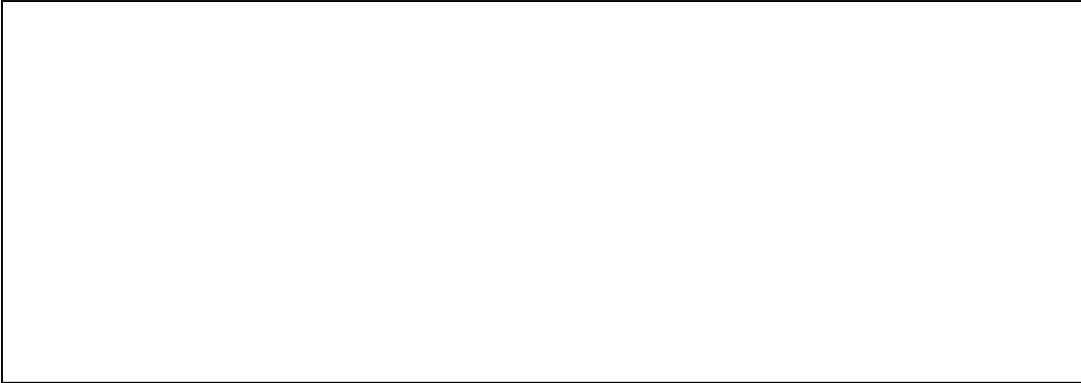
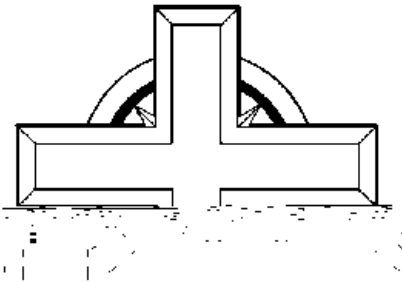


Section 4

**CATHOLIC SCHOOL COUNCIL
ROLES**



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.

ROLES AND RESPONSIBILITIES OF THE CATHOLIC SCHOOL COUNCIL

Members of a Catholic School Council must be cognizant of their responsibility to promote the vision, values, sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board and the Catholic community, which the school council serves. By maintaining a school-wide focus on all issues, the Catholic School Council helps to nurture faith formation, improve pupil achievement and enhance the accountability of the education system to parents within.

Council members shall always act in the best interest of the school and its students. Operating in a non-judgmental manner, with respect for confidentiality of parents, students and staff is very important. Catholic School Councils play a positive role in helping to improve the school's communication with the school community, support school-based services and community collaborations, and advise the board and the principal in the areas of planning, goal-setting and the implementation of programs.

CONSULTATION

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.

Consultation by Board

- b. school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the

Promote the best interests of the school community.

Consult with parents of students enrolled in the school about matters under its consideration.

Ensure that funds, if any, are raised and used in accordance with board policies and procedures, and for purposes approved by the board.

DUTIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

Principal

The principal shall be a designated member of the Catholic School Council.

Duties

The duties of the principal as relates to school councils, are identified in:
Ontario Regulation 612/00 School Councils and Parent Involvement Committees, Ontario Regulation 298 Operation of Schools.
Board Policy 4.01 Catholic School Councils.

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

OFFICES

Chair/Co-Chair

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.

The Chair/Co-chair shall be officers of the Catholic School Council.

The Chair or Co-chair must be a parent member of the council and shall be elected by the members of the council.

A person who is employed by the board cannot be the chair or co-chair of the council.

Duties of Chair/Co-Chair

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.

Treasurer

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

Duties of Treasurer

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.

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2. Regularly attend, and participate in Catholic School Council meetings,
- 3.

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.

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.

Where conflict amongst Catholic School Council members impacts the safe, efficient, and manageable operation of the 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 disruptive 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,
9. If the Chairperson (co-chairs) and another member of the Catholic School Council

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. Seek the best solution. As viewpoints and solutions are described, the individual facilitating the discussion deals with them one at a time.
4. **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) don't 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 school council. A template is provided in Section 3.
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.

CHECKLIST FOR EFFECTIVE CATHOLIC SCHOOL

We communicate progress and issues pertaining to the Dufferin-Peel Catholic District School Board through access and participation in Catholic School Council In-services, Family of Schools meetings and the Central Committee for Catholic School Councils.

We remain accountable to our school community, School Board and Ministry of Education through the maintenance of both minutes of meetings and accounting systems.

We create and encourage an environment where parents, staff and students will enjoy their experiences and feel encouraged to participate in all activities.

We maintain respect for the opinions, concerns, interests, and ideas of others.

MAKING YOUR CATHOLIC SCHOOL COUNCIL SUCCESSFUL

COMMUNICATION

The Catholic School Council is required to keep members of the school community informed about its activities. Effective communication is an ongoing process and an essential component of a successful school council.

Catholic School Councils must have sound methods of communicating with the school principal, with the school board, with parents, and with each other. The school council's communication strategy should also include an effective method of communicating with the school community on a regular basis.

The chair/co-chair must ensure that council members are accessible to each other. It is a good idea to develop a list of contact numbers, addresses, and e-mail addresses for all council members at the beginning of the year and to distribute the list to all members. The chair/co-chairs and the principal must establish an effective way to communicate outside of regular meetings.

Trust, respect, and open communication are the nucleus for an effective partnership and, ultimately, an effective Catholic School Council. Partner with the school so that information can be sent home via the parent e-mail distribution list.

Assume a public profile in the school and in the school community. Opportunities may take the form of:

1. Setting up a Catholic School Council information table on Curriculum evening, Parent-Teacher Interview night and Welcome to Kindergarten evening,
2. Sending students home with a newsletter that could include the Council's meeting minutes and/or posting the minutes on the school website,
3. Posting notices in the parish church and community halls,
4. Setting up a Catholic School Council display in the main foyer of the school.
5. Establishing a webpage for your Catholic School Council which is accessible through your school web site. You will be able to post a lot of information parents will find helpful and informative
6. Network with other school councils
7. Participate in the organizations that are available for your use and represent the parents in our schools:
 - a. Family of Schools Meetings,
 - b. Central Committee of Catholic School Councils – through attendance at meetings and/or the in-service training sessions that are put on for the benefit of parents on School Councils,

ACTIVITIES THAT PROMOTE POSITIVE RELATIONSHIPS AMONG COUNCIL MEMBERS AND THE SCHOOL COMMUNITY

Most schools have successful activities that promote positive relationships among members of Council and the community. Some proven ones in our schools are:

- 1.

EFFECTIVE MEETINGS - EFFECTIVE CATHOLIC SCHOOL COUNCILS

Have you ever met anyone who truly enjoys going to meetings? Usually meetings are looked upon as a period of time taken out of a very busy day to discuss and discuss and never go anywhere.

Productive meetings are those that have a purpose, a timeframe (determined beginning and end), a roadmap or agenda and a result or conclusion. It is imperative that Catholic School Council meetings are held in a place where all stakeholders can have access to the meeting. Usually, the meetings are held at the school. The chairperson and principal should determine your agenda in consultation with all Catholic School Council members. Ask for input into the agenda at least two weeks prior to your meeting. Circulate the

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