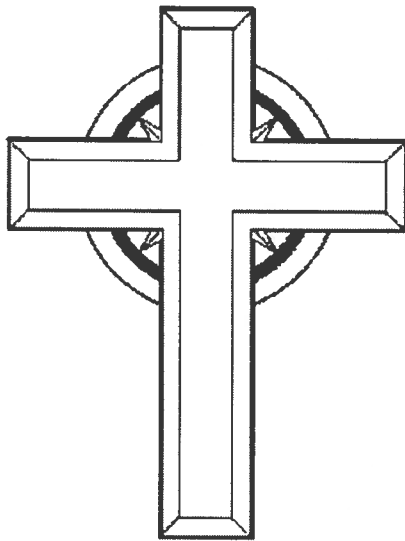


St. Barbara
**Catholic School Council
By-Laws**



***“For just as the body is one and has many members,
and all the members of the body, though many, are
one body, so it is with Christ. Now you are the body of
Christ and individually members of it.”
1 Corinthians 12:12, 27***

Dufferin-Peel Catholic District School Board

St. Barbara *Elementary School Catholic School Council By-Laws*

BY-LAW 10: VOTING	18
BY-LAW 11: REMUNERATION	19
BY-LAW 12: CONFLICT OF INTEREST	19
BY-LAW 13: FUNDRAISING	20
BY-LAW 14: DISBURSEMENT OF FUNDS.....	20
BY-LAW 15: LIABILITY	21
BY-LAW 16: SUB-COMMITTEES	21
BY-LAW 17: CODE OF ETHICS	21
BY-LAW 18: AMENDMENTS	22
BY-LAW 19: ANNUAL REPORT AND CATHOLIC SCHOOL COUNCIL ANNUAL SURVEY.....	22
BY-LAW 20: CONFLICT RESOLUTION PROCEDURES.....	22
BY-LAW DOCUMENT IS BINDING	24

St. Barbara *Elementary School Catholic School Council By-Laws*

“parent member” means, in respect of the St. Barbara Catholic School Council, a member of the Council who is elected to the Council in accordance with Ontario Regulation 612/00 or who fills a vacancy created by a parent member ceasing to hold office and is an English Separate School Elector or the spouse of an English Separate School Elector.

“student member” means a member of the Catholic School Council who is appointed to the council in accordance with Regulation 612/00, or who fills a vacancy created when a student member ceases to hold office and, who is either Catholic or is the child of an English Separate School Elector.

NAME

The name of the organization for St. Barbara Catholic School shall be known as “ St. Barbara CATHOLIC SCHOOL COUNCIL”.

TERMS OF REFERENCE

The St. Barbara Catholic School Council was formed in accordance with the Ministry of Education, Government of Ontario, in the form of Ontario Regulation 612.00 that outlines the requirement to establish school councils, Ontario Regulation 298 Operations of Schools, and the Education Act, Section 265, which outlines the duties of principals.

The St. Barbara Catholic School Council operates under the auspices of the Dufferin-Peel Catholic District School Board. The St. Barbara Catholic School Council operates under and adheres to Regulations 612/00 and 298, the Education Act, Section 265 and Dufferin-Peel Catholic District School Board applicable policies and procedures.

As per Ontario Regulation 612/00, the purpose of a school council is, through the active participation of the parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

In addition to the purpose of school councils as identified in Ontario Regulation 612/00, the mission of Catholic School Councils in the Dufferin-Peel Catholic District School Board, is to promote the vision, values and sacramental life of Catholic practices of the Dufferin-Peel Catholic District School Board and the Catholic community it serves, and advise the principal and board.

The St. Barbara Catholic School Council, guided by policies, procedures, beliefs and practices of the Dufferin-Peel Catholic District School Board, shall promote and maintain a positive, faith-infused school environment for all students and staff; facilitate the active and meaningful participation of parents, and all members of the school community, and provide staff, parents, and students with an accountable system to which they can voice their concerns, comments and suggestions for enhancing the faith, well-being and academic improvement of the school community.

St. Barbara *Elementary School Catholic School Council By-Laws*

- B2:3 The principal of a school may delegate any of his or her powers or duties as a member of the St. Barbara Catholic School Council to a vice-principal of the school.

Elected Members

- B2:4 Parent members shall be elected by parents of students enrolled in the school at a publicly announced meeting that is fixed by the chair or co-chairs of the St. Barbara Catholic School Council after consulting with the principal of the school.

- B2:5 A person is not qualified to be a parent member of the St. Barbara Catholic School Council if:

- i. he/she is employed at St. Barbara ; or
- ii. he/she is employed elsewhere by the board and fails to take reasonable steps to inform voters of that employment.

- B2:6 The teacher representative shall be elected by members of the teaching staff at the school, other than the principal or vice-principal.

- B2:7 The non-teaching staff member shall be elected by members of the non-teaching staff at the school.

Appointed Members

- B2.8 A student may be appointed by the principal of the school, if the principal determines, after consulting the other members of the Catholic School Council, that the council should include a pupil,

- B2:8 A person employed by the board can be appointed as a community representative on the council only if:

- i. he/she is not employed at the school; and
- ii. the other members of the St. Barbara Catholic School Council are informed of the person's employment before the appointment.

- B2:10 One community representative shall be appointed from a parish in the region served by St. Barbara by the Catholic School Council in consultation with the pastor(s). In the case where a school is associated with more than one parish, the parish representative shall be from the parish associated with the school. The individual that belongs in one of the following categories may serve as the parish representative: Priest, Deacon, parent of school who is a member of the parish in the school region, member of the parish who is not a parent in the school, community representative on the Catholic School Council, who is a member of the parish or Chaplain (Secondary only).

St. Barbara *Elementary School Catholic School Council By-Laws*

- B3:10 The election day proceedings shall be supervised by the principal.
- B3:11 The principal shall conduct a lottery to determine the ballot position for each candidate.
- B3:12 The election of members shall be by secret ballot. Voters must be present at the school on the election day(s) during the pre-set hours for voting (to include both daytime and evening hours).
- B3:13 All eligible voters shall be entitled to cast one vote for each of the candidate positions available. Casting more than the maximum number of votes permitted in the category spoils the ballot.
- B3:14 Ballots shall be counted by the principal in the presence of at least two parents who are not election candidates.
- B3:15 If there is a tie for the final position for a representative on the Catholic School Council, the winner shall be determined by lot.
- B3:16 A motion shall be made to destroy all ballots once the successful candidate(s) have accepted the role.
- B3:17 All individuals standing for election shall be notified of the results before the results are released to the school community. Only the names of successful candidates will be made public.
- B3:18 The teacher representative shall be elected on a date that is selected by the Ontario English Catholic Teachers Association members at the school.
- B3:19 The non-teaching staff member shall be elected on a date that is fixed by the principal of the school in consultation with the non-teaching staff at the school.
- B3:20 Appointments of members to the Catholic School Council shall follow the election of members to the school council.
- B3:21 All Catholic School Council members must have a Criminal Reference Check or an Annual Criminal Offence Declaration Form.
- B3:22 The names of the Catholic School Council members shall be published in the School Council Newsletter and or School Newsletter.
- B3:23 The Principal shall chair the first meeting of the new council until a Chair or Co-chairs have been elected by the members of the Catholic School Council at that meeting. The new Chair/Co-chairs will then take over the running of the meeting, oversee the election/appointment of other council positions and establish the dates and location of Catholic School Council meetings.

Consultation by Principal

B4:3 In addition to his or her other obligations to solicit the views of the Catholic School Council under the Act and regulations, the principal of a school shall solicit the views of the Catholic School Council with respect to the following matters:

1. The establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,
 - a. a local code of conduct governing the behaviour of all persons in the school, and
 - b. school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
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 implementation plans for,
 - a. a local code of conduct governing the behaviour of all persons in the school, and
 - b. school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
3. School 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.

Subsections 1-3 do not limit the matters on which the principal of a school may solicit the views of the Catholic School Council on.

B4:4 The principal of the school may solicit the views of Catholic School Councils with respect to the following matters:

1. The faith development of the school community (i.e.; prayer, pastoral plan, faith plan, sacramental preparation, social justice initiatives, virtue formation),
2. School budget priorities, including local capital improvement plans for submission to the board,
3. School-community communication strategies,
4. Methods of reporting to parents and the community,
5. Extra-curricular activities in the school,
6. School-based services and community collaborations related to spiritual, social justice, social, health, recreational, and nutrition programs,
7. Local coordination of services for children and youth aligned to board practice.

BY-LAW 5: RESPONSIBILITIES OF CATHOLIC SCHOOL COUNCILS

Catholic School Councils shall:

B5:1 Promote the vision, values, sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board.

Principal

B6:2 The principal shall be a designated member of the Catholic School Council.

Duties

B6:3 The principal shall:

1. Promote the vision, values and sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board.
2. Attend every meeting of the school council, unless he or she is unable to do so by reason of illness or other cause beyond his or her control.
3. Act as a resource person to the Catholic School Council and assist the Catholic School Council in obtaining information relevant to the functions of the council, including information relating to relevant legislation, regulations and policies.
4. Collaborate with the Chair/ Co-Chair to ensure that the council is conversant with and makes decisions through the lens of Catholic virtues and the Ontario Catholic School Graduate Expectations.
5. Post any materials distributed to members of the Catholic School Council in the school in a location that is accessible to parents.
6. Make the names of the members of the Catholic School Council known to the parents of the pupils enrolled in the school, by publishing those names in a school newsletter or by such other means as is likely to bring the names to the attention of the parents.
7. Provide for the prompt distribution to each member of the Catholic School Council of any materials received by the principal from the Ministry of Education that are identified by the Ministry of Education as being for distribution to the members of the council.
8. Consider each recommendation made by the Catholic School Council and advise the council of the action taken in response to the recommendation.
9. In addition to his or her other obligations to solicit the views of the Catholic School Council under the Act and the regulations, the principal of a school may solicit the view of Catholic School Councils on any matter but shall solicit the views of the Catholic School Council with respect to the following matters:
 - a. The establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,
 - i. a local code of conduct established governing the behaviour of all persons in the school, and school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
 - b. 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 implementation plans for,
 - i. a local code of conduct governing the behaviour of all persons in the school, and

St. Barbara Elementary School Catholic School Council By-Laws

4. Call and set dates for all Catholic School Council planning sessions and meetings in consultation with the school principal and Catholic School Council members,
5. Prepare the agenda for Catholic School Council meetings in consultation with the principal and members of the council,
6. Chair all council planning sessions and meetings. The Chair can ask a parent member to chair meetings in his/her absence if Co-Chair is unavailable.
7. Set the Catholic context for meetings by including a prayer, liturgy, relevant faith news, information and/or announcements,
8. Collaborate with the principal to ensure that the council is conversant with and makes decisions through the lens of the Catholic virtues, practices, Ontario Catholic School Graduate Expectations, and mission and vision of the DPCDSB.
9. Ensure that the minutes of the Catholic School Council meetings are recorded and maintained,
10. Provide the Chairperson's report to the St. Barbara Catholic School Council at all meetings of the council,
11. Act as a signing officer for cheque requisitions and deposit forms (if applicable),
12. Be a sitting member of the council budget committee (if applicable),
13. Participate in faith development, information and training programs,
14. Communicate with the school principal,
15. Ensure that there is regular communication with the school community,
16. Consult with senior board staff and trustees, as required,
17. Provide leadership to the members of the School Council, ensuring that they have a clear understanding of their roles and mandate.

Treasurer

B6:9 The Treasurer shall be elected by members of the St. Barbara Catholic School Council.

Duties of Treasurer

B6:10 The Treasurer:

1. Be a full voting member,
2. Regularly attend, and participate in St. Barbara Catholic School Council meetings,
3. May act as one of the approved signing officers on the St. Barbara Catholic School Council Cheque Requisition General Form. Signing authority for school council bank accounts will be with school staff only,
4. Shall count and verify the funds received for deposit immediately in the presence of the person(s) giving the funds and complete the St. Barbara Catholic School Council Funds Received General Form). All deposits to the Catholic School Council bank account will be the responsibility of the St. Barbara Catholic School Council who will provide a copy of the deposit slip to the designated individual in the school. Collection, accounting and depositing of fundraising dollars are managed by School Council and the principal. The designated individual will record the deposit into SchoolCash.NET as a lump sum under the categories specified by Catholic

Duties of the Student Representative

B6:14 The student representative shall:

1. Be a full voting member on the council,
2. Regularly attend, and participate in Catholic School Council meetings,
3. Provide ongoing student representation and take part in all discussions.
4. Relay information to the members of the council from the Student Parliament and vice versa,
5. Forward a written report to the teacher representative if unable to attend the council meeting or send a delegate.

Parish Representative

B6:15 The parish representative shall be appointed by the Catholic School Council in accordance with B2:10.

Duties of the Parish Representative

B6:16 The parish representative shall:

1. Be a full voting member,
2. Regularly attend and participate in Catholic School Council meetings,
3. Provide input into the school's pastoral/faith plan,
4. Provide guidance and support to the Catholic School Council relating to the faith formation of members of the school community and initiatives/issues in the parish community,
5. Serve as communication link between the parish and the Catholic School Council with respect to parish information (i.e. local church locations, Mass times, annual parish events, available social outreach programs and organizations such as the Catholic Women's League, Knights of Columbus, youth ministries and prayer groups) and provide regular updates,
6. Be a member of the Catholic School Council Faith Development Committee (if applicable),
7. Provide guidance and support to the Catholic School Council concerning faith development initiatives/activities which enhance the Catholic education and faith formation of students,
8. Provide encouragement and support for Sacramental preparations,
9. Prepare and conduct prayer/reflection at meetings including the preparation of a sacred space,
10. Promote and support social outreach programs,
11. Arrange Mass cards and sympathy cards on behalf of council,
12. Write articles for Parish newsletter,
13. Lead spiritual discussion at meetings,
14. Participate in other activities that strengthen the Catholic faith formation in the school.
15. Act as a communication link to provide resources from the Pastor/Church to the school.

BY-LAW 9: MEETINGS

- B9:1 The Catholic School shall hold a minimum of four (4) meetings per school year.
- B9:2 The Catholic School Council shall meet within the first thirty-five (35) days of the school year, after elections have been held, on a date fixed by the principal of the school.
- B9:3 All meetings shall be open to, and in a place that is accessible to members of the public. The Catholic School Council is entitled to hold its meetings at the school.
- B9:4 A meeting of the St. Barbara Catholic School Council cannot be held unless:
- i. The majority of the members of the council who are present at the meeting are parent members, and
 - ii. The principal or (his/her designated representative) is present.
- B9:5 The principal of the school shall, on behalf of the St. Barbara Catholic School Council, give written notice of the date, time, and location of each meeting of the Catholic School Council to every parent of a pupil who is enrolled in the school on the date the notice is given. This notice may be given by giving the notice to the parent's child for delivery and by posting a notice of the meeting in an area of the school accessible to parents. The notice of meeting may also be posted on the school web site.
- B9:6 The Principal shall chair the first meeting of the new council until a Chair or Co-chairs have been elected by the members of the Catholic School Council at that meeting. The new Chair/Co-chairs will then take over the running of the meeting, oversee the election/appointment of other council positions and establish the dates and location of Catholic School Council meetings.
- B9:7 The outgoing Chairperson shall prepare an agenda for the first meeting of the new council in consultation with the principal.
- B9:8 Any member of the Catholic School Council may not be absent from three (3) consecutive meetings without a leave of absence approved by the Catholic School Council. If the member is absent for two meetings without notice, the executive members of the council shall request in writing a letter of intent (See sample letter - APPENDIX 6(A)).

BY-LAW 10: VOTING

- B10:1 With the exception of the principal, each member of a committee of a Catholic School Council is entitled to one vote in votes taken by the committee.
- B10:2 Voting by e-mail, teleconference or electronic proxy is not allowed.

St. Barbara Elementary School Catholic School Council By-Laws

1. A conflict of interest is likely to result,
2. The member's ability to carry out his or her duties and responsibilities as a member of the Catholic School Council may be jeopardized,
3. The council member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Principal or Board in response to advice that the council provides to the Principal or the Board.

B12:4 A member of the Catholic School Council shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

BY-LAW 13: FUNDRAISING

B13:1 The Catholic School Council and its committees shall operate fundraising activities in accordance with all Board Policies and General Administrative Procedures.

B13:2 The Catholic School Council will use the funds raised for a purpose approved by the Board.

B13:3 The Catholic School Council will operate fundraising activities without financial gain for any of its members.

BY-LAW 14: DISBURSEMENT OF FUNDS

B14:1 Signing authority of St. Barbara Catholic School Council Bank account will be with the school staff only. No parent shall have signing authority.

B14:2 Cheques will not be issued by the Catholic School Council but rather funds dispersed and invoices paid through cheque requisitions approved by the Catholic School Council Chair and/or Treasurer and the school principal.

B14:3 The School Secretary will create actual cheques via SchoolCash NET software. Financial activities will be recorded in SchoolCash.NET under the 7000 series under a separate bank account created specifically for Catholic School Council with standardized procedures and accompanying forms (ex. Cheque Requisition Form).

B14:4 All deposits to the Catholic School Council bank account will be the responsibility of the Catholic School Council who will provide a copy of the deposit slip to the designated individual in the school. Collection, accounting and depositing of fundraising dollars are managed by School Council and the Principal. The designated individual will record the deposit into SchoolCash.NET as a lump sum under the categories specified by Council.

B14:5 Reporting of financial activities to Catholic School Council shall be generated from SchoolCash.NET reports along with copies of School Council bank statements.

6. Maintain the highest standards of integrity,
7. Recognize and respect the personal integrity of each member of the school community,
8. Treat all other members with respect and allow for diverse opinions to be shared without interruption,
9. Encourage a positive environment in which individual contributions are encouraged and valued,
10. Acknowledge democratic principles and accept the consensus of the council.
11. Not disclose confidential information,
12. Limit discussions at Catholic School Council meetings to matters of concern to the school community as a whole,
13. Use established communication channels when questions or concerns arise.

BY-LAW 18: AMENDMENTS

B18:1 Any proposed amendment to the constitutional by-law must be submitted in writing to the Chairperson (co-chairs) of the Catholic School Council at least two weeks prior to a Catholic School Council meeting. The change must be presented in the form of a motion and passed by a 2/3-majority vote with 51% of the Catholic School Council parent members in attendance.

BY-LAW 19: ANNUAL REPORT AND CATHOLIC SCHOOL COUNCIL ANNUAL SURVEY

B19:1 The Catholic School Council shall submit an Annual Report and Catholic School Council Annual Survey to the principal of the school and to the Family of Schools Superintendent.

B19:2 The Catholic School Council Annual Report shall include Catholic School Council activities and financial reporting.

B19:3 The principal shall make copies of the Catholic School Council Annual Report and the Catholic School Council Annual Survey available to the school community as per the Ministry of Education mandate.

B19:4 The Catholic School Council shall follow the template as outlined by the Board.

B19:5 The Catholic School Council Annual Report shall be submitted no later than October 31st.

B19:6 The Catholic School Council Annual Survey shall be submitted no later than November 30th.

BY-LAW 20: CONFLICT RESOLUTION PROCEDURES

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

1. **Acknowledge the conflict.** As a group, acknowledge when a conflict exists and determine the source of the conflict. For example, is it related to facts, goals, processes, values, personal preferences, beliefs, communication?
2. **Plan how to deal with the Conflict.** Once the source of the conflict is defined, decide how to deal with it. The Chair, another individual on the council, or the entire council, may do this. In particularly difficult times, it may be best to engage a person who has no association with the council to facilitate discussions and problems solving. At this stage, all council members should reflect on the problem and be prepared to state their concerns and viewpoints.
3. **Provide time for discussion.** The Chair or whoever is facilitating the discussion should introduce the problem and ask each member for input so that the nature and source of the conflict are clear. Acknowledging each person by listening attentively sets the tone for problem solving and opens the council to a variety of solutions. Emotions should be accepted and dealt with since they are part of the conflict.
4. **Seek the best solution.** As viewpoints and solutions are described, the individual facilitating the discussion deals with them one at a time.

Following the discussion, the person facilitating the discussion may use a process for building consensus to arrive at a new solution. Council members will be asked to following questions: Can you live with this solution? Will you support the solution?

If the facilitator and superintendent are unable to resolve the conflict and/or the Catholic School Council member(s) do not adhere to the solution or to the Catholic School Council Code of Ethics outlined below, the following actions can be taken:

1. The Catholic School Council member(s) may choose to submit a letter of resignation to the Catholic School Council.
2. The facilitator and/or Superintendent in consultation with Catholic School Council members may send a letter to the School Council member(s) requesting that their term of office be terminated for that school year only.

BY-LAW DOCUMENT IS BINDING

The By-Law Document becomes effective and binding on members of the St. Barbara Catholic School Council as of its' passing on October 3, 2018 . Henceforth, each following Catholic School Council membership shall inherit the constitution as a condition of taking office and shall respect it in conducting the affairs of the St. Barbara Catholic School Council.