

CATHOLIC SCHOOL COUNCIL HANDBOOK

Revised: June 24, 2013

PREAMBLE

This is a handbook which does not supersede the *Education Act* or Board or Ministry policies or procedures.

CODE OF ETHICS

A member shall...

- consider the best interests of all students;
- be guided by the school and school board mission statements;
- act within the limits of the roles and responsibilities of a Catholic school council, as identified by the school operating guidelines, the school board and the Ontario Ministry of Education;
- become familiar with the school's policies and operating practices and act in accordance with them;
- maintain the highest standards of integrity;
- recognize and respect the personal integrity of each member of the school community;
- treat all other members with respect and allow for diverse opinions to be shared without interruption;
- encourage a positive environment in which individual contributions are encouraged and valued;
- acknowledge democratic principles and accept the consensus of the council;
- respect the confidential nature of some school business and respect limitations this may place on the operation of the Catholic school council;
- refrain from disclosing confidential information;
- limit discussions at Catholic school council meetings to matters of concern to the school community as a whole;
- use established communication channels when questions or concerns arise;
- promote high standards of ethical practice within the school community; and
- declare any conflict of interest.

PURPOSE

The Waterloo Catholic District School Board recognizes that education is a shared responsibility involving school staff, students and their families, and members of the community and parish. The purpose of Catholic school councils is, through the active participation of parents, to improve pupil achievement and enhance the accountability of the education system to parents. It is expected that Catholic school councils will provide a forum for people interested in Catholic Education to work co-operatively together to develop common goals at the board and school level.

It is the policy of the Waterloo Catholic District School Board that every school within its jurisdiction shall have a Catholic school council to act in an advisory capacity to the school principal to improve the overall effectiveness of the school. The Catholic school council Board Liaison Committee will also act in an advisory capacity to the Waterloo Catholic District School Board through the Director of Education or designate to improve the Catholic Education System.

WHAT CATHOLIC SCHOOL COUNCILS ARE NOT

- A Catholic school council cannot be incorporated. Although a Catholic school council can fundraise, it cannot undertake fundraising endeavours that require a gaming license from the Ontario Lottery and Gaming.
- Catholic school councils should not be involved in: school governance, employment issues, school management, listening to complaints.
- It is not the primary role of Catholic school councils to fundraise and lobby.

REFERENCES

Sharing Our Journey

The Education Act & Regulations

Catholic school council Ontario Regulation 612

WCDSB Business and Financial Services Manual

Catholic school council Handbook – A Guide for Members

WCDSB Administrative Procedures Memorandum APSC001 Catholic school councils

COMMENTS

Catholic school councils are an integral part of the governance structure of Catholic School Boards. This handbook and the procedures that it documents to operate Catholic school councils must always be viewed within the context of our Board's Mission for learners in a Catholic School System. The policy must be implemented in the spirit of Sharing our Journey and the basic constitutional entitlement to separate management and control on the part of the Roman Catholic "Class of Persons" referred to in and protected by s.93 (1) of the Constitution Act 1867.

1.

Catholic school council decision-making shall be by consensus with the exception of the election of the Chair or Co-Chairs. Voting on council matters shall only occur when consensus cannot be attained.

2.

Catholic school councils are subject to the policy and administrative procedures of the Waterloo Catholic District School Board.

GUIDELINES - Composition of Catholic school councils

A Catholic school council includes:

1. Parents and guardians of students enrolled in the school (except in adult day school where parent positions shall be held by students).
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 4 of Regulation 612.
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. One student (mandatory for secondary schools; optional for grade 7 and 8 students for elementary schools).
6. One community representative appointed by other members of council.
7. Parish representative wherever possible.

The following chart sets out the composition of the Catholic school council. A member of a school board cannot be a parent member of a Catholic school council established by the school board. In addition, the following rules apply:

Composition of School Councils

Type of Member	Limitations	Number of Members	Manner of Election/ Appointment
Parent	<p>The parent member must be the parent of a student enrolled in the school.</p> <p>A board employee who works at the school his or her child attends is not eligible to serve as a parent member of the council. A board employee who works at the school his or her child attends may, however, be elected as either the teaching or non-teaching staff representative.</p>	<p>The number of parent members may be specified in a school council by-law.</p> <p>Parent members must constitute a majority of the members of the school council.</p>	Parent members are elected by the parents of pupils enrolled at the school.
Principal	Principal is not allowed to vote.	One - May delegate responsibilities to vice-principal.	
Teacher	<p>The teacher member must be employed at the school.</p> <p>The teacher member cannot be the principal or a vice-principal.</p>	One	The teacher member is elected by other teachers employed at the school, other than the principal and vice-principal.
School Employee	The school employee member cannot be a teacher, principal or vice-principal at the school.	One	The school employee member is elected by other school employees, other than the principal, vice-principal and teachers.
Pupil - Schools with one or more secondary grades	The pupil member must be enrolled in the school.	Two	If the school has a student council, the pupil member is appointed by the student council. If the school does not have a student council, the pupil member is elected by the other pupils enrolled in the school.
Pupil - Schools with no secondary grades	The pupil member must be enrolled in the school.	One or None	If the principal determines, after consulting with other members of school council, that the school council should include a pupil, the principal appoints a pupil member.
Parish	The member must belong to the school parish.	One	The individual is appointed by the pastor.
Community Representative	The community representative member cannot also be a school board employee unless: (a) he or she is not employed at the school; and (b) other members of the school council are informed of the person's employment before the appointment.	One (or more if specified in the school council by-law)	The community representative member is appointed by the other members of the school council.
Person selected by an association which is a member of either: (a) Ontario Federation of Home and School Associations; (b) Ontario Associations of Parents in Catholic Education; or (c) Parent Partenaires en Education	The association must be established in respect of the school council.	One	The individual is appointed by the association.

BY-LAWS

A Catholic school council may make by-laws governing the conduct of its affairs. These by-laws cannot contravene Board or Ministry regulations or policies and should reflect the principals of this handbook.

A Catholic school council must make by-laws that govern election procedures, the filling of vacancies, and the establishment of roles respecting participation in Catholic school council proceedings.

MEMBER'S ROLES AND RESPONSIBILITIES

All member of the Catholic school council must work to support and enhance the promotion, preservation and protection of the values intended in our Catholic School system. Please see Appendix E for Code of Ethics.

Chair

The chair is elected by members of the Catholic school council and, with the exception of the principal or other staff member, any Catholic parent member of the Catholic school council can be elected as chair. The chair, in collaboration with the principal, sets the Catholic school council meeting agenda (i.e., determines items suitable for council discussion). The Catholic school council chair must be very clear on the functions and responsibilities of the Catholic school council and must constantly ensure that Catholic school council discussions focus on improving the teaching and learning environment for all students rather than focusing on the specific or isolated issues of any one individual.

The responsibility of the chair is most evident when non-council members are in attendance and have requested to speak on an issue. In such instances, the chair must be prepared to tactfully focus discussion on issues rather than on individuals. The chair may choose to allot a specific period of time for discussion of an issue.

As a member of a Catholic school council, the chair:

- chairs the council meetings;
- in collaboration with the principal, schedules Catholic school council meetings and sets agenda items (see sample agenda in Appendix D);
- facilitates collaborative decision-making, seeks consensus, and resolves conflict;
- ensures council minutes are prepared and made available to the school community (e.g., posted on the school website);
- prepares the annual activity report of the Catholic school council for inclusion in the annual school report; and
- has voting privileges. Page 5.6 Catholic school council A Guide for Members (2002)
- reports a system level initiatives (e.g. Catholic Parent Involvement Committee, Accommodation Review Committee, Board of Trustees and Council of Chairs)

Catholic school council chairpersons may also be responsible for compiling correspondence and communicating with others on behalf of the Catholic school council.

PRINCIPAL

A meeting cannot be considered as a meeting of the Catholic school council unless the Principal or delegated Vice Principal is in attendance.

The school principal is responsible for the establishment and operation of the Catholic school council. The principal may not be chair; however, he or she may chair the first two meetings until a chair has been elected. The responsibility for the day-to-day running of the school remains with the principal under the direction of the school district.

Consider recommendations made by Catholic school council and advise the council of the action taken in response to their recommendations.

The principal is the main link between the school community and the school. The manner in which the principal fulfills his/her leadership responsibilities largely determines the attitudes which students and parents have towards the school. As educational leader, the principal is a key player in promoting and facilitating a collaborative culture and climate within the school and the Catholic school council.

As a member of the Catholic school council, the principal:

- bring information regarding system and Ministry initiatives;
- chairs the initial meeting of the Catholic school council or, at the request of those present, a second meeting to facilitate the election of a chairperson for the Catholic school council;
- encourages active participation of Catholic school council members in enhancing the teaching and learning environment of the school, to increase student achievement;
- communicates to the Catholic school council information pertaining to school policies and practices;
- provides Catholic school councils with access to school information relevant to the functioning of the council;
- coordinates the implementation of the school improvement plan for student achievement and gives periodic updates on the school improvement plan process;
- creates a positive climate within the school and the larger community to support the activities and decisions of the Catholic school council; and,
- has no voting privileges.

PARENT/GUARDIAN REPRESENTATIVES

Any parent/guardian is eligible to serve as a parent representative on the Catholic school council provided they have a child attending that school and is not employed as a teacher at that school.

As a member of the Catholic school council, the parent representative:

- expresses the viewpoint of the parents they represent;
- communicates the activities of the council to the other parents;
- works collectively towards the common goal of improving student achievement;
- participates in the school improvement planning process with other stakeholders;
- participates in and is prepared for council meetings and discussions: and,
- has voting privileges

COMMUNITY REPRESENTATIVES

A community representative must be a member of the community and can be a parent of a child in the school. Community representatives are appointed by Catholic school council members. A community representative brings an additional perspective to council decisions.

As a member of the Catholic school council, the community representative:

- expresses the viewpoint of the community they represent;
- communicates the activities of the council to stakeholders;
- works collectively towards the common goal of improving teaching, learning and student achievement;
- participates in the school improvement planning process with other stakeholders;
- participates in and is prepared for council meetings and discussions; and
- has voting privileges

SCHOOL STAFF REPRESENTATIVES

(one each for teaching and non-teaching staff)

Teachers and non-teaching staff may serve as parent representatives on the Catholic school council of any school their children attend, provided they are not employed as a teacher at that school.

As a member of the Catholic school council, the teacher representative:

- expresses the viewpoint of the teacher community they represent;
- communicates the activities of the council to the other teachers;
- works collectively towards the common goal of improving teaching, learning and student achievement;
- participates in the school improvement planning process with other stakeholders;
- participates in and is prepared for council meetings and discussions; and,
- has voting privileges.

STUDENT REPRESENTATIVES

In a school where high school courses are offered, at least one high school student must be elected to the Catholic school council. For continuity purposes, it is recommended that at least two high school students become members of council.

As a member of the Catholic school council, the student representative:

- expresses the viewpoint of the students they represent;
- communicates the activities of the council to their stakeholders;
- works collectively towards the common goal of improving student achievement;
- participates in the school development process with other stakeholders;
- participates in and is prepared for council meetings and discussions; and
- has voting privileges.

ELECTION OF PARENT MEMBERS

A person is qualified to be a parent member of a Catholic school council if he or 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,

- 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.

A person is qualified to vote in an election of parent members of a Catholic school council if he or she is a parent of a pupil who is enrolled at the school.

An election of parent members of a 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.

If a new school is established, the first election of parent members to the Catholic 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 Catholic school council.

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, 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.

The notice required, may be given by,

- a) Giving the notice to the parent's child for delivery to his or her parents; and
- b) Posting the notice in the school in a location that is accessible to parents.

The election of parent members shall be by secret ballot.

TERM OF OFFICE

The term of office for Catholic school council members is one year. The term of office runs from the later of:

- a) the date of the members election or appointment; and
- b) the date of the first Catholic school council meeting after the election, until the date of the first Catholic school council meeting after the elections in the following year.

A member of Catholic school council may be re-elected or re-appointed, unless otherwise provided by the by-laws of the council. There is no restriction as to the amount of time that a member can be re-elected.

VACANCIES

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.

A vacancy in the membership of a Catholic school council does not prevent the council from exercising its authority.

Officers

- A Catholic school council must have a chair or if the bylaws of the Catholic school council so provide, two chairs. A chair must be a parent member who is and must be elected by the other members of the Catholic school council. A Catholic school council may have such other officers as are provided for in the by-laws of the council.
- A person who is employed by the board cannot be the chair or co-chair of the council.

COLLECTION OF INFORMATION

The Ministry may collect the names, mailing addresses, telephone numbers and e-mail addresses of the Chair and/or Co-Chairs of a Catholic school council and other members of the council. The information can only be collected with approval from individual council members.

The Ministry may disclose the above information to the Ontario Parent Council.

MINISTRY POWERS AND DUTIES

As part of its accountability to parents, the Ministry shall report annually to members of Catholic school councils on education in the province.

The Ministry may,

- a) Make other reports to members of Catholic school councils; and
- b) Provide information to members of Catholic school councils respecting the roles and responsibilities of Catholic school councils.

REMUNERATION

A person shall not receive any remuneration for serving as a member or officer of a Catholic school council.

MEETINGS

Catholic school councils can be an effective means of including all stakeholders in improving the teaching and learning environment for all children. Effective Catholic school councils are ones where:

- meetings are conducted efficiently;
- there is open communication between council members, council and the school community;
- decisions are reached by consensus by voting members of the council;
- there is minimal conflict; and,
- members recognize and effectively carry out their roles and responsibilities.

Catholic school councils must meet at least four times during the school year, at a location that is accessible to the public.

The principal must provide written notice to every parent or pupil outlining dates, times and location of the meeting. This notice may be given by posting the notice in the school in an accessible location, or for delivery to the parent by the child.

QUORUM

A meeting will have quorum if:

- the majority of council members are present; and,
- the majority of those present are parents.

A meeting of council can be held if there is no quorum but all voting will be deferred.

All meetings of Catholic school council are open to the public.

AGENDA

- Send meeting announcement home with children, via email, or post to the school website and/or in the same school location
- Indicate that items being submitted for inclusion in the agenda must be received by the principal and chair one week prior to the meeting
- Provide a contact number for information

MINUTES

- Distribute minutes of previous meeting to council members in advance
- Record essential discussion items and any action items resulting from the meeting
- Make minutes available to the school community (e.g., post on website, photocopies available at school, etc.)

DISCUSSION

- Encourage active participation in discussion
- Summarize the discussion and any recommendations at the end of each logical section
- Develop an action plan for any outstanding items
- Focus all deliberations, discussion, decisions and actions – how it impacts upon student achievement
- Use the consensus model to arrive at decisions

VOTING

Consensus is encouraged, but when you must vote:

- Each member of council is entitled to one vote, with the exception of the principal, teacher representatives and any employees of the board.

PRESENTATIONS

- Ensure presentations are concise and focused
- Distribute written reports to members prior to the meeting with additional copies available at the meeting

COLLABORATIVE PROBLEM SOLVING

It is vital for a Catholic school council to address sensitive issues in a straightforward and responsible manner. To achieve this, Catholic school councils can use problem-solving processes or conflict management models that assist members in getting all the facts and centering on the issues that need to be addressed.

Collaborative problem solving is an example of an effective strategy for dealing with conflict. In collaborative problem solving, individuals join together to find a solution that is acceptable to all. This entails redefining the problem, discovering alternatives and focusing on overlapping interests. Neither person capitulates or dominates the other. No one loses or gives in because both parties benefit. This is often called a win/win way of dealing with conflicting needs. The six steps in collaborative problem solving include:

1. defining the problem in terms of needs not solutions;
2. brainstorming possible solutions;
3. selecting the solution that will best meet both parties' needs and checking possible consequences;
4. planning who will do what, where, and by when;
5. implementing the plan; and,
6. evaluating the problem-solving process and at a later date, assessing how well the solution worked out.

Regardless of what issues and challenges a Catholic school council is discussing, it is important to remember that how the Catholic school council does something can send as many messages as what it does. If a Catholic school council is perceived as operating in a closed and irresponsible manner, then this is likely to become the reality. Or, if the Catholic school council is seen as only serving the interests of a particular group, then others will likely be alienated. Alternatively, if a Catholic school council is seen as acting in an open, fair and responsible manner, others will respond in the same manner.

RULES OF ORDER

Official rules such as Robert's Rules of Order are recommended to help Catholic school councils work effectively together.

Here are simple rules to help guide your meetings:

1. An individual must be recognized by the chair before obtaining the floor to make a motion. This means the chair of the meeting must say it is your turn, before you can speak and formally propose a course of action.
2. Once an individual has the floor, he or she may make a formal proposal, or motion, beginning with the statement, "I move..."
3. Another individual must second the motion, by saying, "I second the motion". This indicates that he or she agrees that the proposal should be discussed.
4. Once a motion is made and seconded, the chair states the question so everyone is clear on what is being proposed. From this point, until the motion has been voted on, all discussion must focus on the question.

5. After stating the question, the chair asks if the assembly is ready for the question, or ready to vote on the proposal*.
6. If no one indicates a desire to speak to the issue, the chair puts the question or conducts the vote*by asking for those in favour and those opposed. (The vote may be conducted by a show of hands, by standing or by ballot.
7. If members of the group wish to discuss the motion, the chair opens debate. Each participant may speak to the question twice, but no one may speak the second time until everyone has had the chance to speak once. Once debate is complete, the chair puts the question.
8. The majority needed to pass the motion should be a majority. In case of a tie the motion is lost.

*If consensus is not achieved

AMENDING A MOTION

Up until the chair states the question, the person making the motion may change it, (although the seconder may withdraw and the changed motion may need another seconder).

Once the chair has stated the question, however, the motion must be formally amended in order to be changed:

1. The person making the motion may propose to modify it. The chair will ask if anyone objects. If they do, the question to modify the motion is put to a vote. If the group consents to the modification, debate continues on the motion as amended.
2. Another individual can move to amend the motion by stating, " I move to amend the motion by...". From here, the process is the same as for any other motion – steps 3 through 8 on the previous page.
3. An amendment to the amendment may also be proposed, but a third amendment is out of order.
4. After the amendment has been dealt with, discussion returns to the original motion.

Withdrawing a motion:

1. At any time before a vote, the person making the original motion may ask to withdraw it. The motion to withdraw does not require a seconder. Once the motion is withdrawn, it is as if it never existed.
2. If the chair has already stated the question and a request to withdraw the motion is made, the chair asks if there is any objection. If there is none, the motion is withdrawn. If someone objects, the request to withdraw the motion is put to a vote.

Tabling a motion:

A motion to table a motion means to set it aside to discuss at another time so more pressing business can be discussed, or so more information about the issue can be obtained.

- The motion to table takes precedence over the motion being discussed.

- The motion to table requires a seconder.
- There can be no debate on a motion to table.

Motions that are Null and Void

Any motion that contradicts provincial [statutes] and regulations or Board policies is out of order, even if the motion was voted on and passed by a majority vote.

COMMITTEES

The Catholic school council may establish committees to make recommendations to the Catholic school council. Every such committee must include at least one parent member, and may include individuals who are not members of the Catholic school council.

CONFLICT OF INTEREST

Normally, a conflict of interest exists when a member of an organization participates in a discussion, decision or action which results in them, a family member or relative benefiting in some manner, not necessarily financial. Conflict of interest can be actual, perceived or potential. Situations can arise in which the personal interests of a member may be in conflict with his or her role and responsibilities as a member of the Catholic school council.

DISPUTE RESOLUTION

When a disagreement arises, Catholic school council members are encouraged to meet and discuss the concern in an effort to resolve the dispute internally.

Individual councils are advised to create their own mechanism to internally resolve disputes.

MINUTES AND FINANCIAL RECORDS

Catholic school councils will keep minutes of all its meetings and records of all its financial transactions for seven years. The financial transactions are subject to audit as per the Board's internal audit process. The minutes and records shall be available at the school for examination by any person.

INCORPORATION

A Catholic school council cannot be incorporated.

ANNUAL REPORT

Every Catholic school council shall submit an annual written report on its activities to the principal of the school and to the board that established the council, by the last week of June in the current school year. See Appendix C

If the Catholic school council engages in fundraising activities, the annual report shall include a report on those activities as outlined in APB 004. (If Catholic school council did not engage in

fundraising activities, the annual written report on non-board funds must still be submitted as outlined in APB 004).

The principal shall, on behalf of the Catholic 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. By giving the report to the parent's child for delivery to his or her parent and posting the report in the school in a location that is accessible to parents.

APPENDIX A

POWERS AND DUTIES OF CATHOLIC SCHOOL COUNCILS

Pursuant to the Catholic school council Regulation, Catholic school councils have the following express powers and duties:

- Catholic school councils may make recommendations to the principal of the school or the school board on any matter. See Appendix A for specific areas requiring mandatory/possible Catholic school council input.
- Catholic school councils may engage in fundraising activities, provided: Board Policy Memorandum APB 007 – Sales and Fundraising Memorandum & Board Policy Memorandum APB 004 - Record Keeping for Schools –Non - Board Funds are adhered to.
- The fundraising activities are to raise funds for a purpose approved by the school board or authorized by board policies according to APB 007 – Sales and Fundraising Memorandum & APB 004 - Record Keeping for Schools –Non Board Funds.
- The funds are used in accordance with applicable board policies (APB 007 and APB 004).
- Catholic school councils may consult with parents of pupils enrolled in the school about matters under consideration by the Catholic school council.

All Catholic school councils must submit an annual written report to the principal of the school and the school board regarding their activities as outlined in Appendix C and (APB 004). The principal must provide the report to the parents of pupils enrolled in the school

APPENDIX B

Consultations by School Boards

The following table outlines the area in which boards and principals are required to consult with school councils.

Area Requiring Consultation With School Councils	By Boards	By Principals
Policies Under Development and/or Review	All initiatives that relate to the improvement of student achievement or enhance the accountability of the system to parents	All initiatives that relate to the improvement of student achievement or enhance the accountability of the system to parents
	Provincial code of conduct to be reviewed every three years after first year of implementation	School policy regarding code of conduct
	Appropriate dress policy review every five years after first year of implementation	School policy regarding appropriate dress for students
	Reimbursement of expenses incurred by school council members	
	Fund-raising activities by school council members	
	Policy or process for resolving internal school council disputes	
Planning	Board action plans for improvement of EQAO test results	School action plans for improvement based on reports of EQAO test results
	Development of communication plans regarding the board's action plans for improvement	Development of communication plans regarding the action plans for improvement
	Development of principal profile (Appendix B) – every three years after first year of implementation	Development of principal profile (Appendix B) – every three years after first year of implementation
Implementation plans	Any new education initiatives at the board level	Any new education initiatives at the school level (i.e. APC013 - Police Protocol - School Crisis Plan)
	Board policy regarding the code of conduct for students	School policy regarding the board policy on the code of conduct for students
	The board policy regarding appropriate dress	School implementation plan for the board policy regarding appropriate dress
		Annual review of the decision to recite the pledge of citizenship on a daily basis

APPENDIX C

SAMPLE ANNUAL REPORT

Your Catholic school council must prepare and submit a written report outlining the council's goals, activities and achievements, including any fund – raising activities, to the school and the board at the end of its term. The principal, on behalf of the Catholic school council, must ensure that a copy of this annual report is provided to every parent who has a child enrolled in the school. A SAMPLE ANNUAL REPORT is provided below.

Name of School Council

Annual Report for the School Year

Dear Parents and School Community:

Welcome back! We hope you had a safe and happy summer. The [name of school] Catholic school council had a very rewarding [insert year] year. The Catholic school council held [number] meetings on [list dates] and worked on various issues during the school year including [insert list]. These meetings were open to the public to encourage input from parents and other members of the school community to inform our discussions of the various issues considered.

The purpose of the Catholic school council is to improve pupil achievement and to enhance the accountability of the education system to parents, through the active participation of parents. Catholic school councils are advisory organizations. A Catholic school council's primary means of achieving its purpose is by making recommendations to the principal of the school and the school board. Boards and principals are responsible to consider recommendations made by each Catholic school council and advise the council (s) of the actions taken in response to the recommendations. Accordingly, included with this report is a summary of advice [attach summary of advice and responses] the Catholic school council has provided to the principal and to the school board, as well as responses from the principal and school board on how this advice was taken into account in decision-making.

Additional achievements of the Catholic school council in [insert year] included [insert list]. As well, fund-raising activities were conducted and the proceeds were used to fund projects in accordance with school board policies. These fund – raising activities are summarized in the attached financial summary APB 004. Further, a summary of financial activity related to Catholic school council's administrative activities is attached and is entitled APB 004. Minutes of meetings held and financial records are available for public inspection at the school office.

We wish to acknowledge the hard work and dedication of the many individuals who volunteered their time to contribute to the success of the Catholic school council last year. Special thanks are due to the members of the [insert year] Catholic school council [provide list]. Finally, we would like to wish the best of luck to candidates in the September Catholic school council elections. Issues, which we foresee as being important matters for the consideration of the new Catholic school council following the September elections include [insert list or discussion].

Sincerely,
Chair

APPENDIX D

SAMPLE AGENDA

Date

1. Welcome/Call to Order
(The meeting is called to order by the chairperson. The secretary records the date, time and place and who is in attendance.)
2. Opening Prayer
3. Minutes of Last Meeting
(Chairperson asks if there are any errors or omissions in the minutes and if clarification is required on any items.)
4. Business Arising
(updates and/or discussion on items requiring follow-up from previous meeting)
5. Reports

Principal's Report
(provides updates on the School Development Plan and school activities. Student achievement data to be presented/ discussed should be added to the agenda.)

Other Reports (e.g., sub-committee reports)
Parish Update
6. Individuals/Groups wishing to address the Council
(Individuals and groups are invited to speak before Council. Speaker's time should be limited. Questions, issues and items requiring clarification should be noted.)
7. New Business
(New items are raised for discussion. Discussion should be limited to those identified in the agenda. Discussion should be summarized with action items noted.)
8. Date and Time of Next Meeting
(Set date for next meeting & note time when meeting ends)