



Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

## ADMINISTRATIVE PROCEDURES

Administrative Procedure Section  
**CATHOLIC SCHOOL  
COUNCILS**

Policy Number  
**601**

Administrative Procedure Number  
**AP-CSC-601**

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**1 of 16**

### ADMINISTRATIVE PROCEDURE TITLE

Catholic School Councils

#### 1.0 ADMINISTRATIVE PROCEDURE

1.1 The Board will continue to,

- (a) finance school membership in the Provincial Ontario Association of Parents in Catholic Education (O.A.P.C.E.);
- (b) work with Catholic School Councils (C.S.C.s), the District Catholic School Council (D.C.S.C.), and O.A.P.C.E., for the purpose of promoting Catholic education, organizing professional development activities, and initiating events that benefit the Catholic community.

1.2 Membership

- (a) The Board encourages all parents with students in the school to participate in the voting process and to seek election to the C.S.C.
- (b) The size of C.S.C.s will vary. The C.S.C. will have some control over size by determining the number of community representatives who are appointed. The C.S.C. will also ensure that two-thirds of its members are Roman Catholic.
- (c) The Roman Catholic majority rule will apply as long as C.S.C.s are advisory in nature. Should the C.S.C.s be given a governance role, all elected parent representatives will be required to hold the same qualifications as trustees (see 1.10), as outlined in the Education Act.
- (d) The C.S.C. will establish an Election Ad-hoc Committee composed of the principal, a staff member, and a parent to oversee the election process. The staff member and the parent will not be running for election.  
N.B.: The principal will establish the Ad-hoc Election Committee in the absence of an elected council.
- (e) Elected Members
  - (i) parents (in sufficient numbers to form a majority) elected by

parents of students enrolled at the school, will provide a police check annually to the school principal that meets standards established by Board and Ministry.

A person is qualified to be a parent member of a C.S.C. if he or she is a parent of a pupil who is enrolled in the school.

Despite the above, a person is not qualified to be a parent member of a C.S.C. if:

- he or she is employed at the school; or
- he or she is not employed at the school but is employed elsewhere by the Board, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.

A person is qualified to vote in an election of parent members of a C.S.C. if he or she is a parent of a pupil who is enrolled in the school. (Ref: Reg. 612, Sec.4, ss 1, nos. 1, 2, 3, p3)

(ii) Students

(A) one elementary school student appointed by the principal in consultation with the C.S.C., (Ref: Sec. 3, ss 1, no. 6, p2)

(B) one secondary school student appointed by a student council, or elected by the student body if there is no student council;  
(Ref: Sec. 3, ss 1, no. 5, p2 and Sec. 5, ss 4, p4)

(iii) one teacher, who is employed at the school, other than the principal or vice-principal, elected by members of the school teaching staff; (Ref: Sec. 3, ss 1, no. 3, p2 and Sec. 5, ss 2, p4)

(iv) one support staff member elected by the support staff members; (Ref: Sec. 3, ss 1, no. 4, p2 and Sec. 5, ss 3, p4)

(v) trustees and supervisory officers of the Board will not be C.S.C. members.  
(Ref: Sec. 5, ss 2, no. 6, p3)

(f) Other Members

(i) the parish priest(s), or designate(s);

(ii) the school principal; (Ref: Sec. 3, ss 1, no. 2, p2)  
(The school principal is not entitled to vote in votes taken by the C.S.C. or by a committee of the C.S.C.)  
(Ref: Sec. 14, ss 3, p8)

- (iii) parents/community members holding qualifications required to be a trustee (see 1.10) appointed by C.S.C. motion;  
(Ref: Sec. ss 1, no. 7, p2) (Ref: Sec. 3, ss 2, no. 3, p3)
- (iv) a C.S.C. parent member identified by the C.S.C. to serve as the O.A.P.C.E. liaison, or as suggested in Regulation 612, Sec. 3, ss 1, no. 8, p2.

(g) Alternate Members

- (i) The C.S.C. may appoint by motion one alternate to replace parents when an absence is unavoidable. An alternate member will be a parent and hold the qualifications to be a trustee.  
(see 1.10)
- (ii) An alternate representative will advise the chair of his or her status at the beginning of any meeting in order to have voting privileges.
- (iii) The school principal may assign a designate to serve as his or her alternate when an absence is unavoidable.  
(Ref: Sec. 18, ss 1, p9)

(h) Vacancies

- (i) If there are vacancies, the C.S.C. may, by motion, fill them by appointment for the remainder of the term.  
(Ref: Sec. 7, ss 1, 2, 3, p5)

(i) Catholic School Council Executive

- (i) Members of the C.S.C. will, at the first meeting following elections, select a chair and a vice-chair, or co-chairs (who will be parents). Other roles may be determined by the C.S.C. on a needs basis (e.g., a treasurer and secretary).  
(Ref: Sec. 8, ss 1–4, p5)
- (ii) A C.S.C. may establish committees to make recommendations to the council.

Every C.S.C. committee will include at least one parent member of the council.

A C.S.C. committee may include persons who are not members of the council.

All C.S.C. committee meetings will be open to the public, and notice of the meetings given to all school parents.  
(Ref: Sec. 13, ss 1–4, p7 and Sec. 12, ss 4 and 8, p7)

## (j) Disqualification

- (i) A member loses his or her seat as a member of the council if he or she:
- is convicted of an indictable offence;
  - is absent from three consecutive meetings without authorization by motion;
  - fails to support Catholic education as required by 1.9.

## (k) Term of Office

- (i) A person elected or appointed as a member of a C.S.C. holds office from the later of the date he or she is elected or appointed, and the date of the first meeting of the C.S.C. after the elections held under sections 4 and 5 of Regulation 612 in the next school year. A member of a C.S.C. may be re-elected or reappointed, unless otherwise provided by the by-laws of the council. (Ref: Sec. 6, ss 1–2, p5)

## (l) Meetings

- (i) All C.S.C. meetings will be open to the public. Members of the general public, if recognized by the chair or assigned time on the agenda, may take part in the discussion.
- (ii) A C.S.C. will meet at least four times during the school year.
- (iii) A C.S.C. will meet within the first 35 days of the school year, after the elections (held under sections 4 and 5, of Regulation 612), on a date fixed by the principal of the school.
- (iv) A meeting of a C.S.C. cannot be held unless a majority of the current members of the council and the school principal, or his or her designate, are present at the meeting, and a majority of the members of the council who are present at the meeting are parent members.
- (v) A C.S.C. is entitled to hold its meetings at the school. All meetings of a C.S.C. will be held at a location that is accessible to the public.
- (vi) The school principal will, on behalf of the C.S.C., 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. This notice may be given by giving it to the parent's child for delivery to his or her parent and by posting the notice in the school in a location that is accessible to parents. (Ref: Sec. 12, ss 1–8, p6–7)

(vii) A C.S.C. will keep minutes of all of its meetings and records of all of its financial transactions. The minutes and records will be available at the school for examination without charge by any person. This applies to minutes and records that are not more than four years old. (Ref: Sec. 16, ss1–3, p8)

(viii) Each member of a C.S.C. is entitled to one vote in votes taken by the council.

Each member of a committee of a C.S.C. is entitled to one vote in votes taken by the committee.

The school principal is not entitled to vote in votes taken by the C.S.C. or by a committee of the C.S.C..

(Ref: Sec. 14, ss 1–3, p8)

### 1.3 Elections

(a) An election of parent members of a C.S.C. will 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 C.S.C. after consulting with the school principal. (Ref: Sec. 4, ss4, p4)

(b) The school staff will have a maximum of three seats on the C.S.C. (the principal, a teacher, another school-based employee). The clergy/parish are guaranteed one seat on the council.

The number of community representative seats will not be greater than three unless the C.S.C. passes a motion increasing the level of participation (because this has significant impact on the number of parents required to form a majority and on the election process itself).

Until the C.S.C. rules on this matter at the local level, the Election Ad-hoc Committee will estimate the number of community representative seats and, therefore, determine the number of parent seats to be filled by election.

Example #1: 2 staff + 1 parish + 1 student, + 1 community representative = 5; therefore, 6 parent seats will be open for elected parent members,

OR

Example #2: 2 school seats, with one vacancy, + 1 parish + 0 students + 1 community representative = 4; therefore, 5 parent members.

(c) The Ad-hoc Election Committee will establish the list of eligible voters for each category (parents, teachers, other employees at the school).

- (d) The Ad-hoc Election Committee will establish a procedure to receive all nominations. All nomination forms will require the signature of two parents.
- (e) The slate of candidates with brief biographies will be shared with the C.S.C. community along with further electoral process information as determined by the Election Ad-hoc Committee.
- (f) Elections will be conducted by secret ballot. Neither proxy nor absentee voting is permitted. Voters will vote in person during the period(s) of time determined by the Election Ad-hoc Committee as required by the needs of the community. (Ref: Sec. 4, ss 8, p4)
- (g) All eligible voters will be entitled to cast one vote for up to a total of the number of candidate positions available in the specific category (teacher, parent, etc.) at their school. Casting more than the maximum number of votes permitted in the category spoils the ballot.
- (h) If there is a tie for the final position for a representative on the C.S.C., the winner will be determined by lot.
- (i) No individual campaign literature for C.S.C. elections may be distributed or posted in the school. The exception to this ruling will be made for the candidate forum/information session should one be called by the Election Ad-hoc Committee.
- (j) School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- (k) The election proceedings will be supervised by the school Election Ad-hoc Committee. The election by teaching and non-teaching staff should take place during the same period of time, but not necessarily at the same time.
- (l) Appeals related to the C.S.C. election will be resolved by the Election Ad-hoc Committee. If the situation is not resolved to the satisfaction of the complainant, the school principal will make a ruling.
- (m) A C.S.C. will meet within the first 35 days of the school year, after the elections on a date fixed by the school principal.  
(Ref: Sec. 12, ss 2, p7)
- (n) The school principal will, at least 14 days before the date of the election of parent members, on behalf of the C.S.C., 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. The notice required may be given by giving the notice to the parent's child for delivery to his or her parent, and posting the notice in the school in a location that is accessible to parents.  
(Ref: Sec. 4, ss. 7, p4)

- (o) In the event parents are acclaimed, brief biographies of council members will be shared.
- (p) The Municipal Freedom of Information and Protection of Privacy legislation does not allow principals to share names, addresses, etc. of the parents of enrolled students with other parents, members of the community, etc., unless they obtain written consent from each individual.

#### 1.4 Dispute Resolution (Ref: Sec. 15, ss3, p8)

- (a) C.S.C. members are encouraged to review concerns regarding procedures, etc. with the principal as a first step in resolving disagreements.
- (b) A C.S.C. and/or principal may invite a superintendent of schools to hear concerns and assist the council with dispute resolution.
- (c) A C.S.C. may, with a majority vote, should all of the above fail to resolve the issue, request a meeting with the Director of Education.

#### 1.5 Conflict of Interest

A conflict of interest for a C.S.C. representative is any situation in which the individual's private interests may be incompatible or in conflict with his or her C.S.C. responsibilities.

- (a) A conflict may be actual, perceived, or potential.
  - (i) *Actual*: when a C.S.C. 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.
  - (ii) *Perceived*: when reasonably well-informed persons could reasonably believe that a C.S.C. member has a conflict of interest, even where, in fact, there is no real conflict of interest. The principal is to raise the question if a conflict is perceived but not declared.
  - (iii) *Potential*: when a C.S.C. member has a private interest that could affect his or her decision about the matter proposed for discussion.
- (b) Members of the council will 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 council.

- (c) A member will exclude himself or herself from discussions in which:
  - (i) a conflict of interest is likely to result;
  - (ii) the member's ability to carry out his or her duties and responsibilities as a member of the C.S.C. may be jeopardized;
  - (iii) 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 to the Board.
- (d) A member will not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

#### 1.6 Liability Insurance

- (a) Insured

The Board insurance policy reads:

The word "insured", wherever used in this Policy, will include the "named insured" and the following additional interests: (which will include C.S.C. volunteers working on behalf of the C.S.C.).

- (i) Any statutory officer, elected or appointed official, appointed committee member, including a member of a recreation committee recognized by statute, fiduciary, trustee, employee, volunteer worker, chairperson, or member of the Board or a similar governing body while acting within the scope of his or her duties on behalf of the "named insured" and not to limit the meaning of the foregoing, while they are participating in trips or tours arranged by them for students of the "named insured" if such trips or tours have been approved by the "named insured".
  - (ii) Any former insured, as defined in above, but only for that period while he or she was acting within the scope of his or her duties on behalf of the "named insured".
- (b) Members of a council may be personally liable if they go beyond the advisory role, or do not follow Ministry or Board policies.

#### 1.7 Clerical and Other Support Issues

- (a) C.S.C.s will assist the principal to improve communication with the Catholic community; therefore, it is expected that the secretary assigned to the school will be called upon to assist in clerical functions as described in his or her job description. For example: C.S.C. minutes should be recorded by a member of the C.S.C. (e.g.,

the secretary or secretary-treasurer), but agendas and minutes may be typed and maintained by the school secretary on behalf of the C.S.C.

- (b) C.S.C.s are expected to have access and/or, with due notice, input to school newsletters and other forms of communication with the community.
- (c) C.S.C. costs may be absorbed by the school budget (e.g., office supplies). Funding projects at the school level may be another source of financial support.
- (d) The principal will maintain records of all C.S.C. proceedings (e.g., typed agendas, minutes, correspondence, etc.). A four-year retention schedule has been determined by Regulation 612. (Ref: Sec. 16, ss 3, p8)
- (e) Reference information identified herein will, upon request, be made available to the C.S.C. by the school principal.
- (f) The Board will provide professional development for C.S.C. members on a needs basis. The District Catholic School Council will be expected to play a significant role in this matter. Parents on C.S.C. business (conferences, workshops) will be reimbursed expenses in accordance with Board Policy 208, provided these activities are approved by the council and principal/superintendent of schools, and depending on the nature of the function.

#### 1.8 Roles and Responsibilities of Catholic School Councils

- (a) The C.S.C.
  - (i) will develop certain by-laws to provide them with direction for the operation of council business and to help the council work effectively. At a minimum, Regulation 612 requires councils to develop by-laws to address: election procedures, filling vacancies, conflict of interest, and conflict resolution procedures. By-laws governing other areas of operation may also be developed. (Refer to page 7.1 of School Councils: A Guide for Members, and Policy 601 – 1.2 (h), 1.3, 1.4, 1.5);
  - (ii) may make recommendations to the school principal or to the Board on any matter. (Ref: Sec. 20, p10) (e.g., school budget priorities, including local capital improvement plans; school year calendar; school extra-curricular activities; school profile; etc.);
  - (iii) will organize information and training sessions to enable members of the council to develop their skills as council members;

- (iv) will communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the council; (Ref: Sec. 23, p11)
  - (v) will promote the best interests of the Catholic school community;
  - (vi) will annually submit a written report on its activities to the school principal and to the Board. The school principal will, on behalf of the C.S.C., 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. This may be done by giving the report to the parent's child for delivery to his or her parent, posting the report in the school in a location that is accessible to parents, publishing the report in the school newsletter, and/or posting the report on the school web site; (Ref: Sec. 24, ss 1, p11)
  - (vii) will include in the annual report, a report on fund-raising activities, if the C.S.C. engages in those activities; (Ref: Sec. 24, ss 2, p11)
  - (viii) may engage in fund-raising activities in accordance with Board policy. The activities are to raise funds for a purpose approved by the Board or authorized by any applicable Board policies, and are to be used in accordance with applicable Board policies. (Ref: Sec. 22, ss 1–3, p10–11)
- (b) The C.S.C. may provide to the Board its views on:
- (i) 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: (Ref: Sec. 19, ss 1, No. 1–4, p9–10)
    - Code of Conduct;
    - Student Dress Code;
    - Allocation of funding by the Board to Catholic School Councils;
    - Fund-raising by Catholic School Councils;
    - Conflict Resolution Processes for Internal C.S.C. Disputes (see 1.5);
    - Reimbursement by the Board of Expenses Incurred by Members and Officers of the Catholic School Councils. (refer to 1.7 (f))

- (ii) 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:
  - Code of Conduct;
  - Student Dress Code.
- (iii) Board action plans for improvement, based on the Education Quality and Accountability Office reports on the results of tests of pupils, and the communication of those plans to the public.
- (iv) The process and criteria applicable to the selection and placement of principals and vice-principals.
- (v) Any other matters on which the Board may solicit the views of the Catholic School Councils.

#### 1.9 Roles and Responsibilities of Catholic School Council Members

##### (a) Chair will:

- (i) promote and advocate for Catholic education;
- (ii) call C.S.C. meetings in co-operation with school administration;
- (iii) prepare the agenda for C.S.C. meetings in co-operation with the principal and recording secretary;
- (iv) chair C.S.C. meetings;
- (v) ensure that the minutes of C.S.C. meetings are recorded and maintained;
- (vi) participate in information and training programs;
- (vii) communicate with the school principal;
- (viii) ensure that there is regular communication with the school community;
- (ix) consult with senior Board staff and trustees, as required.

- (b) Committee Members will:
  - (i) promote and advocate for Catholic education;
  - (ii) participate in council meetings;
  - (iii) participate in information and training programs;
  - (iv) act as a link between the C.S.C. and the community;
  - (v) encourage the participation of parents from all groups and of other people within the school community.
  
- (c) Principal will:
  - (i) promote and advocate for Catholic education;
  - (ii) facilitate the establishment of the C.S.C. and assist in its operation as part of the principal's role as defined in the Education Act and Board policy;
  - (iii) support and promote council activities;
  - (iv) solicit the views of the council in areas for which it has been assigned advisory responsibility; consider each recommendation, and advise the council of the action taken;
  - (v) act as a resource on laws, regulations, Board policies, and collective agreements;
  - (vi) obtain and provide suggestions and advice required by the council to enable it to make informed decisions;
  - (vii) communicate with the chair of the council, as required;
  - (viii) attend every meeting of the C.S.C., unless he or she is unable to do so by reason of illness or other cause beyond his or her control. In such cases, the principal may assign a designate to attend in his or her place.
  - (ix) ensure that copies of the minutes and agendas of the council meetings are kept at the school and made accessible to the public for four years;
  - (x) assist the council in communicating with the school community;
  - (xi) encourage the participation of parents from all groups and of other people within the school community.

- (d) Recording Secretary will:
  - (i) promote and advocate for Catholic education;
  - (ii) take minutes of C.S.C. meetings;
  - (iii) assist the chair.
- (e) Treasurer (where applicable) will:
  - (i) promote and advocate for Catholic education;
  - (ii) Where the C.S.C. funds are included in the school bank account:
    - (A) comply with the Guidelines for School Generated Funds as approved by the Board,
    - (B) receive all C.S.C. fund monies and submit deposits to the individual designated at the school with the responsibility for managing the school bank account,
    - (C) authorize all withdrawals/disbursements from the account for items approved by C.S.C. motions or established rules,
    - (D) provide monthly reports to the C.S.C. on fund activity.
- (f) Sub-committee Chairs will:
  - (i) as determined by the council.

#### 1.10 The School Board and the Catholic School Councils

- (a) C.S.C. members will be informed of vacancies on Board committees and given the opportunity to apply.
- (b) The Board will review and revise policies on the selection of principals. C.S.C.s are invited to participate in the process by reviewing existing policies with the school principal.
- (c) The Board will co-operate with the Ministry of Education in providing professional development opportunities to C.S.C. members.
- (d) The Board will establish a District Catholic School Council to further advise on policy matters and C.S.C. issues, and to facilitate links with all C.S.C.s.
- (e) C.S.C.s may wish to include, with the assistance of the principal, all Board and Board standing committee agendas in the information section of their agendas.

### 1.11 Other Topics Addressed by Regulation 612

Section 9: Collection of Information

Section 10: Ministry Powers and Duties

Section 11: Remuneration

Section 15: By-laws

Section 17: Incorporation

Section 25: Transition

## 2.0 TERMS AND DEFINITIONS

### 2.1 CATHOLIC SCHOOL COUNCIL (C.S.C.)

A Catholic School Council is a legally constituted advisory group of elected parents, staff, students, parish representatives, and appointed community members dedicated to fostering effective Catholic schools, promoting Catholic education, and enhancing student achievement.

### 2.2 ONTARIO ASSOCIATION OF PARENTS IN CATHOLIC EDUCATION (O.A.P.C.E.)

The Ontario Association of Parents in Catholic Education is an association of parents established to provide an awareness of the role of the student, parent, teacher, and clergy in providing the best possible Catholic education. O.A.P.C.E. wishes to work in co-operation with Catholic School Councils to provide support at the local level and as an additional voice at the provincial level.

### 2.3 ADVISORY ROLE

Advisory role means representing and communicating the views of the school community, and providing advice to the principal and, where appropriate, to the Board.

### 2.4 SCHOOL COMMUNITY

A school community is made up of parents and guardians of children who are enrolled in the school, parish representatives, and other ratepayers who live or work within the school's attendance area. Catholic School Councils may appoint representatives to ensure that the diversity of the school community is reflected in the membership.

**2.5 PARENT**

Parent means, throughout this document, a parent or guardian of a child/children enrolled in the school.

**2.6 PARENT MAJORITY**

Parent majority is a sufficient number of parents elected to the C.S.C. to form a majority. Community appointees, who are parents of children in the school, may be counted as part of the parent group for the purpose of ensuring a parent majority in the initial stages of implementing C.S.C.s.

**2.7 QUALIFICATIONS OF TRUSTEES**

- (a) will be a Canadian citizen;
- (b) will be 18 years of age or older;
- (c) will reside within the jurisdiction of the Board;
- (d) will qualify as a separate school elector (Catholic).

**3.0 REFERENCES/RELATED DOCUMENTS**

Regulation 612  
Regulation 613  
Education Act  
School Councils: A Guide for Members, Revised 2002, Ministry of Education  
Guidelines for School Generated Funds

**4.0 RELATED ADMINISTRATIVE PROCEDURES**

AP-FIN-201, Fund-raising in Schools  
AP-FIN-208, Reimbursement for Expenses Incurred on Board Business  
AP-CSC-602, District Catholic School Council  
AP-PRC-707, Volunteers in Our Schools

**5.0 RELATED FORMS****6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE**

June 2013

**7.0 APPROVED BY BOARD**

June 12, 2001

**8.0 EFFECTIVE DATE**

June 24, 2008

**9.0 REVIEW BY**

Office of the Director

**10.0 LAST REVISION DATE**

June 24, 2008