



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	School Building Administration	December 4, 1995
POLICY NAME:	Catholic School Councils	LAST REVISED:
POLICY NUMBER:	R.GSA.E.12	April 6, 1999

1. MANDATE OF COUNCIL

A Catholic School Council (Council) is an advisory body. It will provide advice to the school principal, and, where appropriate, to the school board on any of the matters listed below that the Council identifies as priorities:

- 1.1 local school-year calendar
- 1.2 school code of student behaviour
- 1.3 curriculum and program goals and priorities
- 1.4 the responses of the school or school board to achievement in provincial and board assessment programs
- 1.5 preparation of the school profile
- 1.6 the preferred personal skills/interests/attributes it wishes the Board to recognize when appointing a principal to that school
- 1.7 school budget priorities, including local capital-improvement plans
- 1.8 school-community communication strategies
- 1.9 methods of reporting to parents/guardians and the community
- 1.10 extracurricular activities in the school
- 1.11 school-based services and community partnerships related to social, health, recreational, and nutrition programs
- 1.12 community use of school facilities
- 1.13 local coordination of services for children and youth
- 1.14 development, implementation, and review of board policies at the local level.

The Council will also:

- 1.15 provide opportunities for parents/guardians and the community to be more directly involved in the education of their children;
- 1.16 address the social environment of the school;
- 1.17 foster good relations among parents/guardians, staff and the local community;
- 1.18 be a voice for Catholic education in the local community;
- 1.19 cooperate with and provide assistance to the Board and other related school groups, eg. C.P.T.A., Parent Advisory Council, etc.

2. MEMBERSHIP

- 2.1 Parents/guardians of students enrolled in the school shall form the majority of the Council, except in adult day schools where parent/guardian positions shall be held by students.

- 2.2 If at any time the mandate of Councils changes by legislation (or otherwise) from a position of advisory to a position of governance, the Board reserves the right to amend the membership qualifications to that of separate school electors.
- 2.3 Membership shall include, but not be limited to:
 - 2.3.1 the school principal;
 - 2.3.2 parents/guardians of students of the school (elected);
 - 2.3.3 a teacher of the school (elected);
 - 2.3.4 a non-teaching member of the school staff (elected);
 - 2.3.5 a member of the community at large (appointed);
 - 2.3.6 if a secondary school, a student (elected); if an elementary school, student representation at the discretion of the principal;
- 2.4 Membership may also include up to three other appointed members
- 2.5 Staff may sit as parent/guardian representatives at schools where their children are enrolled except when they work at the same school in which their children are enrolled.
- 2.6 When elections and appointments in a school community fail to result in sufficient numbers for a complete Council, the Council will proceed to operate but will note in any correspondence with the community, parents or the Board that it is running with fewer than the required numbers.

3. ELECTIONS/APPOINTMENTS

- 3.1 A school's first Council shall be in place no later than June of 1996. The school principal will co-ordinate the election procedure for this first Council. This first Council shall remain in place until June of 1997, except as may be established in 3.5.
- 3.2 Parents with children enrolled in the school will elect parent representatives (except as referred to in 2.5) and staff employed at the school will elect staff representatives. At the secondary level, students will elect student representatives from the student body enrolled in the school.
- 3.3 The elected Council members appoint members from the community-at-large (2.3.5 and 2.4).
- 3.4 Elections and appointments shall occur annually.
- 3.5 A Council may establish that up to half of the parent positions are elected for two-year terms to ensure both opportunity for new members and consistency in membership.
- 3.6 The election of parent/guardian and staff representatives to the Council shall occur not later than June 15.
- 3.7 Student elections shall occur not later than September 30.
- 3.8 The appointment of members of the community-at-large (2.3.5) shall occur not later than September 30.
- 3.9 Other appointments (2.4) may occur throughout the school year at the Council's discretion.
- 3.10 The Council's bylaws, to be established and approved by the first Council, will outline the procedures for elections and appointments. The bylaws will be reviewed annually.
- 3.11 The Council will forward the names of its elected and appointed members, noting who is serving as Chair, to the appropriate School Superintendent and the Director's Office.

4. COUNCIL PROCEDURES

- 4.1 Council meetings shall not proceed unless there is a quorum in attendance. A quorum shall exist when half of the Council including the principal or designate are in attendance.
- 4.2 Only elected and appointed members on the Council are eligible to vote or agree to consensus on matters coming before the Council.
- 4.3 Each Council shall establish a set of bylaws within its first year of operation that support this policy and outline Council procedures in the following areas:
 - 4.3.1 Election and appointment procedures for members
 - 4.3.2 Terms of office for members
 - 4.3.3 Procedures for election of Council officers

- 4.3.4 Duties of officers
- 4.3.5 Establishment of committees
- 4.3.6 Meeting procedures
- 4.3.7 Delegations
- 4.3.8 Bylaw amendments
- 4.3.9 Reporting procedures

- 4.4 The Council will meet not less than four times during a school year.
- 4.5 Council meetings are always open to the public and in-camera meetings shall not be allowed.
- 4.6 Any member of the public can address the Council.
- 4.7 Minutes of Council meetings will be recorded and maintained at the school for anyone to access.
- 4.8 Councils may establish committees to carry out specific functions or to address specific issues and will seek widespread participation in these activities.
- 4.9 Councils will inform the general school and parent/guardian community of their activities through such means as newsletters, special meetings or activities.
- 4.10 Councils shall respond to referrals from the Board and report on their activities to the Board if requested.
- 4.10 Councils shall elect a parent/guardian representative as chair.
- 4.11 Councils shall elect a secretary and treasurer or secretary-treasurer.
- 4.12 Members shall not send substitutes to attend meetings and members shall not vote by proxy.