



Catholic District School Board of Eastern Ontario
Pope John Paul II Catholic School
Catholic School Council
Constitution



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1. **NAME**

The name of this organization is Pope John Paul II Catholic School Council; Catholic District School Board of Eastern Ontario (CDSBEO); town of Hammond; Diocese of Ottawa; Province of Ontario; which from here on in will be known as **CSC**.

SCHOOL MISSION STATEMENT

We are dedicated to providing the best education possible for each and every child in our care. We will endeavor to create an atmosphere that will address the spiritual, intellectual, physical, social, and emotional needs of your children while providing them with the basic skills, intellectual honesty, and social conscience that will allow them to face the uncertain challenges of the future with hope and confidence. Christ will show us the way and our children will lead. Students, parents/guardians, and teachers should unite as a community for the betterment of all. Our school is your school.

2. **PURPOSE – MANDATE OF THE COUNCIL**

Working within the Policies, the Mission Statement, and the Goals of the CDSBEO, the Mandate of CSC will be:

- In accordance with the Provincial Regulations the purpose of the CSC is to promote the active participation of parents/guardians and other community members; to improve pupil achievement; and to enhance the accountability of the education system to parents/guardians.
- CSC is an advisory body to the Principal of the school.
- CSC may not enter into any administration areas within the school
- CSC is to consult with their parent/guardian community about matters under consideration by CSC so that advice provided to the Principal, and to the CDSBEO when deemed necessary, is based on the general views of the school community and the best interests of all students in the school as per Regulation 612/00 (located at www.cdsbeo.com – Catholic School Council Guidelines)
- All CSC meetings and Sub-Committee meetings shall be open to the public.

3. **CATHOLIC SCHOOL COUNCIL COMPOSITION**

3.1 Membership of CSC shall be no greater than 18 members and shall include:

- i) The Principal: **non-voting member**
- ii) Parents: **voting members**
 - No fewer than six (6) and no greater than 12 elected Parent/Guardian Representatives of students enrolled in the school.

- All parents/guardians of children in the school are welcome to attend and participate during the question period at the end of CSC meetings, but **cannot** vote on Motions put forth during the meetings
- iii) One (1) Community Representative: **voting member**
 - Appointed by CSC
 - Must be catholic
 - Provides communication with local community groups such as the Knights of Columbus and Optimist club.
- iv) One (1) Teacher Representative: **voting member**
 - Elected by peers
- v) One (1) Non-Teaching Representative: **voting member**
 - Elected by peers
- vi) One (1) OAPCE Representative: **voting member**
 - OAPCE = Ontario Association of Parents in Catholic Education
 - Appointed by CSC
 - Member could be a parent or an elected Parent/Guardian Representative
 - If an elected parent holds this position, only 1 vote shall count
- vii) One (1) Parish Representative appointed by the Parish Priest: **voting member**
- viii) One (1) SEAC Representative: **non-voting member**
 - SEAC = Special Education Advisory Committee
 - A board requested position therefore NOT a voting position
 - Member could be an elected Parent/Guardian Representative but cannot hold 2 votes because this position is a non-voting position.

3.2 Membership in CSC shall be determined in the following ways:

- i) Parent/Guardian Representatives shall be elected by parents/guardians of the students enrolled in the school, within the first 30 days of the school year to be in compliance with CDSBEO Policy and Pope John Paul II CSC Constitution.

The Chairperson of CSC as well as the majority of the Parent/Guardian Representatives **must** be Catholic and **must** hold the same qualifications as a Board Member, and **must** therefore be eligible to be an elector of the CDSBEO.

Qualification of Members:

- Must be a resident in the zone and a ratepayer to CDSBEO;
- Must be a Canadian Citizen;
- Must be at least 18 years old;
- Must be Roman Catholic.
- ii) The Principal or his/her designate shall be a member;
- iii) The Community Representative may be appointed by CSC provided he/she is a ratepayer to CDSBEO;
- iv) The Non-Teaching Representative shall be elected by members of the non-teaching staff, prior to the election of the Parent/Guardian members;
- v) The Parish Representative will be appointed by the Parish Priest;
- vi) The Teacher Representative shall be elected on a rotational basis by members of the teaching staff and the Principal may ensure there is a presence at the meetings.

- 3.3 The term of office for all CSC positions is one (1) year: October to September.
- 3.4 A person elected or appointed as CSC Representative holds office from the date of the first CSC meeting after the elections, until the date of the first CSC meeting of the next school year.
- 3.5 The election of Parent/Guardian Representatives shall be by secret ballot (or by acclamation, if the number of nominees does not exceed the number of parent/guardian openings on CSC) and shall take place with notice of the date, time, and location of the election being provided to all parents/guardians at least 14 days prior to the date of election. Notice will be provided by sending a bulletin home with the students and by posting the information at the school.
- 3.6 A person is not qualified to be a Parent/Guardian Representative of CSC if he/she is employed at the school (even temporarily, such as supply teaching). If he/she is employed elsewhere by the Board, he/she must take reasonable steps to inform voters of that employment before the election.
- 3.7 A Board employee cannot be appointed Chairperson or Community Representative of CSC.
- 3.8 Trustees and Supervisory Officers of the Board shall not be CSC Representatives.
- 3.9 No remuneration will be given for serving as a member of office of CSC.
- 3.10 Any CSC Representative who is absent from three (3) meetings in the selected year shall automatically be terminate, unless such absence is made up or excused by the Chairperson for good and sufficient reason. Lack of attendance at meetings can make it very difficult for CSC to accomplish its goals. If Quorum is not reached, all voting must be deferred to the next meeting. This deference may set back Council's agenda for that year.
- 3.11 Each Sub-Committee of CSC must include at least one (1) elected/acclaimed Parent/Guardian Representative. CSC Chair is ex-officio for all communities and sub-communities.
- 3.12 The Principal, or his/her designate, and Chairperson must be in attendance for a CSC meeting to take place. The designate, acting on behalf of the Principal (who is a non-voting member), must not vote on Motions as he/she receives the advice. The designate cannot assume a dual role (Principal designate and Teacher Representative).
- 3.13 In the event of a vacancy in the membership of CSC Parent/Guardian Representatives for any reason, the remaining Representatives shall constitute the CSC dependent upon Sub-Section 3.2 of the Pope John Paul II Catholic School Council Constitution being maintained.

If the majority of parents/guardians are not maintained, CSC shall notify the Principal who will notify the school community of the vacancy (vacancies) and a bi-election will be held.

Other non-Parent/Guardian Representative positions vacated may be filled from among members of the school community who meet the requirements set for the vacant position.

4. ***CATHOLIC SCHOOL COUNCIL MEMBERS' ROLES AND RESPONSIBILITIES***

CSC Representatives are people of good will who have a special commitment to their local school. They bring dedication; enthusiasm; a desire to make a difference; a readiness to work with others; and a need to contribute in a meaningful way. Members of CSC each individually represent a % of the parents from the school, and notably do not solely represent their own point of view. Collectively CSC representatives bring the school's common goals to the discussion table. A family can only have 1 vote per family therefore only 1 parent representative on CSC.

- 4.1 CSC shall consist of the following Executive Positions:

- Chairperson
- Secretary
- Treasurer

At the first CSC meeting after the Fall elections, the Principal shall chair the October meeting until the elections (by secret ballot) for its new Executive Positions have taken place. CSC members may nominate each other for Executive Positions, provided that the Parent/Guardian Representative nominated is present and agrees to accept; and the candidate is nominated and seconded by members in attendance. Only elected/acclaimed Parent/Guardian Representatives may nominate/appoint/elect the Chairperson. The candidates nominated for the position of Chairperson shall each give a brief statement of their commitment to the position. Following the brief statements, CSC members shall vote by secret ballot. The Principal is the only person permitted to handle the ballots from beginning to end of the election process.

The Principal is not allowed to vote.

No person may hold more than one (1) Executive Position at a time.

Must hold a valid Criminal Record Check with Vulnerability Sector Screening updated annually. A Criminal Record Check is not required for attending meetings but required for volunteering throughout the school year.

CSC is dissolved annually as per the Ministry Guidelines.

Chairperson: voting member

- Must be a Roman Catholic Parent/Guardian Representative;
- Communicates with the Principal and participates in information and training programs;
- Consults with the Principal to set the date of the annual election;
- Arranges meetings in consultation with the Principal;
- Ensures meeting dates and times are established;
- Prepares the Agenda prior to the meetings;
- Distributes the Agenda prior to the meetings;
- Runs the meetings in a democratic manner;
- Oversees any fundraising activities ran by CSC;
- Ensures that the Constitution and By-Laws are followed;
- Prepares the Annual Report for the parents/guardians and for the Board;
- Ensures that the Minutes of the meetings are recorded and maintained;
- Facilitates the resolution of conflict;
- Prepares monthly newsletters, or ensures the CSC newsletter is created in consultation with the Principal, and is distributed to the school community;
- Represents the parent/guardian community at school and Board functions (such as Meet-the-Teacher Night, Grade 6 Graduation, Board-Wide Mass, Regional Catholic Education Coalitions, Board Meetings, etc.);
- Prepares and summarizes any input requested by the Board or Ministry in consultation with the Principal.

Secretary: voting member

- Will cooperate with the Chairperson in responding to correspondence;
- Will prepare minutes from each meeting and have Chair review minutes;
- Will provide the Principal with a copy of the Minutes of meetings via e-mail;
- Will ensure and maintain a yearly CSC binder. The CSC binder to retain all CSC documentation for a period of 7 years.
- Ensure a copy of the Constitution is added to the yearly CSC binder;
- The binder to be available for access by members of the school community;

- Will provide a copy of the By-Laws, Mission Statement, and Board Prayers to new members;

Treasurer: voting member

- Will maintain all financial affairs of CSC as per CDSBEO Financial Policy and in consultation with the Principal and school secretary;
- The Board Financial Policy will be shared with new Treasurers;
- Will provide financial reports to CSC at each meeting.

Principal: non-voting member

- Ensures that CSC is in place;
- Is an important source of information for CSC;
- May express an opinion or suggestion on any matter;
- Provides administrative assistance, including secretarial/clerical duties where necessary;
- Supports the functioning of CSC;
- Assists the Chairperson in preparing the Agenda;
- Attends all meetings, or sends his/her designate;
- Provides leadership and acts as a resource on Laws, Regulations, and Board Policies to CSC (Issues of a personal nature are outside the scope of CSC. The Municipal Freedom of Information and Protection of Privacy Act shall not be overridden.);
- Provides spiritual guidance;
- Provides for the prompt distribution to CSC members of any Ministry material received;
- Considers each recommendation put forth by CSC and advises CSC of his/her response;
- Participates in any committees established by CSC;
- May solicit the views of CSC members on any matter within its jurisdiction.
- In absence of Parish Representative, the Principal shall lead the prayer.

All CSC Members: voting members

- Will participate in CSC meetings and vote on Motions brought forward;
- Will act as a link between CSC and the community;
- Will encourage the participation of all parents/guardians and of people in the community;
- Will abide by the meeting procedures established by CSC;
- Will be expected to keep the best interest of student learning and school improvement as their primary focus;
- Will consider the needs of the entire school when examining issues;
- Will be familiar with the Constitution and adhere to it at all times;
- CSC shall consult with parents/guardians of students enrolled in the school about matters under consideration by CSC;
- CSC may appoint other Representatives as the members feel appropriate;
- CSC shall not evaluate staff or address individual incidents which may arise within the staff, students, and other members of the Catholic School Community;
- CSC members shall not receive remuneration;
- Will assist with fundraising for the school.

Community Representative: voting member

- Attends all CSC meetings;
- CSC must appoint at least one (1) Community Representative;
- Provides a vital link between the community, the school, and the Board.

Non-Teaching Representative: voting member

- Is available to answer questions;

- Provides vital input.

Parish Representative: **voting member**

- Attends all CSC meetings;
- Leads CSC in prayer;
- Provides a vital link between the parent/guardian/school community with the Parish;
- Encourages school participation in Parish life;
- Provide a Parish report at each meeting, which may be verbal.

Teacher Representative: **voting member**

- Is available to answer questions and to liaise between colleagues and the CSC;
- Provides vital input;
- Provide a Teacher's Report at each meeting, which may be verbal.

4.2 Membership on CSC will terminate when:

- i) Members cease to hold the criteria for representation (no longer having a child enrolled in the school, or no longer an employee of the school);
- ii) Member has missed three (3) scheduled meetings;
- iii) Member submits a Letter of Resignation to the Chairperson.

A member may be removed from CSC for:

- i) Behaviour that regularly prevents CSC from carrying out its responsibilities;
- ii) Habitually failing in performing his/her CSC duties;
- iii) Failing to uphold the Constitution or comply with the By-Laws of the CSC;
- iv) Engaging in activities deemed to be detrimental to the interests of, or contrary to the purpose of, the CSC.

NOTE: Permanent removal of a member from CSC requires 2/3 of the votes cast by members of CSC at a CSC meeting attended by not less than 80% of the full CSC.

5. ***SUB-COMMITTEES***

CSC may establish Sub-Committees to assist in the implementation of new initiatives or to coordinate special portfolios. Sub-Committees are formed on an ad hoc basis depending upon the requirements of the school year and the school.

- i) All Sub-Committees must appoint a Chairperson (the Principal and CSC Chairperson shall not be responsible for chairing a Sub-Committee). The Chairperson of a Sub-Committee can be a CSC Representative or a member of the PJP parent/guardian community;
- ii) A minimum of one (1) CSC Parent/Guardian Representative must be on a Sub-Committee;
- iii) Minutes must be recorded and CSC meeting procedures are to be followed;
- iv) Advance notice of meetings must be given to all parents/guardians;
- v) All recommendations must be brought back to CSC for their consideration;
- vi) The Sub-Committee shall follow directions from CSC in order to implement recommendations;
- vii) All expenditures and budgets are to be submitted to CSC;
- viii) Meetings are to be held at the school;
- ix) All meetings shall be announced to parents as they are welcome to attend.
- x) CSC Chairperson is a member (ex-officio) of every Sub-Committee, and as such should be copied on all correspondence among Sub-Committee members regarding Sub-Committee matters.

6. ***CSC MEETINGS***

6.1 General Meetings

- i) CSC meetings shall be held at the school a minimum of four (4) times during the school year. CSC shall set dates and times for its meetings at the first meeting of the new CSC at the beginning of the school year. These dates shall be publicized for all parents/guardians. Other meetings may be called, as required, to respond to CSC, Board, or Ministry business with a minimum of three (3) working days' notice;
- ii) CSC shall meet within the first 30 school days after the election for Parent/Guardian Representatives on a date fixed by the Principal.

6.2 Quorum

A CSC meeting cannot be held unless:

- i) A majority of CSC members present at the meeting are Parent/Guardian Representatives.
- ii) Parent/Guardian CSC Representatives present at each meeting must always be higher than non-Parent/Guardian CSC Representatives present at each meeting, otherwise the meeting is deemed to be an "information meeting" where no decisions can be made.
- iii) A quorum is fifty percent plus one (50% + 1) of members, but at all times there must be a majority of parents/guardians at the meeting as well as the Principal and/or his or her designate.

6.3 Meeting Agenda

- i) The Agenda for any CSC meeting shall be set by the Chairperson and the Principal (although no meeting shall be invalid because an Agenda has not been provided);
- ii) New Business may be placed on the Agenda for the next CSC meeting, provided that the member provides a summary of the matter to the Chairperson of the meeting (and the Chairperson/Principal has sufficient time to review the information);
- iii) A CSC meeting may consider any matter as New Business. However, if no notice was given prior to the meeting, the item will be tabled until the next CSC meeting in order to allow ample time to consider the matter;
- iv) Presentations will be kept to a time limit of 10 minutes in length (extensions may be made with a majority of consent from CSC members);
- v) Decisions pertaining to the presentation will be taken under advisement and will be brought forward to the next CSC meeting.

6.4 Decision-Making Process

Voting for CSC Chairperson

- i) Only elected/acclaimed Parent/Guardian Representatives may nominate/appoint /elect the CSC Chairperson (4.1);
- ii) The Parent/Guardian Representatives nominated for the Chairperson's position shall each give a brief statement of their commitment to the position. Following the brief statements the CSC members shall vote.

Voting Procedures for an Established CSC

- i) Each member is entitled to one (1) vote;
- ii) Each member of a CSC Sub-Committee is entitled to one (1) vote in votes taken by the Sub-Committee;
- iii) The Principal is not entitled to vote in any votes taken by CSC or by any CSC Sub-Committee;
- iv) At all CSC meetings every question shall be decided by a majority plus one (1) of votes cast on the question by the members present at the meeting, if consensus cannot be reached;
- v) A vote is required before a written recommendation is submitted to the Board.

Consensus

CSC members will attempt to reach decisions by consensus.

7. ***CONFLICT OF INTEREST***

- i) Conflict of interest occurs in any situation in which an individual's personal/financial gain may be incompatible or in conflict with his/her CSC responsibilities;
- ii) CSC members must declare any pecuniary interests prior to CSC meetings. CSC is an advisory body and seldom would be in a position to make decisions which would be of financial benefit to individual CSC members. However, a conflict of interest may exist whether or not an individual member or his/her family might benefit directly in a decision made by CSC or by a recommendation made by CSC to the Board;
- iii) Any time CSC does business with the potential for monetary gain/loss with any person/agency/company, and a CSC member has a vested interest (in any way) with that particular person/agency/company, that CSC member shall declare a conflict of interest immediately and remove himself/herself from the CSC meeting table for the duration of the topic. In a situation where a conflict of interest arises, the Minutes will reflect that a discussion occurred and will record what decision was reached.

8. ***RESOLVING CONFLICTS***

Conflict is a natural part of human existence, and in a structured environment where mutual trust and respect prevail, it can be a positive force which encourages growth. Left uncontrolled, it can divert energy from the task at hand and polarize individuals.

To a large degree, conflict can be prevented or diffused at an early stage if different points of view are handled carefully by the Chairperson. The following simple strategies for chairing meetings should help:

- i) Focus the discussion on CSC issues;
- ii) Take control in a firm, positive, and constructive way;
- iii) Establish ground rules for behaviour:
 - Every CSC member will be given an opportunity to express a concern or an opinion about an issue and how a dispute has affected him/her;
 - Speakers to an issue will maintain a calm and respectful tone at all times and will treat each person's concerns/opinions as legitimate;
 - Speakers will be allowed to speak without interruption.

The Chairperson's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members. If no common ground can be identified the Chairperson will seek to clarify preferences among all members before proceeding further, and may set aside the issue until the next meeting to allow time for further investigation/research.

If all attempts at resolving conflict internally have been exhausted with no success, the Chairperson shall request intervention from a Senior Board Administrator.

9. ***Code of Ethics***

Please refer to The Minister of Education's website at:
<https://www.edu.gov.on.ca/eng/general/elemsec/council/council02.pdf>

10. ***ELECTION AND APPOINTMENT PROCEDURES***

10.1 CSC Election Committee

The current CSC will establish a CSC Election Committee. This Committee must ensure that a new council is in place within 30 days of the school year in September. This Committee should

have representation from parents/guardians, teaching staff, non-teaching staff, and students. Any person considering being a part of CSC during the current school year, is not eligible to be part of the Election Committee.

10.2 Considerations for CSC Election Process

In any given year the term of office for CSC positions is one (1) year, October - September. Appeals related to the CSC Election Process or results shall be resolved by the CSC Election Committee. If the situation is not resolved the Principal and the CSC Chairperson of the outgoing council shall jointly make a ruling.

10.3 Election of Parent/Guardian Representatives

- i) To encourage greater representation from the PJP parent/guardian community, only one (1) member per family shall put forth his/her nomination as a Parent/Guardian Representative for CSC;
- ii) Nomination forms shall be filled out by all parent/guardian candidates for Elected Positions on CSC. Parents/Guardians may nominate themselves or other parents/guardians. Candidates are to be prepared to summarize their reasons for running for CSC. They must also declare if they are employed by the Board;
- iii) Information about candidates shall be made available to the school community at least one (1) week before the Election;
- iv) If the number of candidates is less than or equal to the number of positions available, the candidates shall be acclaimed;
- v) No individual campaign literature for CSC Elections may be distributed or posted in the school;
- vi) School resources, both human and material, may not be used to support particular candidates or groups of candidates;
- vii) The Election Day Proceedings shall be publicized by the Principal at least 14 days prior to the Election;
- viii) The Election Day Proceedings shall be supervised by the Principal;
- ix) The Principal shall list the candidates on the ballot in alphabetical order;
- x) Elections for CSC shall be conducted by secret ballot. Voters must be present at the school on the Election Day(s) during the preset hours for voting, which will include both daytime and evening hours. Should a parent/guardian not be able to present himself/herself to the voting station, he/she must contact the Principal and arrangements to vote by proxy will be made;
- xi) The ballot box shall never be un-attended during the elections;
- xii) For the elections of CSC Representatives, each family in the PJP Catholic School community will be given one (1) vote for each of the candidate positions available. Casting more than the maximum number of votes permitted in the category spoils the ballot;
- xiii) Ballots shall be counted by the Principal in the presence of at least two (2) members of the community which may include parents/guardians who are not Election candidates;
- xiv) If there is a tie for the final position for CSC Representative, the winner shall be determined by lot.

10.4 Election of the Teaching Staff Representative

- i) The Principal, in consultation with the Election Committee, will make the necessary arrangements for the Teaching Staff Representative to be elected;
- ii) Anyone assigned to the Teaching Staff of the school (full- or part-time) other than the Principal or a Vice-Principal may be a candidate.

10.5 Election of the Non-Teaching Staff Representative

- i) The Principal, in consultation with the Election Committee, will make the necessary arrangements for the Non-Teaching Staff Representative to be elected;
- ii) Anyone assigned to the Non-Teaching Staff of the school (full- or part-time) may be a candidate.

10.6 Selection of Community Representative

All appointments of Community Representatives to CSC are to be by majority vote at a CSC meeting.