
 - The Principal of the school.
 - One teacher who is employed at the school.
 - One person who is employed at the school, other than the Principal/Vice-Principal or any other teacher (i.e. support staff).
 - A Catholic School Council in an elementary school will include:
 - one student enrolled in the school who is appointed by the Principal of the school, if the Principal determines, after consulting the other members of the Catholic School Council, that the council should include a student.
 - A Catholic School Council in a secondary school will include:
 - one student enrolled in the school who is appointed by the student council, if the school has a student council, or
 - one student enrolled in the school who is elected, if the school does not have a student council.
 - Community representative(s) appointed by the Catholic School Council who are not employed at the school, or as specified in the By-Laws of the Catholic School Council.
 - One parent/guardian to represent the Ontario Association of Parents in Catholic Education (OAPCE).
2. The Catholic School Council may appoint/elect one or more of the following individuals subject to the By-Laws of the Catholic School Council:
 - A parish priest or representative from the local parish or a designate from the community representing the parish on the Catholic School Council.
 - One parent/guardian representative of a student with special education needs within the school to advocate for students with special education needs.

MEMBERSHIP

PARENT/GUARDIAN MEMBERS

1. To be eligible for election/appointment to the Catholic School Council, a person must:
 - Be a parent/guardian of a student enrolled in the school;
 - Reside within the Board's jurisdiction;
 - Support the Mission of Catholic education, and the Mission, Vision and Values of the Niagara Catholic District School Board; and
 - Fully participate in the annual Commissioning of the Catholic School Council members.
2. A parent/guardian who is employed by the Board is qualified to be elected/appointed to the Catholic School Council, and shall at the first meeting; notify the members of employment with the Board prior to the election.
3. A person is not qualified to be a parent/guardian member of a Catholic School Council if the parent/guardian is employed at the school.

COMMUNITY REPRESENTATIVES

To be eligible to be appointed as a community representative on a Catholic School Council, the community representative(s) must:

- Provide a letter of reference from a community organization to the Principal of the school to support the nomination;
- Reside within the Board’s jurisdiction, and be qualified to vote for a member of the Niagara Catholic District School Board; and
- Support the Mission of Catholic education, and the Mission, Vision and Values of the Niagara Catholic District School Board.

ELECTIONS

Elections shall be held within the first 30 calendar days of the start of the school year, on a date that has been selected by the current Chair and/or Co-Chair(s) of the Catholic School Council, in consultation with the Principal of the school.

VACANCIES

A vacancy in the membership of the Catholic School Council does not prevent the Catholic School Council from exercising its authority.

Vacancies on the Catholic School Council may occur when:

- A parent/guardian member has reached the end of a year term;
- A member resigns; and/or
- A member is unable to fulfill his/her duties.

TERMS OF OFFICE

A person elected/appointed as a member of a Catholic School Council holds office from the date the person is elected/appointed until the date of the first meeting of the Catholic School Council after the elections held in the next school year.

OFFICERS

Chair/Co-Chairs

A Catholic School Council shall have a Chair or, if the By-Laws of the Catholic School Council so provide two Co-Chairs. An employee of the Board cannot serve as the Chair/Co-Chair of a Catholic School Council.

Sub-Committees

A Catholic School Council may establish sub-committees to carry out specific tasks or projects in accordance with the overall mandate of the Catholic School Council, as provided in the By-Laws of the Catholic School Council.

MEETINGS

A Catholic School Council shall meet between September to June at least four times in each school year. All meetings will be held at the school that has established the Catholic School Council and shall be open to the public. The Principal shall provide written notice of the date, time and location of the meetings to parents/guardians of students enrolled in the school.

VOTING

When a Catholic School Council votes on a matter, each member of the council other than the school Principal is entitled to vote.

BY-LAWS

Every Catholic School Council shall develop By-Laws ([Appendix A – By-laws Template](#)) within the first 60 days of the school year governing the conduct of the Catholic School Council's affairs.

AGENDAS/MINUTES AND FINANCIAL RECORDS

Agendas

Every effort will be made to distribute the agenda to members of a Catholic School Council at least five calendar days prior to the meeting by delivering a notice by e-mail and posting a notice on the school website ([Appendix B – Agenda Template](#)).

Delegations

Individuals may request in writing two weeks prior to the Catholic School Council meeting to be placed on the agenda. The Chair/Co-Chair(s), in consultation with the Principal may approve or deny such requests. The Principal will notify the individuals of the decision.

Minutes and Financial Records

1. A Catholic School Council shall keep and retain the approved minutes of its meetings and records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board ([Appendix C – Meeting Minutes Template](#)).
2. The approved minutes of the Catholic School Council shall be posted on the school website and remain for four years.
3. The minutes and financial records shall be available for examination at the school by any person without charge for four years.

INCORPORATION

A Catholic School Council shall not be incorporated.

CONSULTATION BY THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

Catholic School Councils shall be consulted by the Board and/or Principal for recommendations on new and revised policies and procedures with respect to:

- The student achievement and well-being of all students;
- The accountability of the education system to parents/guardians;
- The code of conduct;
- The appropriate dress code for students;
- The allocation of funding to the Catholic School Council;
- The fundraising activities by Catholic School Council members;
- The resolution of internal Catholic School Council disputes;

- The reimbursement of expenses of the Catholic School Council;
- The Board and school's action plans for improvement based on EQAO results and the communication of the plans to parents/guardians;
- The criteria and process for selection and placement of Principals/Vice-Principals;
- Any new educational initiatives at the Board and school levels; and
- The development of a plan for providing co-instructional activities.

In addition, Catholic School Councils may provide advice to the Board and/or Principal on any matters that the Catholic School Council identifies as priorities such as:

- The Catholic character of the school and/or the system;
- The preparation of the school year calendar;
- The development, implementation and review of all Board policies at the local level;
- The involvement with the Parish and liturgical celebrations and sacraments;
- Board and/or school policies regarding field trips for students;
- School budget priorities;
- The community use of school facilities;
- Fundraising activities;
- Participation in the Niagara Catholic Parent Involvement Committee (NCPIC);
- Information and training sessions: curriculum, program goals and priorities;
- The school Mission Statement; and
- Other issues deemed appropriate by the Board.

CONSULTATION WITH PARENTS

The Catholic School Council shall consult with parents/guardians of students enrolled in the school about matters under consideration by the Catholic School Council.

RESOLUTION

All members of the Catholic School Council are required to be in compliance with the Board's [Complaint Resolution Policy No. 800.3](#) and the Catholic School Council By-Laws.

CODE OF CONDUCT

All members of the Catholic School Council are required to be in full compliance with the Board's [Code of Conduct Policy No. 302.6.2](#) and the Catholic School Council By-Laws.

FUNDRAISING

1. Fundraising activities may be conducted in accordance with Board policies and procedures. Funds raised are to be used for a purpose approved by the Board and/or Principal.
2. Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.

ANNUAL REPORT

1. Every Catholic School Council shall annually submit a written report of its activities/fundraising to the Principal of the school and to the Board. ([Appendix D – Annual Report Template](#))

2. On behalf of the Catholic School Council, the Principal shall provide a copy of the report to every parent/guardian of a student enrolled in the school by giving the report to the student for delivery or by posting the report in the school that is accessible to parents/guardians, or on the school website.

REMUNERATION

A person shall not receive any remuneration for serving as a member or officer of a Catholic School Council.

References

- [Education Act \(O.Reg. 612/00 Section 1.1\)](#)
- [Ministry of Education - School Councils, A Guide for Members](#)
- [Ontario Association of Parents in Catholic Education \(OAPCE\) By-Law and Constitution](#)
- [Ontario Regulation 330/10 School Councils and Parent Involvement Committees](#)

Niagara Catholic District School Board Policies/Procedures/Documents

- [Board By-Laws \(100.1\)](#)
- [Code of Conduct Policy \(302.6.2\)](#)
- [Complaint Resolution Policy \(800.3\)](#)
- [Criminal Background Check \(302.6.7\) Administrative Operational Procedures](#)
- [Dress Code-Secondary Uniform Policy-Safe Schools \(302.6.6\)](#)
- [Elementary Standardized Dress Code Policy-Safe Schools \(302.6.10\)](#)
- [Fundraising \(301.4\) Administrative Operational Procedures](#)
- [Playground Equipment \(702.1\) Administrative Operational Procedures](#)
- [Niagara Catholic Parent Involvement Committee Policy \(800.7\)](#)
- [School Generated Funds \(301.6\) Administrative Operational Procedures](#)
- [Student Fees \(301.11\) Administrative Operational Procedures](#)
- [Trustee Expenses and Reimbursement Policy \(100.13\)](#)
- [Volunteering in Catholic Schools \(800.9\) Administrative Operational Procedures](#)

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