

# CATHOLIC SCHOOL COUNCIL

## GUIDELINES



Hamilton-Wentworth Catholic Schools  
*Believing, Achieving, Serving*

# 2019

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## HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

### MISSION

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.

The Catholic Community of Hamilton-Wentworth believes the learner will realize this fullness of humanity

- if the learning process
  - begins at home and is part of family life
  - is nurtured within the Parish
  - is anchored in the Catholic Faith
  - takes place within the context of worship, sacraments, and the life of the Church
  - is enhanced by the school community
  - is embraced by the learner as a personal responsibility for life
  
- if learning takes place in an appropriate and challenging environment
  - in which members of the school community exemplify the teachings of Jesus Christ
  - which reflects Gospel values and responsible use of human, financial and natural resources
  - which promotes academic excellence and clear indicators of achievement.

# VISION

Learners from Hamilton-Wentworth Catholic Schools will demonstrate

- knowledge and practice of their Catholic faith
- the capability of nurturing a strong family unit
- esteem, respect and responsibility for self and others academic competence
- the ability to listen accurately and express knowledge clearly
- independence, critical thinking and effective problem solving
- proficiency with technology in order to adapt to a changing world
- the values, attitudes and skills for effective partnerships
- the ability to transform our society

To enable learners to achieve this vision, the faith community of the Hamilton-Wentworth Catholic District School Board will reflect

- the centrality of Jesus Christ in our lives
- the teachings of the Catholic Church
- exemplary role models
- social justice, respect and fairness for all
- a dedicated staff
- a curriculum that is dynamic, practical and relevant
- high standards
- an environment conducive to learning
- effective partnerships
- accountability at all levels.



## **A Message from the Chairperson and Director of Education**

The advisory role of our Catholic School Councils is important to helping schools and the Board to discern new directions on educational issues.

In recent years, we have worked closely with those in our Catholic school communities to encourage and nurture the participation of parents, staff, and parishes in the educational lives of our children. Together, we have provided greater structure to Catholic School Councils while at the same time facilitating a continued free exchange of ideas.

The members of our Catholic School Councils are themselves well-educated, in a formal way and in the practical senses that are necessary to adapting to the changes and opportunities in modern education. At the root of these changes are the constant tenets of our faith, and importance of Christ-centeredness that is reflected in the Board's mission and vision statements.

The Guidelines contained in this booklet represent a fresh starting point for all of us. We continue to work to strengthen and streamline Catholic education for the students and the families we serve and, indeed, the entire community which benefits from our efforts.

**Patrick J. Daly**  
**Chairperson**

**David Hansen**  
**Director of Education**

**“BELIEVING, ACHIEVING, SERVING”**





## **THE CATHOLIC SCHOOL COUNCIL**

### **PURPOSE**

Catholic School Councils shall provide the structure that enables parents, staff, principals, students, community and parish members to come together to review and address the education of that community' s children.

**The purpose of Catholic School Councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents and to promote the mission of Catholic education within the school community.**

Catholic School Councils primary means of achieving its purpose is by making recommendations in accordance with Regulation 612(Appendix B) to the principal of the school and to the board.

Catholic School Councils shall reinforce, through recommendations and their own activities, the concept of the school as one of the institutions which convey and express the life of the Church. With the broader Church community, the school shares responsibility for the spiritual growth and development of students as part of its educational task.

### **ROLES AND RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCILS**

It is the responsibility of the Catholic School Council to ensure that the Mission and Vision of the Hamilton Wentworth Catholic District School Board are supported and promoted by the Catholic School Council.

The role of the Catholic School Council is advisory. It shall provide ideas and opinions to assist the principal and, where appropriate, the Hamilton-Wentworth Catholic District School Board in decision-making on educational issues. The advice shall be based on accepted Catholic principles, the general views of the school community and the best interest of all students throughout the school. The Catholic School Council must operate within the Education Act and its Regulations and Board Policy.

**The Catholic School Council may make recommendations to the principal of the school or to the Board on any matter as outlined in Regulation 612. In addition, the Catholic School Council may make recommendations concerning:**

- liturgical celebrations
- school-based services and community partnerships related to spiritual, social, recreational, nutritional and health programs
- retreats for Catholic School Councils together with their communities

The responsibilities of the Catholic School Council shall include:

- supporting the values, beliefs and practices of the Catholic faith
- providing minutes of meetings and financial records
- **consulting with parents of pupils in the school about matters under consideration by the Catholic School Council**
- **providing a written annual report on its activities to the principal of the school and to the Board through the Superintendent of Education**

### Specific Responsibilities

The Chair shall:

- set the dates for Catholic School Council meetings in consultation with the principal
- prepare the agenda for all Catholic School Council meetings in consultation with the principal
- chair Catholic School Council meetings
- ensure that the minutes of Catholic School Council meetings are recorded and maintained
- participate in information training programs
- ensure that there is regular communication and input sought from the Catholic school community
- consult with senior administration and trustees, as required
- act as the official representative of the Catholic School Council
- be accountable to the school community they represent

The Principal shall:

- facilitate the establishment and election of the Catholic School Council and assist in its operation in accordance with Regulation 612
- **provide written notice of dates, times and locations of Catholic School Council meetings to every parent/guardian of a pupil in the school**
- support and promote the Catholic School Council's activities
- seek input and respond to recommendations from the Catholic School Council
- act as a resource on laws, regulations, Board policies and collective agreements
- provide information required by the Catholic School Council to enable it to make informed decisions
- communicate with the chair of the Catholic School Council, as required
- help to facilitate the co-ordination of activities in support of children with the Catholic community
- ensure that copies of the minutes of the Catholic School Council meetings are kept at the school
- assist the Catholic School Council in communicating with the Catholic school community
- encourage the participation of all members of the Catholic School Council
- **provide every parent/guardian of a pupil in the school, on behalf of the Catholic School Council, with a copy of the Catholic School Council's annual report**

NOTE: The principal of the school may delegate any of his/her powers or duties as a member of the Catholic School Council to the vice-principal of the school.

NOTE: The Catholic School Council makes all recommendations to the principal, whose decision is final.

## **COMPOSITION OF THE CATHOLIC SCHOOL COUNCIL**

### Catholic School Council

#### Parents/Guardians of the Students Enrolled in the School

- shall form the majority of membership
- a minimum of six(6) members elected who are a parent/guardian of a student in the school to a maximum of 10 members
- a person is not qualified to be a parent member if he/she is employed at the school

#### School Principal

- shall be a designated member

#### Teacher

- one(1) to be elected by the teaching staff

#### Other Staff

- one(1) member to be elected by non-teaching staff from the non-teaching staff

#### Pastor

- shall be a designated member (or)
- may appoint a parish representative

#### Community Member

- one(1) member shall be appointed from the broader Catholic community by the Catholic School Council

#### Student

- at the secondary level, one(1) student appointed by the student council (or)
- where no student council exists, one(1) student elected by the student body
- at the elementary level, one (1) pupil enrolled in the school, if the principal determines, after consulting the other members of the Catholic School Council, that the council should include a pupil

## **OFFICERS**

The officers of the Catholic School Council shall be parents/guardians who are elected to the Catholic School Council by the parents/guardians of the children enrolled in the school. The position of officers will be determined by the members of the Catholic School Council once they have been elected. A person who is employed by the Board cannot be the chair or co-chair of the Catholic School Council.

There shall be a chair or co-chairs of the Catholic School Council.

A Catholic School Council may have such other officers as are provided for in the by-laws of Catholic School Council such as vice-chair, secretary and treasurer.

## **ELECTIONS**

**An election of the Catholic 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 Catholic School Council after consulting with the principal of the school. The principal of the school shall, at least 14 days before the date of the election of parent members, on behalf of the Catholic School Council, provide [as outlined in Regulation 612, subsection 4(7)] written notice of the date, time and location of the election to every parent/guardian of a pupil who, on the date the notice is given, is enrolled in the school.**

### **Election of Parent Members**

A person is qualified to be a parent/guardian member of a school council if he/she is a parent of a pupil who is enrolled in the school. A person is not qualified to be a parent member of a Catholic School Council if:

- he/she is employed in any capacity, at that school
- he/she is not employed at the school, but is employed elsewhere by the Board, unless he/she informs the people qualified to vote in the election of parent members of that employment

The election of parent members shall be by secret ballot. A person is qualified to vote in an election of parent members of a Catholic School Council if he/she is a parent/guardian of a pupil who is enrolled in the school. A person is qualified to vote in an election if he/she is employed at the school, in any capacity unless he/she is the principal or vice-principal of the school.

## **TERM OF OFFICE**

1. All officers will be in office for one year from the date they are elected or appointed until the date of the first meeting of the Catholic School Council after the elections held in the next school year.
2. A member of a Catholic School Council may be re-elected or re-appointed, unless otherwise provided by the by-laws of the council.

## **VACANCIES**

1. A vacancy in the membership of a Catholic School Council shall be filled by election or appointment in accordance with the by-laws of the council.
2. A vacancy in the membership of a Catholic School Council does not prevent the council from exercising its authority, unless there are not enough parents to form the majority of the Catholic School Council.

## **MEETINGS**

1. A Catholic School Council shall meet at least four times during the school year.
2.
  - (a) A meeting will only take place when a majority (50% + 1) of the current members are present at the meeting, and;
  - (b) when a majority (50% + 1) of the members of the council who are present at the meeting are parent members.

3. **Following the elections in September and within the first 35 days, the Catholic School Council shall meet on a date fixed by the principal.**
4. All meetings of the Catholic School Council shall be open to the public and held at a location that is accessible to the public.
5. A principal shall post and distribute written notice, to every parent of a pupil enrolled in the school, the dates, times and locations of Catholic School Council meetings.

### **COMMITTEES OF THE CATHOLIC SCHOOL COUNCIL**

1. **Any committee formed by the Catholic School Council shall include at least one parent member of the Catholic School Council.**
2. Committees of the Catholic School Council may include other members of the parent community.
3. Committees of the Catholic School Council may include, but are not limited to, the following:
  - 1 fundraising
  - 2 spiritual
  - 3 health and safety
  - 4 educational issues
  - 5 communication

### **VOTING AT CATHOLIC SCHOOL COUNCIL MEETINGS**

1. Each member of the Catholic School Council, except for the principal who is a non-voting member, is entitled to one vote, on each recommendation to be brought forward to the principal.
2. Each member of a committee of a Catholic School Council is entitled to one vote during committee meetings except for the principal who is a non-voting member.

## **COLLECTION OF INFORMATION**

- 1. The Ministry may, for the purpose of consulting and communicating directly with members of school councils, collect the names, mailing addresses, telephone numbers and e-mail addresses of the chair or co-chairs of a school council and of the other members of the council**
- 2. The Ministry may disclose information collected under subsection (1) to the Ontario Parent Council, which may use the information for the purpose of consulting and communicating directly with members of school councils.**

## **MINISTRY POWERS AND DUTIES**

- 1. As part of its accountability to parents, the Ministry shall report annually to members of school councils on education in the province.**
- 2. The Ministry may,**
  - (1) make other reports to members of school councils; and**
  - (2) provide information to members of school councils respecting the roles and responsibilities of school councils.**

## **REMUNERATION**

- 1. A person shall not receive any remuneration for serving as a member or officer of a school council.**
- 2. Every board shall establish policies respecting the reimbursement of members and officers of school councils established by the board.**
- 3. The board that established a school council shall reimburse members and officers of the council, in accordance with the policies referred to in subsection (2), for expenses they incur as members or officers of the council.**



## **SAMPLE BY-LAWS**

## **APPENDIX A**

By-laws that are mandated by Reg. 612 have been identified as required, and must be included in Catholic School Guidelines when formulated. Additional by-laws can be locally developed.

All by-laws of Catholic School Councils must reflect Board policy and the Catholic School Council Guidelines.

### **BY-LAW I      PURPOSE**

- a. To actively support all activities that promote Catholic education
- b. To act in an advisory capacity to the principal to improve pupil achievement
- c. To facilitate, through information and feedback, the accountability of the education system to parents.
- d. To make recommendations in accordance with Regulation 612(Appendix B) and the Board policy.

### **BY-LAW II      COMPOSITION OF THE CATHOLIC SCHOOL COUNCIL**

#### 1. Parents/Guardians of the Students Enrolled in the School

- shall form the majority of membership
- a minimum of six(6) members and a maximum of ten (10) members elected who are a parent/guardian of a student in the school
- a person is not qualified to be a parent member if he/she is employed at the school

#### 2. School Principal

- shall be a designated member, with no voting privileges

#### 3. Teacher

- one(1) to be elected by the teaching staff

#### 4. Other Staff

- one(1) member to be elected by non-teaching staff from the non-teaching staff

#### 5. Pastor

- shall be a designated member (or)
- may appoint a parish representative

## 6. Community Member

- one(1) member shall be appointed from the broader Catholic community by the Catholic School Council

## 7. Student

- at the secondary level, one(1) student appointed by the student council (or)
- where no student council exists, one(1) student elected by the student body
- at the elementary level, one (1) pupil enrolled in the school, if the principal determines, after consulting the other members of the Catholic School Council, that the council should include a pupil

## **BY-LAW III      DUTIES OF OFFICERS**

### 1.      **CHAIR**

In addition to the roles and responsibilities described, the chair shall:

- a. set the dates for Catholic School Council meetings in consultation with the principal
- b. prepare the agenda for all Catholic School Council meetings in consultation with the principal
- c. chair Catholic School Council meetings
- d. ensure that the minutes of Catholic School Council meetings are recorded and maintained
- e. participate in information training programs
- f. ensure that there is regular communication and input sought from the Catholic school community
- g. consult with senior administration and trustees, as required
- h. act as the official representative of the Catholic School Council
- i. be accountable to the school community they represent

### 2.      **VICE-CHAIR**

The duties of the Vice-Chair shall be:

- a. To assist the Chair in his/her duties at all times
- b. To conduct meeting and accept the Chair' s responsibilities in the absence of and upon request of the chair

### 3. **SECRETARY**

The duties of the Secretary shall be:

- a. To record the minutes of the Catholic School Council meetings and to provide each member of the Catholic School Council with a copy
- b. To ensure a copy of meeting minutes is made available, in accessible location, to the parent community at large
- c. To take care of correspondence pertaining to any Catholic School Council business
- d. To discard minutes and records more than four years old if the Catholic School Council so directs

### 4. **TREASURER**

The duties of the Treasurer shall be:

- a. To monitor all monies raised by the Catholic School Council with the School Principal
- b. To maintain records of all purchases and expenditures
- c. To present an up-to-date, written statement of accounts at each meeting

### **BY-LAW IV      ELECTION PROCEDURE    (REQUIRED)**

1. An election of the Catholic 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 Catholic School Council after consulting with the principal of the school.
2. Notification and nomination forms will be sent home by the principal at least fourteen (14) days prior to the election.
3. Candidates must accept nomination prior to names being submitted.
4. If nominations do not exceed the stated number of candidates required, the slate of candidates for the Catholic School Council will be acclaimed.

5. Candidates will be given 2 -3 minutes each to express the reason(s) for their candidacy and candidates must state their employment by the board if it exists.
6. The election of parent members shall be by secret ballot.
7. Any parent/guardian of a pupil who is enrolled in the school may vote in an election of parent members of a Catholic School Council unless he/she is the principal or vice-principal of the school.

**BY-LAW V                      TERM OF OFFICE      (REQUIRED)**

1. All officers will be in office for one year from the date they are elected or appointed until the date of the first meeting of the Catholic School Council after the elections held in the next school year.
2. A member of a Catholic School Council may be re-elected or re-appointed.

**BY-LAW VI                      VACANCIES      (REQUIRED)**

1. A vacancy in the membership of the Catholic School Council may be filled by election or appointment, or left vacant if the Catholic School Council determines that there is insufficient time left in the school year to warrant an election.
2. The Catholic School Council may exercise its authority when a vacancy exists, unless there is not enough parents to form the majority of the Catholic School Council.

**BYLAW VII                      MEETINGS**

1. A Catholic School Council will meet at least four times during the school year.
2. Following the elections in September and within the first 35 days of the school year, the Catholic School Council shall meet on a date fixed by the principal.
3. All meetings of the Catholic School Council shall be open to the public and held at a location that is accessible to the public.

4. The principal shall post and distribute written notice, to every parent of a pupil enrolled in the school, the dates, times and locations of Catholic School Council meetings.
5. All members of the Catholic School Council shall attend meetings with a maximum absenteeism of three meetings, unless absence is due to mitigating circumstances. Without mitigating circumstances the member will be asked to resign and the vacancy procedure shall be exercised.

### **BY-LAW VIII      QUORUM**

1. A meeting will only take place when:
  - a. a majority (50% + 1) of the current members are present at the meeting, and;
  - b. a majority (50% + 1) of the members of the council who are present at the meeting are parent members.

### **BY-LAW IX      COMMITTEES**

1. One parent member of the Catholic School Council will be a member of each committee.
2. Committees of the Catholic School Council may include other parents and members of the school community.

### **BY-LAW X      VOTING**

1. Only members of the Catholic School Council, except for the principal who is a non-voting member, are entitled to one vote on each recommendation.
2. Each member of a committee of a Catholic School Council is entitled to one vote during committee meetings except for the principal who is a non-voting member.

## **BY-LAW XI      CONFLICT OF INTEREST (REQUIRED)**

Conflict of interest relates to a direct financial benefit to the elected member, either personally or through the member' s family.

Direct financial benefit should be interpreted as an individual interest rather than one that is common to a class of persons. It is not considered a conflict of interest if a large segment of a population, including the member, will benefit from a decision to which the member is a party; however, there is a conflict of interest if a member or his/her immediate family could benefit personally from a decision while a larger group of people could not.

Immediate family should be interpreted to include the spouse, parents or children of the elected member.

1. A Catholic School Council member must not use information obtained as a result of his/her election for personal benefit.
2. A Catholic School Council member must declare a conflict of interest situation at the earliest opportunity to the Chairperson.
3. The chairperson must ensure that the declared conflict of interest is recorded in the minutes of the Catholic School Council.
4. Once a conflict of interest has been declared by a member, that member must not participate or vote on any issues related to the conflict of interest.

**BY-LAW XII      CONFLICT RESOLUTION PROCESS    (REQUIRED)**

A conflict resolution process must take place when a situation occurs among the Catholic School Council that appears to be at an impasse or unresolvable. Each complaint will be dealt with in strict confidence. Where the conflict resolution process is pursued, it shall be conducted in a timely and effective manner.

The following represent a process for resolving a complaint:

**STEP 1      INFORMAL RESOLUTION PROCESS**

- 1) Parties involved in an unresolved situation must first attempt to communicate positions and/or concerns with parties involved.
- 2) If the parties agree, the matter is resolved.

**STEP 2      FORMAL RESOLUTION PROCESS**

- 1) If situation in part 1 is still unresolved, the parties should ask for assistance in mediating from the principal.
- 2) If the principal is a party in the unresolved situation, parties should move to step 3.

**STEP 3**

- 1) The parties involved in the unresolved situation may submit a written explanation to the Superintendent of Education for the school.
- 2) The Superintendent of Education for the school may attend a meeting to assist in resolving the conflict and will respond in writing.

**STEP 4**

- 1) If Steps 1 through 3 have not resulted in a resolution, the Director of Education may be contacted in writing whose decision is final, to assist in mediation.





## Regulation 612

### PART I INTERPRETATION

1. In this Regulation,

“meeting”, in respect of a school council or a parent involvement committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide; (“réunion”)

“parent” means,

- (a) in respect of a school council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Act, and
- (b) 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 section 1 of the Act; (“père ou mère”)

“parent member” means,

- (a) in respect of a school council, a member of the council who is elected to the council in accordance with section 4 or who fills a vacancy created by a parent member ceasing to hold office, and
- (b) in respect of a parent involvement committee, a member of the committee who is appointed or elected to the committee in accordance with section 34 or who fills a vacancy created by a parent member ceasing to hold office. (“père ou mère membre”) O. Reg. 330/10, s. 3.

1.1 In the case of a school council in a school that is established primarily for adults, a reference in this Regulation to a parent shall be read, with necessary modifications, as a reference to a pupil who is enrolled in the school. O. Reg. 330/10, s. 3.

### **PART II SCHOOL COUNCILS**

#### Purpose

- 2. (1) The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. O. Reg. 612/00, s. 2 (1).
- (2) A school council’s primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council. O. Reg. 612/00, s. 2 (2).

### Composition

3. (1) A school council for a school shall be composed of the following people:
  1. The number of parent members determined under subsection (2).
  2. The principal of the school.
  3. One teacher who is employed at the school, other than the principal or vice-principal, elected in accordance with section 5.
  4. One person who is employed at the school, other than the principal, vice-principal or any other teacher, elected in accordance with section 5.
  5. In the case of a school with one or more secondary school grades,
    - i. one pupil enrolled in the school who is appointed by the student council, if the school has a student council, or
    - ii. one pupil enrolled in the school who is elected in accordance with section 5, if the school does not have a student council.
  6. In the case of a school with no secondary school grades, one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of the school council, that the council should include a pupil.
  7. Subject to subsection (3), one community representative appointed by the other members of the council.
  8. One person appointed by an association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education, if the association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education is established in respect of the school. O. Reg. 612/00, s. 3 (1).
- (2) For the purposes of paragraph 1 of subsection (1), the number of parent members shall be determined as follows:
  1. If the school council has a by-law that specifies the number of parent members, the number specified in the by-law.
  2. 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).

- (3) A school council may specify by by-law that the council shall include two or more community representatives, appointed by the other members of the council. O. Reg. 612/00, s. 3 (3).
- (4) In specifying numbers under subsections (2) and (3), the board or the school council, as the case may be, shall ensure that parent members constitute a majority of the members of the school council. O. Reg. 612/00, s. 3 (4).
- (5) A person who is employed by the board that established a school council cannot be appointed as a community representative on the council unless,
  - (a) he or she is not employed at the school; and
  - (b) the other members of the school council are informed of the person's employment before the appointment. O. Reg. 612/00, s. 3 (5).
- (6) A member of a board cannot be a member of a school council established by the board. O. Reg. 612/00, s. 3 (6).
- (7) Paragraphs 5 and 6 of subsection (1) do not apply in respect of a school that is established primarily for adults. O. Reg. 612/00, s. 3 (7).

#### Election of Parent Members

4. (1) A person is qualified to be a parent member 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 (1).
- (2) Despite subsection (1), a person is not qualified to be a parent member of a school council if,
  - (a) he or she is employed at the school; or
  - (b) he or she is not employed at the school but is employed elsewhere by the board that established the council, unless he or she 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).
- (3) 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).
- (4) 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).

- (5) Despite subsection (4), 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, on a date that is fixed by the board that established the school council. O. Reg. 612/00, s. 4 (5).
- (6) 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).
- (7) The notice required by subsection (6) may be given by,
  - (a) giving the notice to the parent's child for delivery to his or her parent; and
  - (b) posting the notice in the school in a location that is accessible to parents. O. Reg. 612/00, s. 4 (7).
- (8) The election of parent members shall be by secret ballot. O. Reg. 612/00, s. 4 (8).  
Other Elections
5.
  - (1) The elections of members of school councils referred to in paragraph 3, paragraph 4 and subparagraph 5 ii of subsection 3 (1) shall be held during the first 30 days of each school year. O. Reg. 612/00, s. 5 (1).
  - (2) A person is qualified to vote in an election of a member of a school council referred to in paragraph 3 of subsection 3 (1) 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).
  - (3) A person is qualified to vote in an election of a member of a school council referred to in paragraph 4 of subsection 3 (1) if he or she is a person, other than the principal, vice-principal or any other teacher, who is employed at the school. O. Reg. 612/00, s. 5 (3).
  - (4) A person is qualified to vote in an election of a member of a school council referred to in subparagraph 5 ii of subsection 3 (1) if he or she is a pupil enrolled in the school. O. Reg. 612/00, s. 5 (4).

### Term of Office

6. (1) A person elected or appointed as a member of a school council holds office from the later of,
  - (a) the date he or she is elected or appointed; and
  - (b) the date of the first meeting of the school council after the elections held under sections 4 and 5 in the school year, until the date of the first meeting of the school council after the elections held under sections 4 and 5 in the next school year. O. Reg. 612/00, s. 6 (1).
- (2) A member of a school council may be re-elected or reappointed, unless otherwise provided by the by-laws of the council. O. Reg. 612/00, s. 6 (2).

### Vacancies

7. (1) A vacancy in the membership of a school council shall be filled by election or appointment in accordance with the by-laws of the council. O. Reg. 612/00, s. 7 (1).
- (2) If an election is held to fill a vacancy in the membership of a school council, section 4 or 5, as the case may be, applies, with necessary modifications, to the election. O. Reg. 612/00, s. 7 (2).
- (3) A vacancy in the membership of a school council does not prevent the council from exercising its authority. O. Reg. 612/00, s. 7 (3).

### Officers

8. (1) A school council shall have a chair or, if the by-laws of the council so provide, two co-chairs. O. Reg. 612/00, s. 8 (1).
- (2) A chair or co-chair of a school council must be a parent member of the council, and shall be elected by the members of the council. O. Reg. 612/00, s. 8 (2).
- (3) A person who is employed by the board that established the council cannot be the chair or co-chair of the council. O. Reg. 612/00, s. 8 (3).
- (4) A school council may have such other officers as are provided for in the by-laws of the council. O. Reg. 612/00, s. 8 (4).
- (5) Subject to subsections (2) and (3), vacancies in the office of chair, co-chair or any other officer of a school council shall be filled in accordance with the by-laws of the council. O. Reg. 612/00, s. 8 (5).

9. Revoked: O. Reg. 330/10, s. 5.

### Ministry Powers and Duties

10. (1) As part of its accountability to parents, the Ministry shall report annually to members of school councils on education in the province. O. Reg. 612/00, s. 10 (1).
- (2) The Ministry may,
- (a) make other reports to members of school councils; and
- (b) provide information to members of school councils respecting the roles and responsibilities of school councils. O. Reg. 612/00, s. 10 (2).

### Remuneration

11. (1) A person shall not receive any remuneration for serving as a member or officer of a school council. O. Reg. 612/00, s. 11 (1).
- (2) Every board shall establish policies respecting the reimbursement of members and officers of school councils established by the board. O. Reg. 612/00, s. 11 (2).
- (3) The board that established a school council shall reimburse members and officers of the council, in accordance with the policies referred to in subsection (2), for expenses they incur as members or officers of the council. O. Reg. 612/00, s. 11 (3).

### Meetings

12. (1) A school council shall meet at least four times during the school year. O. Reg. 612/00, s. 12 (1).
- (2) A 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).
- (3) A meeting of a school council cannot be held unless,
- (a) a majority of the current members of the council are present at the meeting;  
and
- (b) a majority of the members of the council who are present at the meeting are parent members. O. Reg. 612/00, s. 12 (3).

- (4) All meetings of a school council shall be open to the public. O. Reg. 612/00, s. 12 (4).
- (5) A school council is entitled to hold its meetings at the school. O. Reg. 612/00, s. 12 (5).
- (6) All meetings of a school council shall be held at a location that is accessible to the public. O. Reg. 612/00, s. 12 (6).
- (7) The principal of a school shall, on behalf of the school council, 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. O. Reg. 612/00, s. 12 (7).
- (8) The notice required by subsection (7) may be given by,
- (a) giving the notice to the parent's child for delivery to his or her parent; and
  - (b) posting the notice in the school in a location that is accessible to parents. O. Reg. 612/00, s. 12 (8).

#### Committees

13. (1) A school council may, in accordance with its by-laws, establish committees to make recommendations to the council. O. Reg. 612/00, s. 13 (1).
- (2) Every committee of a school council must include at least one parent member of the council. O. Reg. 612/00, s. 13 (2).
- (3) A committee of a school council may include persons who are not members of the council. O. Reg. 612/00, s. 13 (3).
- (4) Subsections 12 (4) to (8) apply, with necessary modifications, to committees of school councils. O. Reg. 612/00, s. 13 (4).

#### Voting

14. (1) Subject to subsection (3), each member of a school council is entitled to one vote in votes taken by the council. O. Reg. 612/00, s. 14 (1).
- (2) Subject to subsection (3), each member of a committee of a school council is entitled to one vote in votes taken by the committee. O. Reg. 612/00, s. 14 (2).
- (3) The principal of the school is not entitled to vote in votes taken by the school council or by a committee of the school council. O. Reg. 612/00, s. 14 (3).

### By-laws

15. (1) A school council may make by-laws governing the conduct of its affairs. O. Reg. 612/00, s. 15 (1).
- (2) Every school council shall make the following by-laws:
1. A by-law that governs election procedures and the filling of vacancies in the membership of the school council.
  2. A by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest.
  3. A by-law that, in accordance with any applicable policies established by the board that established the council, establishes a conflict resolution process for internal school council disputes. O. Reg. 612/00, s. 15 (2).

### Minutes and Financial Records

16. (1) A school council shall keep minutes of all of its meetings and records of all of its financial transactions. O. Reg. 612/00, s. 16 (1).
- (2) The minutes and records shall be available at the school for examination without charge by any person. O. Reg. 612/00, s. 16 (2).
- (3) Subsections (1) and (2) do not apply to minutes and records that are more than four years old. O. Reg. 612/00, s. 16 (3).

### Incorporation

17. A school council shall not be incorporated. O. Reg. 612/00, s. 17.

### Principal

18. (1) The principal of a school may delegate any of his or her powers or duties as a member of the school council, including any powers or duties under this Regulation, to a vice-principal of the school. O. Reg. 612/00, s. 18 (1).
- (2) In addition to his or her duties under this Regulation, the principal of a school shall perform the duties relating to school councils that are imposed on the principal by Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools — General). O. Reg. 612/00, s. 18 (2).



### Consultation by Board

19. (1) In addition to its other obligations to solicit the views of school councils under the Act, every board shall solicit the views of the school councils established by the board with respect to the following matters:
1. 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,
    - i. policies and guidelines established under subsection 302 (1) of the Act with respect to the conduct of persons in schools within the board's jurisdiction,
    - ii. policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction,
    - iii. policies and guidelines respecting the allocation of funding by the board to school councils,
    - iv. policies and guidelines respecting the fundraising activities of school councils,
    - v. policies and guidelines respecting conflict resolution processes for internal school council disputes, and
    - vi. policies and guidelines respecting reimbursement by the board of expenses incurred by members and officers of school councils.
  2. 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,
    - i. implementation plans for policies and guidelines established under subsection 302 (1) of the Act with respect to the conduct of persons in schools within the board's jurisdiction, and
    - ii. implementation plans for policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction.
  3. Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.

4. The process and criteria applicable to the selection and placement of principals and vice-principals. O. Reg. 612/00, s. 19 (1).

(2) Subsection (1) does not limit the matters on which a board may solicit the views of school councils. O. Reg. 612/00, s. 19 (2).

#### Advisory Authority of School Councils

20. 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.

#### Duty of Board to Respond

21. The board that established a school council shall consider each recommendation made to the board by the council and shall advise the council of the action taken in response to the recommendation. O. Reg. 612/00, s. 21.

#### Fundraising

22. (1) Subject to subsection (2), a school council may engage in fundraising activities. O. Reg. 612/00, s. 22 (1).

(2) A school council shall not engage in fundraising activities unless,

(a) the activities are conducted in accordance with any applicable policies established by the board; and

(b) the activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the board. O. Reg. 612/00, s. 22 (2).

(3) A school council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the board. O. Reg. 612/00, s. 22 (3).

#### Consultation with Parents

23. A school council shall consult with parents of pupils enrolled in the school about matters under consideration by the council. O. Reg. 612/00, s. 23.

#### Annual Report

24. (1) 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).

(2) 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).

(3) The principal shall, on behalf of the school council, 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. O. Reg. 612/00, s. 24 (3).

(4) Subsection (3) may be complied with by,

(a) giving the report to the parent's child for delivery to his or her parent; and

(b) posting the report in the school in a location that is accessible to parents.  
O. Reg. 612/00, s. 24 (4).25., 26. Revoked: O. Reg. 330/10, s. 5.

### **PART III PARENT INVOLVEMENT COMMITTEES**

#### Purpose

27. (1) The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. O. Reg. 330/10, s. 6.

(2) A parent involvement committee of a board shall achieve its purpose by,

(a) providing information and advice on parent engagement to the board;

(b) communicating with and supporting school councils of schools of the board;  
and

(c) undertaking activities to help parents of pupils of the board support their children's learning at home and at school. O. Reg. 330/10, s. 6.

28. A parent involvement committee of a board shall,

(a) 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 in improving student achievement and well-being;

(b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);

(c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;

- (d) work with school councils of schools of the board and, through the board’s director of education, with employees of the board to,
  - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children’s learning,
  - (ii) identify and reduce barriers to parent engagement,
  - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and
  - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and
- (e) determine, in consultation with the board’s director of education and in keeping with the board’s policies, how funding, if any, provided under the Education Act for parent involvement as described in section 27 and clauses (a) to (d), is to be used. O. Reg. 330/10, s. 6.

Continuation and Establishment of Committees

29. (1) A parent involvement committee established by a board before September 1, 2010 is continued. O. Reg. 330/10, s. 6.
- (2) A board established before September 1, 2010 that has not established a parent involvement committee before September 1, 2010 shall, before January 31, 2011, establish a parent involvement committee in accordance with section 32. O. Reg. 330/10, s. 6.
- (3) A board established on or after September 1, 2010 shall, before October 1 of the school year following the calendar year in which the board’s members are first elected, establish a parent involvement committee in accordance with section 32. O. Reg. 330/10, s. 6.
- (4) Despite the definition of “parent member” in section 1,
- (a) parent member in respect of a parent involvement committee established before September 1, 2010, before the committee meets its obligations under section 30, means a parent who is a member of the committee or who fills a vacancy created by a parent member ceasing to hold office; and

(b) parent member in respect of a parent involvement committee established on or after September 1, 2010, before the committee meets its obligations under section 31, means a parent who is appointed as a parent member to the committee by the board in accordance with section 32 or who fills a vacancy created by a parent member ceasing to hold office. O. Reg. 330/10, s. 6.

#### Composition of Committees, Transition

30. (1) A parent involvement committee established or continued under subsection 29 (1) or (2) shall, before October 1, 2011, establish the by-laws required by clause 43 (b). O. Reg. 330/10, s. 6.
- (2) A parent involvement committee established or continued under subsection 29 (1) or (2) shall, before November 15, 2011, and after it complies with subsection (1),
- (a) appoint or elect its members in accordance with section 33; and
- (b) establish terms of office in accordance with section 37. O. Reg. 330/10, s. 6.
31. (1) A parent involvement committee established by a board under subsection 29 (3) shall, before October 1 of the second school year following the calendar year in which the board's members are first elected, establish the by-laws required by clause 43 (b). O. Reg. 330/10, s. 6.
- (2) A parent involvement committee established by a board under subsection 29 (3) shall, before November 15 of the second school year following the calendar year in which the board's members are first elected, and after it complies with subsection (1),
- (a) appoint or elect its members in accordance with section 33; and
- (b) establish terms of office in accordance with section 37. O. Reg. 330/10, s. 6.
32. (1) This section applies with respect to a parent involvement committee established by a board under subsection 29 (2) or (3), until the day the committee meets its obligations under section 30 or 31, as the case may be. O. Reg. 330/10, s. 6.
- (2) Until a parent involvement committee established under subsection 29 (2) or (3) meets its obligations under section 30 or 31, as the case may be, sections 33, 34, 35, 37, 38 and 43 do not apply to the committee. O. Reg. 330/10, s. 6.

- (3) The board shall appoint the following people to the committee:
  1. The number of parent members the board determines appropriate.
  2. The director of education of the board.
  3. One member of the board.
  4. The number of community representatives, up to three, the board determines appropriate. O. Reg. 330/10, s. 6.
- (4) A person is qualified to be appointed by the board as a parent member of the committee if he or she is a parent. O. Reg. 330/10, s. 6.
- (5) A parent who is employed by the board is qualified to be appointed by the board to the committee. O. Reg. 330/10, s. 6.
- (6) A parent referred to in subsection (5) shall, at his or her first committee meeting, inform the committee of his or her employment with the board. O. Reg. 330/10, s. 6.
- (7) The parent members appointed by the board shall elect a parent member to serve as chair or parent members to serve as co-chairs of the committee. O. Reg. 330/10, s. 6.
- (8) The chair or co-chairs shall act as spokespersons for the committee in communicating with the director of education of the board and the board. O. Reg. 330/10, s. 6.
- (9) Community representatives appointed by the board to the committee shall not be members or employees of the board. O. Reg. 330/10, s. 6.
- (10) The board may appoint one or more of the individuals listed in subsection 33 (2) to the committee. O. Reg. 330/10, s. 6.
- (11) An appointment of an individual listed in subsection 33 (2) is of no effect unless the individual agrees to the appointment. O. Reg. 330/10, s. 6.
- (12) In appointing members to the committee, the board shall ensure that parent members constitute a majority of the members of the committee. O. Reg. 330/10, s. 6.
- (13) In the event that an individual appointed to a parent involvement committee under subsection (3) vacates his or her position on the committee, the board shall appoint another individual to the position. O. Reg. 330/10, s. 6.
- (14) In the event that an individual appointed to a parent involvement committee under subsection (10) vacates his or her position on the committee, the board may appoint another individual to the position. O. Reg. 330/10, s. 6.

### Composition of Committees, General

33. (1) A parent involvement committee of a board shall include the following:
1. The number of parent members specified in the by-laws of the committee.
  2. The director of education of the board.
  3. One member of the board, appointed by the board.
  4. The number of community representatives specified in the by-laws of the committee. O. Reg. 330/10, s. 6.
- (2) Subject to the by-laws of the parent involvement committee, a board may appoint one or more of the following individuals to the parent involvement committee:
1. One principal of an elementary school of the board.
  2. One principal of a secondary school of the board.
  3. One teacher employed, other than a principal or vice-principal, in an elementary school of the board.
  4. One teacher employed, other than a principal or vice-principal, in a secondary school of the board.
  5. One person employed by the board, other than a principal, vice-principal or teacher. O. Reg. 330/10, s. 6.
- (3) A parent involvement committee shall appoint or elect members to the committee before November 15 of the school year and before the first meeting of the committee in the school year. O. Reg. 330/10, s. 6.
- (4) In specifying the number of parent members to be appointed or elected to a parent involvement committee in its by-laws, the committee shall ensure that parent members constitute a majority of the members of the committee. O. Reg. 330/10, s. 6.
- (5) The term of office of the member of the board appointed under paragraph 3 of subsection (1) shall be determined by the board. O. Reg. 330/10, s. 6.
- (6) Community representatives appointed to a parent involvement committee shall not be members or employees of the board. O. Reg. 330/10, s. 6.

- (7) The board shall make any appointments under subsection (2) before November 15 of the school year and before the first meeting of the parent involvement committee in the school year. O. Reg. 330/10, s. 6.
- (8) An appointment to a parent involvement committee under subsection (2) is of no effect unless the person agrees to the appointment. O. Reg. 330/10, s. 6.

#### Parent Members

- 34. (1) Parent members shall be appointed or elected to a parent involvement committee under section 33, in accordance with the by-laws of the committee. O. Reg. 330/10, s. 6.
- (2) A person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee if he or she is a parent. O. Reg. 330/10, s. 6.
- (3) A person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee of a board if he or she is employed by the board. O. Reg. 330/10, s. 6.
- (4) A parent member referred to in subsection (3) shall, at his or her first committee meeting, inform the committee of his or her employment with the board. O. Reg. 330/10, s. 6.

#### Vacancies

- 35. (1) A board shall ensure that vacancies in parent member positions on its parent involvement committee are advertised through a variety of methods. O. Reg. 330/10, s. 6.
- (2) Methods of advertising vacancies in parent member positions on a parent involvement committee include,
  - (a) advertisements in newsletters of schools or school councils of schools of the board;
  - (b) advertisements in newspapers with general circulation in the geographic jurisdiction of the board;
  - (c) advertisements on radio or television stations that broadcast in the geographic jurisdiction of the board;
  - (d) notices in schools of the board; and
  - (e) notices on the board's website and on the websites of the board's schools. O. Reg. 330/10, s. 6.



36. A vacancy in the membership of a parent involvement committee does not prevent the committee from exercising its authority. O. Reg. 330/10, s. 6.

#### Term of Office

37. (1) The term of office of some of the parent members of a parent involvement committee shall be one year and the term of office of some of the parent members shall be two years, as provided in the by-laws of the committee. O. Reg. 330/10, s. 6.
- (2) A member of a parent involvement committee may be reappointed or re-elected to the committee for more than one term unless otherwise provided in the by-laws of the committee. O. Reg. 330/10, s. 6.

#### Officers

38. (1) A parent involvement committee shall have a chair or, if the by-laws of the committee so provide, co-chairs. O. Reg. 330/10, s. 6.
- (2) The chair or co-chairs of a parent involvement committee must be parent members of the committee and shall be elected 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 of chair or co-chair. O. Reg. 330/10, s. 6.
- (3) Only parent members with a two-year term are eligible to be elected to the position of chair or co-chair. O. Reg. 330/10, s. 6.
- (4) An individual may not serve more than two consecutive terms as chair or co-chair of a parent involvement committee. O. Reg. 330/10, s. 6.
- (5) An individual who has served one term or two consecutive terms as chair or co-chair of a parent involvement committee may be re-elected as chair or co-chair of the committee provided at least one two-year term has elapsed since his or her last term as chair or co-chair. O. Reg. 330/10, s. 6.
- (6) The chair or co-chairs of a parent involvement committee shall act as spokespersons for the committee in communicating with the director of education of the board and the board. O. Reg. 330/10, s. 6.
- (7) A parent involvement committee may have such other officers as are provided for in the by-laws of the committee. O. Reg. 330/10, s. 6.
- (8) A vacancy in the office of chair, co-chair or any office provided for in the by-laws of a parent involvement committee, shall be filled in accordance with the by-laws of the committee. O. Reg. 330/10, s. 6.

### Remuneration

39. (1) A person shall not receive any remuneration for serving as a member of a parent involvement committee. O. Reg. 330/10, s. 6.
- (2) Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a board member at a parent involvement committee meeting. O. Reg. 330/10, s. 6.
- (3) A board shall establish policies respecting the reimbursement of members of its parent involvement committee for expenses incurred as members of the committee. O. Reg. 330/10, s. 6.
- (4) A board shall reimburse members of its parent involvement committee for expenses incurred as members of the committee in accordance with the policies referred to in subsection (3). O. Reg. 330/10, s. 6.

### Meetings

40. (1) A parent involvement committee shall meet at least four times in each school year. O. Reg. 330/10, s. 6.
- (2) A meeting of a parent involvement committee cannot be held unless,
- (a) a majority of the members present at the meeting are parent members;
  - (b) the director of education, or the person designated under subsection 46 (1), is present; and
  - (c) the member of the board who sits on the committee, or the person designated under subsection 46 (2), is present. O. Reg. 330/10, s. 6.
- (3) The board shall make available to its parent involvement committee the facilities that the board considers necessary for the proper functioning of the committee, and shall make reasonable efforts to enable members to participate fully in meetings of the committee by electronic means. O. Reg. 330/10, s. 6.
- (4) A member of a parent involvement committee who participates in a meeting through electronic means shall be deemed to be present at the meeting. O. Reg. 330/10, s. 6.
- (5) All meetings of a parent involvement committee shall be open to the public and shall be held at a location that is accessible to the public. O. Reg. 330/10, s. 6.

- (6) The chair or co-chairs of a parent involvement committee shall ensure that notice of each meeting is provided to all members of the committee at least five days before the meeting by,
  - (a) delivering a notice to each member by e-mail or regular mail; and
  - (b) posting a notice on the board's website. O. Reg. 330/10, s. 6.
- (7) For the purposes of subsection (6), notice by regular mail is provided five days before the meeting if it is mailed five days before the meeting. O. Reg. 330/10, s. 6.

#### Subcommittees

41.
  - (1) A parent involvement committee may establish subcommittees to make recommendations to the parent involvement committee. O. Reg. 330/10, s. 6.
  - (2) A subcommittee of a parent involvement committee must include at least one parent member of the parent involvement committee. O. Reg. 330/10, s. 6.
  - (3) A subcommittee of a parent involvement committee may include persons who are not members of the parent involvement committee. O. Reg. 330/10, s. 6.
  - (4) Subsections 40 (3) to (7) apply, with necessary modifications, to subcommittees of a parent involvement committee. O. Reg. 330/10, s. 6.

#### Voting

42. When a parent involvement committee votes on a matter, only parent members and community representative members are entitled to vote. O. Reg. 330/10, s. 6.

#### By-laws

43. A parent involvement committee,
  - (a) may make by-laws governing the conduct of the committee's affairs; and
  - (b) shall make by-laws,
    - (i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,

- (ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
- (iii) 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 in the offices of the committee,
- (iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,
- (v) specifying how many, if any, of the persons listed in subsection 33 (2) may be appointed by the board to the parent involvement committee,
- (vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any, under subsection 33 (2),
- (vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and
- (viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board. O. Reg. 330/10, s. 6.

#### Minutes and Financial Records

44. (1) A parent involvement committee shall keep minutes of all of its meetings and records of all of its financial transactions. O. Reg. 330/10, s. 6.
- (2) A parent involvement committee shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the board, if any, respecting the retention of documents by committees of the board. O. Reg. 330/10, s. 6.
- (3) The minutes of a parent involvement committee of a board shall be,
- (a) posted on the website of the board that established the committee; and
  - (b) sent electronically to the chair or co-chairs of the school council of each school of the board that established the committee. O. Reg. 330/10, s. 6.

- (4) The minutes of a committee's meetings and the records of its financial transactions shall be available for examination at the board's office by any person without charge for four years. O. Reg. 330/10, s. 6.
- (5) Minutes posted on the website of the board shall remain on the website for four years. O. Reg. 330/10, s. 6.

#### Incorporation

- 45. A parent involvement committee shall not be incorporated. O. Reg. 330/10, s. 6.

#### Delegation by the Director of Education and the Board Member

- 46. (1) The director of education of a board may,
  - (a) delegate any of his or her powers or duties as a member of the parent involvement committee to a supervisory officer employed by the board; and
  - (b) designate a supervisory officer of the board to attend a meeting of the parent involvement committee in his or her place. O. Reg. 330/10, s. 6.
- (2) The member of a board who sits on a parent involvement committee may,
  - (a) delegate any of his or her powers or duties as a member of the parent involvement committee to another member of the board; and
  - (b) designate a member of the board to attend the meetings of the parent involvement committee in his or her place. O. Reg. 330/10, s. 6.

#### Consultation by Board

- 47. (1) A board may solicit and take into consideration the advice of its parent involvement committee with regard to matters that relate to improving student achievement and well-being. O. Reg. 330/10, s. 6.
- (2) The board shall inform the parent involvement committee of its response to advice provided to it by the committee. O. Reg. 330/10, s. 6.

#### Consultation by Ministry

- 48. The Ministry may solicit and take into consideration the advice of parent involvement committees with regard to matters that relate to improving student achievement and well-being. O. Reg. 330/10, s. 6.

### Consultation by Parent Involvement Committee

49. A 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. O. Reg. 330/10, s. 6.

### Summary of Activities

50. (1) A parent involvement committee of a board shall annually submit a written summary of the committee's activities to the chair of the board and to the board's director of education. O. Reg. 330/10, s. 6.
- (2) The summary of activities shall include a report on how funding, if any, provided under the Education Act for parent involvement described in section 27 and clauses 28 (a) to (d), was spent. O. Reg. 330/10, s. 6.
- (3) The director of education shall,
- (a) provide the summary of activities to the school councils of the schools of the board; and
  - (b) post the summary of activities on the website of the board. O. Reg. 330/10, s. 6.

## APPENDIX C

### USEFUL RESOURCES FOR CATHOLIC SCHOOL COUNCILS

1. Hamilton-Wentworth Catholic District School Board Fundraising Policy
2. Hamilton-Wentworth Catholic District School Board Dress/School Uniform Policy
3. Hamilton-Wentworth Catholic District School Board Safe School Manual
4. Getting Started, A Resource Guide For Establishing School Councils (1996)
5. The Evolution of Catholic School Councils
6. Involving Other Parents, The Primary Focus of the Catholic School Council
7. Our Catholic Schools: A Discussion on Ontario' s Catholic Schools and Their Future
8. Regulation 612.00
9. Catholic School Councils Implementation Handbook
10. Catholic School Council Implementation Committee  
Contact: Superintendent of Education, Corrado Ciapanna





Sample Nomination Form

**NOMINATION FORM FOR CATHOLIC SCHOOL COUNCIL:  
ELECTIONS OF PARENTS**

The election for Catholic School Council Parent Representatives will be held on (date of election). According to the (School Name) by-laws (number) parents are to be elected. The Catholic School Council is an important part of our school community, bringing a parental voice to discussions. Please consider nominating an individual or individuals who you feel would help to bring the parental perspective to meetings.

Please fill in the following nomination form and return to the school by (date of desired return). You may nominate up to (number) parents.

I \_\_\_\_\_ wish to nominate the  
(name)  
following person(s) for the Catholic School Council:

NAME OF CANDIDATE	PHONE # OF CANDIDATE	CANDIDATE AGREES TO NOMINATION (yes/no)

**Suggestions:**

1. The number of spaces on the form should match the number of parents to be elected to office.
2. If your school decides that it will accept self-nomination, this should be included in the opening paragraph.
3. All parents who are nominated should be called to verify their interest and to be sure they have knowledge of the date and expectations of election night.



SCHOOLS

H-WCDSB  
POLICY  
MANUAL

FUND RAISING

S.13

**POLICY**

The Hamilton-Wentworth Catholic District School Board permits fund raising undertaken by schools through the Catholic School Council, parents, students and/or staff. All fund raising activities, whether for the school or for an approved organization, shall be related to charitable, humanitarian, educational, or services/activities that are in keeping with the Board's Mission and Vision.

**The Hamilton-Wentworth Catholic District School Board further believes that fundraising activities can benefit schools by fostering community engagement and by providing support for student or charitable organizations. The contribution of the school community towards these benefits is of value to the school community.**

The Board pledges its continued support to/and recognizes the Holy Childhood Society as the Board's official charity for aiding in the care of children in the **Developing South**.

**REGULATIONS**

**Municipal, provincial and federal laws and regulations  
Ministry of Education Fundraising Guidelines 2012  
Food and Beverage Policy**

**Guiding Principles**

1. **Funds raised for school purposes must complement, not replace, public funding for education.**
2. **Fundraising activities must not detract from the learning environment.**
3. **Participation in fundraising activities is strictly voluntary.**

**DEFINITIONS****Fundraising**

**Fundraising is any activity, permitted under board policy, to raise money that is approved by the principal in consultation with the Catholic School Council, for which the school provides the administrative processes for collection. Such activities may take place on or off of school property.**

## School-generated Funds

**School-generated funds are funds that are raised and collected in the school or broader community in the name of the school by the Catholic School Council, students and/or staff of the school community. These funds are raised and/or collected from sources other than the school board's operating or capital budgets. The funds are administered by the school principal.**

**School-generated funds is a broad category, which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs and co-curricular activities. (ie. Monies collected for a school trip are considered school-generated funds.)**

## PROCEDURES

1. All fund raising, **compliant with Board policy**, shall be carried out under the jurisdiction and supervision of the Principal, and the Principal shall approve the content, and/or posting on school property, of any advertising materials, or the distribution of notices dealing with school fund raising events.
2. It is expected that the fund raising activity alone, or in combination with other activities, will neither interfere with program delivery nor place undue burdens on the staff, the students or their families.
3. The Board stipulates that there shall be:
  - a) no more than two major campaigns through Catholic School Councils in each school per year;
  - b) no more than one major campaign through pupils/staff in each school per year;
  - c) campaigns of a minor, Parish sponsored, or charitable nature in each school shall be permitted at the principal's discretion, with the approval of the school's respective Superintendent of Education.
4. In the event that a major fund raising opportunity presents itself after an application for approval has been accepted and such a fund raising opportunity is in keeping with the requirements of Board policy on fund raising, the school's Superintendent shall have discretionary powers to authorize fund raising activities not included on the approval list for the current year. Such activities shall be submitted to the Board for inclusion in the annual summary record and on the application for approval form for the following year.
5. **The safety of students must be a primary consideration in all fundraising activities.**

Specific prohibition shall be placed on:

- a) canvassing on streets, in malls, public places, and door-to-door canvassing by elementary pupils; and
  - b) unaccompanied canvassing by secondary pupils. Pupils at this level shall canvass in pairs or be accompanied by an adult.
6. It is recommended that:
- (a) non-food items be selected for fundraisers as often as possible; and
  - (b) if fundraisers include food or beverages, these foods and beverages must meet the “sell most” nutrition criteria within the Nutrition Policy, except if they occur off school premises.
7. The Principal shall ensure that schools consider the concepts of “value for money” and “wellness” in the selection of fund raising activities. Fund raising activities are to be scheduled so as not to overburden each household at any one time.
8. The Principal shall ensure that there is fair and equitable distribution of fund raising proceeds for the direct benefit to the pupils. All monies raised in a given school year are to be utilized, whenever possible, on behalf of the pupils in the same school year, unless otherwise approved by the Superintendent.
9. The Principal shall ensure that no less than 10% of the net proceeds is to be given to a charity selected by the school and approved by the Board.
10. The Principal shall ensure that, where a family has more than one child in the same school, any fund raising activity is to be done by only one member of the family. Pupil participation shall be on a voluntary basis.
11. All proposed fund raising activities for a given year are to be listed on the appropriate reporting form outlining the planned activities, whether initiated by parents, students and/or staff, time-period, purpose and the direction of proceeds and charities to be supported. This form is to be submitted by the principal to the school's respective Superintendent on October 15th of each year.
- 12. Fundraising should have a designated purpose and the proceeds should be for that purpose, as intended.**
13. All proceeds from fund raising activities, whether initiated by the school or Catholic School Council, shall be deposited in one bank account.
14. When a fund raising project is conducted jointly with the school's Catholic School Council, it is understood that the decision making as to the disbursement of funds is also a joint responsibility. The following shall be authorized to sign cheques:
- a) at least one parent on the Executive of the Catholic School Council, usually the Treasurer or the Chairperson; and
  - b) the School Principal or designate.

15. **The school must ensure that appropriate safeguards are in place regarding the collection, deposit, recording and use of public funds.**

**Public Sector Accounting Board (PSAB) standards require that all funds generated at the school level be consolidated with the annual financial statements of the school board. All funds collected through school or Catholic School Council fundraising are subject to the board's regular audit and accountability requirements. As Catholic School Councils are advisory bodies, and not entities with the legal capacity of a corporate body, funds collected through the Catholic School Council must be reported by the school board which is a corporate body. As such, Catholic School Council must report annually to the principal and to the board on their fundraising activities.**

16. **Transparent financial reporting practices to the school community must be in place.** An annual financial summary of all fund raising activities conducted during the school year shall be prepared and presented to the school community by the Principal before June 30th of each year. This financial statement shall be kept on file at the school.
17. Each school shall submit an annual cash flow statement, **for the prior school year**, from Quicken to the school's respective Superintendent by September 15 of each year.
18. Detailed record keeping practices are to be utilized in the recording of receipts and disbursements generated by fund raising activities in accordance with those prescribed by the Superintendent of Finance and Treasurer of the Board. School accounts may be reviewed and/or **audited by the office of** the Superintendent of Finance.
19. Safe fund handling procedures for all authorized projects are to be established in accordance with the directives of the Superintendent of Finance.
20. Proceeds in excess of **\$100** must be deposited into a bank account by the end of the day. The use of night deposit facilities is encouraged to minimize the amount of money kept in the school.

BM 7 Nov 89, 1 Nov 94, 1 Dec 98, 24 June 03, 1 June 04, 21 June 11, 4, June 12

RELATED BY-LAW(S): 7.02

RELATED BOARD COMMITTEE: Religion, Family Life & Instructional Services

POLICY REVIEW DATE: 5 years

## HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

### GUIDELINES

### FUND RAISING

1. Charitable Campaign: a fund raising activity with the objective of raising money to support a charitable organization.
2. Parish Sponsored Campaign: a fund raising activity with the objective of raising money to support a Parish sponsored activity, i.e. Holy Childhood Society, Missions
3. Major Campaign: a major campaign would involve a majority of the student body in the fund raising activity organized or approved by the school, i.e. sale of chocolate bars, cheese, fruit, Christmas ornaments, etc.
4. Minor Campaign: a minor campaign would involve a part of the student body, e.g. a division, a department or classroom(s) in fund raising activities, i.e. hot lunches, milk, juice, bake sales, etc.

#### **Examples of Acceptable Uses of Fundraising Proceeds**

- **Financial support for students – such as support for the cost of a field trip**
- **Field trips or excursions**
- **Supplies, equipment or services which complement items funded by provincial grants such as extracurricular band equipment, audio-visual equipment**
- **Guest speakers or presentations**
- **Ceremonies, awards, plaques, trophies or prizes for students**
- **Scholarships or bursaries**

## SAMPLE PROFIT (LOSS) STATEMENT

**EVENT:**                    **PIZZA LUNCH**

**TIME PERIOD:**        **OCTOBER 7, 2001**

Revenue:

1.	Pizza sales	<u>\$683.00</u>	
2.	Juice sales	<u>\$210.00</u>	
3.	_____	<u>\$893.00</u>	

Expenses:

1.	Pizza	<u>\$450.00</u>	
2.	Home Juice	<u>\$78.00</u>	
3.	Condiments	<u>\$12.00</u>	
4.		_____	
5.		_____	<u>\$540.00</u>

<b>NET PROFIT</b>			<u>\$353.00</u>
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## APPENDIX F

<b>APPROVED FUND RAISING EVENTS 2019-2020</b>	
50/50 Draw Auction, Art Auction Athletic Team Activities Bake/Food Sales Barbeque Book Fair Cafeteria/Beverage Rebate (Secondary) Canadian Tire Money Car Wash Carnival Charity Bowl Charity Hockey Game Christmas Ornament Sales Craft Sales, Craft Night French Café One Time Donation (per family) Paid Civies Days Penny Sales Plant/Flower Sale Raffles Regal Catalogue	Dinner/Silent Auction Draw i.e. Sports Tickets Easter Raffle Entertainment Books Family Ice Skating Family Fun Night Fashion Show Garage Sale Green Tech Golf Tournament Movie Event Nevada Samco Secondary School Dances Sportswear/Spirit Wear Spirit Days Sports-a-thon/move-a-thon Spring Fling Student Council Events Value Coupon Books Vending Machines
<b>CHARITABLE CAMPAIGNS</b>	
Banyan Community Services Charity of Hope Christmas Tree of Hope City Kidz Coins for the Needy Cusimano Memorial Fund Food Banks Food 4 Kids Giving Tree Green Angels Help Lesotho Holy Childhood collections Lenten Penny Drive M.S. Read-a-thon Operation Christmas Child Pennies for Pesos Project Rachel	Sisters of St. Joseph in Canada Refugee Support Smiles for Kids-McMaster Children's Hospital Special Collections – i.e. Disaster Relief St. Vincent De Paul Annual Pencil Case Project Terry Fox Run The Bridge: From Prison to Community (Hamilton) Toonies For Tuition Toonies 4 Teens (Hamilton Health Sciences – Cancer Research) VOICE (Hearing Awareness Month) Week of the Child

## CHARITIES

Ancaster Community Services  
 Arthritis Association  
 Alzheimer Society of Canada  
 Bereaved Families of Ontario  
 Big Brothers Association  
 Birthright  
 Breakfast Program  
 C.Y.O.  
 Camp Brebeuf  
 Camp Marydale  
 Camperships  
 Canadian Catholic Organization For  
     Development and Peace  
 Canadian Jesuits International  
 Cancer Assistance Program  
 Cancer Society  
 Caritas  
 Catholic Children's Aid Society  
 Catholic Family Services (St. Martin's  
     Manor)  
 Catholic Missions in Canada  
 Canadian Food for Children  
 Chalice  
 Christmas Charities  
 Community Child Abuse Council  
 Cystic Fibrosis Canada  
 Diabetes Foundation  
 Disabled Sports  
 Diversity Program  
 D.R.E.A.M.S.  
 Earth Day Hamilton/Burlington  
 El Salvador Mission  
 Epilepsy Canada  
 Food Banks  
 Free the Children  
 Good Shepherd  
 Haiti Water for Life Project  
 Hamilton Bulldogs Foundation  
 Hamilton East Kiwanis Boys' & Girls' Club  
 Hamilton General  
     Hospital/Foundation  
 Hamilton Habitat for Humanity  
 Hamilton Health Sciences/  
     Foundation  
 Hamilton Victory Gardens  
 HARRRP Community Centres  
 HWCDSB Equal Opportunities Fund  
 Heart & Stroke Foundation  
 Holy Childhood Society  
 Jump Rope for Heart

Juravinski Hospital and Cancer  
     Centre/Foundation  
 Kiwanis Club of Hamilton East Inc.  
 Knights of Columbus  
 Leukemia & Lymphoma Society  
 Liberty For Youth  
 M.S. Society  
 MacDonald House  
 M.A.D. 4 Maddie  
 Make A Wish Foundation  
 Martha House  
 McMaster Children's Hospital/Foundation  
 Mission Services  
**Mood Disorders Society of Canada \***  
 Needy Families/Sponsor Students  
 Neighbour to Neighbour  
 Out of the Cold  
 Portuguese Support Services for Quality Living  
 Red Cross  
 Right to Life  
 Rygiel Supports for Community Living  
 S.P.C.A.  
 Salvation Army  
 Scarboro Missions  
 Sisters of St. Joseph, Jamaica  
 Sponsorship of a Child in a Third World Country  
 Start 2 Finish  
 St. Elizabeth's Villa Foundation  
 St. Joseph's Hospital  
 St. Joseph's Healthcare Foundation  
 St. Joseph's Orphanage  
 St. Joseph's Villa Foundation  
**St. Patrick De Mazenod Door Outreach \***  
 St. Patrick's Parish Heritage Fund  
 St. Peter's Hospital/Foundation  
 St. Vincent de Paul Society  
 Sunrise Therapeutic Riding & Learning  
     Centre  
 The Society of the Human Family in Christ  
 Ukrainian Social Services  
 The Living Rock  
 The Lung Association  
 Uganda Educational Learning Experience  
 United Way  
 Wells of Hope  
 World Vision Canada  
 Wilma's Place  
 Y.W.C.A.

\*new charity





## **CATHOLIC SCHOOL COUNCIL ANNUAL REPORTING REQUIREMENTS**

The following information is provided by the Catholic School Council Implementation Committee to give schools a user friendly document incorporating the required areas of annual reporting. It also provides flexibility so councils can offer information unique to each community.

### **PURPOSE**

To fulfill every school's responsibility under the Education Act, Regulation 612.00 regarding School Councils.

- 24. (1) 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.**
- (2) If the school council engages in fundraising activities, the annual report shall include a report on those activities.**
- (3) The principal shall, on behalf of the school council, 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.**
- (4) Subsection (3) may be complied with by,**
  - (a) giving the report to the parent's child for delivery to his parent; AND**
  - (b) posting the report in the school in a location that is accessible to parents**

The Annual Report also serves to ensure communication, accountability, and transparency by the elected council to the school community.

While the report must be handed out in hard copy, it is appropriate to give a brief verbal presentation to each report at a council meeting. This would also be an appropriate time to allow for question on each topic.

The Annual Report must be kept with all other School Council documentation (minutes of meetings, financial records, etc.) and a copy must be forwarded to the Area Superintendent.

### **KEY/CORE REPORTS MAY INCLUDE, BUT NOT LIMITED TO:**

#### **(1) Chair's Report**

- Overview of Council goals and how they were achieved as well as a general outline of school activities and news
  - Overview of Council's activities highlighting key events/activities.

#### **(2) Treasurer's Report**

- Since the Annual Report must include a financial statement, this should be an explanation of income and expenses using a basic spreadsheet

### **(3) Fundraising Committee Report**

- Highlight fundraising activity (e.g. pizza days, raffles, major and minor fundraisers)
- How revenue was used
- Rationale behind using funds for particular items.

### **(4) Other Suggested Reports**

Use this opportunity to report the activity of other standing committees, for example:

Spiritual Committee

Election Committee

Environmental (Green) Committee

Educational Committee

Volunteer Development Committee

Health & Safety Committee

Communication Committee

## Involving Parents in the School: Tips for School Councils

### Parental Involvement: A Checklist

Use this handy checklist to review your current parental engagement activities, and to stimulate discussions and ideas for future activities and events.

- Have we used surveys and other information-gathering tools to assess what parents need and want, and to ask for their opinions and suggestions?
- Have we determined the barriers which may impede some parents from participating?
- Do we understand the needs of parents whose first language is other than English?
- Have we explicitly invited parents to volunteer in a variety of school activities?
- Do we know which of our communications parents are using, and what forms of communication parents would like more of?
- Do we routinely gather parent contact information and use it effectively to keep parents informed?
- Do we have an organized plan for parent engagement activities this year?
- Do we know who has assumed the responsibility for each activity within the plan?
- Do we respond immediately when parents indicate a willingness to volunteer or participate in other ways?
- Do we have a school information package for newcomers?
- Do we have an organized method for meeting and welcoming new families?
- Do we actively encourage parents to attend School Council meetings?
- Do we acknowledge and involve parents who attend Council meetings for the first time?
- Do we provide information or an information event specifically geared to the needs of new Canadians?
- Have we successfully addressed barriers to parent participation such as childcare, transportation, language services and off-site / off-hours events and programs for those who cannot attend regular events?
- Do we regularly provide school events that showcase student work and activities, address issues of concern and provide information of interest to parents?
- Do we occasionally involve the community in the life of the school through such events as career and community fairs?
- Do we offer training for volunteers to ensure that they feel confident and equipped for their roles?
- Do we provide parents with the information they need to work effectively with school staff and to support their children at home?
- Do we celebrate our multicultural community by offering events that feature varied traditions, customs and sports?
- Do we prominently display information about School Council in a high visibility area of the school?
- Do we ensure that School Council has a presence at all school events?
- Do we have a School Council newsletter and/or ensure that School Council represented in the school newsletter?
- Does the School Council have a presence on the school website?
- Do we send frequent reminders to parents to ensure that school and School Council events remain highly visible and to of mind?
- Do we participate as guest speakers wherever possible in the community, outside of school?