



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

"The Niagara Catholic District School Board, through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ."

Niagara Catholic District School Board

St. Mark's Catholic Elementary School

Catholic School Council

By-Laws

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CATHOLIC SCHOOL COUNCIL BY-LAWS

Everything that follows in these By-Laws for the St. Mark's Catholic School Council must be in keeping with Ontario Regulation 330/10 School Councils and Parent Involvement Committees, Ministry of Education: School Councils, A Guide for Members: www.edu.gov.on.ca and the Niagara Catholic District School Board Complaint Resolution Policy No. 800.3.

These Catholic School Council BY-LAWS must be in place within sixty (60) days of the school year and reviewed annually.

1. NAME OF CATHOLIC SCHOOL COUNCIL

The name of this advisory body is St. Mark's Catholic School Council ("CSC").

2. PURPOSE

The purpose of the CSC, as an advisory body, through the active participation of parents is:

- to advocate and strengthen Catholic Education,
- to provide recommendations to the Board and/or Principal to improve student achievement and the well-being of all students,
- to enhance the accountability of the education system to parents, and to support the Mission Statement, Vision 2020 Statements, Strategic Directions and Enabling Strategies from the Vision 2020 Strategic Plan.

3. COMPOSITION (see Board Guidelines Section 3)

The Parents/Guardians of students who are enrolled at St. Mark's Catholic Elementary School shall form the majority of the CSC to a maximum of twenty (20) members.

The membership shall be comprised of:

- Parent/Guardian of a student enrolled in the school
- A person is not qualified to be a parent member of the CSC if,
 - he/she is employed at the school; or
 - he/she is employed elsewhere by the Board and fails to take reasonable steps to inform persons qualified to vote of that employment.
- The Principal and/or Vice-Principal of the school, (non-voting member)
- One Teacher who is employed by the school,
- One non-teaching staff member who is employed by the school,
- A parish priest or representative from the local parish (ad hoc),
- One secondary student representative enrolled in the school, (ad hoc)
- One elementary student representative enrolled in the school, (ad hoc)
- Community representation (as determined by the CSC, on an ad hoc basis)

4. ELECTIONS AND TERMS OF OFFICE

- Elections shall be held within the first thirty (30) calendar days of the start of the school year.
- The Principal shall at least fourteen (14) calendar days before the date of the election give written notice of the date, time, and location and availability of election forms to every

parent who has a student enrolled at the school.

- Self-nominations are acceptable.
- The elections will be organized by the Principal and any outgoing council members to: review and finalize nominations, confirm names on ballots, run the election, and communicate the results.
- The election of parent members shall be by secret ballot or by consensus.
- In order to encourage increased parent involvement and leadership it is recommended that a term for elected officer positions of the CSC will not exceed two (2) consecutive years, unless CSC approves otherwise.
- Names and addresses, and contact information of the Chairperson and/or Co-Chairperson of the CSC shall be forwarded to the Director of Education within thirty (30) calendar days of the election.
- Names of CSC members will be published to the school community by the Principal no later than thirty (30) calendar days following the election.
- Members of the CSC will not receive an honorarium or payment for general expenses.

5. ROLES AND RESPONSIBILITIES OF CSC MEMBERS

The role of the CSC member carries with it certain responsibilities.

CSC Chairperson/Co-Chairperson (voting members) shall:

- Call CSC meetings in consultation with the Principal.
- Plan the agenda with the Principal.
- Chair the meetings.
- Ensure the minutes of the meeting are recorded, maintained, and submitted to the Principal for review.
- Participate as ex-officio members of all committees established by the CSC.
- Ensure that any views presented by the Chairperson and/or Co-Chairperson represent the position of the CSC.

Parent Representatives (voting members) shall:

- Attend and participate in meetings.
- Solicit views of other parents and members of the community to share with the members.
- Participate in information and training sessions.
- Respond to requests from the Board.
- Observe the CSC's Code of Ethics and By-Laws.
- Maintain a school focus on all issues; recognize that the CSC is not a forum to discuss individual students, teachers, principal/vice principal or trustees, or other information not pertaining to the CSC.

School Principal and/or Vice Principal (non-voting members) shall:

- Facilitate the operation of the CSC.
- Attend every meeting or direct a designate.
- Plan the agenda and communicate with the CSC Chairperson and/or Co-Chairperson.
- Support and promote the CSC.
- Seek input from the CSC.

- Act as a resource on laws, regulations, Board policies and collective agreements.
- Act as the secretary/treasurer.
- Prepare and present a report at each CSC meeting including a financial statement of the CSC.
- Ensure that copies of the approved minutes of the meetings are kept at the school and posted on the school website.

School Staff, Community, Student, and Parish Priest Representatives (non-voting members) shall:

- Contribute to the discussions of the CSC.
- Solicit views and report where applicable at each CSC meeting.

6. MEETING PROCEDURES

- Meetings will open and close with a prayer.
- The first meeting of the new school year, the CSC shall elect a parent/guardian to serve as Chairperson and may choose to elect a Co-Chairperson.
- The CSC shall meet a minimum of four (4) times during the school year.
- CSC meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of members, but at all times there must be a majority of parents at the meeting as well as the Principal and/or his or her designate.
- The Principal shall give written notice or post on the school website of the dates, times and location of the meetings of the CSC.
- Meetings will commence on time and not last more than two (2) hours, unless the members agree to a longer meeting.
- All meetings shall be held at the school and are open to ALL members of the school community.
- Substitutes or proxies are not permitted.
- The Principal will make every effort to distribute the agenda to members in advance.
- Minutes of the CSC meeting are to be recorded and maintained at the school site, posted on the school website, and made available at the office of the school.
- The CSC may establish committees to carry out specific functions but at least one parent member must be on the committee.
- Consensus shall be the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.

7. VACANCIES

- The expectation of the CSC is for members to attend meetings regularly. The Chairperson and/or Co-Chairperson and Principal shall address incidents of member's irregular attendance to determine the member's intent or ability to continue serving on the CSC.
- There will be no discretionary removal of a duly elected or appointed CSC member before the end of his or her term.
- If a vacancy of a parent member occurs, and only if this vacancy changes the simple majority of parents, notification will be given to all families and interested parents will be asked to submit their names to the Principal.

- If a vacancy of a community representative occurs, the CSC may request that the agency appoint another member, may choose a different organization, or, choose not to fill the position.
- If a student, teacher or non-teaching representative vacancy occurs, the Principal shall arrange for a replacement where possible.
- Individuals filling a vacated position shall hold the position until the term for that position expires.
- A vacancy in the membership of CSC does not prevent the CSC from exercising its authority to fill the position.

8. CODE OF ETHICS

A member shall:

- Consider the best interest of all students.
- Be guided by the Mission Statements of the Board and school.
- Become familiar with the Education Act according to school and Board guidelines, and Ministry of Education Regulations.
- Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the school community.
- Treat all other CSC members with respect and allow for diverse opinions to be shared, without interruption.
- Create a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the CSC for recommendation to the Principal.
- Respect the confidential nature of some school business, respect the limitations this places on the operation of the CSC, and not disclose confidential information.
- Focus discussions at CSC meetings to those items that fall within the mandate of CSC.
- Use established communication channels when questions or concerns arise.
- Promote high standards of ethical practice within the school community.
- Not accept any payment for their CSC involvement.
- Refrain from making any negative statements about any individual or groups.
- Declare any conflict of interest.

9. DELEGATIONS

- Individuals may approach the Chairperson and/or Co-Chairperson or the Principal to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting.
- The Chairperson, in consultation with the Principal, may approve or deny such requests.
- Delegations will be limited to ten (10) minutes.

10. RESOLUTION OF CONFLICTS

If the Principal, after discussion with the CSC Chairperson, determines that the CSC or any of its members have contravened Regulation 330/10 or Board Policy 800.1, the Principal or Chairperson will discuss the matter with the Family of Schools' Superintendent of Education. Please see the Complaint Resolution Policy No. 800.3.

Conflict Resolution Process (adapted from School Councils - A Guide for Members)

- If a member becomes disruptive during a meeting, the Chairperson shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the Chairperson may direct the individual CSC member to leave the meeting, citing reasons for the request.
- The removal of member for one meeting does not prevent the member from participating in future meetings of the CSC.
- The incident shall be recorded and submitted to the appointed Superintendent of Education by the Principal within one week of the meeting.
- It is recommended that parties involved in the conflict follow the Board's Complaint Resolution Policy No. 800.3.
- Upon removal of a member, a special meeting shall be called, the purpose of which will be to arrive at a mutually acceptable solution to the dispute.
- Such a meeting shall be a private meeting and not construed as a meeting of the CSC.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement

11.FUNDRAISING

- Fundraising activities may be conducted as long as they are in accordance with Board policies and guidelines.
- Funds raised are to be used for a purpose recommended by the CSC and approved by the Board and/or Principal.
- Any funds and assets generated through fundraising activities assisted by the CSC are the property of the Board.
- All fundraising activities conducted by the CSC must be included in the annual report prepared by the CSC.

12.ANNUAL REPORT

The CSC shall submit an annual written report on its activities to the Principal of the school and to the Board (Appendix A).