

CATHOLIC SCHOOL COUNCIL

[School Councils: A Guide for Members, 2001](#)

SAMPLE By-Laws for Catholic School Councils

Catholic School Council By-Laws – SAMPLE

School Name:

Date that these by-laws were passed by the Catholic School Council:

No by-law can violate any provision of the teachings of the Roman Catholic Church, the Education Act and its associated regulations and/or the policies and administrative procedures of the Peterborough Victoria Northumberland and Clarington Catholic District School Board.

1) Name

The organization shall be known as *School Name* Catholic School Council (CSC). Hereafter, it will be referred to as the Catholic School Council. It may simply be referred to as “the Council”.

2) Purpose of Council

a) The Catholic School Council shall support the aims of Catholic education; standards of excellence for student achievement; success for all students and increased community confidence in the school’s work. The Catholic School Council shall fulfill its roles and responsibilities as described in Ontario Regulation 612/00 and other related acts and regulations. The Council’s primary means of achieving its purpose is by making recommendations to the school administration and to the Peterborough Victoria Northumberland and Clarington Catholic District School Board.

b) A school council may make recommendations to the principal of the school or to the board that established the council on any matter. O. Reg. 612/00, s. 20.

Examples for Catholic School Council consideration are as follows:

Catholic School Improvement Plan for Student Achievement and Well-being

Pastoral Relationship between Home, School and Parish to support students’ faith development

Animating Catholic Teaching (ACT) Pastoral Plan
School Co-Curricular Activities
Code of Conduct
Safe Schools Action Team
Dress Code
Student Leadership and Parent Engagement
Community Use of School
Fund-raising Activities
Annual report to the PVNC CD School Board
Board policies and procedures feedback

3) Duties of the Catholic School Council

- a. Every school council shall annually submit a written report on its activities to the principal of the school and to the board that established the council. O. Reg. 612/00, s. 24 (1).
- b. If the school council engages in fundraising activities, the annual report shall include a report on those activities. O. Reg. 612/00, s. 24 (2).
- c. The Catholic School Council shall have by-laws governing the conduct of its affairs with particular attention to election procedures, filling of vacancies, conflict of interest and conflict resolution.
- d. The Catholic School Council will provide to the Director of Education and the Peterborough Victoria Northumberland and Clarington Catholic District School Board advice on the qualities of the Principal to be assigned to the school.

4) Membership

The Catholic School Council for a school shall be composed of the following people:

The number of parent members on the Catholic School Council will not exceed twelve (12) but must exceed the number of members in total designated as Principal, staff, support staff, parish representative and community representative [If the school council does not have a by-law that specifies the number of parent members, the number specified by the board that established the council. O. Reg. 612/00, s. 3 (2)] The number of parent members of the CSC is to be sufficient to form a majority; that is parent members must exceed the number of staff, parish and community representatives combined by at least one vote.

In accordance with Board policy, 2/3 of the Catholic School Council members must be Catholic. This calculation includes teaching staff, support staff, parish representative, parents and community representative (s).

- The principal of the Catholic school
- One teacher who is employed at the Catholic school, other than the principal or vice-principal, and who is elected by the teachers.

- One person who is employed at the Catholic school, other than the principal, vice-principal or any other teacher and who is elected by the support staff
- In the case of a Secondary School, one pupil enrolled in the school who is appointed by the student council or one pupil enrolled in the Elementary school
- One or more community representatives appointed by the other members of the council who is not an employee of the Board [The number of community representatives shall not exceed the number of parents on the CSC.]
- One parent member of the CSC appointed as the representative for the Ontario Association of Parents in Catholic Education O. Reg. 612/00, s. 3 (1)
- The parish priest or his designate, possibly a member of the Parish Council

5) Clarification of Catholic School Council Membership

a. A trustee cannot be a member of a school council established by the board. O. Reg. 612/00, s. 3 (6).

b. A parent or community member of the Catholic School Council should not be employed by the Peterborough Victoria Northumberland and Clarington Catholic District School Board.

c. In the event that a parent or community member is employed by the Board, the individual must declare said employment to the Catholic School Council and declare a conflict of interest at Catholic School Council when the matter under discussion has a pecuniary implication or is related to contractual matters.

d. Members of the Catholic School community, parish or public who attend a Catholic School Council meeting are not members of the Catholic School Council.

e. The Principal is a resource to the Catholic School Council.

6) Voting Members

- The members of the Catholic School Council designated above are entitled to one vote each with the exception of the Principal or designate.
- A majority is defined as 50% of the voting members present plus one vote.
- Members of the Catholic School Council must be physically present at the meeting in order to cast their vote.

7) Conflict of Interest

The Board's Administrative Procedures pertaining to conflict of interest define it as:

A conflict may be actual, perceived, or potential.

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.

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.

Potential: when a C.S.C. member has a private interest that could affect his or her decision about the matter proposed for discussion.

- a. There shall be a standing item at the start of each Catholic School Agenda designated as “Declaration of Conflict of Interest”.
- b. Members of the Catholic School Council shall declare a conflict of interest in matters that they, members of their immediate families, or business interests in which they may have a vested interest, stand to benefit either directly or indirectly from decisions of the Catholic School Council.
- c. A Catholic School Council member shall exclude him or herself from discussions, resolutions and voting in which a conflict of interest is likely to result or the perception or the potential of a conflict of interest exists.
- d. A Catholic School Council member shall not accept favours or economic benefits from any individuals, organizations or entities known to be seeking business contracts with the school or the Board.

8) Quorum

Quorum means that a majority of the voting members of the Catholic School Council as designated in these by-laws are present at the meeting; and that this majority is made up of parent members.

9) Roles of Catholic School Council Members

- a) The Chairperson or Co-Chairpersons shall:
 - i) Be a parent member of the Catholic School Council
 - ii) Call school council meetings
 - iii) Prepare the agenda for meetings consulting both the principal and other school council members
 - iv) Ensure that the minutes and financial records are recorded and maintained
 - v) Maintain on-going communication with the principal and Council members
 - vi) Encourage community representation
 - vii) Facilitate communications with parents and community
 - viii) Participate in the Board’s Parent Engagement Committee or regional Catholic School Council meetings when invited to do so
- b) The Vice-Chairperson shall be a parent member of the Catholic School Council and fulfill duties of the chairperson in the absence of the chairperson.
- c) The Secretary shall:

- i) Be a parent member of the Catholic School Council
- ii) Record and report, without prejudice, the proceedings of the Catholic School Council
- iii) Distribute the minutes and agenda to Catholic School Council members prior to the meeting
- iv) Prepare correspondence on behalf of the Catholic School Council
- v) Give copies of the minutes and agendas of the Catholic School Council to the Principal so that they are kept at the school and made accessible to the public for four years in accordance with Board policy

d) The Treasurer shall:

- i) Be a parent member of the Catholic School Council
- ii) Receive monies owed to the Catholic School Council and submit deposits the individual designated at the school with the responsibility for managing the school bank account
- iii) Authorize all withdrawals/disbursements from the account for items approved by the Catholic School Council
- iv) Present monthly financial reports to the Catholic School Council and a completed financial statement at the final Catholic School Council meeting of the school year
- v) Act in accordance with the Peterborough Victoria Northumberland and Clarington Catholic District School Board's policies and procedures on CSC finances and applicable provincial legislation.

e) All members shall:

- i) Attend Council meetings to ensure quorum requirements are met
- ii) Advise the Chair of unavoidable absences prior to the Catholic School Council meeting
- iii) Participate co-operatively and constructively in Catholic School Council meetings acting in good faith at all times
- iv) Participate in information and training programs as needed whenever possible
- v) Encourage parents to speak directly with the Principal/Teacher about individual students matters
- vi) Welcome the participation of parents/guardians from all groups and of other people in the community
- vii) Follow applicable and pertinent legislation along with the policies and procedures of the Peterborough Victoria Northumberland and Clarington Catholic District School Board

f) The Principal or designate (Vice Principal) shall:

- i) Act as a resource to Council. (298, Section 11, Subsection 17)

- ii) Assist the Council in obtaining information relevant to the functions of the Council, including information relating to relevant legislations, regulations and policies. (298, Section 11, Subsection 17)
- iii) Maintain on-going communication with the chairperson.
- iv) Consider each recommendation made to the principal by Council and shall advise the council of the action taken in response to the recommendations. (298, Section 11, Subsection 18)
- v) Ensure new or revised board policies and/or procedures are provided to the Catholic School Council for consideration.
- vi) Give at least 14 days written notice to parents of pupils at the Catholic School of an election of parent members of the Council. (612, Section 4, Subsection 3)
- vii) Attend all meetings unless unable to do so by reason of illness or other cause. (298, Section 11, Subsection 16) Note: The principal may delegate his/her Council responsibilities to the Vice-Principal. (612, Section 18, Subsection 1)
- viii) Distribute to each member of the Catholic School Council any materials from the Ministry of Education received by the principal for this purpose and post such materials in the school. (298, Section 11, Subsection 12)
- ix) Publish the names of the members of Council to parents with pupils enrolled at the Catholic School. (298, Section 11, Subsection 13)
- x) Seek input from Council on school policies and guidelines, including the development, revision and implementation of those policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
 - (1) Conduct of persons at the Catholic School
 - (2) Appropriate dress for pupils at the Catholic School. (298, Section 11, Subsection 19)
- xi) Seek input from Council on school action plans for improvement, based on reports of the test results from the Education Quality and Accountability Office (EQAO). (298, Section 11, Subsection 19)
- xii) Provide a meeting place for the Council at the Catholic School that is accessible to the public. (612, Section 12, Subsections 4, 5 and 6)
- xiii) Provide information on the Catholic School Council meeting dates, times and location to parents of pupils enrolled at the Catholic School. (612, Section 12, Subsection 7)
- xiv) In addition to the responsibilities listed above, the principal will ensure the following responsibilities of the Peterborough Victoria Northumberland and Clarington Catholic District School Board are met:
 - Seek input from the Catholic School Council on Board policies and guidelines
 - Seek in-put for the criteria or qualities applicable to the selection and placement of principals and vice-principals (612, Section 19, Subsections 1 and 4)
 - Maintain the CSC Agendas and Minutes on file at the Catholic School for a period of four (4) years

[Note: Section 11 of Regulation 298 as revised by Ontario Regulation 613/00 identifies duties of the principal, as well as those specified in Ontario Regulation 612/00.]

The Catholic School Council meeting is open to members of the public. Members of the public may attend with the understanding that they are not members of the Catholic School Council and they do not have a vote. Members of the general public, if recognized by the chair or assigned time on the agenda in accordance with these by-laws, may take part in the discussion.

10) Code of Conduct for Catholic School Council Members

Catholic School Council members agree to observe the following principles:

- The primary considerations in making decision are the Catholic school's values, the mission of Catholic Education and what is in the best interests of students.
- Catholic School Council is accountable to and must report to its local school community, the PVNC CDSB and the Ministry of Education.
- Catholic School Council members will abide by all legal requirements, Ministry of Education policies and guidelines; PVNC Catholic District School Board policies and administrative procedures and Roman Catholic Church teaching.
- Catholic School Council members will at all times behave in a civil and respectful manner.
- The underlying principles of the Catholic School Council code of conduct include the promotion of:
 - Respectful partnerships between home, school and parish
 - Clear, direct and honest two-way communication
 - Transparent processes
 - Democratic, informed decision-making
 - Personal and professional integrity.
- Conflict between Catholic School Council members needs to be dealt with respectfully and fairly in accordance with the principles of justice.
- All Catholic School Council members are expected to represent all members of the Catholic school community. Catholic School Council members are not there to represent just one viewpoint, or the view of an individual. Catholic School Council members will therefore strive to seek the views and opinions of the whole school community.
- Catholic School Council is not an appropriate forum for the discussion of individual school staff, students, parents, or other individual members of the school community.
- A Catholic School Council member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality and privacy of the people involved. If the issue relates to an operational matter of the school, the parent should be encouraged to speak with the

principal or the classroom teacher. However, if the issue relates to a school policy or procedure, it should be put on the agenda for discussion at the next Catholic School Council meeting, where it will be dealt with in a generic sense to protect the privacy of individuals involved.

- Catholic School Council members should respect the need for confidentiality and privacy with regard to sensitive matters that might arise at Catholic School Council meetings.
- Catholic School Council members should observe the need for orderly Catholic School Council meetings and that council needs to “speak as one voice” in the public arena, once a decision has been made.
- Catholic School Council members must declare any conflict of interest when it arises and Catholic School Council members will not be paid any remuneration for their service.
- Catholic School Council members will actively participate in meetings. If Catholic School Council members are unable to attend a meeting, they are requested to send their regrets to the Chair prior to the meeting.
- Catholic School Council members will strive to welcome members of the school community who attend Catholic School Council meetings as observers while following established procedures for the successful operation of CSC.

11) Election Procedures

- a. A person is qualified to be a parent member of the Catholic School Council if he or she is a parent of a pupil who is enrolled in the school and the person is not employed at the school. O. Reg. 612/00, s. 4 (1). A person who is employed by the Board at location other than the school is eligible for election providing that s/he takes reasonable steps to inform people qualified to vote in the election of parent members of that employment. O. Reg. 612/00, s. 4 (2).
- b. A person is qualified to vote in an election of parent members of a school council if he or she is a parent of a pupil who is enrolled in the school. O. Reg. 612/00, s. 4 (3).
- c. An election of parent members of a school council shall 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 school council after consulting with the principal of the school. O. Reg. 612/00, s. 4 (4).
- d. The principal of a school shall, at least 14 days before the date of the election of parent members, on behalf of the school council, 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. O. Reg. 612/00, s. 4 (6). The notice shall be given to each student for delivery to her/his parents/guardians and it shall be posted in the school at a location visible to parents who visit the school. O. Reg. 612/00, s. 4 (7).
- e. At the conclusion of the final Catholic School Council for the preceding school year, the Catholic School Council will name the Election Ad-Hoc Committee comprised of the Principal, a staff member and a parent who is not seeking election. The Election Ad-Hoc Committee will conduct the election procedures at the date, time and location designated for the CSC elections. If the

Catholic School Council does not name the Election Ad Hoc Committee, this responsibility falls to the Principal.

- f. The election of parent members shall be by secret ballot. O. Reg. 612/00, s. 4 (8).
- g. The elections of members of school councils shall be held during the first 30 days of each school year. O. Reg. 612/00, s. 5 (1).
- h. A person is qualified to vote in an election of a member of a school council if he or she is a teacher, other than the principal or vice-principal, who is employed at the school. O. Reg. 612/00, s. 5 (2).
- i. A person is qualified to vote in an election of a member of a school council if he or she is a pupil enrolled in the school. O. Reg. 612/00, s. 5 (4).
- j. When the parent members of the Catholic School Council are elected, they shall elect a Chair or two Co-Chairs, Vice Chair, Secretary and Treasurer by secret ballot.
- k. To be eligible to serve as Chair, Vice Chair, Secretary or Treasurer on the Catholic School Council, the individual must have been elected to Catholic School Council and serve as a parent member with children attending the school.
- l. The names of Catholic School Council members along with the designations of Chair, Vice Chair, Secretary and Treasurer shall be made known to the school community and the parish through the school newsletter and the parish bulletin.

12) Term of Office and Disqualification

a. A person elected or appointed as a member of the Catholic School council holds office from the later of, the date he or she is elected or appointed; and the date of the first meeting of the school council after the elections in the school year, until the date of the first meeting of the school council after the elections in the next school year. O. Reg. 612/00, s. 6 (1).

b. A member of the Catholic School Council may be re-elected or reappointed. O. Reg. 612/00, s. 6 (2). That said, every attempt should be made by the Catholic School Council to recruit new members from the parent community.

c. A member loses his or her seat as a member of the council if s/he is convicted of an indictable offence or is absent from three consecutive meetings without authorization by motion or fails to support Catholic education. Any one of these circumstances shall lead to disqualification and the sitting CSC member will forfeit the position.

13) Filling Vacancies

- a. Following the election of the Catholic School Council members, the names of the successful candidates shall be made public. Names of parents seeking election who did not receive enough votes to serve as elected members of the Catholic School Council shall be recorded in the minutes.
- b. In the event of a vacancy on Catholic School Council, the first runner up with the most votes shall be appointed by the Catholic School Council to the position for the remainder of the term.

- c. If there is no runner-up, the Catholic School Council may be motion fill the vacancy by appointment for the remainder of the term.
- d. Should the Chair become vacant, the Vice Chair will assume the position of Chair and an election by secret ballot will be held for the position of Vice Chair.
- e. Should a Co-Chair position become vacant, the Vice Chair will assume the position of Co-Chair and an election by secret ballot will be held for the position of Vice Chair.
- f. Should a vacancy occur for the Vice Chair, Secretary or Treasurer positions, an election by secret ballot will be held.

14) Meetings

- a. At the first meeting of the new Catholic School Council at the beginning of the school year, the Catholic School Council shall set dates, time and locations for its meetings throughout the school year.
- b. By regulation, the Catholic School Council shall meet at least four times during the school year. O. Reg. 612/00, s. 12 (1). The Catholic School Council will strive to meet on a monthly basis to support the school's noble mission.
- c. The Catholic School Council shall meet within the first 35 days of the school year, after the elections held under sections 4 and 5, on a date fixed by the principal of the school. O. Reg. 612/00, s. 12 (2).
- d. A meeting of the Catholic School Council cannot be held unless the School Principal or designate is present; a majority of the current members of the council are present at the meeting; and a majority of the members of the council who are present at the meeting are parent members. O. Reg. 612/00, s. 12 (3).
- e. All meetings of a school council shall be open to the public. O. Reg. 612/00, s. 12 (4).
- f. Members of the media may attend a Catholic School Council meeting and will be required to respect the proceedings of the meeting.
- g. A member of the Catholic School Council shall not invite the media to a CSC meeting unless it is a unanimous decision of the Catholic School Council.
- h. AGENDA ITEM REQUEST: If a member of the public has an agenda item that they would like the Catholic School Council to discuss, they must contact the Chair and submit the requested item at least one month prior to the scheduled Catholic School Council meeting. The Chair in consultation with the Executive of the CSC and the Principal will decide if the requested item falls within the purpose of the Catholic School Council.
- i. PRESENTATION REQUEST: If a member of the public would like to present to the Catholic School Council, they must contact the Chair and submit the request to present at least five weeks prior to the scheduled Catholic School Council meeting. The Chair in consultation with the Executive of the CSC and the Principal will decide if the topic of the presentation falls within the purpose of the Catholic School Council. If it does, the presenter will have 15 minutes to present the item to the Catholic School Council.
- j. The Catholic School Council will hold its meetings at the school in an accessible location.
- k. The principal of a school shall, on behalf of the Catholic School Council, give written notice of the dates, times and locations of the meetings of the Catholic School Council to every parent of a pupil who, on the date the notice is given, is enrolled in the school 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. O. Reg. 612/00, s. 12 (8).

- l. The Chair, Vice Chair, Secretary, Treasurer and Principal will meet together to formulate the agenda for the Catholic School Council meeting. If all those parties are unable to attend a pre-meeting, it is mandatory that the Chair and Principal meet together prior to the scheduled Catholic School Council meeting to review the agenda.
- m. There will be a standing item at the beginning of each agenda designated as “Declaration of Conflict of Interest”.
- n. There will be a standing item at the end of each Catholic School Council agenda designated as “New Business”. A member of the Catholic School Council will raise an item under “New Business” for discussion at the next scheduled Catholic School Council meeting.
- o. There will be no additions to the agenda.
- p. The Catholic School Council will strive to reach decisions by consensus.
- q. Every member of the Catholic School Council will be given an opportunity to express his or her concern or opinion about any issue or item being considered by the Council. Members are asked to limit speaking to the same point to two (2) times at a single meeting so that all members of the Catholic School Council have the time to speak.
- r. Decisions will be reached by consensus or majority vote.
- s. The following will apply to voting procedures for Catholic School Councils:
 - a. Making a Motion
 - i. An individual must be recognized by the chair before “taking the floor” to make a motion. This means that the chair must let a person know that it is his or her turn before that person can speak to the council and formally propose a course of action.
 - ii. Once an individual has the floor, he or she may make a formal proposal, or motion, beginning with the statement “I move that ...”.
 - iii. Before the motion can be considered, another individual must second the motion by saying “I second the motion”. This does not necessarily indicate that he or she agrees with the proposal, only that he or she believes that it is worthy of discussion.
 - iv. Once a motion has been made and seconded, the chair restates the motion (“states the question”) so that everyone clearly understands what is being proposed. From this point on, until the motion is voted on, all discussion must focus solely on the question.
 - v. If members of the group wish to discuss the motion, the chair opens debate. Each participant may speak to the question twice, but no one may speak a second time until everyone has had the chance to speak once.
 - vi. If no one wants to speak further to the issue, the chair may ask the council if it is ready for “the question” (ready to vote on the proposal). The chair then repeats the motion and conducts the vote by asking for those in favour and those opposed. (The vote may be conducted by a show of hands, by standing, or by secret ballot.)

- vii. The majority needed to pass a motion should be stated in the school council bylaws. In case of a tie, the motion is defeated.
- viii. Until the chair states the question (repeats the motion) for a final vote, the person who made the motion may change it, although the original seconder may wish to withdraw, requiring another seconder. Once the question has been stated, however, the motion can be amended in one of the following ways:
 - 1. The person making the motion may ask to change the original wording. The chair will ask if anyone objects. If no one objects, the wording of the motion is changed. Debate continues on the motion as amended.
 - 2. If someone does object, the question of whether to allow a change in the wording of the motion is put to a vote. If the group consents to the change, debate continues of the motion as amended.
 - 3. Someone else may move to amend the motion by saying, "I move to amend the motion by ...". If so, the normal process for a motion, as outlined above in the "Making a Motion" section, is followed.
 - 4. An amendment to the amendment may also be proposed, but a third amendment is out of order.
 - 5. If the amendment has been defeated, discussion returns to the original motion.
- i. **Withdrawing a Motion**
 - 1. At any time before a vote, the person making the original motion may ask to withdraw it. The motion to withdraw does not require a seconder. Once the question is withdrawn, it is as if it never existed.
 - 2. If the chair has already stated the question and a request to withdraw the motion is made, the chair asks if there is any objection. If there is none, the motion is withdrawn. If someone objects, the request to withdraw the motion is put to a vote.
- ii. **Tabling a Motion**
 - 1. A motion to table a motion means to set it aside for discussion at another time so that more pressing business can be discussed or more information about the issues can be obtained. The following rules apply to tabling a motion:
 - a. The motion to table a motion takes precedence over the discussion of the motion.
 - b. The motion to table a motion requires a seconder.
 - c. There can be no debate on a motion to table.

iii. Motions that are null and void

Any motions that contradict provincial laws and regulations, local Board policy, Catholic Church teaching or Catholic School Council bylaws are out of order and invalid, even if voted on and passed by a majority vote.

15) Conflict Resolution

- Direct communication and face-to-face meetings along with the goodwill to resolve conflicts in favour of the common good are encouraged as promising practices to support conflict resolution.
- Catholic School Council members may review concerns regarding procedures, etc. with the principal as a first step in resolving disagreements. If the procedural disagreement involves an action of the Chair, the Chair may be present or the Principal will report the procedural concern to the Chair following the meeting.
- A Catholic School Council and/or principal may invite a superintendent of schools to hear concerns and assist the council with dispute resolution. The Superintendent of Schools shall render a decision that resolves the conflict, or a decision on a plan for resolving the conflict, including timelines and defined outcomes. The plan may involve appointing a mediator.
- A Catholic School Council may, with a majority vote, should all of the above fail to resolve the issue, request a meeting with the Director of Education.

16) Sub-Committees Reporting to the Catholic School Council

- a. The Catholic School Council may establish sub-committees, e.g., fundraising, to make recommendations to the Council.
- b. Every sub-committee shall include at least one parent member of the CSC.
- c. A sub-committee may include persons who are not members of CSC. These persons will act in accordance with the provincial Code of Conduct.
- d. Meetings of sub-committees shall comply with the same requirements as are in force at Catholic School Council meetings.

17) Fundraising

The Catholic School Council may engage in fundraising activities in accordance with the policy and administrative procedures of the Peterborough Victoria Northumberland and Clarington Catholic District School Board and Ministry of Education guidelines, policies and procedures.

18) Catholic School Council Annual Report

The Catholic School Council shall submit an annual written report on its activities to the Principal of the school for submission to the Peterborough Victoria Northumberland and Clarington Catholic District School Board.