



Administrative Procedure: Catholic Parent School Councils

TABLE OF CONTENTS

1.0.DEFINITIONS.....	2
2.0.PART ONE - CATHOLIC SCHOOL COUNCILS	3
3.0.PART TWO - THE CATHOLIC PARENT INVOLVEMENT COMMITTEE.....	7

1.0. Definitions

1.1. Meeting

- 1.1.1. Does not include a training session or other event when a school council does not discuss or decide matters that it has authority to decide.

1.2. Parent and/or Guardian

- 1.2.1. In respect to the Catholic School Council and Catholic Parent and/or Guardian Involvement Committee, a parent and/or guardian of a pupil who is enrolled in the school as defined in the Education Act, and
- 1.2.2. In respect of a parent involvement committee of a Board, a parent of a pupil who is enrolled in a school of the Board, and includes a guardian as defined in the Education Act.

1.3. Parent and/or Guardian Member

- 1.3.1. In respect of a school council, a member of the council who is elected to the council in accordance with the Education Act, or who fills a vacancy created by a parent and/or guardian member ceasing to hold office, and;
- 1.3.2. In respect of a parent involvement committee, a member of the committee who is appointed or elected to the committee, or who fills a vacancy created by a parent and/or guardian member ceasing to hold office.

1.4. Chair

- 1.4.1. Refers to one chairperson, or two co-chairs, who share the role and duties. Parents and/or guardians, students, staff and school councils referred to in this policy are those within the Superior North Catholic District School Board.

2.0. Part One - Catholic School Councils

2.1. Purpose Of The Catholic School Council

- 2.1.1. A Catholic School Council will give parents and/or guardians, staff, and other stakeholders the opportunity and means to influence the operations of their local school and to guide in the provision of educational services.
- 2.1.2. Working within the policies, mission statement, vision and values of the School Board, the Council will:
- a. Provide opportunities for parents and/or guardians to be more directly involved in the instruction of their children.
 - b. Provide advice to the principal and where appropriate, to the Board.
 - c. Foster good relations among parents and/or guardians, staff, and the local community.
 - d. Be a positive voice for Catholic Education in the local community.
 - e. Focus on strategies for continuous academic improvement by students.
 - f. Catholic School Councils shall not engage in fundraising activities unless the activities are conducted in accordance with the applicable policies established by the Board.

2.2. Memberships

- 2.2.1. 2.2.1 The majority of elected members of the Catholic School Council shall be Catholic supporters of the school. Members of the Council will represent an equitable distribution among the constituent groups of the school community. Parents and guardians shall form the majority of the Council. Any individual employed on a regular basis by the School Board shall be considered a staff member.
- 2.2.2. Membership shall include at least:
- a. A minimum of four parents of students of the school. However, a school council can exist without this minimum number of parents and/or guardians.
 - b. One parent and/or guardian group representative, where applicable (eg. CPTA, OAPCE, Catholic Parent Involvement Committee).

- c. One parish representative, as determined by the parish.
- d. The school principal.
- e. One teacher (OECTA member) of the school, as determined by the teachers.
- f. One non-teaching (SEIU member) member of school staff. One representative of a local business or service club.
- g. g. One community service representative.
- h. h. In the event of a vacant executive position, a staff member may fulfill the responsibilities of that position only until a parent and/or guardian member is elected or acclaimed, and only if no other options are available. Every effort must be made over the school year to have a parent and/or guardian member assume this responsibility.

2.3. Election/Selection & Term of Office

- 2.3.1.** The term of office for elected or appointed positions shall be one or two years, as determined by each local Catholic school council.
- 2.3.2.** The election of members to the Council shall occur between May 1st and September 30th, of each year.
- 2.3.3.** Elections must be organized by the retiring Council and the school principal, in a way that will ensure that all parents and/or guardians and staff members have the opportunity to vote for their representatives. Some members who have retired may wish to continue to attend meetings to ease the transition process and maintain continuity from the previous council.
- 2.3.4.** The parish representative will be elected or appointed by the parish council or the parish priest.
- 2.3.5.** Appointed members of Council who represent the other significant groups, will be elected and/or appointed by their respective groups.
- 2.3.6.** The chair or co-chairs of a Council are to be parent and/or guardian members. However, a staff member may assume the responsibility of an executive position (eg. chair, secretary, treasurer) if there is no parent and/or guardian member interested.

2.4. Council Procedures

- 2.4.1. At the first meeting of the school year, the Council shall elect or acclaim a parent and/or guardian member, to serve as chair or as co-chair. At the request of the Council, the principal will act as co-chair.
- 2.4.2. At the first meeting of the full Council each year, the Council shall elect a secretary.
- 2.4.3. Each Council will establish a meeting schedule of at least four meetings per year and publicize these dates.
- 2.4.4. Minutes of Council meetings will be recorded, maintained at the school site, posted on the Catholic School Council bulletin board, and be available to stakeholders upon request.
- 2.4.5. Councils should establish committees to carry out specific functions such as fundraising and will seek widespread participation in these activities.
- 2.4.6. Councils will operate in a manner that is non-judgmental, is based on no-fault discussion and uses consensus as the usual method for developing recommendations and plans.
- 2.4.7. Councils will inform the general school and parent and/or guardian community of their action, through such means as posting the minutes on a Catholic School Council bulletin board, newsletters, special meetings and activities.
- 2.4.8. Councils shall respond to referrals from the Board and report on their activities through the Catholic Parent Involvement Committee.
- 2.4.9. Trustees will be invited to attend meetings by the Council.
- 2.4.10. When a Council votes on a matter, only parent and/or guardian members and community representatives are entitled to vote, as long as there are more parent and/or guardian members than members from other member groups.
- 2.4.11. A vacancy in the membership of the Catholic School Council does not prevent the committee from exercising its authority.

2.5. Role of the Chair

- 2.5.1. Provide leadership to the Council members.
- 2.5.2. Chair Council meetings.

- 2.5.3. In cooperation with the principal, prepare a written agenda and distribute it to all Council members, prior to each meeting (within one week if possible).
- 2.5.4. Meet regularly with the school principal to discuss agendas and Council activities.
- 2.5.5. Express consensus as reached by Council where possible and appropriate.
- 2.5.6. Be the spokesperson for the Council.
- 2.5.7. Prepare and submit a written Annual Report to the school and to the Board, outlining the Council's goals, activities, and achievements, including any fundraising activities.
- 2.5.8. In cooperation with the principal, assist with the recruitment of Catholic school members through the distribution of information.

2.6. Role Of the Principal

- 2.6.1. In cooperation with the Board administration, plan programs and provide materials that will develop roles, responsibilities and functions for the Council.
- 2.6.2. Assist, advise, support, cooperate and consult with the Council, to ensure that it achieves its goals and purposes.
- 2.6.3. Provide administrative assistance and clerical/secretarial support for Catholic activities.
- 2.6.4. Attend meetings of the Council and publicize its activities in the school newsletter and other correspondence.
- 2.6.5. Help the Council executive to establish a regular meeting schedule that is publicized in the school and the community.
- 2.6.6. Inform the Council of Board actions which relate directly to the school.
- 2.6.7. Ensure that a copy of the Annual Report is provided to all parents and/or guardians and to the Board personnel with responsibilities for Parent Engagement.
- 2.6.8. Ensure that any fundraising activities undertaken are conducted in accordance with applicable policies established by the Board.
- 2.6.9. Ensure that all executive members have a current copy of the School Council Guide for Members.
- 2.6.10. Assist with the recruitment of Council members through the distribution of relevant materials.

3.0. Part Two - The Catholic Parent Involvement Committee

3.1. 3.1 Purpose of the Catholic Parent Involvement Committee (CPIC)

3.1.1. The purpose of the Catholic Parent Involvement Committee is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being.

3.1.2. The Catholic Parent Involvement Committee will:

- a. provide information and advice on parent and/or guardian engagement to the Board.
- b. Communicate with and support school councils of the Board.
- c. Undertake activities to help parents and/or guardians of pupils of the Board support their children's learning at home and at school.
- d. d. Develop strategies and initiatives that the Board and the Board's Director of Education could use to effectively communicate with parents and to effectively engage parents and/or guardians in improving student achievement and well-being.
- e. Develop strategies and initiatives that the Board and the Board's Director of Education could use to effectively communicate with parents and to effectively engage parents and/or guardians in improving student achievement and well-being.
- f. Communicate information from the Ministry to Catholic school councils of the Board and to parents and/or guardians of the Board.
- g. Work with the Board Catholic school councils and, through the Board's Director of Education, with employees of the Board to:
 - i. Share effective practices to help engage parents, especially parents and/or guardians who may find engagement challenging, in their children's learning.
 - ii. Identify and reduce barriers to parent and/or guardian engagement.
 - iii. Help ensure that schools of the Board create a welcoming environment for parents and/or guardians of its pupils.
 - iv. Develop skills and acquire knowledge that will assist the Catholic Parent Involvement Committee and Catholic School Councils of the Board with their work.

- h. Determine, in consultation with the Board's Director of Education and in keeping with the Board's policies, how funding for parent engagement and parent involvement funds provided by the Ministry of Education will be spent.

3.2. Continuation and Establishment of Committees

- 3.2.1. The Catholic Parent Involvement Committee established by the Board before September 1 of the respective year.

3.3. Composition of Committees

- 3.3.1. The Catholic Parent Involvement Committee shall establish its by-laws by October 1, 2011.

- 3.3.2. Members shall be appointed or elected in accordance to the provisions of the by-laws before November 15th of the school year.

- 3.3.3. Terms of office shall be established in accordance with the by-laws.

- 3.3.4. The Catholic Parent Involvement Committee shall include the following:

- a. One parent from each of the schools in the Board (nine), as specified in the by-laws.
- b. The Director of Education of the Board, or Supervisory Officer delegated by the Director.
- c. One Trustee appointed by the Board, who may delegate any of his or her powers or duties to another member of the Board, or designate a member of the Board to attend meetings in his or her place.
- d. One community or parish representative, as specified by the bylaws, who shall not be an employee of the Board.
- e. The Board will appoint one or more of the following Board employees to the Catholic Parent Involvement Committee, as specified in the by-laws.
 - i. One principal of an elementary school.
 - ii. One volunteer teacher.
 - iii. One person employed by the Board, other than a principal or teacher.

- 3.3.5.** The Catholic Parent Involvement Committee shall appoint or elect members to the committee before November 15th of the school year, and before the first meeting of the committee in the school year.
- 3.3.6.** Parent members shall constitute a majority of the members of the committee.
- 3.3.7.** A person is qualified to be appointed or elected as a parent member if he or she is employed by the Board; however, the chair and/or co-chair positions shall be held by a parent/parents. Should no parent be interested in being the chair or co-chair, then a Board employee may assume the position. Every attempt will be made to recruit a parent for the chair/co-chair position(s).

3.4. Vacancies

- 3.4.1.** The Board shall ensure that vacancies in parent positions on its Catholic Parent Involvement Committee are advertised through a variety of methods, which may include:
- a. school or school council newsletters
 - b. written notices posted in schools
 - c. notices on the Board and/or school website
 - d. parish bulletins
- 3.4.2.** A vacancy in the membership of the Catholic Parent Involvement Committee does not prevent the committee from exercising its authority.

3.5. Term of Office

- 3.5.1.** The term of office for executive positions shall be two years, as determined by the by-laws. The term for other positions shall be on a year-to-year basis.
- 3.5.2.** The chair/co-chair position(s) may serve one or two consecutive terms, and may be re-elected or reappointed as chair/co-chair, provided at least one two-year term has elapsed since his or her last term as chair/co-chair, as determined by the by-laws, reappointment or re-election.

3.6. Executive Officers

- 3.6.1.** The Catholic Parent Involvement Committee shall have a chair or two co-chairs.

- 3.6.2.** The chair/co-chair must be parent members, and shall be elected or appointed for a two-year term by the parent members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office. Should an election be required, this may be done electronically.
- 3.6.3.** Only parent members with a two-year term are eligible to be elected to the position of chair or co-chair.
- 3.6.4.** An individual may not serve more than two consecutive terms (4 years) as chair or co-chair.
- 3.6.5.** An individual who has served one term or two consecutive terms as chair or co-chair may be re-elected as chair or co-chair, provided at least one two-year term has elapsed since his or her last term as chair or co-chair.
- 3.6.6.** The chair/co-chair shall act as spokesperson for the committee in communicating with the Director of Education, and the Board of Trustees.

3.7. Meetings

- 3.7.1.** The Catholic Parent Involvement Committee shall meet at least four times in each school year.
- 3.7.2.** Ideally a meeting of the Catholic Parent Involvement Committee cannot be held unless:
 - a.** A majority of the members present at the meeting are parent members; however, the meeting will proceed if the majority of members present are not parent members.
 - b.** The Director of Education or designate is present, and
 - c.** The Trustee member or designate person is present.
- 3.7.3.** The Board shall make facilities available to the Catholic Parent Involvement Committee, as needed, and shall make reasonable efforts to enable members to participate electronically.
- 3.7.4.** A member who participates in a meeting through electronic means is deemed to be present at the meeting.
- 3.7.5.** All meetings shall be open to the public, and shall be held at a location that is accessible to the public.

3.7.6. The chair/co-chairs shall ensure that notice of each meeting is provided to all members at least five days before the meeting, by delivering a notice by mail or email, and posting a notice on the Board's website.

3.8. Remuneration

3.8.1. In general, a person shall not receive any remuneration for serving as a member of the Catholic Parent Involvement Committee.

3.8.2. In general, meetings are held by teleconference. Expenses of the teleconference are taken from the Parental Involvement budget.

3.8.3. Expenses incurred for face-to-face meetings shall be reimbursed as per the Board policy GP201, Travel Expenses, from the Parental Involvement budget. It is an expectation that attendees will car pool whenever possible.

3.9. Sub-Committees

3.9.1. The Catholic Parent Involvement Committee may establish sub-committees to make recommendations to the Catholic Parent Involvement Committee. Such a sub-committee must include at least one parent member, and may include persons who are not members of the Catholic Parent Involvement Committee.

3.10. Voting

3.10.1. When the Catholic Parent Involvement Committee votes on a matter, only parent, community and parish representative members are entitled to vote.

3.11. Meetings and Financial Records

3.11.1. The Catholic Parent Involvement Committee shall keep minutes of all of its meetings and records of all of its financial transactions, and retain these for a period of seven years. These shall be made available for examination at the board office by any person without charge, for seven years.

3.11.2. The minutes of the Catholic Parent Involvement Committee meetings shall be:

- a. Posted on the Board website, and remain posted on the Board website for four years.
- b. Sent electronically or by post to the chair or co-chairs of Catholic School Council, principals, and all members of the Catholic Parent Involvement Committee.

3.12. Incorporation

3.12.1. A parent involvement committee shall not be incorporated.

3.13. Consultation By Board

3.13.1. The Board may solicit and take into consideration the advice of its Catholic Parent Involvement Committee with regard to matters that relate to improving student achievement and well-being.

3.13.2. The Board shall inform the Catholic Parent Involvement Committee of its response to advice provided to it by the committee.

3.14. Consultation By Ministry

3.14.1. The Ministry may solicit and take into consideration the advice of a parent involvement committee with regard to matters that relate to improving student achievement and well-being.

3.15. Consultation By Catholic Parent Involvement Committee

3.15.1. The Catholic Parent Involvement Committee may solicit and take into consideration the advice of parents of pupils enrolled in schools of the Board with regard to matters under consideration by the committee.

3.16. 3.16 Summary of Activities

3.16.1. 3.16.1 The Catholic Parent Involvement Committee shall submit an Annual Report, which is a written summary of the committee's activities, to the Chair of the Board and to the Board's Director of Education.

3.16.2. The summary of activities shall include a report on how funding, if any, provided under the Education Act, was spent.

3.16.3. The Director of Education shall:

- a. Provide the summary of activities to the school councils of the schools of the Board.
- b. Post the summary of activities on the website of the Board.

3.17. Bylaws

3.17.1. The Catholic Parent Involvement Committee may make by-laws governing the conduct of the committee's affairs.

3.17.2. The Catholic Parent Involvement Committee shall make by-laws:

- a. Specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment, and the filling of vacancies.
- b. Specifying the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment, and the filling of vacancies.
- c. Governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies.
- d. Specifying the number of parent members of the Catholic Parent Involvement Committee that will hold office for one year and the number of parent members that will hold office for two years.
- e. Specifying whether or not a member of the Catholic Parent Involvement Committee may be reappointed or re-elected for more than one term.
- f. Specifying how many, if any, of the members referred to in Composition of Committee, 4) Memberships (b), may be appointed by the Board.
- g. Specifying whether or not the Catholic Parent Involvement Committee shall have only a chair, or co-chairs.
- h. Specifying the length of the term of office for the community and parish representative members of the Catholic Parent Involvement Committee and the members appointed by the Board, if any.
- i. Establishing rules respecting conflicts of interest of the members of the Catholic Parent Involvement Committee.
- j. Establishing a process for resolving conflicts internal to the committee, consistent with any resolution policies of the Board.