

**ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL**  
**CATHOLIC SCHOOL COUNCIL OPERATIONAL MANUAL**  
**2018**

**Mission Statement of St. Joseph Catholic School**

St. Joseph Catholic School is committed to creating, in partnership with home, parish, community and HCDSB, a caring Catholic environment dedicated to the development of individuals with a lifelong love of learning who will contribute positively to society.

**Name of Organization**

The name of this organization shall be the St. Joseph Catholic School Council (SJCS).

**Purpose and Objectives**

The SJCS functions under the Education Act and Regulations enacted under that Act. In compliance with the Education Act, the CSC will work to improve pupil achievement and to enhance the accountability of the education system to parents. Furthermore, the CSC will in support of the school's mission statement, be the voice of its stakeholders (students, parents, staff, administration, clergy and community) by providing a means for active participation and communication. In carrying out our responsibilities as a Catholic School Council, we will take established procedures and enhance them to reflect our Catholic community.

**Working Definitions:**

- i. Board: means the Halton Catholic District School Board
- ii. Committee: is a committee established by the Catholic School Council for a specific or general purpose.
- iii. Catholic School Council: means the CSC of St. Joseph School operated by the Education Act and the Regulations as well as any applicable Board policies.
- iv. Catholic Council School Chair: is a Catholic parent and a voting member of the CSC. This includes his\her designate where the elected Catholic School Council Chair is unable to attend a meeting. The CSC Chair shall be elected as chair by the CSC on an annual basis (as per Regulation 612)

- v. Community representative: is a person from the community and maybe a parent of a pupil in the school and who resides in or is employed in the St. Joseph Catholic School catchment area and is appointed by the members of the Catholic School Council.
- vi. Day: means the school day.
- vii. Executive Meeting: means a period when the CSC members meet to discuss or make decisions within the jurisdiction of school councils and includes training sessions as the council deems appropriate. Executive meetings will occur as the CSC deems necessary.
- viii. General Meeting: means a period when the CSC meets in public to discuss or make decisions within the jurisdiction of school councils but does not include training sessions, events or Executive meetings. General Meetings will occur a minimum of four (4) times per school year.
- ix. Matter: means a generic or non-personal issue within the jurisdiction of the Catholic School Council.
- x. Member: means a member of the CSC, whether elected or appointed.
- xi. Non-teaching Staff Member: means a person of the Catholic faith employed at the school who is not a teacher, and is elected or appointed by the non-teaching staff.
- xii. Parent: refers to a custodial parent, access parent or guardian, as defined by the Education Act, of a pupil enrolled in the School.
- xiii. Parish Representative: is a person from St. Joseph Parish and may be a parent of a pupil in the school and is appointed by the members of the CSC in consultation with the Parish priest.
- xiv. Policies: means policies, procedures, guidelines, or administrative regulations of the Board and may be amended from time to time.
- xv. Pupil: means a pupil attending the school.
- xvi. School: means St. Joseph Catholic Elementary School Acton
- xvii. School Community: means all staff members, parents, students and community members.
- xviii. School Administration: means Principal or Vice-Principal.
- xix. Teaching Staff Member: means a teacher of the Catholic faith employed at the school who is not the principal or vice principal and is elected or appointed by the teaching staff as a voting member of the CSC.

## Council and Committee Positions

### Council:

The St. Joseph Catholic School Council shall include:

- ❖ Up to 15 elected parent member of which no more than two may be non-Catholic;
- ❖ Up to 2 Teaching staff members;
- ❖ Up to 2 Non-teaching staff members;
- ❖ Up to 2 Community Representatives;
- ❖ Up to 2 Parish Representatives.

Only members of the CSC shall have the right to vote.

The CSC shall normally have the following positions: Chair, Vice-Chair, and Secretary.

POSITION	RESPONSIBILITIES
Chair	<ul style="list-style-type: none"> <li>• Sets meeting agendas in consultation with administration</li> <li>• Directs meetings ensuring that the discussion and debate are in accordance with the operational guidelines</li> <li>• Attends and reports back to CSC re: Council of Chairs meetings</li> <li>• Provides any required information to the Secretary for distribution to School Council members before the CSC meeting</li> <li>• Is the recognized parent representative of the CSC. All inquiries or concerns must be forwarded to the Chair in writing.</li> </ul>
Vice-Chair (co-chair)	<ul style="list-style-type: none"> <li>• Acts as Chair in the Chair's absence</li> <li>• Assists the Chair with his\her duties</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Records minutes of the CSC meetings</li> <li>• Ensures that all records and minutes are kept on a flash drive and retained with the school for access</li> <li>• Minutes are forwarded to the Chair and Administration so that they can be placed on the school website promptly</li> </ul>

The voting members of the CSC shall appoint the Chair, Vice-Chair, and Secretary – in case of absences, substitutes to those positions shall also be appointed by Council.

Any member of the CSC has the right to withdraw from his\her position by presenting CSC with a written resignation addressed to the Chair and Principal.

- i. Teaching staff and non-teaching staff must inform the administration and must have a replacement for their position.
- ii. Community and Parish representative shall be reappointed, and consultation with the Parish priest must happen to replace the parish rep.
- iii. In the case that a council member may be asked to resign, that member must be given prior notice of no more than two weeks before the next Council meeting. Should this requirement still remain, a 2/3 recorded vote to remove the member must take place by the current members of council.

### **Committees:**

The School Council may establish and desolve committees for specific or general puposes or events as deemed necessary by the CSC. These committees may include, but are not limited to: Spiritual Committee, Volunteer Co-ordinator, Fundraising, Communication and Special Event Committee, etc. At least on CSC member must be a member of any sub committee. Administration must be kept involved in the process.

Committees may only act in accordance with the authority provided to them by the CSC. Committees shall make consesusus-based decisions and report them to School Council. Committees shall report their activities to the CSC when necessary and shall respond to any questions from the CSC or parents in attendance at the meeting.

Membership to CSC Committees and sub-committees shall be open to all members of the school community – committee members excepting Council Members do no have the right to vote.

All volunteers to committees must have an approved criminal reference check on file in the main office as per Board Policy.

### **ARTICLE V – Election Procedures**

Election of parent members to the Catholic School Council shall comply with Sections 4 and 5 of the Onratio Regularion 612/00 of the Education Act.

Candidates may be self nominated or nominated by another parent or guardian.

Nominations for parent members will be accepted from the 1<sup>st</sup> day of school up until the deadline provided by the prinipal's guidelines for any given school year. The nominations for parents interested in holding a position on council shall be made on a nomiation form approved by Catholic School Council.

The Catholic School Council shall meet within 30 days of the 1<sup>st</sup> day of school.

If deemed advisable, the Chair may call an 'all candidates meeting' open to the school community.

If an election is required, after the close of nominations, ballots shall be available in the school office from 8:30 a.m. - 4:00 p.m. for parents to vote on the date fixed for the election.

Each St. Joseph Catholic School parent has one vote.

The Principal will be responsible for the counting of ballots after the polls are closed and communicate the results to the school community.

Votes must be tendered in person (no proxy votes). In the event of unforeseen circumstances, votes may need to be tendered via email should a decision be required before the next scheduled CSC meeting.

Positions available will be filled by the person with the most number of votes.

In the event of a tie for the final parent member position, the tie will be broken after a determination by lot.

If there are positions still vacant, the Principal shall inform the school community of the vacancies and call for further applicants. Applicants who come forward at this time will fill the vacant positions in order of their communication to the Principal until all vacancies have been filled.

All retiring members and new members of the Catholic School Council may attend the first meeting following the election in September to help in the transition to the new Catholic School Council.

The installation of the new members of Catholic School Council shall take place at the first meeting following the election.

All appeals related to Catholic School Council elected positions shall be lodged with and resolved by the Principal. Such appeals must be resolved within 30 days of the election date. Should a resolution not be found, the Superintendent of Schools shall be the final arbitrator.

All ballots will be retained by the Principal for 30 days from the date of the election and then destroyed.

**ARTICLE VI**                    **Vacancies**

When a vacancy occurs, Catholic School Council will have a "call for nominations". If there are two or more interested individuals, an election will be held with voting open to the public in attendance at the next Catholic School Council meeting. The successful candidate shall serve out the balance of the term of the member being replaced.

In the event no qualified individual steps forward, the Catholic School Council will appoint a qualified member, staying in compliance with Article III.

**ARTICLE VII**                    **Term of Office**

Term of Office provisions shall comply with Ontario Regulation 612/00 of the Education Act.

Membership on the Catholic School Council shall terminate when:

- A member ceases to meet the criteria set out in the Regulation.
- A member misses two scheduled meetings without proper and timely notice to the Chair.
- A member submits a formal letter of resignation to the Chair.
- A member breaches the Council Member Code of Ethics.

**ARTICLE VII**                    **Council Member Code of Ethics**

- i. A member shall consider the interests of all the students.
- ii. A member shall be guided by the schools and school board's mission statement.
- iii. A member shall act within the limits of the roles and responsibilities of a Catholic school council, as identified by the school's operating guidelines, the Catholic school board, and the Ministry of Education.
- iv. A member shall become familiar with the school's policies and operating practices and act in accordance with them.
- v. A member shall maintain the highest standards of integrity.
- vi. A member shall recognize and respect the personal integrity of each member of the Catholic school community.
- vii. A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.
- viii. A member shall encourage a positive environment in which individual contributions are encouraged and valued.
- ix. A member shall acknowledge democratic principles and accept the consensus of the Catholic council.
- x. A member shall respect the confidential nature of some school business and respect the limitations this may place on the operation of the Catholic School Council.
- xi. A member shall not disclose confidential information.
- xii. A member shall limit discussions at School Council meetings to matters of concern to the Catholic school community as a whole.
- xiii. A member shall use the established communication channels when questions or concerns arise.

- xiv. A member shall promote high standards of ethical practice within the Catholic school community.
- xv. A member shall not accept any payment or benefit financially through Catholic School Council involvement.

#### **ARTICLE IX                    Conflict of Interest**

A conflict of interest shall be defined as making profit from a primary or secondary financial interest violating section xvi. Of article VII – Catholic Council Member Code of Ethics; whether it be directly or indirectly related to the activities of Catholic School Council and its Committees.

- i. Conflicts of Interest must be declared at each Catholic Council meeting and prior to the discussion of a report.
- ii. Members who declare Conflicts of Interest cannot participate in the related discussion and must abstain from voting.

Members who do not declare a Conflict of Interest, and are later found to violate section xvi. of Article IX Council Member Code of Ethics can be required to resign from Council.

#### **ARTICLE X                    Meetings and Rules of Procedure**

A quorum of 60% of members must be present at all Catholic School Council meetings with the number of parents greater than the number of teaching and non-teaching staff combined.

At the first Catholic School Council meeting of the year, all retiring members and new members may attend. At this meeting, Catholic School shall:

- induct all new members
- elect Chair, Vice-Chair, and Secretary
- appoint Community and Parish Representatives
- determine dates for future meetings of which there must be a minimum of four (4)
- establish Committees and Sub-Committees (if so desired) and determine membership on same

Agendas, minutes and reports will normally be provided to all members at least one week prior to the scheduled Catholic School Council meeting. Members shall present to Catholic Council through the Chair, written submissions and additions to the agenda no less than one week prior to the scheduled Catholic Council meeting.

Catholic Council meetings may proceed in the following manner:

- i. prayer
- ii. motion to accept the minutes
- iii. Principal and Vice Principal's Report
- iv. Chair's Report
- v. Finance report
- vi. Committee Reports

Members of the Catholic school community may make a formal presentation to the Catholic School Council in person or in writing. A request for presentation detailing the scope of the matter to be discussed must be submitted to the Chair no later than ten (10) days prior to the meeting at which the presentation will be made. Written requests may be left in the Chair's mailbox in the school office. Approval of this request rests with the Chair and Principal. If the request is denied, a written response detailing reasons will be provided to the person making such a request.

Formal presentations at meetings shall not exceed ten (10) minutes. A maximum of three (3) formal presentations on any agenda topic will be allowed time permitting. The order of presentation will be on a first come, first served basis, for people attending the meeting. The Catholic School Council has the right to limit the number of presentations at any meeting.

The Chair must close each meeting by declaring the date of the next meeting. (Preferably the first Monday of every month, unless otherwise stated).

Catholic School Council meetings usually run one and one half-hours and should not exceed two hours. If the need arises to extend a meeting, it will be done through a vote on Catholic School Council. A vote of one more than half of the Catholic School Council members in attendance will be required to extend the meeting. The vote can be done by a show of hands. The motion to extend the meeting can be granted.

#### **ARTICLE XI                    Recommendations by the Catholic School Council**

The Catholic School Council will endeavour to reach consensus in order to make recommendations to the Board or to the Principal on any matter within the jurisdiction of the Catholic School Council.

- The Catholic School Council recognizes that it has jurisdiction to discuss and review only general issues.
- The Catholic School Council recognizes that personal issues shall not be discussed or reviewed by the Catholic School Council and that the School Council cannot submit recommendations to the Board or the Principal regarding personal issues.

Any member of the School Council may propose that the Catholic School Council review a matter for the purpose of making a recommendation to either the Board or the Principal.

- A majority of voting members of the Catholic School Council must approve the matter to be reviewed prior to the review being undertaken by the Catholic School Council or a Committee of the Catholic School Council.

The Catholic School Council or Committee appointed by the Catholic School Council shall conduct a review of an approved matter to determine an appropriate recommendation to be made to the Principal or Board as a result of the findings of the Catholic School Council or Committee.

- The Catholic School Council or Committee shall consult with parents for at least one meeting in order to solicit parent views regarding the approved matter.
- The Catholic School Council shall appoint one or more members of the Catholic School Council to draft a report of the findings and recommendations of the Catholic School Council.



The Catholic School Council shall submit a report approved by 2/3 of the voting members of the Catholic School Council to the Principal or Board for consideration and response.

- The Catholic School Council shall make copies of the report and the response of the Board or Principal available to all parents who request a copy of the Board or Principal response to the matter and recommendation submitted for consideration.

## **ARTICLE VII**                    **Conflict Resolution**

Catholic School Council members are elected/appointed to serve the school community and will demonstrate respect for their colleagues on Catholic School Council at all times.

Any dispute between members of the Catholic School Council, including parent members, staff members and the Principal, which cannot be resolved by the parties, shall be referred to the appropriate Superintendent of Schools for review and direction. If the Superintendent of Schools is unable to resolve the outstanding dispute, the Board, in its sole discretion, expense and direction, will appoint a single third independent mediator to resolve the outstanding dispute in accordance with the Board timelines and policies.

The following procedure will be followed in the event of a conflict during a Catholic School Council meeting:

- The Chair will have the right to limit discussion on any particular topic.
- The Chair will ask the speaker/presenter(s) to bring to conclusion his/her presentation within one minute of the allotted time. This will be made clear in advance of all presenters.
- If the speaker/presenter(s) continues, the Chair shall request the speaker/presenter to immediately stop and stand down.
- If the speaker/presenter(s) continues, the Chair shall call an immediate recess of the Catholic School Council members for five (5) minutes and request an immediate sidebar with the speaker/presenter(s) and the Principal in private. The Chair will offer the following two options to the speaker/presenter(s):
  - i. Resume the meeting and stand down.
  - ii. Resume the meeting and ask the speaker/presenter(s) to depart the premises.
  - iii. When the meeting continues, if the speaker/presenter(s) behaviour is not appropriate the Principal shall intercede and request the speaker/presenter(s) to voluntarily leave the premises. If the speaker/presenter(s) refuses to desist and depart, the meeting will be suspended until such time the speaker/presenter(s) leaves and the meeting may have to be deferred to another time.
  - iv. A meeting must be held with the Superintendent of Schools or designate to resolve the matter and determine future access to school council meetings.

### **ARTICLE XIII**                    **Minutes, Financial Records and Annual Report**

The Catholic School Council shall keep minutes of all meetings.

- The Secretary of the Catholic School Council is responsible for keeping minutes of all meetings.
- The minutes shall record all topics discussed and all issues voted upon and the results of all votes taken.
- The minutes shall be kept at the school in the care of the Principal for four (4) years. The minutes shall be accessible at the School for review by any person.

The School Secretary shall keep records of all fundraising financial transactions in accordance with the policies of the Board.

- The School Secretary shall ensure that the Catholic School Council fundraising financial records are up-to-date and available for review upon request by any parent or Board employee.
- The financial records shall be kept at the school and stored by the Principal for four (4) years.
- Two of the following must sign all cheques, and withdrawal receipts: Principal, School Secretary.

The Catholic School Council shall submit an annual report to the Principal and Board each year before June 1.

- The annual report shall describe all matters reviewed and all recommendations made to the Principal or the Board,
- The annual report may also include:
  - i. The opening balance of all Catholic School Council fundraising totals;
  - ii. All money raised;
  - iii. The purposes for which money was raised
  - iv. How money was raised for each identified purpose;
  - v. On what the Catholic School Council money was spent and for what purpose;
  - vi. How much money was remaining in the Catholic School Council account as of June 1;
  - vii. The projected expenditures for the period June 1 to September 1, if any.

### **ARTICLE XIV**                    **Fundraising**

The Catholic School Council may fundraise for the purposes identified by the School or Board and in accordance with Board policies.

The Catholic School Council must disclose the purpose of all fundraising activities to all students, parents and members of the public providing funds, resources or effort for the purpose or benefit of the fundraising activity.

All money must be counted in the presence of a minimum of two (2) people on school property.

Committees are responsible for money collection and counting. Deposits must be delivered to the School Office.

**\*\*\*The operational manual will be reviewed every 3 years, or revised as deemed necessary by the Catholic School Council\*\*\***

