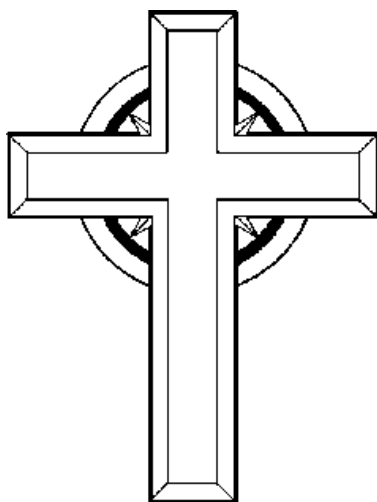


Section 3

CATHOLIC SCHOOL COUNCIL POLICY AND BY-LAWS



“For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. Now you are the body of Christ and individually members of it.”

1 Corinthians 12:12, 27

Dufferin-Peel Catholic District School Board

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SECTION 3: CATHOLIC SCHOOL COUNCILS POLICY AND BY-LAWS

*“For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. Now you are the body of Christ and individually members of it.”
1 Corinthians 12:12, 27*

BACKGROUND

School Councils are formed in accordance with the Ministry of Education, Government of Ontario, in the form of Ontario Regulation 612/00, that outlines the requirement to establish school councils, Ontario Regulation 298 Operations of Schools, and the Education Act, Section 265, R.S.O. 1990 that outlines the duties of principals. Each school under the board’s supervision shall have a School Council, advisory in nature, and governed by the Education Act and the regulations there under.

Catholic School Councils are a gift to the Catholic school community. These councils are a structure within which parents, staff, students, parish, and Ontario Association of Parents in Catholic Education (OAPCE) representatives are afforded the opportunity to exercise their own vocation as parents and people of faith.

Catholic School Councils have the opportunity to influence educational and faith formation experiences as children journey towards realizing the Ontario Catholic School Graduate Expectations and ultimately, a vocation of Christ-like service in the world beyond school. As a body representing children’s first educators in the faith, the board and school principals can gain valuable insights from Catholic School Councils into the cultivation of truly authentic Catholic education and faith formation experiences for children (i.e. Pastoral plans, sacramental preparation, virtue formation, social justice initiatives, school-based services and community collaborations related to the spiritual/faith life of the school, etc.).

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD POLICY

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u> <u>BOARD POLICY</u>	
Board Policy Number:	4.01
Subject:	Catholic School Councils
Reference:	Regulation 612/00 Regulation 298 Policy 4.20 Fundraising Policy 7.19 Appropriate Dress Code/School Uniforms General Administrative Procedures: GAP 538:00 Fundraising GAP 722 Administration of School Council Funds GAP 530 Catholic Code of Conduct GAP 504.01 Appropriate Dress Code GAP 553 Catholic School Councils DPCDSB Catholic School Council Procedures and Resources
Effective Date:	(573) August 20, 1996; Revised (408) August 28, 2001; Revised (148) April 26, 2011; Revised (085) February 24, 2015

“For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. Now you are the body of Christ and individually members of it.” - 1 Corinthians 12:12, 27

In this policy:

"board" refers to the Dufferin-Peel Catholic District School Board (DPCDSB);

"parent" includes a guardian as defined in section 1 of the Education Act (i.e. a person who has lawful custody of a child, other than the parent of the child);

"parent member" means a member of the Catholic School Council who is elected to the council in accordance with Regulation 612/00, or who fills a vacancy created when a parent member ceases to hold office, and is an English Separate School Elector or the spouse of an English Separate School Elector.

"student member" means a member of the Catholic School Council who is appointed to the council in accordance with Regulation 612/00, or who fills a vacancy created when a student member ceases to hold office, and, who is either Catholic or is the child of an English Separate School Elector.

CATHOLIC SCHOOL COUNCILS

Catholic School Councils, comprised of the principal of the school, parent members, student members (optional in elementary; required in secondary), teaching and non-teaching staff, parish and community representatives, are a gift to the Catholic school community. These councils are a structure within which parents, staff, students, parish, and Ontario Association of Parents in Catholic Education (OAPCE) representatives are afforded the opportunity to exercise their own vocation as parents and people of faith.

It is the policy of the Dufferin-Peel Catholic District School Board that each school under its supervision shall have a Catholic School Council, advisory in nature, and governed by the Education Act, the regulations there under, and the policies and procedures of the board.

PURPOSE

The purpose of Catholic School Councils is, through the active participation of parents to:

1. promote the mission, vision and values of the board;
2. support the sacramental life and Catholic practices of the board;
3. promote and support co-operation and communication with the local parish and OAPCE;
4. be faithful to its' mission;
5. improve student well-being and achievement and;
6. enhance the accountability of the education system to parents.

A Catholic School Council's primary means of achieving its purpose is by making recommendations in accordance with Regulation 612/00 to the principal of the school and to the board that established the council.

COMPOSITION

Catholic School Councils have the opportunity to influence educational and faith formation experiences as children journey towards realizing the Ontario Catholic School Graduate Expectations and ultimately, a vocation of Christ-like service in the world beyond school. As a body representing children's first educators in the faith, the board and school principals can gain valuable insights from Catholic School Councils into the cultivation of truly authentic Catholic education and faith formation experiences for children (i.e. pastoral plans, sacramental preparation, virtue formation, social justice initiatives, school-based services and community collaborations related to the spiritual/faith life of the school, etc.). Given the denominational context under which Catholic Schools operate, commensurate with the mission of the DPCDSB, parent members of Catholic School Councils shall be English Separate School Electors or the spouse of an English Separate School Elector and student members who shall be either Catholic or the child of an English Separate School Elector.

The Catholic School Council shall be composed of the following people:

1. parent members;

2. The principal of the school;
3. One teacher who is employed at the school, other than the principal or vice-principal;
4. One person who is employed at the school, other than the principal, vice-principal or any other teacher;
5. In the case of a school with one or more secondary school grades, one pupil enrolled in the school who is appointed by the Student Parliament and, who is either Catholic or is the child of an English Separate School Elector;
6. In the case of a school with no secondary school grades, one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of the school council, that the council should include a pupil. (Note: the student must be either Catholic or the child of an English Separate School Elector);
7. One community representative who is a member of a parish in the region served by the school, appointed by the other members of the council, in consultation with the pastor(s);
8. One person, appointed by the other members of the council in consultation with the Dufferin Peel Regional Association of Parents in Catholic Education, (DRAPCE), to represent the Ontario Association of Parents in Catholic Education.

The majority of members shall be parent members.

CONSULTATION

Catholic School Councils shall, within the parameters prescribed in the Education Act, regulations and policies and procedures of the board, provide advice to the school principal and to the school board on any matters. The board/principal shall consider any recommendations made and shall advise the council on the action taken by the board/school in response to the recommendations.

1. Consultation by School Principal

In addition to his or her other obligations to solicit the views of the Catholic School Council under the Act and regulations, the principal of a school shall solicit the views of the Catholic School Council with respect to the following matters:

- 1.1 The establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,
 - 1.1.1 a local code of conduct governing the behaviour of all persons in the school, and
 - 1.1.2 school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
- 1.2 The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including implementation plans for,
 - 1.2.1 a local code of conduct governing the behaviour of all persons in the school, and
 - 1.2.2 school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.

- 1.3 School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.

Subsections 1.1-1.3 do not limit the matters on which the principal of a school may solicit the views of the Catholic School Council on.

DUTIES OF PRINCIPALS

In addition to his/her duties under the Act and Regulations 612/00 and 298, the principal of each school shall perform the duties relating to Catholic School Councils that are imposed on the principal by board policies and procedures.

CATHOLIC SCHOOL COUNCILS BY-LAWS

INTRODUCTION

As per Ontario Regulation 612/00 (APPENDIX 1), a school council may make by-laws governing the conduct of its affairs. Every school council shall make the following by-laws:

1. A by-law that governs election procedures and the filling of vacancies in the membership of a school council.
2. A by-law that establishes rules respecting participants in school council proceedings in cases of conflict of interest.
3. A by-law that, in accordance with any applicable policies established by the board that established the council, establishes a conflict resolution process for internal school council disputes.

Catholic School Councils in the Dufferin-Peel Catholic District School Board (DPCDSB) are required to develop by-laws that provide direction for the operation of council business and to help the council work effectively. The by-laws must be written in accordance with board policy and Ministry of Education regulations.

All Schools in the DPCDSB shall use the by-law template provided in Section 6 of this document to create local Catholic School Council by-laws. It is important to note that only those sections of the template with text fields can be altered. All other sections of the template must remain unchanged.

The development or review of Catholic School Council by-laws should begin as soon as possible after the Catholic School Council meets for the first time, but no later than the second council meeting for the year. By-laws should be reviewed from time to time to ensure they are current and inclusive of changing policies and regulations.

All members of the Catholic School Council must be aware of the by-laws and a copy kept in the school. The by-laws should always be provided to new members.

The section that follows details the by-laws to be included in Catholic School Council by-laws.

CATHOLIC SCHOOL COUNCILS BY-LAWS

INTERPRETATION

For the purposes of creating By-Laws:

“board” refers to the Dufferin-Peel Catholic District School Board;

“meeting” in respect of a Catholic School Council, does not include a training session or other event where the Catholic School Council or a committee of the Catholic School Council does not discuss or decide matters that it has the authority to decide;

“parent” means, in respect of the Catholic School Council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in Section 1 of the Act;

“parent member” means, in respect of the Catholic School Council, a member of the Council who is elected to the Council in accordance with Ontario Regulation 612/00 or who fills a vacancy created by a parent member ceasing to hold office.

“student member” means a member of the Catholic School Council who is appointed to the council in accordance with Regulation 612/00, or who fills a vacancy created when a student member ceases to hold office and, who is either Catholic or is the child of an English Separate School Elector.

NAME

The name of the organization for a Catholic School shall be known as “prefaced *by the school name* CATHOLIC SCHOOL COUNCIL”

TERMS OF REFERENCE

Catholic School Councils are formed in accordance with the Ministry of Education, Government of Ontario, in the form of Ontario Regulation 612/00 (APPENDIX 1), which outlines the requirement to establish school councils, Ontario Regulation 298 Operations of Schools (APPENDIX 2), and the Education Act, Section 265, which outlines the duties of principals.

The Catholic School Council operates under the auspices of the Dufferin-Peel Catholic District School Board and adheres to Regulations 612/00 and 298, the Education Act, section 265 and

Dufferin-Peel Catholic District School Board applicable policies and procedures.

As per Ontario Regulation 612/00, the purpose of a school council is, through the active participation of the parents, to improve pupil achievement and to enhance the accountability of the education system to parents/guardians.

In addition to the purpose of school councils as identified in Ontario Regulation 612/00, the mission of Catholic School Councils in the Dufferin-Peel Catholic District School Board, is to promote the vision, values and sacramental life of Catholic practices of the Dufferin-Peel Catholic District School Board and the Catholic community it serves, and advise the Principal and board.

The Catholic School Council, guided by policies, procedures, beliefs and practices of the Dufferin-Peel Catholic District School Board, shall identify problems and concerns within the school environment and work collaboratively to develop strategies and solutions to enhance the faith formation, overall development and educational experiences of all students. The Catholic School Council shall promote and maintain a positive, faith-infused school environment for all students and staff; facilitate the active and meaningful participation of parents, and all members of the school community, and provide staff, parents, and students with an accountable system to which they can voice their concerns, comments and suggestions for enhancing the faith, well-being and academic improvement of the school community.

The Catholic School Council's primary means of achieving its purposes is by making recommendations in accordance with Ontario Regulation 612/00 to the principal of the school and to the Dufferin-Peel Catholic District School Board.

BY-LAW 1: COMPOSITION

Catholic School Councils have the opportunity to influence educational and faith formation experiences as children journey towards realizing the Ontario Catholic School Graduate Expectations and ultimately, a vocation of Christ-like service in the world beyond school. As a body representing children's first educators in the faith, the board and school principals can gain valuable insights from Catholic School Councils into the cultivation of truly authentic Catholic education and faith formation experiences for children (i.e. pastoral plans, sacramental preparation, virtue formation, social justice initiatives, school-based services and community collaborations related to the spiritual/faith life of the school, etc.). Given the denominational context under which Catholic Schools operate, commensurate with the mission of the DPCDSB, parent members of Catholic School Councils shall be English Separate School Electors or the spouse of an English Separate School Elector and student members shall be either Catholic or the child of an English Separate School Elector.

B1.1 The Catholic School Council shall be composed of the following people:

1. parent members,
2. The principal of the school,
3. One teacher who is employed at the school, other than the principal or vice-principal,

4. One person who is employed at the school, other than the principal, vice-principal or any other teacher,
5. In the case of a school with one or more secondary school grades, one pupil enrolled in the school who is appointed by the Student Parliament and, who is either Catholic or is the child of an English Separate School Elector,
6. In the case of a school with no secondary school grades, one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of the school council, that the council should include a pupil, (Note: the student must be either Catholic or the child of an English Separate School Elector),
7. One community representative who is a member of a parish in the region served by the school, appointed by the other members of the council, in consultation with the pastor(s).
8. One person, appointed by the other members of the council in consultation with the Dufferin Peel Regional Association of Parents in Catholic Education. (DRAPCE), to represent the Ontario Association of Parents in Catholic Education.

Additional Community Representative (optional)

Catholic School Councils may establish a by-law to increase the number of appointed community representatives. Note: In specifying the number of community representatives, the Catholic School Council shall ensure that parent members constitute a majority of the members of the council. Additional community representatives shall be appointed by the Catholic School Council.

B1.2 The majority of members shall be parent members.

B1:3 The number of parent members on a Catholic School Council shall be six (6) except in the case where a student is included as a member of the council, then the number shall be seven (7). The Catholic School Council may, by by-law, specify a larger number of parent members (the board recommends a maximum of ten (10) parent members on a Catholic School Council).

BY-LAW 2: CATHOLIC SCHOOL COUNCIL MEMBERSHIP

Note: All council members shall have a criminal reference check or an annual criminal offence declaration. Membership in the Catholic School Council shall be determined as identified below.

B2:1 A member of the board cannot be a member of a Catholic School Council.

Designated Member

B2:2 The school principal shall be a designated member, and is not eligible to vote.

B2:3 The principal of a school may delegate any of his or her powers or duties as a member of the Catholic School Council to a vice-principal of the school.

Elected Members

- B2:4 Parent members shall be elected by parents of students enrolled in the school at a publicly announced meeting that is fixed by the chair or co-chairs of the Catholic School Council after consulting with the principal of the school.
- B2:5 A person is not qualified to be a parent member of the Catholic School Council if:
- i. he/she is employed at the school; or
 - ii. he/she is employed elsewhere by the board and fails to take reasonable steps to inform voters of that employment.
- B2:6 The teacher representative shall be elected by members of the teaching staff at the school, other than the principal or vice-principal.
- B2:7 The non-teaching staff member shall be elected by members of the non-teaching staff at the school.

Appointed Members

- B2:8 The student representative in secondary schools shall be appointed by the Student Parliament at the school. In elementary schools a student may be 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 pupil.
- B2:9 A person employed by the board can be appointed as a community representative on the council only if:
- i. he/she is not employed at the school; and
 - ii. the other members of the Catholic School Council are informed of the person's employment before the appointment.
- B2:10 One community representative shall be appointed from a parish in the region served by the school by the Catholic School Council in consultation with the pastor(s). In the case where a school is associated with more than one parish, the parish representative shall be from the parish associated with the school. The individual that belongs in one of the following categories may serve as the parish representative: Priest, Deacon, parent of school who is a member of the parish in the school region, member of the parish who is not a parent in the school, Community Representative on the Catholic School Council, who is a member of the parish or Chaplain (Secondary only).
- B2:11 One person appointed by the members of the council in consultation with the Dufferin-Peel Regional Association of Parents in Catholic Education. (DRAPCE) to represent the Ontario Association of Parents in Catholic Education (OAPCE).

Note: Other community representatives may be appointed by the Catholic School Council according to its' by-laws.

BY-LAW 3: ELECTIONS/APPOINTMENTS

- B3:1 An election committee shall be struck by the Catholic School Council in May to help plan the election process, the gathering of nominations, and the running of the election. No one standing for election, or the spouse of anyone standing for election shall be a member of the election committee.
- B3:2 Elections of all members of a Catholic School Council shall be held within the first 30 days of the school year. Note: Elections are only required when the number of nominations exceeds the maximum number of elected members permitted on Catholic School Councils.
- B3:3 When a new school is established, the first election of parent/guardian members of the Catholic School Council shall be held during the first 30 days of the school year on a date that is fixed by the principal of the school in consultation with the Superintendent of the Family of Schools.
- B3:4 The principal of the school shall, at least 14 days before the date of the election of parent/guardian members, on behalf of the Catholic School Council, give written notice of the date, time and location of the election to parents of students enrolled in the school at that time. This notice may be given to students to take home to their parents, and may be posted in a location in the school that is accessible to parents.
- B3:5 Each parent seeking election shall be nominated or self-nominated in writing, shall have a child registered at the school, shall be an English Separate School Elector or spouse of an English Separate School Elector, and shall declare if he or she is employed by the school board. The nomination documentation must be signed by an appointed official in the administration office. All nominations will be closed one week prior to the election. Nominations require the consent of the nominated member.
- B3:6 The Election Committee shall request a profile from all candidates and make them available to the electorate. Candidates should be prepared to summarize their reason for running for a position on Catholic School Council.
- B3:7 Information about candidates shall be made available to the school community at least one week before the election.
- B3:8 No individual campaign literature for Catholic School Council elections may be distributed or posted in the school or on school property.
- B3:9 School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- B3:10 The election day proceedings shall be supervised by the principal.

- B3:11 The principal shall conduct a lottery to determine the ballot position for each candidate.
- B3:12 The election of members shall be by secret ballot. Voters must be present at the school on the election day(s) during the pre-set hours for voting (to include both daytime and evening hours).
- B3:13 All eligible voters shall be entitled to cast one vote for each of the candidate positions available. Casting more than the maximum number of votes permitted in the category spoils the ballot.
- B3:14 Ballots shall be counted by the principal in the presence of at least two parents who are not election candidates.
- B3:15 If there is a tie for the final position for a representative on the Catholic School Council, the winner shall be determined by lot.
- B3:16 A motion shall be made to destroy all ballots once the successful candidate(s) have accepted the role.
- B3:17 All individuals standing for election shall be notified of the results before the results are released to the school community. Only the names of successful candidates will be made public.
- B3:18 The teacher representative shall be elected on a date that is selected by the Ontario English Catholic Teachers Association members at the school.
- B3:19 The non-teaching staff member shall be elected on a date that is fixed by the principal of the school in consultation with the non-teaching staff at the school.
- B3:20 Appointments of members to the Catholic School Council shall follow the election of members to the school council.
- B3:21 All Catholic School Council members must have a Criminal Reference Check or an Annual Criminal Offence Declaration Form.
- B3:22 The names of the Catholic School Council members shall be published in the School Council Newsletter and or School Newsletter.
- B3:23 The Principal shall chair the first meeting of the new council until a Chair or Co-chairs have been elected by the members of the Catholic School Council at that meeting. The new Chair/Co-chairs will then take over the running of the meeting, oversee the election/appointment of other council positions and establish the dates and location of Catholic School Council meetings.
- B3:24 The outgoing Chairperson shall prepare an agenda for the first meeting of the new council in consultation with the principal.

B3:25 The Principal shall submit a complete list of elected and appointed members of the Catholic School Council to the Family of Schools Superintendent.

BY-LAW 4: CONSULTATION

B4:1 Catholic School Councils shall, within the parameters prescribed in the Education Act, the Regulations thereunder, and the policies and procedures of the board, provide advice to the school principal and to the school board on any matters. The board/principal shall consider any recommendations made and shall advise the council on the action taken by the board/school in response to the recommendations.

B4:2 In addition to its other obligations to solicit the views of school councils under the Education Act, the board shall solicit the views of Catholic School Councils established by the board with respect to the following matters:

1. The establishment or amendment of board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents including policies and guidelines respecting,
 - a. the conduct of persons in schools within the board's jurisdiction,
 - b. appropriate dress for pupils in the schools within the board's jurisdiction,
 - c. the allocation of funding by the board to school councils,
 - d. the fundraising activities for school councils,
 - e. conflict resolution processes for internal school council disputes,
 - f. reimbursement by the board of expenses incurred by members and officers of school councils.
2. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including implementation plans for policies and guidelines respecting:
 - a. the conduct of persons in schools within the board's jurisdiction, and
 - b. respecting appropriate dress for pupils in schools within the board's jurisdiction.
3. Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.
4. The process and criteria applicable to the selection and placement of principals and vice-principals.

Subsections 1- 4 do not limit the matters on which a board may solicit the views of Catholic School Councils.

B4:3 In addition to his or her other obligations to solicit the views of the Catholic School Council under the Act and regulations, the principal of a school shall solicit the views of the Catholic School Council with respect to the following matters:

1. The establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
 - a. a local code of conduct governing the behaviour of all persons in the school, and
 - b. school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
2. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including implementation plans for,
 - a. a local code of conduct governing the behaviour of all persons in the school, and
 - b. school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
3. School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.

Subsections 1-3 do not limit the matters on which the principal of a school may solicit the views of the Catholic School Council on.

B4:4 The principal of the school may solicit the views of Catholic School Councils with respect to the following matters:

1. The faith development of the school community (i.e.; prayer, pastoral plan, faith plan, sacramental preparation, social justice initiatives, virtue formation),
2. School budget priorities, including local capital improvement plans for submission to the board,
3. School-community communication strategies,
4. Methods of reporting to parents and the community,
5. Extra-curricular activities in the school,
6. School-based services and community collaborations related to spiritual, social justice, social, health, recreational, and nutrition programs,
7. Local coordination of services for children and youth aligned to board practice.

BY-LAW 5: RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCILS

B5:1 Promote the vision, values, sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board.

B5:2 Keep minutes of all of its meetings and records of all of its financial transactions for a period of seven (7) years. The minutes and records shall be available at the school for examination without charge by any person.

B5:3 Submit a written report on its activities of the Catholic School Council to the principal of the school and to the board prior to the end of its term. The annual report shall include a report

on any fundraising activities that the council engaged in. The principal shall, on behalf of the Catholic 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 and shall be posted in a location accessible to parents.

- B5:4 Establish the goals, priorities, and procedures intended to support the best interest of the Catholic school community.
- B5:5 Organize faith formation, information and training sessions to enable members of the council to support the faith formation and skills of council members.
- B5:6 Communicate regularly with parents and other members of the community to seek their input with regard to matters being addressed by the Catholic School Council, and to report on the activities of the council to the school community.
- B5:7 Consult with parents of students enrolled in the school about matters under its consideration.
- B5:8 Ensure that funds, if any, are raised and used in accordance with board policies and procedures, and for purposes approved by the board.

BY-LAW 6: DUTIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

Duties of Catholic School Council Members

- B6:1 Catholic School Council members shall:
 - 1. Be full voting members,
 - 2. Regularly attend, and participate in Catholic School Council meetings,
 - 3. Maintain a school-wide focus on all issues. Catholic School Council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members,
 - 4. Participate in faith development, information and training programs,
 - 5. Act as a link between the Catholic School Council and the school community,
 - 6. Encourage the participation of parents from all groups and of other people within the community.

Principal

- B6:2 The principal shall be a designated member of the Catholic School Council.

Duties

B6:3 The principal shall:

1. Promote the vision, values and sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board.
2. Attend every meeting of the school council, unless he or she is unable to do so by reason of illness or other cause beyond his or her control.
3. Act as a resource person to the Catholic School Council and assist the Catholic School Council in obtaining information relevant to the functions of the council, including information relating to relevant legislation, regulations and policies.
4. Collaborate with the Chair/ Co-Chair to ensure that the council is conversant with and makes decisions through the lens of Catholic virtues and the Ontario Catholic School Graduate Expectations.
5. Post any materials distributed to members of the Catholic School Council in the school in a location that is accessible to parents.
6. Make the names of the members of the Catholic School Council known to the parents of the pupils enrolled in the school, by publishing those names in a school newsletter or by such other means as is likely to bring the names to the attention of the parents.
7. Provide for the prompt distribution to each member of the Catholic School Council of any materials received by the principal from the Ministry of Education that are identified by the Ministry of Education as being for distribution to the members of the council.
8. Consider each recommendation made by the Catholic School Council and advise the council of the action taken in response to the recommendation.
9. In addition to his or her other obligations to solicit the views of the Catholic School Council under the Act and the regulations, the principal of a school may solicit the view of Catholic School Councils on any matter but shall solicit the views of the Catholic School Council with respect to the following matters:
 - a. The establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,
 - i. a local code of conduct established governing the behaviour of all persons in the school, and
 - ii. school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
 - b. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including implementation plans for,
 - i. a local code of conduct governing the behaviour of all persons in the school, and
 - ii. school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.

10. School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.
11. In addition to the matters listed above, the principal of the school may solicit the views of Catholic School Councils with respect to the following matters:
 - i. The faith development of the school community (i.e.; prayer, pastoral plan, virtue formation, sacramental preparation, etc.),
 - ii. School budget priorities, including local capital improvement plans for submission to the board,
 - iii. School-community communication strategies,
 - iv. Methods of reporting to parents and the community,
 - v. Extra-curricular activities in the school,
 - vi. School-based services and community collaborations related to spiritual, social justice, social, health, recreational, and nutrition programs,
 - vii. Local coordination of services for children and youth aligned to board practice.
12. Manage the collection, accounting and depositing of fundraising dollars with the Catholic School Council.

Officers

Chair/Co-Chair

- B6:4 A Catholic School Council shall have a chair, or if the by-laws of the council so provide, two co-chairs. Vacancies shall be filled in accordance with the by-laws of the council.
- B6:5 The Chair/Co-chair shall be officers of the Catholic School Council.
- B6:6 The Chair or Co-chair must be a parent member of the council and shall be elected by the members of the council.
- B6:7 A person who is employed by the board cannot be the chair or co-chair of the council.

Duties of Chair/Co-Chair

- B6:8 The Chair/Co-Chair of the Catholic School Council shall:
1. Always be a member of the school parent community,
 2. Be a full voting member,
 3. Regularly attend, and participate in Catholic School Council meetings,
 4. Call and set dates for all Catholic School Council planning sessions and meetings in consultation with the school principal and Catholic School Council members,
 5. Prepare the agenda for Catholic School Council meetings in consultation with the principal and members of the council,

6. Chair all council planning sessions and meetings. The Chair can ask a parent member to chair meetings in his/her absence if Co-Chair is unavailable.
7. Set the Catholic context for meetings by including a prayer, relevant faith news, information and/or announcements,
8. Collaborate with the principal to ensure that the council is conversant with and makes decisions through the lens of the Catholic virtues, practices and the Ontario Catholic School Graduate Expectations,
9. Ensure that the minutes of the Catholic School Council meetings are recorded and maintained,
10. Provide the Chairperson's report to the Catholic School Council at all meetings of the council,
11. Act as a signing officer for cheque requisitions and deposit forms (if applicable),
12. Be a sitting member of the council budget committee (if applicable),
13. Participate in faith development, information and training programs,
14. Communicate with the school principal,
15. Ensure that there is regular communication with the school community,
- 16.** Consult with senior board staff and trustees, as required,
17. Provide leadership to the members of the School Council, ensuring that they have a clear understanding of their roles and mandate.

Treasurer

B6:9 The Treasurer shall be elected by members of the Catholic School Council.

Duties of Treasurer

B6:10 The Treasurer:

1. Be a full voting member,
2. Regularly attend, and participate in Catholic School Council meetings,
3. May act as one of the approved signing officers on the Catholic School Council Cheque Requisition General Form. Signing authority for school council bank accounts will be with school staff only,
4. Shall count and verify the funds received for deposit immediately in the presence of the person(s) giving the funds and complete the Catholic School Council Funds Received General Form). All deposits to the Catholic School Council bank account will be the responsibility of the Catholic School Council who will provide a copy of the deposit slip to the designated individual in the school. Collection, accounting and depositing of fundraising dollars are managed by School Council and the principal. The designated individual will record the deposit into SchoolCash.NET as a lump sum under the categories specified by Catholic School Council,
5. Shall follow Dufferin Peel Catholic District School Board general administration procedures outlining standardized procedures and accompanying general forms (e.g. Cheque Requisition and Funds Received forms),
6. Shall provide ongoing financial bank reconciliation and/or financial/accounting report to the Catholic School Council and parent community,

7. Shall chair and manage the Catholic School Council budget committee (if applicable),
8. Shall provide a year-end financial statement for the Catholic School Council Annual Report,
9. Shall ensure all financial reports are held in the minute's binder in the main office to provide full public access. Note: All financial reports shall be held at the school for a period of seven (7) years.

Secretary

B6:11 The secretary shall be elected by members of the Catholic School Council.

Duties

B6:12 The secretary shall:

1. Be a full voting member,
2. Regularly attend, and participate in Catholic School Council meetings,
3. Record the proceedings of all Catholic School Council meetings,
4. Maintain a complete set of Catholic School Council minutes and all legal and important documents. Ensure all documents are held in the minute's binder in the main office to provide full public access. Note: All documents shall be held at the school for a period of seven (7) years,
5. Distribute minutes and agendas for all School Council meetings to all pertinent parties in a timely manner,
6. Post all minutes and meeting notices in the designated area of the school,
7. Assist the Chair in the writing and sending of any necessary correspondence,
8. Act as assistant to the Chairperson,
9. Distribute minutes to members 2 days before the meeting along with agenda. Ensure that the Chairperson or co-chairs establish quorum before meetings begin. Quorum is 50% or more of parent members.

Other Council Officers (Optional)

Catholic School Councils may have such other officers as are provided for in its by-laws.

Duties of Appointed Positions

Student Representative (Secondary only)

B6:13 The student representative shall be appointed by the Student Parliament.

Duties of the Student Representative

B6:14 The student representative shall:

1. Be a full voting member on the council,

2. Regularly attend, and participate in Catholic School Council meetings,
3. Provide ongoing student representation and take part in all discussions.
4. Relay information to the members of the council from the Student Parliament and vice versa,
5. Forward a written report to the teacher representative if unable to attend the council meeting or send a delegate.

Parish Representative

B6:15 The parish representative shall be appointed by the Catholic School Council in accordance with B2:10.

Duties of the Parish Representative

B6:16 The parish representative shall:

1. Be a full voting member,
2. Regularly attend and participate in Catholic School Council meetings,
3. Provide input into the school's pastoral/faith plan,
4. Provide guidance and support to the Catholic School Council relating to the faith formation of members of the school community and initiatives/issues in the parish community,
5. Serve as communication link between the parish and the Catholic School Council with respect to parish information (i.e. local church locations, Mass times, annual parish events, available social outreach programs and organizations such as the Catholic Women's League, Knights of Columbus, youth ministries and prayer groups) and provide regular updates,
6. Be a member of the Catholic School Council Faith Development Committee (if applicable),
7. Provide guidance and support to the Catholic School Council concerning faith development initiatives/activities which enhance the Catholic education and faith formation of students,
8. Provide encouragement and support for Sacramental preparations,
9. Prepare and conduct prayer/reflection at meetings including the preparation of a sacred space,
10. Promote and support social outreach programs,
11. Arrange Mass cards and sympathy cards on behalf of council,
12. Write articles for Parish newsletter,
13. Lead spiritual discussion at meetings,
14. Participate in other activities that strengthen the Catholic faith formation in the school.
15. Act as a communication link to provide resources from the Pastor/Church to the school. Contact the parish prior to council meetings to relay any information to be shared with the school council and parents (i.e. Church events, sacraments/celebrations, Rite of Christian Initiation for Adults, how to become an altar server, rallies and symposiums, etc.),
16. Provide the Parish Priest with a copy of the minutes of Catholic School Council meetings

and communicate/invite the Priest to Catholic School Council upcoming events or functions,

17. Attend Dufferin-Peel CDSB Annual Parish Representatives' Forum,
18. Establish and maintain communication with the Parish Priest affiliated with the school to ensure clarity of expectations and goals.

Ontario Association for Parents in Catholic Education Representative (OAPCE)

B6:17 The OAPCE representative shall be appointed by the Catholic School Council in accordance with B2:11.

Duties of OAPCE Representative

B6:18 The OAPCE representative shall:

1. Be a full voting member,
2. Regularly attend, and participate in Catholic School Council meetings,
3. Represent the OAPCE as the voice of the association on the Catholic School Council,
4. Report to the council the information shared by OAPCE at all meetings,
5. Attend the Dufferin-Peel Regional Council meetings and the Annual General Meeting of OAPCE when able.

Additional Community Representative (optional)

Catholic School Councils may establish a by-law to increase the number of appointed community representatives. Note: In specifying the number of community representatives, the Catholic School Council shall ensure that parent members constitute a majority of the members of the council. Additional community representatives shall be appointed by the Catholic School Council.

BY-LAW 7: TERM OF OFFICE

B7:1 A person is elected or appointed as a member of a Catholic School Council from the later of the date of his/her election or appointment; and the date of the first meeting of the Catholic School Council after the elections in the school year, until the first meeting of the Catholic School Council after the elections in the next school year.

B7:2 A member of a Catholic School Council may be re-elected or re-appointed.

BY-LAW 8: VACANCIES

B8:1 A vacancy in the membership of a Catholic School Council shall be filled by election or appointment in accordance with By-Law 3: Elections/Appointments.

B8:2 A vacancy in the membership of a Catholic School Council does not prevent the council from exercising its authority.

BY-LAW 9: MEETINGS

- B9:1 The Catholic School shall hold a minimum of four (4) meetings per school year.
- B9:2 The Catholic School Council shall meet within the first thirty-five (35) days of the school year, after elections have been held, on a date fixed by the principal of the school.
- B9:3 All meetings shall be open to, and in a place that is accessible to members of the public. The Catholic School Council is entitled to hold its meetings at the school.
- B9:4 A meeting of the Catholic School Council cannot be held unless:
- i. The majority of the members of the council who are present at the meeting are parent members; and
 - ii. The principal or (his/her designated representative) is present.
- B9:5 The principal of the school shall, on behalf of the Catholic School Council, give written notice of the date, time, and location of each meeting of the Catholic School Council to every parent of a pupil who is enrolled in the school on the date the notice is given. This notice may be given by giving the notice to the parent's child for delivery and by posting a notice of the meeting in an area of the school accessible to parents. The notice of meeting may also be posted on the school web site.
- B9:6 The Principal shall chair the first meeting of the new council until a Chair or Co-chairs have been elected by the members of the Catholic School Council at that meeting. The new Chair/Co-chairs will then take over the running of the meeting, oversee the election/appointment of other council positions and establish the dates and location of Catholic School Council meetings.
- B9:7 The outgoing Chairperson shall prepare an agenda for the first meeting of the new council in consultation with the principal
- B9:8 Any member of the Catholic School Council may not be absent from three (3) consecutive meetings without a leave of absence approved by the Catholic School Council. If the member is absent for two meetings without notice, the executive members of the council shall request in writing a letter of intent (See sample letter - APPENDIX 6(A)).

BY-LAW 10: VOTING

- B10:1 With the exception of the principal, each member of a committee of a Catholic School Council is entitled to one vote in votes taken by the committee.
- B10:2 Voting by e-mail, teleconference or electronic proxy is not allowed.

B10:3 Members must be present to vote in all votes taken by the Catholic School Council.

B10:4 The principal (or his/her delegated representative) to the Catholic School Council is not entitled to a vote on the Catholic School Council or any of its committees.

B10:5 A majority vote (more than half) is required for the approval of an action or choice by the Catholic School Council (excluding amendments to the Catholic School Council Constitutional By-Laws), where the majority of voting members are parents.

BY-LAW 11: REMUNERATION

B11:1 There shall be no remuneration paid to members of the Catholic School Council.

B11:2 The reimbursement of member expenses is at the sole discretion of the board.

B11:3 The Catholic School Council and the principal shall authorize and approve reimbursement of expenses incurred by members as members or officers of the Catholic School Council.

BY-LAW 12: CONFLICT OF INTEREST

B12:1 Catholic School Council members must be independent and impartial in carrying out their duties. Each member of the Catholic School Council shall avoid situations that could result in an actual, potential, or perceived conflict between the overall goals and vision of the Catholic School Council and a personal or pecuniary interest in that of a Catholic School Council member.

B12:2 A conflict of interest for a Catholic School Council member is any situation in which the individual's private interests may be incompatible or in conflict with his or her Catholic School Council responsibility. A conflict of interest may be actual, perceived or potential.

Actual: When a Catholic School Council member has a private interest that is sufficiently connected to his or her duties and responsibilities as a council member that it influences the exercise of these duties and responsibilities.

Perceived: When reasonably well-informed persons could reasonably believe that a Catholic School Council member has a conflict of interest, even where, in fact, there is no real conflict of interest.

Potential: When a Catholic School Council member has a private interest that could affect his or her decision about matters proposed for discussion.

B12:3 Catholic School Council members shall declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the Catholic School Council. A member shall exclude him/herself from discussions in which:

1. A conflict of interest is likely to result;
2. The member's ability to carry out his or her duties and responsibilities as a member of the Catholic School Council may be jeopardized;
3. The council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Principal or Board in response to advice that the council provides to the Principal or the Board.

B12:4 A member of the Catholic School Council shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

BY-LAW 13: FUNDRAISING

B13:1 The Catholic School Council and its committees shall operate fundraising activities in accordance with all Board Policies and General Administrative Procedures (See APPENDIX 3 – Board Policy 4.20 (Fundraising) and APPENDIX 4(Fundraising)) .

B13:2 The Catholic School Council will use the funds raised for a purpose approved by the Board (See APPENDIX 5: Public Sector Accounting Board and School Board Financial Reporting).

B13:3 The Catholic School Council will operate fundraising activities without financial gain for any of its members.

BY-LAW 14: DISBURSEMENT OF FUNDS

B14:1 Signing authority of Catholic School Council Bank account will be with the school staff only. No parent shall have signing authority.

B14:2 Cheques will not be issued by the Catholic School Council but rather funds dispersed and invoices paid through cheque requisitions approved by the Catholic School Council Chair and/or Treasurer and the school principal.

B14:3 The School Secretary will create actual cheques via SchoolCash NET software. Financial activities will be recorded in SchoolCash.NET under the 7000 series under a separate bank account created specifically for Catholic School Council with standardized procedures and accompanying forms (ex. Cheque Requisition Form).

B14:4 All deposits to the Catholic School Council bank account will be the responsibility of the Catholic School Council who will provide a copy of the deposit slip to the designated individual in the school. Collection, accounting and depositing of fundraising dollars are managed by School Council and the Principal. The designated individual will record the deposit into SchoolCash.NET as a lump sum under the categories specified by Council.

B14:5 Reporting of financial activities to Catholic School Council shall be generated from

SchoolCash.NET reports along with copies of School Council bank statements.

B14:6 All financial reports and minutes of Catholic School Council meetings will be stored at the school, as per Ministry of Education regulations.

B14:7 A statement of the Catholic School Council account shall be distributed and made available at all Catholic School Council meetings.

BY-LAW 15: LIABILITY

B15:1 The contribution of the Catholic School Council to the school community and to the Dufferin-Peel Catholic District School Board is recognized by and covered within the Board's liability insurance. This extends coverage to members of Catholic School Councils who act within the scope of their duties, in accordance with board policies and regulations.

B15:2 Members of School Council may be personally liable if they go beyond the role of the Catholic School Council or do not follow Ministry and/or Dufferin-Peel Catholic District School board policies and regulations.

BY-LAW 16: SUB-COMMITTEES

B16:1 Sub-Committees work under the auspices of the Catholic School Council. Actions and decisions of committees are subject to the approval of Catholic School Council members.

B16:2 There shall be at least one Catholic School Council parent member on every Catholic School Council sub-committee.

B16:3 A sub-committee of a Catholic School Council may include persons who are not members of the Catholic School Council.

BY-LAW 17: CODE OF ETHICS

B17:1 One of the main functions of the Catholic School Council is to promote the vision, values, sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board. In keeping with this tenant, members of the Catholic School Council shall:

1. Consider the best interest of all students,
2. Be guided by the Gospel Values and Catholic Virtues,
3. Be guided by the school's and the school Board's mission statements,
4. Act within the limits of the roles and responsibilities of a Catholic School Council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education,
5. Become familiar with the school's policies and operating practices and act in

- accordance with them,
6. Maintain the highest standards of integrity,
 7. Recognize and respect the personal integrity of each member of the school community,
 8. Treat all other members with respect and allow for diverse opinions to be shared without interruption,
 9. Encourage a positive environment in which individual contributions are encouraged and valued,
 10. Acknowledge democratic principles and accept the consensus of the council.
 11. Not disclose confidential information,
 12. Limit discussions at Catholic School Council meetings to matters of concern to the school community as a whole,
 13. Use established communication channels when questions or concerns arise.

BY-LAW 18: AMENDMENTS

B18:1 Any proposed amendment to the constitutional by-law must be submitted in writing to the Chairperson (co-chairs) of the Catholic School Council at least two weeks prior to a Catholic School Council meeting. The change must be presented in the form of a motion and passed by a 2/3-majority vote with 51% of the Catholic School Council parent members in attendance.

BY-LAW 19: ANNUAL REPORT AND CATHOLIC SCHOOL COUNCIL ANNUAL SURVEY

B19:1 The Catholic School Council shall submit an Annual Report and Catholic School Council Annual Survey to the principal of the school and to the Family of Schools Superintendent.

B19:2 The Catholic School Council Annual Report shall include Catholic School Council activities and financial reporting.

B19:3 The principal shall make copies of the Catholic School Council Annual Report and the Catholic School Council Annual Survey available to the school community as per the Ministry of Education mandate.

B19:4 The Catholic School Council shall follow the template as outlined by the Board.

B19:5 The Catholic School Council Annual Report shall be submitted no later than October 31st.

B19:6 The Catholic School Council Annual Survey shall be submitted no later than November 30th.

BY-LAW 20: CONFLICT RESOLUTION

Catholic School Council members are elected and appointed to serve the school community and will demonstrate respect for their colleagues on council at all times.

B20:1 Where conflict amongst Catholic School Council members impacts the safe, efficient, and manageable operation of the Catholic School Council the following procedures will take place:

1. If a council member or members become disruptive during a meeting, the Chair shall ask for order;
2. If all efforts to restore order fail or the inappropriate behaviour continues, the Chair may direct the individual to leave the meeting, citing the reason for the request;
3. If order cannot be restored, the meeting can be adjourned and reconvened at a future date;
4. The removal of the member for one meeting does not prevent the council member from participating in future meetings on council;
5. The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting;
6. When the Chair has requested the removal of a member, the Chair shall request that the disputing members of council participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting and shall not be construed as a meeting of the council. The principal must be present;
7. The Chair, principal or Superintendent may request the intervention of an independent third party to serve as a facilitator to assist in achieving a resolution to the dispute;
8. Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

B20:2 If the Chairperson (co-chairs) and another member of the Catholic School Council are involved in the conflict, the principal and the Vice-Chair will assume the responsibility for the mediation.

B20:3 Conflict resolution must be conducted in the spirit of Catholic values with a goal to continue the valuable work of the Catholic School Council.

Recognizing conflict is important. Signs of possible conflict:

1. Sending unauthorized information home to parents on behalf of council;
2. Verbal abuse of council members or the chair;
3. Harassment of council members or the chair;
4. Repeatedly interrupting speakers, interjecting derogatory comments;
5. Breach of Code of Ethics;

All of these behaviours jeopardize attendance at meetings and discourage potential

member from seeking positions on council. As a result, the council risks losing its credibility and the confidence of the school community.

B20:4 The facilitator should use the four-step approach to resolving conflict:

1. ***Acknowledge the conflict.*** As a group, acknowledge when a conflict exists and determine the source of the conflict. For example, is it related to facts, goals, processes, values, personal preferences, beliefs, communication?
2. ***Plan how to deal with the Conflict.*** Once the source of the conflict is defined, decide how to deal with it. The Chair, another individual on the council, or the entire council, may do this. In particularly difficult times, it may be best to engage a person who has no association with the council to facilitate discussions and problems solving. At this stage, all council members should reflect on the problem and be prepared to state their concerns and viewpoints.
3. ***Provide time for discussion.*** The Chair or whoever is facilitating the discussion should introduce the problem and ask each member for input so that the nature and source of the conflict are clear. Acknowledging each person by listening attentively sets the tone for problem solving and opens the council to a variety of solutions. Emotions should be accepted and dealt with since they are part of the conflict.
4. ***Seek the best solution.*** As viewpoints and solutions are described, the individual facilitating the discussion deals with them one at a time.

Following the discussion, the person facilitating the discussion may use a process for building consensus to arrive at a new solution. Council members will be asked to following questions: Can you live with this solution? Will you support the solution?

If the facilitator and superintendent are unable to resolve the conflict and/or the Catholic School Council member(s) do not adhere to the solution or to the Catholic School Council Code of Ethics outlined below, the following actions can be taken:

1. The Catholic School Council member(s) may choose to submit a letter of resignation to the Catholic School Council (See sample letter - APPENDIX 6 (B)).
2. The facilitator and/or Superintendent in consultation with Catholic School Council members may send a letter to the School Council member(s) requesting that their term of office be terminated for that school year only (See sample letter - APPENDIX 6 (C)).

BY-LAW DOCUMENT IS BINDING

The By-Law Document becomes effective and binding on members of the Catholic School Council as of its' passing on (*insert appropriate date*). Henceforth, each following Catholic School Council membership shall inherit the constitution as a condition of taking office and shall respect it in conducting the affairs of the Catholic School Council.

APPENDIX 1

MINISTRY OF EDUCATION REGULATION 612/00

**Education Act
ONTARIO REGULATION 612/00
No Amendments
SCHOOL COUNCILS**

Interpretation

- 1.** (1) In this Regulation, "meeting" does not include a training session or other event where a school council does not discuss or decide matters that it has authority to decide;
"Parent" includes a guardian as defined in section 1 of the Act; "parent member" means a member of a school council who is elected to the council in accordance with section 4 or who fills a vacancy created when a parent member ceases to hold office.
- (2)** In the case of a school that is established primarily for adults, a reference in this Regulation to a parent or to a parent of a pupil shall be deemed, with necessary modifications, to be a reference to a pupil who is enrolled in the school.

Purpose

- 2.** (1) the purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.
- (2)** A school council's primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council.

Composition

- 3.** (1) A school council for a school shall be composed of the following people:
- 1.** The number of parent members determined under subsection (2).
 - 2.** The principal of the school.
 - 3.** One teacher who is employed at the school, other than the principal or vice-principal, elected in accordance with section 5.
 - 4.** One person who is employed at the school, other than the principal, vice-principal or any other teacher, elected in accordance with section 5.
 - 5.** In the case of a school with one or more secondary school grades,
 - i.** One pupil enrolled in the school who is appointed by the student council, if the school has a student council, or

- ii. **One pupil enrolled in the school who is elected in accordance with section 5, if the school does not have a student council.**
 - 6. **In the case of a school with no secondary school grades, one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of the school council, that the council should include a pupil.**
 - 7. **Subject to subsection (3), one community representative appointed by the other members of the council.**
 - 8. **One person appointed by an association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education, if the association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education is established in respect of the school.**
- (2) For the purposes of paragraph 1 of subsection (1), the number of parent members shall be determined as follows:**
If the school council has a by-law that specifies the number of parent members, the number specified in the by-law.
- If the school council does not have a by-law that specifies the number of parent members, the number specified by the board that established the council.**
- (3) A school council may specify by by-law that the council shall include two or more community representatives, appointed by the other members of the council.**
- (4) In specifying numbers under subsections (2) and (3), the board or the school council, as the case may be, shall ensure that parent members constitute a majority of the members of the school council.**
- (5) A person who is employed by the board that established a school council cannot be appointed as a community representative on the council unless,**
(a) he or she is not employed at the school; and
(b) the other members of the school council are informed of the person's employment before the appointment.
- (6) A member of a board cannot be a member of a school council established by the board.**
- (7) Paragraphs 5 and 6 of subsection (1) do not apply in respect of a school that is established primarily for adults.**

Election of Parent Members

- 4. (1) A person is qualified to be a parent member of a school council if he or she is a parent of a pupil who is enrolled in the school.**

(2) Despite subsection (1), a person is not qualified to be a parent member of a school council if:
 - (a) He or she is employed at the school; or**
 - (b) He or she is not employed at the school but is employed elsewhere by the board that established the council, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.**
(3) A person is qualified to vote in an election of parent members of a school council if he or she is a parent of a pupil who is enrolled in the school.

(4) An election of parent members of a school council shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the school council after consulting with the principal of the school.

(5) Despite subsection (4), if a new school is established, the first election of parent members to the school council shall be held during the first 30 days of the school year, on a date that is fixed by the board that established the school council.

(6) The principal of a school shall, at least 14 days before the date of the election of parent members on behalf of the school council: give written notice of the date, time and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school.

(7) The notice required by subsection (6) may be given by,
 - (a) Giving the notice to the parent's child for delivery to his or her parent;**
 - (b) Posting the notice in the school in a location that is accessible to parents.**
(8) The election of parent members shall be by secret ballot.

Other Elections

- 5. (1) The elections of members of school councils referred to in paragraph 3, paragraph 4 and subparagraph 5 ii of subsection 3 (1) shall be held during the first 30 days of each school year.**

(2) A person is qualified to vote in an election of a member of a school council referred to in paragraph 3 of subsection 3 (1) if he or she is a teacher, other than the principal or vice-principal, who is employed at the school.

(3) A person is qualified to vote in an election of a member of a school council referred to in paragraph 4 of subsection 3 (1) if he or she is a person, other than the principal, vice-principal or any other teacher, who is employed at the school.

(4) A person is qualified to vote in an election of a member of a school council referred to in subparagraph 5 ii of subsection 3 (1) if he or she is a pupil enrolled in the school.

Term of Office

- 6. (1) A person elected or appointed as a member of a school council holds office from the later of:**
- (a) the date he or she is elected or appointed; and**
 - (b) the date of the first meeting of the school council after the elections held under sections 4 and 5 in the school year,**
- until the date of the first meeting of the school council after the elections held under elections 4 and 5 in the next school year.**
- (2) A member of a school council may be re-elected or re-appointed, unless otherwise provided by the by-laws of the council.**

Vacancies

- 7. (1) A vacancy in the membership of a school council shall be filled by election or appointment in accordance with the by-laws of the council.**
- (2) If an election is held to fill a vacancy in the membership of a school council, section 4 or 5, as the case may be, applies, with necessary modifications, to the election.**
- (3) A vacancy in the membership of a school council does not prevent the council from exercising its authority.**

Officers

- 8. (1) A school council shall have a chair or, if the by-laws of the council so provide, two co-chairs.**
- (2) A chair or co-chair of a school council must be a parent member of the council, and shall be elected by the members of the council.**
- (3) A person who is employed by the board that established the council cannot be the chair or co-chair of the council.**
- (4) A school council may have such other officers as are provided for in the by-laws of the council.**
- (5) Subject to subsections (2) and (3), vacancies in the office of chair, co-chair or any other officer of a school council shall be filled in accordance with the by-laws of the council.**

Collection of Information

9. (1) The Ministry may, for the purpose of consulting and communicating directly with members of school councils, collect the names, mailing addresses, telephone numbers and e-mail addresses of the chair or co-chairs of a school council and of the other members of the council.
- (2) The Ministry may disclose information collected under subsection (1) to the Ontario Parent Council, which may use the information for the purpose of consulting and communicating directly with members of school councils.

Ministry Powers and Duties

10. (1) As part of its accountability to parents, the Ministry shall report annually to members of school councils on education in the province.
- (2) The Ministry may,
- (a) Make other reports to members of school councils; and
 - (b) Provide information to members of school councils respecting the roles and responsibilities of school councils.

Remuneration

11. (1) A person shall not receive any remuneration for serving as a member or officer of a school council.
- (2) Every board shall establish policies respecting the reimbursement of members and officers of school councils established by the board.
- (3) The board that established a school council shall reimburse members and officers of the council, in accordance with the policies referred to in subsection (2), for expenses they incur as members or officers of the council.

Meetings

12. (1) A school council shall meet at least four times during the school year.
- (2) A school council shall meet within the first 35 days of the school year, after the elections held under sections 4 and 5, on a date fixed by the principal of the school.
- (3) A meeting of a school council cannot be held unless,
- (a) a majority of the current members of the council are present at the meeting; and
 - (b) a majority of the members of the council who are present at the meeting are parent members.
- (4) All meetings of a school council shall be open to the public.
- (5) A school council is entitled to hold its meetings at the school.

- (6) All meetings of a school council shall be held at a location that is accessible to the public.**
- (7) The principal of a school shall, on behalf of the school council, give written notice of the dates, times and locations of the meetings of the council to every parent of a pupil who, on the date the notice is given, is enrolled in the school.**
- (8) The notice required by subsection (7) may be given by,**
 - (a) Giving the notice to the parent's child for delivery to his or her parent;**
 - (b) Posting the notice in the school in a location that is accessible to parents.**

Committees

- 13. (1) A school council may, in accordance with its by-laws, establish committees to make recommendations to the council.**
- (2) Every committee of a school council must include at least one parent member of the council.**
- (3) A committee of a school council may include persons who are not members of the council.**
- (4) Subsections 12 (4) to (8) apply, with necessary modifications, to committees of school councils.**

Voting

- 14. (1) Subject to subsection (3), each member of a school council is entitled to one vote in votes taken by the council.**
- (2) Subject to subsection (3), each member of a committee of a school council is entitled to one vote in votes taken by the committee.**
- (3) The principal of the school is not entitled to vote in votes taken by the school council or by a committee of the school council.**

By-laws

- 15. (1) A school council may make by-laws governing the conduct of its affairs.**
- (2) Every school council shall make the following by-laws:**
 - A by-law that governs election procedures and the filling of vacancies in the membership of the school council.**
 - A by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest.**

3. A by-law that, in accordance with any applicable policies established by the board that established the council, establishes a conflict resolution process for internal school council disputes.

Minutes and Financial Records

- 16. (1) A school council shall keep minutes of all of its meetings and records of all of its financial transactions.**
(2) The minutes and records shall be available at the school for examination without charge by any person.
(3) Subsections (1) and (2) do not apply to minutes and records that are more than four years old.

Incorporation

- 17. A school council shall not be incorporated.**

Principal

- 18. (1) The principal of a school may delegate any of his or her powers or duties as a member of the school council, including any powers or duties under this Regulation, to a vice-principal of the school.**
(2) In addition to his or her duties under this Regulation, the principal of a school shall perform the duties relating to school councils that are imposed on the principal by Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools - General).

Consultation with the Board

- 19. (1) In addition to its other obligations to solicit the views of school councils under the Act, every board shall solicit the views of the school councils established by the board with respect to the following matters:**
- 1. The establishment or amendment of board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,**
 - i. Policies and guidelines established under subsection 302 (1) of the Act with respect to the conduct of persons in schools within the board's jurisdiction,**
 - ii. Policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction,**
 - iii. Policies and guidelines respecting the allocation of funding by the board to school councils,**
 - iv. Policies and guidelines respecting the fundraising activities of school councils,**
 - v. Policies and guidelines respecting conflict resolution processes for internal school council disputes, and**

vi. Policies and guidelines respecting reimbursement by the board of expenses incurred by members and officers of school councils.

(2) The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including,

i. Implementation plans for policies and guidelines established under subsection 302 (1) of the Act with respect to the conduct of persons in schools within the board's jurisdiction, and

ii. Implementation plans for policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction.

(3) Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.

(4) The process and criteria applicable to the selection and placement of principals and vice principals.

(2) Subsection (1) does not limit the matters on which a board may solicit the views of school councils.

Advisory Authority of School Councils

20. A school council may make recommendations to the principal of the school or to the board that established the council on any matter.

Duty of Board to Respond

21. The board that established a school council shall consider each recommendation made to the board by the council and shall advise the council of the action taken in response to the recommendation.

Fundraising

22. (1) Subject to subsection (2), a school council may engage in fundraising activities.

(2) A school council shall not engage in fundraising activities unless,

(a) The activities are conducted in accordance with any applicable policies established by the board; and

(b) The activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the board.

(3) A school council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the board.

Consultation with Parents

- 23. A school council shall consult with parents of pupils enrolled in the school about matters under consideration by the council.**

Annual Report

- 24. (1) every school council shall annually submit a written report on its activities to the principal of the school and to the board that established the council.**
- (2) If the school council engages in fundraising activities, the annual report shall include a report on those activities.**
- (3) 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.**
- (4) Subsection (3) may be complied with by,**
- (a) Giving the report to the parent's child for delivery to his or her parent;**
 - (b) Posting the report in the school in a location that is accessible to parents.**

Transition

- 25. Every school council established by a board before this Regulation comes into force is continued.**
- 26. (1) Sections 3, 4 and 5 do not apply until September 1, 2001.**
- (2) Until the date of the first meeting of a school council after the first election held under section 4 after September 1, 2001, the references in subsection 8 (2), clause 12 (3) (b) and subsection 13**
- (3) to a parent member shall be deemed to be references to a member of the school council who is a parent of a pupil enrolled in the school.**

APPENDIX 2

EDUCATION ACT - REGULATION 298 - OPERATION OF SCHOOLS – GENERAL

This is the English version of a bilingual regulation.

11. DUTIES OF THE PRINCIPAL

(1) The principal of a school shall provide for the prompt distribution to each member of the school council of any materials received by the principal from the Ministry that are identified by the Ministry as being for distribution to the members of school councils. O. Reg. 613/00, s. 1 (1).

(12.1) The principal shall post any materials distributed to members of the school council under subsection (12) in the school in a location that is accessible to parents. O. Reg. 613/00, s. 1 (1).

(13) In each school year, the principal of a school shall make the names of the members of the school council known to the parents of the pupils enrolled in the school, by publishing those names in a school newsletter or by such other means as is likely to bring the names to the attention of the parents. O. Reg. 425/98, s. 1.

(14) The principal shall meet the requirements of subsection (13) in each school year not later than 30 days following the election of parent members of the school council. O. Reg. 613/00, s. 1 (2).

(15) The principal of a school shall promptly provide the names of the members of the school council to a supporter of the board that governs the school or to a parent of a pupil enrolled in the school, on the request of the supporter or the parent. O. Reg. 425/98, s. 1.

(16) The principal of a school shall attend every meeting of the school council, unless he or she is unable to do so by reason of illness or other cause beyond his or her control. O. Reg. 613/00, s. 1 (3).

(17) The principal of a school shall act as a resource person to the school council and shall assist the council in obtaining information relevant to the functions of the council, including information relating to relevant legislation, regulations and policies. O. Reg. 613/00, s. 1 (3).

(18) The principal of a school shall consider each recommendation made to the principal by the school council and shall advise the council of the action taken in response to the recommendation. O. Reg. 613/00, s. 1 (3).

(19) In addition to his or her other obligations to solicit the views of the school council under the Act and the regulations, the principal of a school shall solicit the views of the school council with respect to the following matters:

1. The establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,

- i. a local code of conduct established under subsection 303 (1) or (2) of the Act governing the behaviour of all persons in the school, and
 - ii. school policies or guidelines related to policies and guidelines established by the board under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction.
 2. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including,
 - i. implementation plans for a local code of conduct established under subsection 303 (1) or (2) of the Act governing the behaviour of all persons in the school, and
 - ii. implementation plans for school policies or guidelines related to policies and guidelines established by the board under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction.
 3. School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public. O. Reg. 613/00, s. 1 (3).
- (20) Subsection (19) does not limit the matters on which the principal of a school may solicit the views of the school council. O. Reg. 613/00, s. 1 (3).

APPENDIX 3

BOARD POLICY 4.20 FUNDRAISING

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD **BOARD POLICY**

Board Policy Number:	4.20
Subject:	Fundraising
Reference:	GAP 538.00, Fundraising; GAP 547.00, School Food and Beverage; GAP 514.02, Anaphylactic Reactions – Epi-Pen Use; Policy 1.01, Code of Ethics; Policy 5.30, Supply Chain Management
Effective Date:	Revised (511) October 18, 1994; Revised (074) January 25, 2011; Revised (164) August 28, 2012

Supporting charity and social justice is a constitutive element of the Dufferin-Peel Catholic District School Board. The Board may allow fundraising initiatives for charitable and social justice purposes as well as supporting local school needs. Charitable fundraising initiatives are activities to raise money or collect goods for local or global needs as identified by the Board and/or the School. All fundraising initiatives must adhere to the moral teachings of the Catholic Church as communicated through the local Ordinary (Archbishop of Toronto) and shall reflect the mission, values and system direction principles of the Board.

Definitions

"Fundraising Activities" are those activities for raising funds or other resources for school or charitable purposes which are devised and organized by the school community.

"School-generated funds" are funds that are raised and collected in the school or broader community in the name of the school. These funds are administered by the school principal, and are raised or collected from sources other than the school board's operating and capital budgets. School-generated funds is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs such as payments to charities or other third parties.

"School community" refers to students, parents, guardians, trustees, school administrators and staff, members of the broader community and partners, as well as others who support the local school and student achievement, as represented by the School Council.

All fundraising activities shall have a designated purpose and timeline. Fundraising activities, to support school related needs, shall be permitted according to this policy and regulated as per General Administrative Procedure (GAP) 538.00.

These activities must support the moral teachings of the Catholic Church and shall reflect the mission, values and system direction principles of the Board, and must also comply with current legislation and ministry policies and/or guidelines, which include a component encompassing consultation, transparency and accountability with the school community.

Fundraising proceeds shall not be used to replace public funding for education and shall not be used for items funded through provincial grants including, but not limited to, classroom learning materials, textbooks, and repairs or capital projects that increase the student capacity of a school (e.g., classrooms, labs) or significantly increase the operating or capital costs of the Board or school. For examples of acceptable and non-acceptable uses of fundraising proceeds refer to GAP 538.00 (See Appendix 5).

The following items must be adhered to when undertaking any fundraising activity:

1. All fundraising activities must be complementary to, and not a replacement for, funding for public education, and all capital projects must receive prior approval as prescribed by GAP 538.00 (see Appendix 5);
2. There must be no additional cost to the Board as a result of any fundraising activities;
3. A reasonable balance should exist between fundraising efforts which benefit the school community and those which constitute charitable or social justice outreach;
4. All school fundraising activities shall be carried out under the jurisdiction and supervision of the Principal and in consultation with the school community as represented by the School Council;
5. The safety of children shall receive prime consideration during all fundraising initiatives;
6. Participation in fundraising activities shall be voluntary for staff and students. All students under the age of 18 shall participate in fundraising activities only with the consent of their parent/guardian;
7. Under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*, no personal information of staff, students or other individuals shall be collected, used or disclosed for the purposes of fundraising activities, without express consent.
8. Financial reporting and accountability procedures must be adhered to as per GAP 538.00 (See Appendix 5) and GAP 704.02 (See appendix 6).

APPENDIX 4

SCHOOL COUNCILS, FUNDRAISING, ANNUAL REPORTS AND FINANCIAL STATEMENTS

SOURCE: Extracts from “School Councils – A Guide for Members, 1995, Revised 2002”

FUNDRAISING

Some School Councils may decide to include fundraising as one of their priorities. Fundraising activities may be conducted as long as they are in accordance with board policies and procedures and the funds raised are to be used for a purpose approved by the board. A School Council may find that it is unable to continue a fundraising activity in which it was previously involved, as the funds raised are not used for a purpose approved by the board. Similarly, a School Council may find that it must change the way in which it fundraises for an approved purpose to comply with board policies and procedures.

School Councils should be aware that, because the school board is a corporate entity and the school is not, any funds raised by the School Council (and any assets purchased with those funds) belong, legally, to the board. The board may have policies specifying that all monies raised by the School Council (and any assets purchased by the School Council) will remain with the school. However, such policies are not legally binding in the event that the school is closed.

All fundraising activities conducted by the School Council must be included in the Annual Report prepared by the School Council. (See Section 10: Accountability).

ANNUAL REPORTS

At the end of its term, your School Council must prepare and submit a written report to the school and to the board, outlining the School Council’s goals, activities, and achievements, including any fundraising activities.

The Annual Report will also include the annual financial statements.

The principal, on behalf of the School Council, must ensure that a copy of this Annual Report is provided to every parent who has a child enrolled in the school.

APPENDIX 5

PUBLIC SECTOR ACCOUNTING BOARD AND SCHOOL BOARD FINANCIAL REPORTING

INTRODUCTION AND BACKGROUND

Those given control of public money face two great tasks. First, they must make sure that the public's money is spent wisely. Second, and nearly as important, they must be able to show that it has been spent wisely. Financial statements, clearly presented and externally verified, make an important contribution to this second role. With this in mind, in March 2004, following significant discussion and input from school boards, the boards' external auditors, and the Canadian Institute of Chartered Accountants (CICA), the Ministry of Education announced that Ontario's school boards would be required to adopt Public Sector Accounting Board (PSAB) recommendations for local governments as their financial reporting standard.

PSAB stands for the Public Sector Accounting Board of the CICA. This body sets the financial reporting standards and generally accepted accounting principles for governments with an eye on enhancing the usefulness of public sector financial statement information and the usefulness of public sector financial and non-financial performance information.

PSAB standards require that the revenue, expenditure, assets and liabilities of all organizations "controlled" by the board must be reported in the board's financial statements. This requirement may affect organizations such as cooperatives and foundations and also applies to funds raised by local schools. Control is defined in the PSA Handbook.

Although funds collected and spent by various schools and School Councils must be included in the financial statements, boards, schools and School Councils should note that this reporting in no way affects the control and management of these funds. School Councils, Student Councils or teacher/parent groups will still be able to raise funds in the same manner as previously and they will still be responsible for how those funds are used. Only summary information on school funds will be presented in the board's financial statements. The amounts involved will not be reported in the board's financial statements on a school-by-school basis.

(SOURCE: PSAB & School Board Financial Reporting – A General Guide; Ministry of Education, Page 4).PSAB & School Board Financial Reporting – A General Guide; Ministry of Education, Page 4

APPENDIX 6(A)

SAMPLE LETTER OF 'INTENT'

Date

Catholic School Council Members Name

Sent via: Members home address or

Student Name, classroom teachers name

Re: Catholic School Council Membership Status

Dear _____,

I write you this letter on behalf of the _____ Catholic School Council to ask for your future intentions as a council member. We have not been able to get in contact with you via the telephone or e-mail therefore, we are sending you this letter. The _____ Catholic School Council By-Law document states the following:

"Any member of the Catholic School Council may not be absent from three (3) consecutive meetings without a leave of absence approved by the school council."

Page 8 Section 8.0 Membership

We thank you for your interest and support of the Catholic School Council. We ask that you respond to our request with a letter of intent. Whatever your intentions may be we look forward to your continued support.

Together we support student learning and the building of a vibrant, caring, inclusive faith community.

Sincerely,

Chairperson's Name and Signature (or co-chairs)

CC: Principal

Catholic School Council Members

Catholic School Council Procedures and Resources– Revised February 2015
Serving Families in the Love of Christ

APPENDIX 6 (B)

SAMPLE LETTER OF RESIGNATION BY CATHOLIC SCHOOL COUNCIL MEMBER CONFLICT RESOLUTION

Date _____

Dear _____ Catholic School Council Members,

Re: Catholic School Council Membership Resignation

Dear _____ School Council,

After much discussion and consideration, I have decided to terminate my membership on the _____ School Council for the _____ school year. The Catholic School Council By-Law document states the following:

If the facilitator and superintendent are unable to resolve the conflict and or the School Council member(s) don't adhere to the solution or to the School Council Code of Ethics outlined below the following actions can be taken:

1. The Catholic School Council member(s) may be chose to submit a letter of resignation to the school council. See sample letter attached.
Conflict Resolution Page 29 Section B20:4

It is with sincere regret that I send you this letter but I am unable to fulfill my duties at this time. I look forward to our continued partnership within the school community. Thank you for your support and understanding.

Together we support student learning and the building of a vibrant, caring, inclusive faith community.

Sincerely,

Signature Catholic School Council Member Resigning

CC: Principal
Superintendent
School Council Members

APPENDIX 6 (C)

SAMPLE LETTER OF TERMINATION - CATHOLIC SCHOOL COUNCIL MEMBER - CONFLICT RESOLUTION

Date

Catholic Council Members Name

Sent by mail: Members home address

Re: Catholic School Council Membership Termination

Dear _____,

I write you this letter on behalf of the _____ Catholic School Council regarding your membership. The School Council By-Law document states the following:

If the facilitator and superintendent are unable to resolve the conflict and or the School Council member(s) don't adhere to the solution or to the School Council Code of Ethics the following actions can be taken as outlined below:

2. The facilitator and or superintendent in consultation with School Council members may send a letter to the School Council member(s) requesting that their term of office be terminated for that school year only. See sample letter attached.

Conflict Resolution Page 29 Section B20:4

After much discussion and consideration, we ask for your membership to be terminated effective immediately for the _____ school year. We thank you for your interest and support of the School Council. This request does not hinder your involvement in our school community. We look forward to your continued support.

Together we support student learning and the building of a vibrant, caring, inclusive faith community.

Sincerely,

Catholic School Council Chair

CC: Principal

Superintendent

Catholic School Council Members