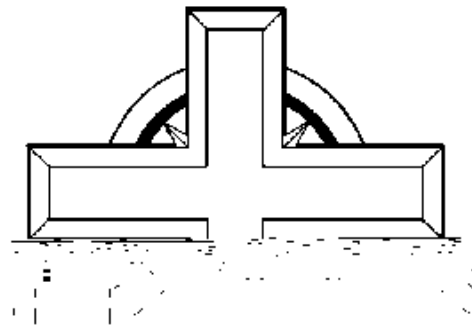


Catholic School Council By-Laws



*and all the members of the body, though many, are
one body, so it is with Christ. Now you are the body of*

1 Corinthians 12:12, 27

Dufferin-Peel Catholic District School Board

Secondary School Catholic School Council By-Laws

BY-LAW 10: VOTING 18
BY-LAW 11: REMUNERATION 19
BY-LAW 12: CONFLICT OF INTEREST..... 19
BY-LAW 13: FUNDRAISING 20
BY-LAW

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

CATHOLIC SCHOOL COUNCIL BY-LAWS

INTRODUCTION

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 and parish representatives are afforded the opportunity to exercise their own vocation as parents and people of faith.

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 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.

INTERPRETATION

³ **SD U H Q W P r i n c i p a l** 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 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.

NAME

The name of the organization for Catholic School shall be known as **D V 3 & \$ 7 + 2 / , & 6 & + 2 2 / & 2 8 1 & , / '**

TERMS OF REFERENCE

The Catholic School Council was 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, which outlines the duties of principals.

The Catholic School Council operates under the auspices of the Dufferin-Peel Catholic District School Board. The Catholic School Council operates under 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.

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 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.

Secondary School Catholic School Council By-Laws

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.

Consultation by Board

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. WKH FRQG XFW RI SHUVRQV LQ VFKRROV ZLWKLQ WK
 - b. DSSURSULDWH GUHV IRU SXSLOV LQ WKH VFKRROV
 - 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. WKH FRQG XFW RI SHUVRQV LQ VFKRROV ZLWKLQ WK
 - b. respecting appropriate dress for pupils in schools ZLWKLQ WKH ERDUG ¶V M
3. Board action plans for improvement, based on the Education Quality and Accountability 2 IILFH ¶V UHSRUWV RQ WKH UHVXOWV RI WHVWV RI SXS 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.

Consultation by Principal

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.

B5:2

Secondary School Catholic School Council By-Laws

Secondary School Catholic School Council By-Laws

5. Prepare the agen

- 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 e Q V X U H D O O I L Q D Q F L D O U H S R U W V D U H K H O G L Q W K H 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. (Q V X U H D O O G R F X P H Q W V D U H K H O G L Q W K H P L Q) 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 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.

Duties of Appointed Positions

Student Representative

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

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- 3 H H O & ' 6 % \$ Q Q X D O 3 D U L V K 5 H S U H V H Q W D W L Y H
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.

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

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 B9

1. A conflict of interest is likely to result,
2. 7KH PHPEHU¶V DELOLW\ WR FDUU\ RXW KLV RU KHU GXV
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.

B13:2 The Catholic School Council will use the funds raised for a purpose approved by the Board.

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

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

