

YORK CATHOLIC DISTRICT SCHOOL BOARD

POLICY TITLE: CATHOLIC SCHOOL COUNCILS

SECTION A


- 1. PURPOSE**
The York

or Co-Chairs of the Catholic School Council in consultation with the Principal [Ontario Regulation 612/00, s. 4(4)].


- 3.1.4 In accordance with section 4(5) of the Ontario Regulation 612/00, an election of parent members of a Catholic School Council shall be,
 - (i) in person, at a location that is accessible by the public;
 - (ii) by electronic or telephonic means; or
 - (iii) both in person, at a designated location, and by electronic or telephonic means.
- 3.1.5 Fourteen (14) days prior to the election date of parent members, the principal of the school, on behalf of the Catholic School Council, shall give written notice of the date, time and location of the election to every parent of a student who is enrolled in the school [Ontario Regulation 612/00, s.4 (6)].
 - 3.1.5.1 The notice may be given to the parent's child for the delivery to his or her parent; and
 - 3.1.5.2 Posting the notice in a designated location in the school that is visible to parents;
 - 3.1.5.3 Delivering the notice to the parent by email or by electronic means;
 - 3.1.5.4 Posting the notice on the school's website.
- 3.1.6 The election of parent members shall be by secret ballot [Ontario Regulation 612/00, s.4 (8)].
- 3.1.7 If a new school is established, the first election of parent members to the school council shall be held during the first 30 days of the school year [Ontario Regulation 612/00, s. 4(5)].
- 3.1.8 The Board shall solicit the views of the Catholic School Council with respect to Board matters as outlined in the Ontario Regulation 612/00 (s.19).
- 3.1.9 Where there is a particular concern, the Catholic School Council may also make a delegation to the Board in accordance with Policy 106, *Delegations to the Board*.
- 3.1.10 The school community may be invited to provide input to the Catholic School Council. In its role as an Advisory body, it is the responsibility of the Catholic School Council to come to a final decision/position with respect to the issue/topic being addressed. The Principal shall make their final determination once all input from the Catholic School Council has been reviewed.
- 3.1.11 The Catholic School Council shall

Information Check (E-PIC) obtainable from the York Regional Police at www.yrp.ca.

- 3.1.13 All Catholic School Council members who have direct and regular handling of Catholic School Council finances shall fulfill their responsibilities in accordance with YCDSB Policy 603A *School Fundraising*.
- 3.1.14 All Catholic School Council members are mandated to keep student information confidential.
- 3.1.15 There will be no honorarium paid to any person serving as a member of the Catholic School Council [Ontario Regulation 612/00, s.11(1)].
- 3.1.16 The Principal shall ensure that no partisan information is distributed on school premises.
- 3.1.17 Board personnel and the York Catholic Parent Involvement Commitment (YCPIC) will organize information and training sessions to enable Catholic School Council Members to develop their skills.
- 3.1.18 The York Catholic District School Board reserves the right to disband a Catholic School Council in the event of a conflict that cannot be resolved, and/or



3.2.3.5 One School



3.2.10 A parent, who is employed by the board but does not work at the school their children attend,



3.4 Committees

3.4.1 A Catholic School Council may, in accordance with its by-laws, establish committees to make recommendations to the Catholic School Council [Ontario Regulation 612/00 s.13(1)].

3.5 Establishing By-Laws/ Review of Constitution

3.5.1 The Catholic School Council must familiarize themselves with the Constitution on

consultation with the appropriate School Superintendent(s) and Principals of the affected schools:

- (i) First, to the affected schools; and,
- (ii) Second, to other schools as identified by Board Staff.

3.8 Annual

3.10 York Catholic Parent Involvement Committee (YCPIC)

3.10.1 The purpose of the York 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 [Ontario Regulation 612/00, s.27].

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3.10.2 The York Catholic Parent Involvement Committee shall work with Catholic School Councils of the Board and, through the Director of Education as per Ontario Regulation 612/00, s. 27 & 28 to:

- 3.10.2.1 Share effective practices to help engage parents;
- 3.10.2.2 Identify and reduce barriers to parent engagement;
- 3.10.2.3 Help ensure that schools of the board reduce barriers to parent engagement for parents of its pupils;

4.3.14 To ensure that the Catholic School Council's Annual "Year End" Report is submitted to the Board and posted to the Catholic School Council section of the School Website in a timely manner.

4.3.15 To ensure that copies of the agenda and minutes of all Catholic School Council meetings including Executive and Subcommittee meetings are kept at the school for four years.

4.3.16 To ensure that copies of the Catholic School Council's Annual "Year End" Report, Subcommittee Agendas, Minutes and Reports are kept at the school for four years. These documents are to be made available to the Catholic School Council, all Parents/Guardians, local Trustee(s) and the public via the school website.

5.2 Constitution

A document that defines the structure of the Catholic School Council and sets out the principles according to which the council is governed. Catholic School Councils are not required to develop lengthy Constitutions, since Ontario Regulation 612/00 sets out the mandate and roles and responsibilities for School Councils.

5.3 Digital Citizenship

4. Role of Catholic School Council Treasurer

- 4.1 Entrusted with the receipt, care and management of all Catholic School Council funds in accordance with Board policies and procedures
- 4.2 Prepare all deposits and ensure that they are signed by both the Treasurer and Chair or Co-Chair
- 4.3 Ensure that all deposits are prepared by a minimum of two (2) Catholic School Council members, one being the Treasurer, to confirm deposit amounts
- 4.4 Prepare