

Strategic Priorities - 2007-2010

We are dedicated to...

Spiritual Growth by...

1. Building positive relationships with families, parishes, and the Diocese;
2. Continuing to nurture the Catholic Graduate Expectations effectively with our children and their parents;
3. Strengthening and developing the role of our Catholic School Councils to be witnesses and faith leaders in their school communities;
4. Continuing to support all teachers in their responsibility as catechist through in-service in the stages of faith development and implementation of the Religion and Family Life programs;
5. Expanding opportunities for all staff to grow in their own faith journey.

Enhanced Relationships by...

1. Improving two-way communication, consultation and collaboration;
2. Facilitating forums of conversation among all the partners to further the goals of catholic education;
3. Providing opportunities for training for staff that will enhance positive relationships, teamwork, conflict resolution, and public relations;
4. Establishing an employee recognition program;
5. Encouraging parents as partners in the life of the school and the education of their child.

Effective Communication by...

1. Conducting a communication audit which will help to highlight current effective practices and determine deficits;
2. Developing a communication plan that will determine future communication strategies;
3. Expanding the use and effectiveness of our web site and intranet for communications.

Improved Student Learning by...

1. Identifying each student's abilities and building upon his/her diverse God given gifts;
2. Using technology and resources effectively;
3. Supporting parents with their role as the primary educator in their child's life;
4. Increasing relevancy of the curriculum through connections between classroom instruction, student's prior knowledge and the real world;
5. Encouraging volunteers from our communities to support our children.

Staff Learning by...

- 1. Encouraging all employees to be lifelong learners supported by staff development that is based on our Catholic faith, system, school and individual needs;**
- 2. Providing more research-based professional learning on effective practices;**
- 3. Providing mentoring opportunities for all employees;**
- 4. Including appropriate representation of all employee groups when assembling of committees or seeking input;**
- 5. Providing more opportunities for the sharing of effective practices between employee groups.**



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

BOARD POLICY	
<i>Policy Section</i> CATHOLIC SCHOOL COUNCILS	<i>Policy Number</i> 601
<i>Administrative Procedure Number</i> AP-CSC-601	<i>Page</i> 1 of 3

POLICY TITLE

Catholic School Councils

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board recognizes the importance of parental engagement in the education of their children. In keeping with Catholic teaching, we affirm that parents are the primary educators of their children, and we welcome their participation as active members of Catholic School Councils.

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

2.0 POLICY

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board that Catholic School Councils are required in all Catholic elementary and secondary schools.

3.0 GUIDELINES

- 3.1 The Board and administration shall develop, in conjunction with the school communities, Administrative Procedures which shall provide direction regarding membership, record keeping, filling vacancies, election procedures, dispute resolution, conflict of interest, responsibility, liability, and any other topic that can be of assistance to the community.
- 3.2 The Office of the Director, or designate, shall maintain a current list of Catholic School Council Chairs, Co-Chairs, O.A.P.C.E. representatives, and District Catholic School Council members.

- 3.3 The Director shall invite Catholic School Council chairpersons to participate in a system umbrella group to be known as the District Catholic School Council.
- 3.4 The Director, or designate, shall serve as resource person to the District Catholic School Council and be responsible for maintaining communication with all Catholic School Councils.

4.0 TERMS AND DEFINITIONS

4.1 CATHOLIC SCHOOL COUNCIL (C.S.C.)

A Catholic School Council is a legally constituted advisory group of elected parents, staff, students, parish representatives, and appointed community members dedicated to fostering effective Catholic schools, promoting Catholic education, and enhancing student achievement.

4.2 DISTRICT CATHOLIC SCHOOL COUNCIL (D.C.S.C.)

The District Catholic School Council is a system umbrella group of elected parents established to further enhance Board communication with Catholic School Councils.

4.3 ONTARIO ASSOCIATION OF PARENTS IN CATHOLIC EDUCATION (O.A.P.C.E.)

The Ontario Association of Parents in Catholic Education is an association of parents established to provide an awareness of the role of the student, parent, teacher, and clergy in providing the best possible Catholic education. O.A.P.C.E. wishes to work in co-operation with Catholic School Councils to provide support at the local level and as an additional voice at the provincial level.

5.0 REFERENCES/RELATED DOCUMENTS

Regulation 612

Regulation 613

Education Act

School Councils: A Guide for Members, Revised 2002, Ministry of Education

6.0 RELATED POLICIES

Policy 602, District Catholic School Council

7.0 RELATED FORMS

8.0 APPROVED BY BOARD

June 12, 2001

9.0 EFFECTIVE DATE

June 24, 2008

10.0 POLICY REVIEW DATE

June 2013

11.0 REVIEW BY

Office of the Director



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

ADMINISTRATIVE PROCEDURES

Administrative Procedure Section
**CATHOLIC SCHOOL
COUNCILS**

Policy Number
601

Administrative Procedure Number
AP-CSC-601

Page
1 of 16

ADMINISTRATIVE PROCEDURE TITLE

Catholic School Councils

1.0 ADMINISTRATIVE PROCEDURE

1.1 The Board will continue to,

- (a) finance school membership in the Provincial Ontario Association of Parents in Catholic Education (O.A.P.C.E.);
- (b) work with Catholic School Councils (C.S.C.s), the District Catholic School Council (D.C.S.C.), and O.A.P.C.E., for the purpose of promoting Catholic education, organizing professional development activities, and initiating events that benefit the Catholic community.

1.2 Membership

- (a) The Board encourages all parents with students in the school to participate in the voting process and to seek election to the C.S.C.
- (b) The size of C.S.C.s will vary. The C.S.C. will have some control over size by determining the number of community representatives who are appointed. The C.S.C. will also ensure that two-thirds of its members are Roman Catholic.
- (c) The Roman Catholic majority rule will apply as long as C.S.C.s are advisory in nature. Should the C.S.C.s be given a governance role, all elected parent representatives will be required to hold the same qualifications as trustees (see 1.10), as outlined in the Education Act.
- (d) The C.S.C. will establish an Election Ad-hoc Committee composed of the principal, a staff member, and a parent to oversee the election process. The staff member and the parent will not be running for election.
N.B.: The principal will establish the Ad-hoc Election Committee in the absence of an elected council.
- (e) Elected Members
 - (i) parents (in sufficient numbers to form a majority) elected by

parents of students enrolled at the school, will provide a police check annually to the school principal that meets standards established by Board and Ministry.

A person is qualified to be a parent member of a C.S.C. if he or she is a parent of a pupil who is enrolled in the school.

Despite the above, a person is not qualified to be a parent member of a C.S.C. if:

- he or she is employed at the school; or
- he or she is not employed at the school but is employed elsewhere by the Board, 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 C.S.C. if he or she is a parent of a pupil who is enrolled in the school. (Ref: Reg. 612, Sec.4, ss 1, nos. 1, 2, 3, p3)

(ii) Students

(A) one elementary school student appointed by the principal in consultation with the C.S.C., (Ref: Sec. 3, ss 1, no. 6, p2)

(B) one secondary school student appointed by a student council, or elected by the student body if there is no student council;
(Ref: Sec. 3, ss 1, no. 5, p2 and Sec. 5, ss 4, p4)

(iii) one teacher, who is employed at the school, other than the principal or vice-principal, elected by members of the school teaching staff; (Ref: Sec. 3, ss 1, no. 3, p2 and Sec. 5, ss 2, p4)

(iv) one support staff member elected by the support staff members; (Ref: Sec. 3, ss 1, no. 4, p2 and Sec. 5, ss 3, p4)

(v) trustees and supervisory officers of the Board will not be C.S.C. members.
(Ref: Sec. 5, ss 2, no. 6, p3)

(f) Other Members

(i) the parish priest(s), or designate(s);

(ii) the school principal; (Ref: Sec. 3, ss 1, no. 2, p2)
(The school principal is not entitled to vote in votes taken by the C.S.C. or by a committee of the C.S.C.)
(Ref: Sec. 14, ss 3, p8)

- (iii) parents/community members holding qualifications required to be a trustee (see 1.10) appointed by C.S.C. motion;
(Ref: Sec. ss 1, no. 7, p2) (Ref: Sec. 3, ss 2, no. 3, p3)
- (iv) a C.S.C. parent member identified by the C.S.C. to serve as the O.A.P.C.E. liaison, or as suggested in Regulation 612, Sec. 3, ss 1, no. 8, p2.

(g) Alternate Members

- (i) The C.S.C. may appoint by motion one alternate to replace parents when an absence is unavoidable. An alternate member will be a parent and hold the qualifications to be a trustee.
(see 1.10)
- (ii) An alternate representative will advise the chair of his or her status at the beginning of any meeting in order to have voting privileges.
- (iii) The school principal may assign a designate to serve as his or her alternate when an absence is unavoidable.
(Ref: Sec. 18, ss 1, p9)

(h) Vacancies

- (i) If there are vacancies, the C.S.C. may, by motion, fill them by appointment for the remainder of the term.
(Ref: Sec. 7, ss 1, 2, 3, p5)

(i) Catholic School Council Executive

- (i) Members of the C.S.C. will, at the first meeting following elections, select a chair and a vice-chair, or co-chairs (who will be parents). Other roles may be determined by the C.S.C. on a needs basis (e.g., a treasurer and secretary).
(Ref: Sec. 8, ss 1–4, p5)
- (ii) A C.S.C. may establish committees to make recommendations to the council.

Every C.S.C. committee will include at least one parent member of the council.

A C.S.C. committee may include persons who are not members of the council.

All C.S.C. committee meetings will be open to the public, and notice of the meetings given to all school parents.
(Ref: Sec. 13, ss 1–4, p7 and Sec. 12, ss 4 and 8, p7)

(j) Disqualification

- (i) A member loses his or her seat as a member of the council if he or she:
- is convicted of an indictable offence;
 - is absent from three consecutive meetings without authorization by motion;
 - fails to support Catholic education as required by 1.9.

(k) Term of Office

- (i) A person elected or appointed as a member of a C.S.C. holds office from the later of the date he or she is elected or appointed, and the date of the first meeting of the C.S.C. after the elections held under sections 4 and 5 of Regulation 612 in the next school year. A member of a C.S.C. may be re-elected or reappointed, unless otherwise provided by the by-laws of the council. (Ref: Sec. 6, ss 1–2, p5)

(l) Meetings

- (i) All C.S.C. meetings will be open to the public. Members of the general public, if recognized by the chair or assigned time on the agenda, may take part in the discussion.
- (ii) A C.S.C. will meet at least four times during the school year.
- (iii) A C.S.C. will meet within the first 35 days of the school year, after the elections (held under sections 4 and 5, of Regulation 612), on a date fixed by the principal of the school.
- (iv) A meeting of a C.S.C. cannot be held unless a majority of the current members of the council and the school principal, or his or her designate, are present at the meeting, and a majority of the members of the council who are present at the meeting are parent members.
- (v) A C.S.C. is entitled to hold its meetings at the school. All meetings of a C.S.C. will be held at a location that is accessible to the public.
- (vi) The school principal will, on behalf of the C.S.C., give written notice of the dates, times, and locations of the meetings of the council to every parent of a pupil who, on the date the notice is given, is enrolled in the school. This notice may be given by giving it to the parent's child for delivery to his or her parent and by posting the notice in the school in a location that is accessible to parents. (Ref: Sec. 12, ss 1–8, p6–7)

- (vii) A C.S.C. will keep minutes of all of its meetings and records of all of its financial transactions. The minutes and records will be available at the school for examination without charge by any person. This applies to minutes and records that are not more than four years old. (Ref: Sec. 16, ss1–3, p8)
- (viii) Each member of a C.S.C. is entitled to one vote in votes taken by the council.

Each member of a committee of a C.S.C. is entitled to one vote in votes taken by the committee.

The school principal is not entitled to vote in votes taken by the C.S.C. or by a committee of the C.S.C..

(Ref: Sec. 14, ss 1–3, p8)

1.3 Elections

- (a) An election of parent members of a C.S.C. will 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 C.S.C. after consulting with the school principal. (Ref: Sec. 4, ss4, p4)
- (b) The school staff will have a maximum of three seats on the C.S.C. (the principal, a teacher, another school-based employee). The clergy/parish are guaranteed one seat on the council.

The number of community representative seats will not be greater than three unless the C.S.C. passes a motion increasing the level of participation (because this has significant impact on the number of parents required to form a majority and on the election process itself).

Until the C.S.C. rules on this matter at the local level, the Election Ad-hoc Committee will estimate the number of community representative seats and, therefore, determine the number of parent seats to be filled by election.

Example #1: 2 staff + 1 parish + 1 student, + 1 community representative = 5; therefore, 6 parent seats will be open for elected parent members,

OR

Example #2: 2 school seats, with one vacancy, + 1 parish + 0 students + 1 community representative = 4; therefore, 5 parent members.

- (c) The Ad-hoc Election Committee will establish the list of eligible voters for each category (parents, teachers, other employees at the school).

- (d) The Ad-hoc Election Committee will establish a procedure to receive all nominations. All nomination forms will require the signature of two parents.
- (e) The slate of candidates with brief biographies will be shared with the C.S.C. community along with further electoral process information as determined by the Election Ad-hoc Committee.
- (f) Elections will be conducted by secret ballot. Neither proxy nor absentee voting is permitted. Voters will vote in person during the period(s) of time determined by the Election Ad-hoc Committee as required by the needs of the community. (Ref: Sec. 4, ss 8, p4)
- (g) All eligible voters will be entitled to cast one vote for up to a total of the number of candidate positions available in the specific category (teacher, parent, etc.) at their school. Casting more than the maximum number of votes permitted in the category spoils the ballot.
- (h) If there is a tie for the final position for a representative on the C.S.C., the winner will be determined by lot.
- (i) No individual campaign literature for C.S.C. elections may be distributed or posted in the school. The exception to this ruling will be made for the candidate forum/information session should one be called by the Election Ad-hoc Committee.
- (j) School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- (k) The election proceedings will be supervised by the school Election Ad-hoc Committee. The election by teaching and non-teaching staff should take place during the same period of time, but not necessarily at the same time.
- (l) Appeals related to the C.S.C. election will be resolved by the Election Ad-hoc Committee. If the situation is not resolved to the satisfaction of the complainant, the school principal will make a ruling.
- (m) A C.S.C. will meet within the first 35 days of the school year, after the elections on a date fixed by the school principal.
(Ref: Sec. 12, ss 2, p7)
- (n) The school principal will, at least 14 days before the date of the election of parent members, on behalf of the C.S.C., 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 giving the notice to the parent's child for delivery to his or her parent, and posting the notice in the school in a location that is accessible to parents.
(Ref: Sec. 4, ss. 7, p4)

- (o) In the event parents are acclaimed, brief biographies of council members will be shared.
- (p) The Municipal Freedom of Information and Protection of Privacy legislation does not allow principals to share names, addresses, etc. of the parents of enrolled students with other parents, members of the community, etc., unless they obtain written consent from each individual.

1.4 Dispute Resolution (Ref: Sec. 15, ss3, p8)

- (a) C.S.C. members are encouraged to review concerns regarding procedures, etc. with the principal as a first step in resolving disagreements.
- (b) A C.S.C. and/or principal may invite a superintendent of schools to hear concerns and assist the council with dispute resolution.
- (c) A C.S.C. may, with a majority vote, should all of the above fail to resolve the issue, request a meeting with the Director of Education.

1.5 Conflict of Interest

A conflict of interest for a C.S.C. representative is any situation in which the individual's private interests may be incompatible or in conflict with his or her C.S.C. responsibilities.

- (a) A conflict may be actual, perceived, or potential.
 - (i) *Actual*: when a C.S.C. member has a private interest that is sufficiently connected to his or her duties and responsibilities as a council member that it influences the exercise of these duties and responsibilities.
 - (ii) *Perceived*: when reasonably well-informed persons could reasonably believe that a C.S.C. member has a conflict of interest, even where, in fact, there is no real conflict of interest. The principal is to raise the question if a conflict is perceived but not declared.
 - (iii) *Potential*: when a C.S.C. member has a private interest that could affect his or her decision about the matter proposed for discussion.
- (b) Members of the council will declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the council.

- (c) A member will exclude himself or herself from discussions in which:
 - (i) a conflict of interest is likely to result;
 - (ii) the member's ability to carry out his or her duties and responsibilities as a member of the C.S.C. may be jeopardized;
 - (iii) 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 to the Board.
- (d) A member will not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

1.6 Liability Insurance

- (a) Insured

The Board insurance policy reads:

The word "insured", wherever used in this Policy, will include the "named insured" and the following additional interests: (which will include C.S.C. volunteers working on behalf of the C.S.C.).

- (i) Any statutory officer, elected or appointed official, appointed committee member, including a member of a recreation committee recognized by statute, fiduciary, trustee, employee, volunteer worker, chairperson, or member of the Board or a similar governing body while acting within the scope of his or her duties on behalf of the "named insured" and not to limit the meaning of the foregoing, while they are participating in trips or tours arranged by them for students of the "named insured" if such trips or tours have been approved by the "named insured".
 - (ii) Any former insured, as defined in above, but only for that period while he or she was acting within the scope of his or her duties on behalf of the "named insured".
- (b) Members of a council may be personally liable if they go beyond the advisory role, or do not follow Ministry or Board policies.

1.7 Clerical and Other Support Issues

- (a) C.S.C.s will assist the principal to improve communication with the Catholic community; therefore, it is expected that the secretary assigned to the school will be called upon to assist in clerical functions as described in his or her job description. For example: C.S.C. minutes should be recorded by a member of the C.S.C. (e.g.,

the secretary or secretary-treasurer), but agendas and minutes may be typed and maintained by the school secretary on behalf of the C.S.C.

- (b) C.S.C.s are expected to have access and/or, with due notice, input to school newsletters and other forms of communication with the community.
- (c) C.S.C. costs may be absorbed by the school budget (e.g., office supplies). Funding projects at the school level may be another source of financial support.
- (d) The principal will maintain records of all C.S.C. proceedings (e.g., typed agendas, minutes, correspondence, etc.). A four-year retention schedule has been determined by Regulation 612. (Ref: Sec. 16, ss 3, p8)
- (e) Reference information identified herein will, upon request, be made available to the C.S.C. by the school principal.
- (f) The Board will provide professional development for C.S.C. members on a needs basis. The District Catholic School Council will be expected to play a significant role in this matter. Parents on C.S.C. business (conferences, workshops) will be reimbursed expenses in accordance with Board Policy 208, provided these activities are approved by the council and principal/superintendent of schools, and depending on the nature of the function.

1.8 Roles and Responsibilities of Catholic School Councils

- (a) The C.S.C.
 - (i) will develop certain by-laws to provide them with direction for the operation of council business and to help the council work effectively. At a minimum, Regulation 612 requires councils to develop by-laws to address: election procedures, filling vacancies, conflict of interest, and conflict resolution procedures. By-laws governing other areas of operation may also be developed. (Refer to page 7.1 of School Councils: A Guide for Members, and Policy 601 – 1.2 (h), 1.3, 1.4, 1.5);
 - (ii) may make recommendations to the school principal or to the Board on any matter. (Ref: Sec. 20, p10) (e.g., school budget priorities, including local capital improvement plans; school year calendar; school extra-curricular activities; school profile; etc.);
 - (iii) will organize information and training sessions to enable members of the council to develop their skills as council members;

- (iv) will communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the council; (Ref: Sec. 23, p11)
 - (v) will promote the best interests of the Catholic school community;
 - (vi) will annually submit a written report on its activities to the school principal and to the Board. The school principal will, on behalf of the C.S.C., 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. This may be done by giving the report to the parent's child for delivery to his or her parent, posting the report in the school in a location that is accessible to parents, publishing the report in the school newsletter, and/or posting the report on the school web site; (Ref: Sec. 24, ss 1, p11)
 - (vii) will include in the annual report, a report on fund-raising activities, if the C.S.C. engages in those activities; (Ref: Sec. 24, ss 2, p11)
 - (viii) may engage in fund-raising activities in accordance with Board policy. The activities are to raise funds for a purpose approved by the Board or authorized by any applicable Board policies, and are to be used in accordance with applicable Board policies. (Ref: Sec. 22, ss 1–3, p10–11)
- (b) The C.S.C. may provide to the Board its views on:
- (i) The establishment or amendment of Board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including: (Ref: Sec. 19, ss 1, No. 1–4, p9–10)
 - Code of Conduct;
 - Student Dress Code;
 - Allocation of funding by the Board to Catholic School Councils;
 - Fund-raising by Catholic School Councils;
 - Conflict Resolution Processes for Internal C.S.C. Disputes (see 1.5);
 - Reimbursement by the Board of Expenses Incurred by Members and Officers of the Catholic School Councils. (refer to 1.7 (f))

- (ii) 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:
 - Code of Conduct;
 - Student Dress Code.
- (iii) Board action plans for improvement, based on the Education Quality and Accountability Office reports on the results of tests of pupils, and the communication of those plans to the public.
- (iv) The process and criteria applicable to the selection and placement of principals and vice-principals.
- (v) Any other matters on which the Board may solicit the views of the Catholic School Councils.

1.9 Roles and Responsibilities of Catholic School Council Members

(a) Chair will:

- (i) promote and advocate for Catholic education;
- (ii) call C.S.C. meetings in co-operation with school administration;
- (iii) prepare the agenda for C.S.C. meetings in co-operation with the principal and recording secretary;
- (iv) chair C.S.C. meetings;
- (v) ensure that the minutes of C.S.C. meetings are recorded and maintained;
- (vi) participate in information and training programs;
- (vii) communicate with the school principal;
- (viii) ensure that there is regular communication with the school community;
- (ix) consult with senior Board staff and trustees, as required.

- (b) Committee Members will:
 - (i) promote and advocate for Catholic education;
 - (ii) participate in council meetings;
 - (iii) participate in information and training programs;
 - (iv) act as a link between the C.S.C. and the community;
 - (v) encourage the participation of parents from all groups and of other people within the school community.

- (c) Principal will:
 - (i) promote and advocate for Catholic education;
 - (ii) facilitate the establishment of the C.S.C. and assist in its operation as part of the principal's role as defined in the Education Act and Board policy;
 - (iii) support and promote council activities;
 - (iv) solicit the views of the council in areas for which it has been assigned advisory responsibility; consider each recommendation, and advise the council of the action taken;
 - (v) act as a resource on laws, regulations, Board policies, and collective agreements;
 - (vi) obtain and provide suggestions and advice required by the council to enable it to make informed decisions;
 - (vii) communicate with the chair of the council, as required;
 - (viii) attend every meeting of the C.S.C., unless he or she is unable to do so by reason of illness or other cause beyond his or her control. In such cases, the principal may assign a designate to attend in his or her place.
 - (ix) ensure that copies of the minutes and agendas of the council meetings are kept at the school and made accessible to the public for four years;
 - (x) assist the council in communicating with the school community;
 - (xi) encourage the participation of parents from all groups and of other people within the school community.

- (d) Recording Secretary will:
 - (i) promote and advocate for Catholic education;
 - (ii) take minutes of C.S.C. meetings;
 - (iii) assist the chair.
- (e) Treasurer (where applicable) will:
 - (i) promote and advocate for Catholic education;
 - (ii) Where the C.S.C. funds are included in the school bank account:
 - (A) comply with the Guidelines for School Generated Funds as approved by the Board,
 - (B) receive all C.S.C. fund monies and submit deposits to the individual designated at the school with the responsibility for managing the school bank account,
 - (C) authorize all withdrawals/disbursements from the account for items approved by C.S.C. motions or established rules,
 - (D) provide monthly reports to the C.S.C. on fund activity.
- (f) Sub-committee Chairs will:
 - (i) as determined by the council.

1.10 The School Board and the Catholic School Councils

- (a) C.S.C. members will be informed of vacancies on Board committees and given the opportunity to apply.
- (b) The Board will review and revise policies on the selection of principals. C.S.C.s are invited to participate in the process by reviewing existing policies with the school principal.
- (c) The Board will co-operate with the Ministry of Education in providing professional development opportunities to C.S.C. members.
- (d) The Board will establish a District Catholic School Council to further advise on policy matters and C.S.C. issues, and to facilitate links with all C.S.C.s.
- (e) C.S.C.s may wish to include, with the assistance of the principal, all Board and Board standing committee agendas in the information section of their agendas.

1.11 Other Topics Addressed by Regulation 612

Section 9: Collection of Information

Section 10: Ministry Powers and Duties

Section 11: Remuneration

Section 15: By-laws

Section 17: Incorporation

Section 25: Transition

2.0 TERMS AND DEFINITIONS

2.1 CATHOLIC SCHOOL COUNCIL (C.S.C.)

A Catholic School Council is a legally constituted advisory group of elected parents, staff, students, parish representatives, and appointed community members dedicated to fostering effective Catholic schools, promoting Catholic education, and enhancing student achievement.

2.2 ONTARIO ASSOCIATION OF PARENTS IN CATHOLIC EDUCATION (O.A.P.C.E.)

The Ontario Association of Parents in Catholic Education is an association of parents established to provide an awareness of the role of the student, parent, teacher, and clergy in providing the best possible Catholic education. O.A.P.C.E. wishes to work in co-operation with Catholic School Councils to provide support at the local level and as an additional voice at the provincial level.

2.3 ADVISORY ROLE

Advisory role means representing and communicating the views of the school community, and providing advice to the principal and, where appropriate, to the Board.

2.4 SCHOOL COMMUNITY

A school community is made up of parents and guardians of children who are enrolled in the school, parish representatives, and other ratepayers who live or work within the school's attendance area. Catholic School Councils may appoint representatives to ensure that the diversity of the school community is reflected in the membership.

2.5 PARENT

Parent means, throughout this document, a parent or guardian of a child/children enrolled in the school.

2.6 PARENT MAJORITY

Parent majority is a sufficient number of parents elected to the C.S.C. to form a majority. Community appointees, who are parents of children in the school, may be counted as part of the parent group for the purpose of ensuring a parent majority in the initial stages of implementing C.S.C.s.

2.7 QUALIFICATIONS OF TRUSTEES

- (a) will be a Canadian citizen;
- (b) will be 18 years of age or older;
- (c) will reside within the jurisdiction of the Board;
- (d) will qualify as a separate school elector (Catholic).

3.0 REFERENCES/RELATED DOCUMENTS

Regulation 612
Regulation 613
Education Act
School Councils: A Guide for Members, Revised 2002, Ministry of Education
Guidelines for School Generated Funds

4.0 RELATED ADMINISTRATIVE PROCEDURES

AP-FIN-201, Fund-raising in Schools
AP-FIN-208, Reimbursement for Expenses Incurred on Board Business
AP-CSC-602, District Catholic School Council
AP-PRC-707, Volunteers in Our Schools

5.0 RELATED FORMS**6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE**

June 2013

7.0 APPROVED BY BOARD

June 12, 2001

8.0 EFFECTIVE DATE

June 24, 2008

9.0 REVIEW BY

Office of the Director

10.0 LAST REVISION DATE

June 24, 2008



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

BOARD POLICY	
<i>Policy Section</i> CATHOLIC SCHOOL COUNCILS	<i>Policy Number</i> 602
<i>Administrative Procedure Number</i> AP-CSC-602	<i>Page</i> 1 of 3

POLICY TITLE

District Catholic School Council (Parent Involvement Committee)

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to involving and supporting the school community in the educational process.

2.0 POLICY

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board that a District Catholic School Council be established within the Board's jurisdiction.

3.0 GUIDELINES

- 3.1 Administration shall develop, in conjunction with the school communities, Administrative Procedures which shall provide direction regarding membership, record keeping, filling vacancies, election procedures, dispute resolution, conflict of interest, responsibility, liability, and any other topics that can be of assistance to the community.
- 3.2 The Director shall invite Catholic School Council chairpersons to participate in the establishment of a system umbrella group to be known as the District Catholic School Council to further enhance Board communication with Catholic School Councils; provide parent advice; and support parent engagement. All parents with students in P.V.N.C. schools shall be encouraged to participate in the voting process and all elected/acclaimed parent members of Catholic School Councils to seek election to the District Catholic School Council.
- 3.3 The Office of the Director or designate shall maintain a current list of the District Catholic School Council members.

- 3.4 The Director or designate shall serve as resource person to the District Catholic School Council and be responsible for maintaining communication with the District Catholic School Council.

4.0 TERMS AND DEFINITIONS

4.1 CATHOLIC SCHOOL COUNCIL (C.S.C.)

A Catholic School Council is a legally constituted advisory group of elected parents, staff, students, parish representatives, and appointed community members dedicated to fostering effective Catholic schools, promoting Catholic education, and enhancing student achievement.

4.2 DISTRICT CATHOLIC SCHOOL COUNCIL (D.C.S.C.)

The District Catholic School Council is a system umbrella group of elected parents established to further enhance Board communication with Catholic School Councils; provide parent advice; and support parent engagement.

4.3 ONTARIO ASSOCIATION OF PARENTS IN CATHOLIC EDUCATION (O.A.P.C.E.)

The Ontario Association of Parents in Catholic Education is an association of parents established to provide an awareness of the role of the student, parent, teacher, and clergy in providing the best possible Catholic education. O.A.P.C.E. wishes to work in co-operation with Catholic School Councils to provide support at the local level and as an additional voice at the provincial level.

5.0 REFERENCES/RELATED DOCUMENTS

Education Act
Regulation 612
Regulation 613
School Councils: A Guide for Members, Revised 2002, Ministry of Education

6.0 RELATED POLICIES

Policy 201, Fund-raising in Schools
Policy 208, Reimbursement for Expenses Incurred on Board Business
Policy 601, Catholic School Councils
Policy 707, Volunteers in Our Schools

7.0 RELATED FORMS

8.0 APPROVED BY BOARD

September 23, 2008

9.0 EFFECTIVE DATE

September 23, 2008

10.0 POLICY REVIEW DATE

September 2013

11.0 REVIEW BY

Office of the Director



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

ADMINISTRATIVE PROCEDURES

Administrative Procedure Section
**CATHOLIC SCHOOL
COUNCILS**

Policy Number
602

Administrative Procedure Number
AP-CSC-602

Page
1 of 17

ADMINISTRATIVE PROCEDURE TITLE

District Catholic School Council (Parent Involvement Committee)

1.0 ADMINISTRATIVE PROCEDURE

1.1 District Catholic School Council

- (a) The Board will establish a system umbrella group to be known as the District Catholic School Council (D.C.S.C.) to provide parent advice and to support parent engagement.
- (b) The Board will continue to:
 - (i) finance school membership in the Provincial Ontario Association for Parents in Catholic Education (O.A.P.C.E.);
 - (ii) work with the C.S.C.s, District C.S.C., and O.A.P.C.E. for the purpose of promoting Catholic education, organizing professional development activities, and initiating events that benefit the Catholic community.

1.2 Membership

- (a) The membership of the D.C.S.C. will be comprised of:
 - (i) ten parents who are elected/acclaimed members on their own C.S.C.s - (two from each of the five Family of Schools - Peterborough North East, Peterborough South West, City of Kawartha Lakes, Northumberland County, and the Municipality of Clarington);
 - (ii) one representative from the Principals and Vice-principals' Association;
 - (iii) the O.A.P.C.E. Director for P.V.N.C.C.D.S.B.;
 - (iv) one trustee (on a rotational basis);

- (v) the Director of Education or designate;
- (vi) and an Administrative Assistant.

The Ad-hoc Election Committee will ensure that two-thirds of the D.C.S.C. members are Roman Catholic.

- (vii) The Roman Catholic majority rule will apply as long as the C.S.C.s and D.C.S.C. are advisory in nature. Should the C.S.C.s and D.C.S.C. be given a governance role, all elected parent representatives will be required to hold the same qualifications as trustees, as outlined in the Education Act.
- (viii) The D.C.S.C. will establish an Ad-hoc Election Committee composed of the Director of Education, administrative assistant, and a parent to oversee the election process. The administrative assistant and the parent will not be running for election.
N.B.: The Director will establish the Ad-hoc Election Committee in the absence of an elected D.C.S.C.

(b) Elected Members

- (i) ten parents (two from each of the five Family of Schools - Peterborough North East, Peterborough South West, City of Kawartha Lakes, Northumberland County, and the Municipality of Clarington) elected by parents of students enrolled at P.V.N.C. schools.

A person is qualified to be a parent member of the D.C.S.C. if he or she is a parent of a pupil who is enrolled in a P.V.N.C. school and is an elected/acclaimed member of his or her C.S.C.

Despite the above, a person is not qualified to be a parent member of the D.C.S.C. if:

- he or she is employed by the Board, 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 the D.C.S.C. if he or she is a parent of a pupil who is enrolled in a P.V.N.C. school. (Ref: Reg. 612, Sec.4, ss 1, 2, 3, p3)

- (ii) the O.A.P.C.E. Director representing the P.V.N.C.C.D.S.B. on the provincial O.A.P.C.E.
- (iii) one principal or vice-principal, appointed by members of the Principals and Vice-principals' Association. (The principal or vice-principal is not entitled to vote in votes taken by the D.C.S.C. or by a committee of the D.C.S.C.)
- (iv) Director of Education or designate. (The Director of Education is not entitled to vote in votes taken by the D.C.S.C. or by a committee of the D.C.S.C.)
- (v) one Administrative Assistant, appointed by the Director of Education or designate to resource the D.C.S.C. (The Administrative Assistant is not entitled to vote in votes taken by the D.C.S.C. or by a committee of the D.C.S.C.)
- (vi) a member (trustee) of the Board. Trustees will attend on a rotational basis. (The trustee is not entitled to vote in votes taken by the D.C.S.C. or by a committee of the D.C.S.C.)

(c) Alternate Members

- (i) The D.C.S.C. may appoint by motion one alternate to replace parents when an absence is unavoidable. An alternate member will be a parent and hold the qualifications to be a trustee.
- (ii) An alternate representative will advise the chair of his or her status at the beginning of any meeting in order to have voting privileges.
- (iii) The Director may delegate another supervisory officer to serve as his or her alternate when an absence is unavoidable.

(d) Vacancies

- (i) If there are vacancies, the D.C.S.C., may by motion, fill them by appointment for the remainder of the term.
(Ref: Sec. 7, ss 1, 2, 3, p5)

(e) District Catholic School Council Executive

- (i) Members of the D.C.S.C. will, at the first meeting following elections, select a chair and a vice-chair, or co-chairs (who will

be parents). Other roles may be determined by the D.C.S.C. on a needs basis (e.g., a treasurer and secretary).
(Ref: Sec. 8, ss 1–4, p5)

- (ii) The D.C.S.C. may establish committees to make recommendations to the D.C.S.C.

Every D.C.S.C. committee will include at least one parent member of the D.C.S.C..

A D.C.S.C. committee may include persons who are not members of the D.C.S.C..

All D.C.S.C. committee meetings will be open to the public, and notice of the meetings given to all school parents.
(Ref: Sec. 13, ss 1–4, p7 and Sec. 12, ss 4 and 8, p7)

(f) Disqualification

- (i) A member loses his or her seat as a member of the D.C.S.C. if he or she:
- is convicted of an indictable offence;
 - is absent from three consecutive meetings without authorization by motion;
 - fails to support Catholic education as required by 1.9.

(g) Term of Office

- (i) A person elected or appointed as a member of the D.C.S.C. holds office from the later of the date he or she is elected or appointed, and the date of the first meeting of the D.C.S.C. after the elections held under sections 4 and 5 of Regulation 612 in the next school year for a period of two years. A member of the D.C.S.C. may be re-elected or reappointed, unless otherwise provided by the by-laws of the D.C.S.C. (Ref: Sec. 6, ss 1–2, p5)

(h) Meetings

- (i) All D.C.S.C. meetings will be open to the public. Members of the general public, if recognized by the chair or assigned time on the agenda, may take part in the discussion.

- (ii) The D.C.S.C. will meet at least four times during the school year as well as meet with all chairs at two general assembly meetings and two regional meetings.
- (iii) The D.C.S.C. will meet within the first 35 days of the school year, after the elections (held under section 4 and 5, of Regulation 612) on a date fixed by the Director of Education or designate.
- (iv) A meeting of the D.C.S.C. cannot be held unless a majority of the current members of the D.C.S.C. are present at the meeting, and a majority of the members of the D.C.S.C. who are present at the meeting are parent members. A discussion may be held but no motions can be approved.
- (v) All meetings of the D.C.S.C. will be held at a location that is accessible to the public.
- (vi) The Director of Education or designate will, on behalf of the D.C.S.C., give written notice of the dates, times, and locations of the meetings of the D.C.S.C. to all D.C.S.C. members and C.S.C. chairs. This notice will be posted on the parent page of the Board web site.
- (vii) The D.C.S.C. will keep minutes of all of its meetings and records of all of its financial transactions. The minutes and records will be available at the Board Office for examination without charge by any person. This applies to minutes and records that are not more than four years old. (Ref: Sec. 16, ss1-3, p8)
- (viii) Each member of the D.C.S.C. is entitled to one vote in votes taken by the D.C.S.C.

Each member of a committee of the D.C.S.C. is entitled to one vote in votes taken by the committee.

The Director of Education, Administrative Assistant, principal/ vice-principal representative, and trustee are not entitled to vote in votes taken by the D.C.S.C. or by a committee of the D.C.S.C.. (Ref: Sec. 14, ss 1-3, p8)

1.3 Elections

- (a) An election of parent members of the D.C.S.C. will be held in May of an election year (term is two years), on a date that is fixed by the chair or co-chairs of the D.C.S.C. after consulting with the Director or designate.
- (b) The Ad-hoc Election Committee will establish the list of eligible voters for parents.
- (c) The Ad-hoc Election Committee will establish a procedure to receive all nominations. All nomination forms will require the signature of two parents.
- (d) The slate of candidates with brief biographies will be shared with the C.S.C. community along with further electoral process information as determined by the Election Ad-hoc Committee.
- (e) Elections will be conducted by secret ballot. Neither proxy nor absentee voting is permitted. Voters will vote in person during the period(s) of time determined by the Ad-hoc Election Committee as required by the needs of the community. (Ref: Sec. 4, ss 8, p4)
- (f) All eligible voters will be entitled to cast one vote for up to a total of the number of candidate positions available in their family of schools. Casting more than the maximum number of votes permitted in the category spoils the ballot.
- (g) If there is a tie for the final position for a representative on the D.C.S.C., the winner will be determined by lot.
- (h) No individual campaign literature for D.C.S.C. elections may be distributed or posted in the schools. The exception to this ruling will be made for the candidate forum/information session should one be called by the Ad-hoc Election Committee.
- (i) School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- (j) The election proceedings will be supervised by the Ad-hoc Election Committee.
- (k) Appeals related to the D.C.S.C. election will be resolved by the Election Ad-hoc Committee. If the situation is not resolved to the

satisfaction of the complainant, the Director of Education or designate will make a ruling.

- (l) The D.C.S.C. will meet within the first 35 days of the school year, after the elections on a date fixed by the Director of Education or designate. (Ref: Sec. 12, ss 2, p7)
- (m) The Director of Education or designate will, at least 14 days before the date of the election of parent members, on behalf of the D.C.S.C., 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 P.V.N.C. schools. The notice required may be given by giving the notice to the parent's child for delivery to his or her parent, and posting the notice in the school in a location that is accessible to parents, and/or on the parent page of the Board web site. (Ref: Sec. 4, ss. 7, p4)
- (n) In the event parents are acclaimed, brief biographies of D.C.S.C. members will be shared.
- (o) The Municipal Freedom of Information and Protection of Privacy legislation does not allow sharing of names, addresses, etc. of the parents of enrolled students with other parents, members of the community, etc., unless they obtain written consent from each individual.

1.4 Dispute Resolution (Ref: Sec. 15, ss3, p8)

- (a) D.C.S.C. members are encouraged to review concerns regarding procedures, etc. with the Director of Education or designate in resolving disagreements.

1.5 Conflict of Interest

A conflict of interest for a D.C.S.C. representative is any situation in which the individual's private interests may be incompatible or in conflict with his or her D.C.S.C. responsibilities.

- (a) A conflict may be actual, perceived, or potential.
 - (i) *Actual:* when a D.C.S.C. member has a private interest that is sufficiently connected to his or her duties and responsibilities as a D.C.S.C. member that it influences the exercise of these duties and responsibilities.

- (ii) *Perceived*: when reasonably well-informed persons could reasonably believe that a D.C.S.C. member has a conflict of interest, even where, in fact, there is no real conflict of interest. The Director of Education is to raise the question if a conflict is perceived but not declared.
 - (iii) *Potential*: when a D.C.S.C. member has a private interest that could affect his or her decision about the matter proposed for discussion.
- (b) Members of the D.C.S.C. will declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the D.C.S.C..
- (c) A member will exclude himself or herself from discussions in which:
- (i) a conflict of interest is likely to result;
 - (ii) the member's ability to carry out his or her duties and responsibilities as a member of the D.C.S.C. may be jeopardized;
 - (iii) the D.C.S.C. 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 Director or Board in response to advice that the D.C.S.C. provides to the Director or to the Board.
- (d) A member will not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the Board.

1.6 Liability Insurance

(a) Insured

The Board insurance policy reads:

The word "insured", wherever used in this policy, will include the "named insured" and the following additional interests: (which will include D.C.S.C. volunteers working on behalf of the D.C.S.C.).

- (i) Any statutory officer, elected or appointed official, appointed committee member, including a member of a recreation committee recognized by statute, fiduciary, trustee, employee, volunteer worker, chairperson, or member of the Board or a similar governing body while acting within the scope of his or her duties on behalf of the “named insured” and not to limit the meaning of the foregoing, while they are participating in trips or tours arranged by them for students of the “named insured” if such trips or tours have been approved by the “named insured”.
 - (ii) Any former insured, as defined in above, but only for that period while he or she was acting within the scope of his or her duties on behalf of the “named insured”.
- (b) Members of the D.C.S.C. may be personally liable if they go beyond the advisory role, or do not follow Ministry or Board policies.

1.7 Clerical and Other Support Issues

- (a) The D.C.S.C. will assist the C.S.C.s to improve communication with the Catholic community; therefore, it is expected that the Administrative Assistant assigned to the D.C.S.C. will be called upon to assist in clerical functions as described in his/her job description. For example: D.C.S.C. agendas and minutes will be typed and maintained by the Administrative Assistant on behalf of the D.C.S.C.
- (b) The D.C.S.C. is expected to have access and/or, with due notice, input to school and Board newsletters and other forms of communication with the school communities.
- (c) D.C.S.C. costs may be absorbed by the Board budget (e.g., office supplies). O.A.P.C.E. fee rebate funds may be another source of financial support.
- (d) The Director or designate will maintain records of all D.C.S.C. proceedings (e.g., typed agendas, minutes, correspondence, etc.). A four-year retention schedule has been determined by Regulation 612. (Ref: Sec. 16, ss 3, p8)
- (e) Reference information identified herein will, upon request, be made available to the D.C.S.C. by the Director of Education or designate.

- (f) The Board will provide professional development for D.C.S.C. members on a needs basis. The D.C.S.C. will be expected to play a significant role in this matter. Parents on D.C.S.C. business (conferences, workshops) will be reimbursed expenses in accordance with Board Policy 208, provided these activities are approved by the D.C.S.C. and Director of Education or designate, and depending on the nature of the function.

1.8 Roles and Responsibilities of the District Catholic School Council

- (a) The D.C.S.C.
 - (i) will develop certain by-laws to provide them with direction for the operation of D.C.S.C. business and to help the D.C.S.C. work effectively. At a minimum, Regulation 612 requires councils to develop by-laws to address: election procedures, filling vacancies, conflict of interest, and conflict resolution procedures. By-laws governing other areas of operation may also be developed. (Refer to page 7.1 of School Councils: A Guide for Members and Policy 601 – 1.2(h), 1.3, 1.4, 1.5);
 - (ii) may make recommendations to the Director of Education or designate or to the Board on any matter. (Ref: Sec. 20, p10) (e.g., school budget priorities, including local capital improvement plans; school year calendar; school extra-curricular activities; school profile; etc.);
 - (iii) will organize information and training sessions to enable members of the D.C.S.C. and C.S.C.s to develop their skills as Council members;
 - (iv) will communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the D.C.S.C.; (Ref: Sec. 23, p11)
 - (v) will promote the best interests of the Catholic school community;
 - (vi) will annually post on the parent page of the Board web site a copy of a written report on its activities to the Catholic parent community;
 - (vii) will include in the annual report, a report on fund-raising activities, if the D.C.S.C. engages in those activities; (Ref: Sec. 24, ss 2, p11)

- (viii) may engage in fundraising activities in accordance with Board policy. The activities are to raise funds for a purpose approved by the Board or authorized by any applicable Board policies, and are to be used in accordance with applicable Board policies. (Ref: Sec. 22, ss 1–3, p10–11)
- (b) The D.C.S.C. may provide to the Board, its views on:
- (i) The establishment or amendment of Board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including: (Ref: Sec. 19, ss 1, No. 1–4, p9–10)
- Code of Conduct;
 - Student Dress Code;
 - Allocation of funding by the Board to Catholic School Councils;
 - Fund-raising by Catholic School Councils;
 - Conflict Resolution Processes for Internal School Council Disputes;
 - Reimbursement by the Board of Expenses Incurred by Members and Officers of the Catholic School Councils and District Catholic School Council.
- (c) The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including:
- (i) Code of Conduct;
- (ii) Student Dress Code.
- (d) Board action plans for improvement, based on the Education Quality and Accountability Office reports on the results of tests of pupils, and the communication of those plans to the public.
- (e) The process and criteria applicable to the selection and placement of principals and vice-principals.

- (f) Any other matters on which the Board may solicit the views of the C.S.C.s and D.C.S.C..

1.9 Roles and Responsibilities of the District Catholic School Council Members

(a) Chair will:

- (i) promote and advocate for Catholic education;
- (ii) call, in co-operation with the Director of Education or designate, D.C.S.C. meetings;
- (iii) prepare the agenda for D.C.S.C. meetings in co-operation with the Director or designate and recording secretary;
- (iv) chair D.C.S.C. meetings;
- (v) ensure that the minutes of D.C.S.C. meetings are recorded and maintained;
- (vi) participate in information and training programs;
- (vii) communicate with the Director or designate;
- (viii) ensure that there is regular communication with the school community;
- (ix) consult with senior Board staff and trustees, as required.

(b) Committee Members will:

- (i) promote and advocate for Catholic education;
- (ii) participate in D.C.S.C. meetings;
- (iii) participate in information and training programs;
- (iv) act as a link between the D.C.S.C. and C.S.C.s and the community;
- (v) encourage the participation of parents from all groups and of other people within the school community.

- (c) Director of Education or designate will:
- (i) promote and advocate for Catholic education;
 - (ii) facilitate the establishment of the D.C.S.C. and assist in its operation as part of the Director's or designate's role as defined in the Education Act and Board policy;
 - (iii) support and promote D.C.S.C. activities;
 - (iv) seek input from the D.C.S.C. in areas for which it has been assigned advisory responsibility;
 - (v) act as a resource on laws, regulations, Board policies, and collective agreements;
 - (vi) obtain and provide information required by the D.C.S.C. to enable it to make informed decisions;
 - (vii) communicate with the chair of the D.C.S.C., as required;
 - (viii) ensure that copies of the minutes and agendas of the D.C.S.C. meetings are kept at the Board Office;
 - (ix) assist the D.C.S.C. in communicating with the C.S.C.s and school community;
 - (x) encourage the participation of parents from all groups and of other people within the school community.
- (d) Recording Secretary (Administrative Assistant) will:
- (i) promote and advocate for Catholic education;
 - (ii) take minutes of D.C.S.C. meetings;
 - (iii) assist the chair.
 - (iv) authorize all withdrawals/disbursements from the central D.C.S.C. account for items approved by the D.C.S.C. motions or established rules,
 - (v) provide monthly reports to the D.C.S.C. on fund activity;

- 1.10 The School Board and the District Catholic School Council
- (a) D.C.S.C. members will be informed of vacancies on Board committees and given the opportunity to apply.
 - (b) The Board will review and revise policies on the selection of principals. The D.C.S.C. is invited to participate in the process by reviewing existing policies with the Director of Education or designate.
 - (c) The Board will co-operate with the Ministry of Education in providing professional development opportunities to D.C.S.C. members.
 - (d) The Board will establish a D.C.S.C. to further advise on policy matters and D.C.S.C. issues, and to facilitate links with all C.S.C.s.
 - (e) The D.C.S.C. may wish to include, with the assistance of the Director or designate, all Board and Board standing committee agendas in the information section of their agendas.

1.11 Other Topics Addressed by Regulation 612

Section 9: Collection of Information

Section 10: Ministry Powers and Duties

Section 11: Remuneration

Section 15: By-laws

Section 17: Incorporation

Section 25: Transition

2.0 TERMS AND DEFINITIONS

2.1 CATHOLIC SCHOOL COUNCIL (C.S.C.)

A Catholic School Council is a legally constituted advisory group of elected parents, staff, students, parish representatives, and appointed community members dedicated to fostering effective Catholic schools, promoting Catholic education, and enhancing student achievement.

2.2 DISTRICT CATHOLIC SCHOOL COUNCIL (D.C.S.C.)

The District Catholic School Council is a system umbrella group of elected parents established to further enhance Board communication with Catholic School Councils; provide parent advice; and support parent engagement.

2.3 ONTARIO ASSOCIATION OF PARENTS IN CATHOLIC EDUCATION (O.A.P.C.E.)

The Ontario Association of Parents in Catholic Education is an association of parents established to provide an awareness of the role of the student, parent, teacher, and clergy in providing the best possible Catholic education. O.A.P.C.E. wishes to work in co-operation with Catholic School Councils to provide support at the local level and as an additional voice at the provincial level.

2.4 ADVISORY ROLE

Advisory role is the task of representing and communicating the views of the school community, and providing informed advice to the principal, and where appropriate, to the Board.

2.5 SCHOOL COMMUNITY

A school community is parents and guardians of children who are enrolled in the school, parish representatives, and other ratepayers who live or work within the school's attendance area. Catholic School Councils may appoint representatives to ensure that the diversity of the school community is reflected in the membership.

2.6 PARENT

Parent means, throughout this document, a parent or guardian of a child/children enrolled in the school.

2.7 PARENT MAJORITY

Parent majority is a sufficient number of parents elected to the D.C.S.C. to form a majority.

2.8 QUALIFICATIONS OF TRUSTEES

- (a) will be a Canadian citizen;
- (b) will be 18 years of age or older;
- (c) will reside within the jurisdiction of the Board;
- (d) will qualify as a separate school elector (Catholic).

3.0 REFERENCES/RELATED DOCUMENTS

Education Act
Guidelines for School Generated Funds
Regulation 612
Regulation 613
School Councils: A Guide for members, revised 2002, Ministry of Education

4.0 RELATED ADMINISTRATIVE PROCEDURES

AP-FIN-201, Fund-raising in Schools
AP-FIN-208, Reimbursement for Expenses Incurred on Board Business
AP-CSC-601, Catholic School Councils
AP-PRC-707, Volunteers in Our Schools

5.0 RELATED FORMS

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

September 2013

7.0 APPROVED BY BOARD

September 23, 2008

8.0 EFFECTIVE DATE

September 23, 2008

9.0 REVIEW BY

Office of the Director

10.0 LAST REVISION DATE



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

BOARD POLICY	
<i>Policy Section</i> FINANCE	<i>Policy Number</i> 201
<i>Administrative Procedure Number</i> AP-FIN-201	<i>Page</i> 1 of 4

POLICY TITLE

Fund-raising in Schools

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board recognizes that schools and school communities undertake fund-raising for a variety of reasons. The purpose of this policy is to ensure that fund-raising activities benefit the school, support education and the community, and, at all times, demonstrate the values endorsed by the Board.

2.0 POLICY

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to permit fund-raising in its schools and school communities for the purpose of supporting registered charitable organizations, community organizations, and enhancing school programs projects, materials, and supplies.

3.0 GUIDELINES

- 3.1 This policy shall apply to all fund-raising directly associated with the school including fund-raising by school councils, parent associations, parent-teacher groups, and student councils.
- 3.2 The Board permits fund-raising which supports the school and education or the community through:
 - (a) supervised activities or projects by students; and
 - (b) limited supervised participation of students in activities for non-profit, charitable organizations.

- 3.3 All fund-raising activities shall respect:
- (a) the voluntary nature of fund-raising activities;
 - (b) student and staff time, and school programs;
 - (c) age-appropriate activities;
 - (d) supervision of students - safety precautions;
 - (e) School Council recommendations regarding the planning and implementation of fund-raising activities;
 - (f) all appropriate legislation including, but not limited to, the Education Act, the Income Tax Act, and the Municipal Act; and
 - (g) accounting policies and procedures for fund-raising as set out in the procedure guideline for this policy.
- 3.4 The Board discourages door-to-door canvassing. No elementary school student shall participate in a door-to-door canvassing project.
- 3.5 The Board supports fund-raising activities which, in addition to meeting the definitions below, reinforce the curriculum, for example, by calling on student organizational or accounting skills.
- 3.6 The principal, under the direction of the Director of Education and/or designate shall:
- co-ordinate and assume all responsibilities for fund-raising activities. Each fund-raising activity must be subject to the approval of the principal in consultation with the appropriate family of schools superintendent;
 - review the fund-raising policy annually with the Catholic School Council;
 - ensure that no more than one major campaign to benefit the school occurs per school year. Major fund-raising campaigns should be a co-operative effort between the principal, the school council and/or the fund-raising group.

- exercise their discretion in the number and timing of fund-raising campaigns approved to benefit charitable organizations. These events or campaigns should be formally discussed with pupils so that pupils clearly understand the significance of sharing, volunteering, co-operating and organizing of positive human relations.

3.7 Schools are limited to raising funds for:

- day field trips
- extended field trips
- school improvement projects
- special co-curricular projects (e.g. graduation, etc.)
- charities
- community projects
- special school/class projects
- costs of travel to sports competitions
- cost of travel to co-curricular competition
- other activities as approved by the superintendent.

3.8 All equipment purchased from funds derived from fund-raising shall become the property of the Peterborough Victoria Northumberland and Clarington Catholic District School Board and shall be included in the equipment inventory list of the school. Such equipment must meet system standards.

3.9 The Director of Education is authorized to issue such procedures as may be necessary to implement this policy.

4.0 TERMS AND DEFINITIONS

4.1 FUND-RAISING

Fund-raising is the collection of funds raised from activities that include:

- (a) projects that are directly associated with the schools and are in the interests of the students of the local school;
- (b) the supervised participation of students in a limited number of activities for non-profit, charitable organizations operating in the interests of children, education, and the community.

4.2 MAJOR CAMPAIGN

A major campaign involves the entire student community and is intended to raise the greatest amount of funds for the benefit of the entire student body. Not included as major campaigns are services such as milk or juice sales, hotdog days, hot lunch days, etc.

4.3 MINOR CAMPAIGN

A minor campaign would involve a part of the student body in fund-raising activities (i.e. a division, a department, a classroom, etc.)

5.0 REFERENCES/RELATED DOCUMENTS

Guidelines for School Generated Funds

6.0 RELATED POLICIES

7.0 RELATED FORMS

8.0 APPROVED BY BOARD

May 1, 2006

9.0 EFFECTIVE DATE

May 1, 2006

10.0 POLICY REVIEW DATE

May 2008

11.0 REVIEW BY

Superintendent of Business and Finance



ADMINISTRATIVE PROCEDURES	
Administrative Procedure Section FINANCE	Policy Number 201
Administrative Procedure Number AP-FIN-201	Page 1 of 4

ADMINISTRATIVE PROCEDURE TITLE

Fund-raising in Schools

1.0 ADMINISTRATIVE PROCEDURE

- 1.1 Each year, the principal, in consultation with students, staff, parents, and Catholic School Councils, will prepare and submit a fund-raising plan as outlined in “Guidelines for School Generated Funds”.
- 1.2 The principal is responsible for ensuring that all fund-raising conforms to Board policies and procedures and that appropriate measures are taken for the safety and security of the students participating in such events.
- 1.3 Door-to-door canvassing by elementary school students is not permitted.
- 1.4 Board approved accounting procedures, as outlined in “Guidelines for School Generated Funds”, will be followed in handling any funds received or expended by the school as a result of fund-raising activities.
- 1.5 Donations/Sponsorship by Parent(s)/Guardian(s)/Students

A donation or sponsorship by an individual student, parent/guardian, or others in lieu of participating in fund-raising activities is not refundable. This must be consistent with the values and purpose of the Board and the principles reflected in Board policies and be clearly communicated and indicated as a non-refundable donation on the individual’s receipt.

Where a gift has been received, the Board, as a charitable organization, may issue a tax receipt (that is, an acknowledgement of receipt of donation for taxation purposes). Income tax regulations will affect and/or determine the Board’s authority to issue official tax receipts to recognize gifts.

- (a) Monetary donations received in the name of the Board, for the benefit of an individual school or for the system as a whole, will be eligible for a tax receipt. If requested, official tax receipts will be issued by the Peterborough Victoria Northumberland and Clarington Catholic District School Board for an individual donation of a \$20 value or greater. Issuance of an official tax receipt will be initiated by the school. The school will forward all necessary information to the Supervisor of Accounting, who will issue the official receipt.
- (b) Cash donations received for the benefit of an individual school/ geographical area or for the system will be accepted for:
 - (i) the establishment and/or promotion of scholarships or bursaries;
 - (ii) the giving of prizes, exhibitions, gifts, or rewards to the pupils of the Board;
 - (iii) donations to school libraries and programs;
 - (iv) the purchase of equipment;
 - (v) the purchase of services or supplies for a program that may not normally be covered by Board budget allocations; or
 - (vi) partnerships in education endeavours provided for in Board policies and administrative regulations.
- (c) Non-monetary donations may be accepted by the school or responsible system person if the following conditions are met:
 - (i) the donated material or goods are appropriate and of use to the school/system;
 - (ii) the goods or materials donated to a school or centrally will be used or distributed at the discretion of the principal or appropriate supervisory officer;
 - (iii) donated equipment shall be completely paid for and free of encumbrances (equipment, when donated and accepted, shall become and remain the property of the Board and can be used for any purpose as determined by the Board).

- (iv) an independent assessment of the fair market value of the contribution must be obtained or provided in writing by the donor if the donor wishes to receive a receipt for tax purposes. Issuance of an official tax receipt will be initiated by the school. The school will forward all necessary information, including the independent assessment, to the Supervisor of Accounting, who will issue the official receipt.

1.7 Cancellation of Fund-raising Activities

In the event that an activity for which funds were raised is cancelled, or an individual chooses to withdraw, the following conditions will apply:

- (a) If the arrangements for the activity are under contract to a commercial organization (e.g. travel agency), the terms and conditions of the contract will apply to the school, parental organization, school council, the participants, and their parent(s)/guardian(s).
- (b) If the arrangements for the activity are organized by the school, advance payment or deposit made by a student or parent/guardian toward the individual student's projected personal cost of participation will be refunded according to the following criteria: the refundable portion will be calculated taking into account non-refundable deposits, cancellation fees, and other non-recoverable expenses.
- (c) If the parental organization has made a contribution to the activity, the funds will be returned to the parental organization.

2.0 TERMS AND DEFINITIONS

2.1 FUND-RAISING

Fund-raising is the collection of funds raised from activities that include:

- (a) projects that are directly associated with the schools and are in the interests of the students of the local school; and
- (b) the supervised participation of students in a limited number of activities for non-profit, charitable organizations operating in the interests of children, education, and the community.

3.0 REFERENCES/RELATED DOCUMENTS

Guidelines for School Generated Funds

4.0 RELATED ADMINISTRATIVE PROCEDURES

5.0 RELATED FORMS

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

May 2008

7.0 APPROVED BY BOARD

May 1, 2006

8.0 EFFECTIVE DATE

May 1, 2006

9.0 REVIEW BY

Superintendent of Business and Finance

10.0 LAST REVISION DATE

Celebrating Excellence,
Achievement, and
Leadership in Catholic
Education

In recognition of strong Catholic commitment and leadership contributions during the 2005/06 school year.

Peterborough County Schools

Trustee: Joseph Whibbs

Superintendent: Deirdre Thomas

- St. Joseph's School, Douro
- St. Martin's School, Ennismore
- St. Paul's School, Lakefield
- St. Paul's School, Norwood

St. Joseph's, Douro

- Involved in planning 50th school anniversary
- Supported/organized school celebrations and sacraments
- Subsidized agenda books/class trips
- Operated milk program
- Purchased classroom resources – PM Benchmarks and Soar to Success
- Sponsored "Scientist in the School"

St. Martin's, Ennismore



- Meet the Teacher BBQ
- Sacrament celebrations
- Graduation
- Agenda book subsidy
- School trip subsidy
- Purchase of levelled books for Jr. grades

St. Paul's, Lakefield

- Purchased Elmo projector
- Subsidized winter activities
- Supported library purchases
- Worked with Health Unit re Healthy Lunch program



St. Paul's, Norwood

Funded

- Science Quest
- Scientists in the Classroom
- Anti-bullying and literacy workshops
- Sacramental and graduation celebrations

Organized/Ran

- Wild, Wild West fundraiser
- 12th annual spaghetti supper
- Annual Open House BBQ

Peterborough City Schools

Trustees: Chris Dunn
& Lorne Corkery

- St. Catherine
- Immaculate Conception
- St. Alphonsus
- St. Anne's
- St. John, Peterborough

Superintendent: Deirdre
Thomas

- St. Patrick's
- St. Paul's, Peterborough
- St. Teresa's
- Monsignor O'Donoghue
- Holy Cross Secondary
- St. Peter's Secondary

St. Catherine, Peterborough



- Purchased gym equipment
- Subsidized student activities
- Financed enhancement of front foyer
- Operated pizza lunches

Immaculate Conception, Ptbo.

- Created a Santa Shop at Christmas to help students find affordable gifts for loved ones
- Contributed to the creation of a Primary literacy library
- Purchased new shirts for sports teams
- Ran hot lunch programs

St. Alphonsus, Peterborough

- Hosted Welcome Back BBQ
- Expanded Breakfast for Learning program
- Developed and implemented school fund-raising policy
- Provided school Christmas dinner

St. Anne's, Peterborough

- Open House BBQ
- Anti-bullying presentation: Canadian Half-Pints
- St. Anne's Christmas Parade float
- Family skate/food drive
- Tea Room at Christmas Around the World

St. John, Peterborough



- CSC Chair, Terry Guiel performed at Christmas assembly and organized musical fundraiser
- Financial support of sports program, class trips, graduation, sports uniforms, sacrament celebrations
- Welcome back BBQ

St. Patrick's, Peterborough

- Funded 6-week Writer's Workshop with author Ted Staunton, culminating in a School-wide publishing party. Each student wrote and illustrated a bound book which will be catalogued and circulated through the school library.
- Provided Christmas hot lunch and outreach to families in crisis.
- Organized Spring Fun Fair and worked with Gr. 8 class to organize Spirit Week in February.

St. Paul's, Peterborough



- Scientists in the School
- Grade 8 graduation
- Sacrament celebrations
- School play days
- "Brown Bag Blahs – Creative/Healthy Lunches" workshop for parents
- MSN Awareness – anti-bullying presentation

St. Teresa's, Peterborough

- Scientists in the School program
- Family bowling night
- Staff appreciation night
- Spring fun fair
- Anti-bullying initiative with the Community Police Officer

Monsignor O'Donoghue, Ptbo.



- Funded purchase of:
- Library resources
 - Outdoor Kindergarten playground equipment
 - Team jerseys
 - Painted lines and games on tarmac

Holy Cross Secondary – Ptbo.

Support

- Breakfast program
- Youth Emergency Shelter
- Wish Upon a Star organization
- Used clothing sale
- Recognition of staff



St. Peter's Secondary, Ptbo.

- Funded of 2 graduation awards and breakfast club
- Hosted staff recognition breakfast
- Recruitment of members
- Recommendation to the Board re changes to contract for Food Services provider and healthy eating
- Link on school website to CSC agenda/minutes

City of Kawartha Lakes Schools

Trustee: Frank Flagler

Superintendent: Dale Godin

- Pope John Paul II, Lindsay
- St. Dominic, Lindsay
- St. John's, Kirkfield
- St. Luke's, Downeyville
- St. Mary's, Lindsay

Pope John Paul II, Lindsay

- Co-ordinate annual Fun Fair
- Sponsored Charlie and The Chocolate Factory play
- Provide milk and hot lunches
- Support student trips
- Fundraise for new school sign

St. Dominic, Lindsay

- Support St. Dominic's literacy goals
 - Development of the Primary Book Room
 - Purchase of guided reading tables for the Primary grades
- Support a variety of educational presentations (eg. MADD)

St. John's, Kirkfield

- Organized
 - A Nutritious Snack program
 - A Hot Lunch program
- Hosted a parent information evening with guest speakers from the Health Unit, focussing on nutrition and physical activity

St. Luke's, Downeyville



- Create council by-laws and constitution
- Establish/support parent resource library
- Planned/built sun shelter
- Support school excursions

St. Mary's, Lindsay

- Established "Wall of Fame" to honour former student successes
- Updated School Council Constitution
- Fundraised to purchase classroom equipment

St. Thomas Aquinas, Lindsay

- Faith development and team building evening with Fr. Leo Coughlin, Faith Animator
- Late bus pilot project
- Constitution and By-laws endeavour

Northumberland Schools

Trustee: Marg Godawa

Superintendent: Greg Reeves

- St. Mary's, Campbellford
- St. Joseph's, Cobourg
- St. Michael's, Cobourg
- St. Mary's, Grafton
- St. Anthony's, Port Hope
- St. Mary's, Port Hope
- Notre Dame, Cobourg
- St. Mary's Secondary

St. Mary's, Campbellford

- Plan for the return of the National Evangelization Team
- Assist in organization of Campbellford Centennial Children's Day on June 17
- Support Breakfast Club and "Via Italia" fundraiser
- Spend time exploring Ministry and Board web sites

St. Joseph's, Cobourg

- Anti-bullying presentation
- Spaghetti dinner for families on parent-teacher night
- Hot lunch program using healthier choices
- Funding for the library, classrooms, graduation, and sacraments

St. Michael's, Cobourg

- Annual Sugar Plum Fair
- T-shirt school logo contest
- Anaphylaxis awareness and anti-bullying initiatives
- Author visits
- Field trip subsidy
- Classroom incentives
- Hot lunch programs



St. Mary's, Grafton

- Supported retreats for sacrament classes
- Purchased Orf instruments
- Supported literacy with author visit
- Organized day-long Arts Convention



St. Mary's & St. Anthony's, P.H.

- Welcome Back BBQ
- Purchase portable sound system
- Hosted literacy night
- Distributed food hampers and gifts
- Hot lunch program

Notre Dame, Cobourg



Purchased:

- LCD projector
- Sound system
- Large crucifix for gym
- Electronic keyboard
- Additional playground equipment

St. Mary's Secondary, Cobourg

- Successful lobbying for an "Adopt a Cop program"
- Ongoing review of draft policy documents
- Staff appreciation breakfast at Christmas
- Comprehensive review of school dress clothing proposals
- Development/purchase of school spirit products
- Ongoing work with Student Council on a smoking cessation initiative

Clarington Schools

Trustees: George Ashe & Superintendent: Ron
Granville Anderson McNamara

- St. Francis of Assisi
- Mother Teresa
- St. Joseph's, Bowm.
- St. Stephen's Elem.
- Msgr. Leo Cleary
- St. Elizabeth
- Good Shepherd
- Holy Trinity Secondary
- St. Stephen's Sec.

St. Francis of Assisi, Newcastle

Improve school spirit

- School clothing
- Pep rallies/spirit days
- Welcome wagon
- September BBQ

Promote spiritual growth

- Sacrament retreats
- Food drives
- Disaster relief efforts



Mother Teresa, Courtice

- Column in school newsletter
- Math manipulatives
- Primary take-home reading kits
- Rainy day games
- New gym mural
- Swimming program
- Contribution to JK/SK rooms for newer educational toys and room décor
- Guided purchasing enabled significant contribution to special education *sensory room*

St. Joseph's, Bowmanville

- Winner of Best Junior Float for 2nd year
- Welcome Back BBQ, hot lunches, Christmas turkey lunch, pancakes on Shrove Tuesday
- Subsidize class trips,
- Beautify school yard



St. Stephen's Elementary, Bowm.

Support:

- Performing arts – Kids on the Block, Q-Mack, Wizard of Oz
- Sacrament celebrations
- Scientists in the School
- Shrove Tuesday Pancake lunch



Monsignor Leo Cleary, Courtice



Presentations sponsored:

- Literacy– Dan the Music Man
- Integrated reading and writing – Heather Whaley
- Anti-bullying – Q-Mack

Financed sun shelter on school playground

St. Elizabeth, Bowmanville



Sponsored

- 1st family literacy fun night
- Turkey lunch and hot lunches 3 days/week
- Scientists in the School program
- Field trips and sacrament celebrations
- Float in Santa Claus parade

Good Shepherd, Courtice

- Purchased agenda books for all students
- Provided \$10/student subsidization for class trips/special events
- Formed a Sports Committee to recognize team athletes with luncheon and awards
- Allergy Awareness Committee implemented a Birthday Recognition program and treasure chest incentive program for JK-Gr. 3 students.
- Installed a six, net basketball court in the school yard

Holy Trinity Secondary, Courtice

Support

- Dominican Republic trip
- 30-hour Famine
- Poverty Meal
- Terry Fox Run
- 2 CSC scholarships

Support student

- recognition programs
 - Celebration of Learning
 - Athletic Banquet
 - Graduation
- Working toward a regional anti-bullying presentation

St. Stephen's Secondary, Bowm.

Presentations to School
Council:

- Chaplaincy & Pastoral Care at St. Stephen's
- Role of the Teacher-Librarian
- Technology Education, Pathway at St. Stephen's
- Student Success Program
- Learning to 18 Initiatives



Celebrating Excellence, Achievement, and Leadership in Catholic Education

In recognition of strong Catholic
commitment and leadership
contributions during the 2006/07
school year.

Clarington

Trustees: Maureen Day
& Granville Anderson

- Good Shepherd
- Holy Trinity
- Monsignor Leo Cleary
- Mother Teresa
- St. Elizabeth

Superintendent of
Schools: Ron
McNamara

- St. Francis of Assisi
- St. Joseph's, Bow.
- St. Stephen's El.
- St. Stephen's, Sec.

Good Shepherd

Tim Kellar



- Each student received a student planner for the year.
- Each student received \$15.00 towards a classroom program or trip subsidy.
- Teachers received \$125.00 towards extra supplies for their classroom.

Holy Trinity Secondary

Berthy Franken & Bev Azevedo



- Two parent education evenings: Drug Info and World of the Internet for Parents
- Support for the annual athletic banquet
- Increased Council size and attendance
- CPR and First Aid training

Monsignor Leo Cleary

Cindy Lipsett & Monica Morris



Supported:

- Feast Day celebration
- Read-a-thon – proceeds to library in Dominican Republic
- First Pancake Breakfast

Funded:

- Playground equipment
- Author visit – Ted Staunton
- Skating and Bowling days
- Gr. 8 graduation


Mother Teresa, Courtice

Tissy Taylor

- \$7000 towards the development and refurbishment of the Mother Teresa 'book room'
- New DVD and CD equipment
- Monthly newsletter column and web site page
- Lunch Lady hot lunch service every Friday
- Landscaping Committee to maintain and beautify our school grounds including the Outdoor Library Circle
- Environment Club promoting and supporting environmentally friendly alternatives
- Playground refresh initiative

St. Elizabeth



Jennifer Matesic & Christine Boyd



- Turkey Lunch at Christmas for all 735 students at the school.
- Second Annual Family Literacy Fun Night in January.
- Supported visits for Blades of Glory and Ancient Civilizations presenters.
- Supported our Special Needs Swim Club.

St. Francis of Assisi


Patricia Elcome

- Developed School Website
- Parent Involvement in School Liturgies
- Building Bethlehem
- (Faith Development in our council meetings)
- Healthy Active Living Initiative (Nutrition Bins) (Aim to have in place by Sept/07)

St. Joseph's Bowm.


Susie Drever & Dianne Serra



- Fundraised to subsidize class excursions and yard beautification
- Provided hot meals each month
- Assisted with social justice initiative: WATOTO

St. Stephen's Elementary

Claire Burden-Umbrico & Angela Carchidi



- Community building through welcome back BBQ, hot lunches, & supplied pancakes on Shrove Tuesday
- Scientist in the Classroom for 12 classrooms
- School trips subsidized
- \$1,000 donation to the Book Room
- Sacrament celebrations and gifts

St. Stephen's Secondary

Heather McArthur

- Internet Safety Presentation for parents.
- Held a Drug Awareness Night for parents.
- Donated \$500 towards school graduation.
- Carried out our second hand uniform sales.
- Conducted a Uniform Survey which was given to parents, staff and students. Evaluated the results.
- Sent a letter to the school Trustees in support of an expansion to our tech and science areas.
- Held a presentation from the Durham Regional Health Department.
- Reviewed and submitted suggestions on various policies.
- Our School Trustees came to speak to us.
- Fund-raised through our 50/50 draws held at parent night.
- Continued parent communication through our Council's Newsletter.

Peterborough County

Trustee: Joe Whibbs, Board Chair
Superintendent: Deirdre Thomas

- St. Joseph's, Douro
- St. Martin's, Ennismore
- St. Paul's, Lakefield
- St. Paul's Norwood

St. Joseph's, Douro

Suzanne Carlo & Theresa Hammersma

Enhancing the curriculum through the Arts

- Ted Staunton - children's author
- Charlie - Little Fingers Music
- Queen Helen adventures through brass rubbings
- Peterborough Art Gallery



St. Martin's, Ennismore

John Walsh & Greg Budnik



- Authors in the School (3 authors)
- 3 LCD projects
- Skating and Curling for six weeks for all students
- \$5/student for a class trip
- Shade shelter
- 2 big trees each year for our school yard
- Team shirts 100!

St. Paul's, Norwood

Tracy Smale

- CSC Annual Fundraiser (with Disney Theme) for 06/07 provided funds to support:
 - author Kim Fernandes Gerrard who conducted workshops for primary and junior grades
 - Scientist in the Classroom program for primary and junior grades
 - Bach to Beatles presentation for all students
 - Purchase of large canopy to be used for weather protection at school sports events
 - Bus costs associated with class excursions
 - Needy student fund
 - Playground fund
- Organized BBQs at Open House, Track & Field and Play Day
- Prepared a Christmas lunch for all students
- Prepared supper for teaching staff on Term 1 interview night

St. Paul's, Lakefield

Fred Schlichthorn & Donna Cavanagh

- Purchased a BBQ for hot/healthy lunches
- Set-up compassion fund for students needing assistance for class trips, etc.
- Purchased safety mats for the gym
- Hosted Open House BBQ

Peterborough City

Trustees: Chris Dunn, Lorne Corkery

Superintendent: Deirdre Thomas

- Holy Cross Secondary
- Immaculate Conception
- Monsignor O'Donoghue
- St. Alphonsus
- St. Anne's
- St. Catherine
- St. John, Peterborough
- St. Patrick's
- St. Peter's Secondary
- St. Teresa's

Holy Cross Secondary

Constantine Isslamow & Joan Hudson



Supported:

- Honduras trip
- Breakfast Club
- Art for Africa
- Science Fair
- Youth Emergency Shelter
- Wish Upon a Star Program for grads
- Music program/band

Immaculate Conception

Marnie Horton, Nicky Kimball, Andrea Mazziotti

- ICS toboggan day and hot chocolate
- Annual Santa Shop
- Skating at the Evinrude Centre three times
- Scientist in the Classroom
- Pancake Day with Chef Jay



Monsignor O'Donoghue

Michelle Fleming



- Healthy snacks in the classroom and hot lunch program
- Scientist in the Classroom
- Sacraments, Fun Fair
- Purchased script for school play.

St. Alphonsus, Pbo

Paula Houde

- Operates "Breakfast for Learning" program
- Purchased turkeys for school Christmas Dinner
- Hosted "Welcome Back to School BBQ"
- Participated in the "Catholic Schools 2007 and into the Future"



St. Anne's

Diane Wingett

- Sponsored and ran a free BBQ for all families at our September Open House.
- Sponsored a visit by Q-Mack (anti-bullying presentation).
- Sponsored a presentation by Big Kid Productions regarding Social Skills and Virtues.
- Ran the school fundraiser (raffle) to raise funds to improve our schoolyard.
- Sponsored and ran the school-wide Family Skate at Northcrest Arena. This event also collected a large amount of non-perishable food items for the parish's food drive.
- Lobbying the city for improved safety on the streets surrounding our school (crossing guard/lights).
- Organized and ran a Tea Room at our school Christmas celebration.

St. Catherine

Mary LaRocque

- Purchase of a new piano, a new screen in the gym, and an incubator.
- The website grant and the workshop grant.



St. John, Peterborough

Paul Brioux & Terry Guiel

- Fundraised to purchase an information sign for the front of the school and support for Sacraments, retreats, and the hugely successful Integrated Literacy Conference and graduation.
- By organizing the Triathlon: Dance-Walk-Read they promoted the arts, daily physical activity and while doing this raised money for year-end excursions and activities.



St. Patrick's

Cynthia Hearne & Tracy Kennedy

- Sponsored 6 week "Author in Residence and Book Writing Project" and "Publisher's Party"
- Hosted Christmas Dinner for all students and staff
- Supported Fun Fair, Play Day, Grade 8 Graduation and First Eucharist celebrations; Sponsored all pediculosis checks
- Participated in "Catholic Schools 2007 and Into the Future" Symposium; participated on the Regional District Catholic School Council"; OAPCE Conference Planning Committee

St. Paul's, Pbo.

Joanne Jury & Judy Byrne

- Welcome back BBQ
- Fund-raisers: Halloween dance-a-thon & School Spirit Wear
- Scientist in the Classroom
- New playground equipment
- Gardening Committee
- Supported Student Council World Vision fundraiser by purchasing the ever popular rubber bracelet in our school colour with our school name and year on it.



St. Peter's Secondary

Bonnie McTiernan-Craig

- Used Clothing Sale
- Staff Appreciation Breakfast
- Participated in Catholic Schools 2007 and the Future
- Funded Smart Risk Multi- Media Presentation for all grades

St. Teresa's

Sheila Thompson

- Family Bowling Night-Parent involvement grant
- Author evening-John Koning-Parent involvement grant
- Fun Fair-including classroom theme raffle baskets
- Scientist in the Classroom program-JK-8
- Sacrament gifts and Gr. 8 Graduation donation/support

Northumberland County

Trustee: David Bernier
Superintendent: Greg Reeves

- Notre Dame, Cobourg
- St. Anthony's/St. Mary's, P.H.
- St. Joseph's, Cobourg
- St. Mary's Campbellford
- St. Mary's Grafton
- St. Mary's Secondary, Cobourg
- St. Michael's, Cobourg

Notre Dame

John-Paul Hobart



- Purchase of a BBQ
- Hot Lunch Programme
- Purchase of a portable Sun Shelter for sporting events
- Support for the Library and Classrooms
- June Fun Fair

St. Anthony's/St. Mary's PH

Janet Slessor & Tamara Mitchell

- Hosted successful open houses at both schools
- Provided Christmas hampers
- Based on survey results, able to consistently increase both the nutritional value and the frequency of our hot lunch program.
- St. Anthony's is holding a family spaghetti supper open to anyone in our community.
- St. Mary's, with the help of Parent Reaching Out funding, is hosting a family fun/pizza night with a literacy theme with local author, Ted Staunton, as guest facilitator.

St. Joseph's, Cobourg

Raeanne Deschamps & Mary Lou Maillet



- Spaghetti Dinner Family Night
- Ongoing hot lunches served every Monday to students
- Book Launching Celebration with local author Ted Staunton

St. Mary's, Campbellford

Karen Sharpe

- Spearheaded the installation of new playground equipment
- Sponsored an Internet Safety Presentation for parents
- Organized a Drug Awareness Presentation for parents

St. Mary's, Grafton

Joanna Mecozzi & Shelly Nelson



- Supported Scientist in the Classroom Program
- CSC received 3 grants for Parents Reaching Out: school website; Special Education Resources for parents; Math Fair
- Hosted 2 presentations for all Northumberland Schools: Student Success; Special Education Services
- Open House BBQ, Appreciation Tea, Breakfast Program

St. Mary's Secondary

Sherry Gibson



- Organized "Our Youth At Work" (OYAW) presentation by Rob Ellis
- Information table at Grade 9 night and all parent/teacher nights.
- Hosted a staff appreciation breakfast at Christmas.
- Offering the community presentations "Power Struggles" by Alyson Schafer and "Hurried Adult - Hurried Child" by Dr. Colin Sturdy through a successful PRO grant application.
- Installed a bulletin board at school to improve council visibility and communication.
- Curriculum Chair presentations and tour of facilities: Math, Arts, Guidance, Science, Tech/ Business/ Computers/Family Studies

St. Michael's

Norine Keeling

- Hosted a regional information session on Anaphylaxis
- Supported the annual Sugar Plum Fair
- Food Days, were coordinated by two wonderful ladies, Anne Marie Smith and Leslie Couture who organized food days to be respectful of our children who are anaphylactic. They also provided families with a low cost alternative once or twice a month.



City of Kawartha Lakes

Trustee: Camille Parent

Superintendent: Dale Godin

- Pope John Paul II
- St. Dominic
- St. Luke's
- St. John's, Kirkfield
- St. Mary's, Lindsay
- St. Thomas of Aquinas Secondary

Pope John Paul II

Leighanne Quibell

- Support school trips
- Co-ordinate fundraising
- Support local charities like Cops for Cancer
- Enhance the school environment by purchasing Basketball nets etc.
- Participate in events that enhance our faith lives



St. Dominic

Theresa Fierheller



- Supported Literacy initiatives by purchasing guided reading tables for primary classes.
- Supported a Literacy evening with author Judi Peers.
- Supported the school Winter Carnival.

St. John's, Kirkfield

Denise McCue



- Dialogued about safe schools initiatives
- Participated in events that enhance our faith lives
- Focused on what is best for the students
- Purchased sinks for health unit

St. Luke's

Liana Joncas

- Successful application of 'Parent Reaching Out' Grant
- Hosted parent information evening for the community : Ron Dempsey "Raising Self-Responsible Children"
- Two successful Open house events: September Barbecue and May-Family Fun Night
- Initiated 'School Staff Appreciation Day'
- Recognized sacrament students and graduating class
- Raised and contributed in excess of \$4800 to school excursions
- Purchased a shelter sand area for primary yard - picnic table for jr./intermediate sun shelter

St. Mary's, Lindsay

Karen O'Keefe & Bev Foley

- Seeing the final construction of a Sun Shelter (outdoor classroom / play area) for student & teacher use
- Construction of the 'Wall of Fame' setting in the school's front hall
- New welcoming format for CSC meeting which includes dinner & day care

St. Thomas Aquinas

Michelle Griepsma

- **Hosted Trustee All-Candidates Meeting**
- **Held Used Uniform Sale**
- **Completed St. Thomas Aquinas Catholic School Council Constitution**
- **Book Study/Reflection: Catholic Education - Ensuring a Future by James T. Mulligan CSC**

**Celebrating Excellence,
Achievement, and Leadership in
Catholic Education**

In recognition of strong Catholic
commitment and leadership
contributions during the 2007/08
school year.


Peterborough County

Trustee: Joe Whibbs
Superintendent: Deirdre Thomas



- St. Joseph's, Douro
- St. Martin's, Ennismore
- St. Paul's, Lakefield
- St. Paul's, Norwood

St. Joseph's, Douro
 Suzanne Carlow & Theresa Hamersma

- Book Fair
- Pancake Tuesday
- Sacrament Gifts
- Smart Board, LCD projectors, trolleys, CD players purchased
- Christmas craft sale



St. Martin's, Ennismore
 Greg Budnik & John Walsh

- Class trips
- Curling and skating
- Shade shelter
- Trees for school yard
- LCD projectors
- Hot lunch program
- Popcorn snacks
- Mural paintings in entrance & Library

St. Paul's, Lakefield
 Donna Cavanagh & Janet Gennaro



- Me To We - Adopt a Village - Africa
- Smart Board in every classroom by March 2008
- Help support Grade 7 & 8 trip to Quebec - June 2008
- Afghanistan - donations of clothing, toys and products - twice throughout the year
- Hot Lunches - ONLY healthy

St. Paul's, Norwood
 Tracy Smale



- Sponsored a Back to School BBQ
- Conducted a school-wide SportsMania fundraiser
- Prepared and served a Christmas lunch for all students
- Approved the purchase of 2 Elmo projectors
- Sponsored a school anti-bullying presentation
- Sponsored Scientists in the School presentations

Peterborough City

Trustees: Chris Dunn & Lorne Corkery
Superintendent: Deirdre Thomas

- Holy Cross Secondary
- Immaculate Conception
- Monsignor O'Donoghue
- St. Alphonsus
- St. Anne's
- St. Catherine
- St. John
- St. Patrick's
- St. Peter's Secondary
- St. Teresa's

Holy Cross Secondary


Constantine Isslamow

Supported

- Honduras trip
- Breakfast club
- Youth Emergency Shelter
- Holy Cross 10th anniversary
- Ramblers Club
- Special Olympics
- Graduates
- Justin Trudeau presentation

Immaculate Conception


M. Horton & N. Kimball & A. Mazziotti



- Welcome back BBQ
- 1st annual triathlon – read, walk, dance
- Santa shop, skating, tobogganing
- 1st annual Health & Wellness night

Monsignor O'Donoghue


Michelle Fleming



- Built a sun shelter in Kindergarden area
- Planted large trees in playground area
- Sacraments
- Science in the Classroom
- Purchased the scripts for play for Gr. 7 & 8
- Held a beach theme dance for Gr. 1-6

St. Alphonsus


Paula Houde



- Hosted a "Welcome Back to school BBQ"
- Prepared and served Christmas dinner to the entire school community.
- Highly successful "Breakfast For Learning" program
- Revised school's Dress Code
- Conducted a "School Survey" "What Should Stay The Same" and "What Should Change" from the school community

St. Anne's

Diane Wingett



- Spearheaded renovations of school playing field (new sod & sprinkler system)
- Hosted welcome back / meet your child's teacher BBQ & open house
- Provided refreshments for parent workshops in October and for Christmas concerts in December
- Family Literacy night
- Family Skate in February
- Co-hosted with St. Paul's CES Dr. Sturdy "Hurried Parents, Hurried Child" workshop

St. Catherine

Mary Larocque



- Parent/Teacher BBQ
- School Christmas Dinner
- LCD Projectors/Computer Speakers/Hush ups
- Scientists in the Classroom
- Honduras Well Project
- Teacher appreciation lunches Dec./June

St. John, Peterborough

Paul Brioux



- Support for curriculum enhancements e.g. - 3 skating sessions
- Writing on the Wall - quotes throughout the school
- Purchase of SmartBoard and Outside Sign Board
- Primary Literacy Night
- Triathlon

St. Patrick's

Cynthia Hearne & Tracy Kennedy

- Purchased 3 LCD projectors
- Sponsored Scientists in the Classroom, 3 skating events
- Subsidized class excursions
- Prepared Christmas turkey dinner
- Helped fund First Eucharist celebration and Grade 8 graduation
- Instituted a graduation award and honourarium
- Organized world class Fun Fair

St. Paul's, Peterborough

Bob Campbell



- Dance-a-thon fundraiser
- Provided refreshments on Quinzee day

St. Peter's Secondary

Barbara D'Souza & Katherine Hiltz

- Run and organize used uniform sale in August
- Help support SPSS' breakfast program
- Fund two graduation awards and support reception at our June graduation ceremony

St. Teresa's

Sheila Thompson

- Planning for an exterior school sign
- Year-end Fun Fair
- Hosted Staff Appreciation Lunch
- New Parent Welcome at Fall meeting
- Family Bowling Night

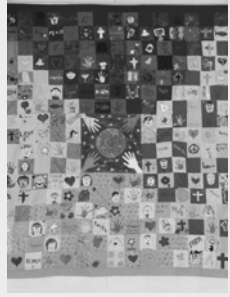
City of Kawartha Lakes

Trustee: Camille Parent
Superintendent: Dale Godin

- Pope John Paul II
- St. Dominic
- St. Luke's
- St. John's, Kirkfield
- St. Mary's, Lindsay
- St. Thomas Aquinas Secondary

Pope John Paul II



Leighane Quibell



- Supported school trips
- Coordinated fundraising
- Brought 'Scientists' into every classroom
- Supported 'We Can Make A Difference' Catholic Virtue Night
- Participated in events that enhanced our faith lives

St. Dominic

Theresa Fierheller & Christine Nicolaides

- Held successful magazine fund-raiser
- Helped with community events: September BBQ, Winter French Cuisine night
- Purchased technology carts, new sports equipment for the gym
- Ran a healthy snack program
- Provided funds to assist with graduation ceremony and awards.


St. John's, Kirkfield

Denise McCue

- Dialogue about safe schools initiatives
- Focus on what is best for the students
- Received \$1000 PRO GRANT to create parent lending library
- Brought 'Scientists' into every classroom

St. Luke's

Liana Jocas & Leanne McGriskin



- Lunch program supported student excursions
- Partnered 10 Scientist in the School programs
- Parent engagement evening for parents
- Two air conditioners purchased for portables

St. Mary's, Lindsay

Jill Costo & Debbie Power





- Parents and Grandparents supporting Primary Reading Program
- Halloween Family Math Night
- Evening with Author, Ted Staunton

St. Thomas Aquinas

Guylaine Vassallo

- Funds for upkeep of memorial garden
- CSC tri-fold developed using PRO grant
- \$50.00 bursary for a Gr. 9-11 student working on CGEs
- \$200.00 bursary for graduating student
- CSC book study on Catholic Education



Northumberland County

Trustee: David Bernier
Superintendent: Greg Reeves

- Notre Dame, Cobourg
- St. Anthony's/St. Mary's, Port Hope
- St. Joseph's, Cobourg
- St. Mary's, Campbellford
- St. Mary's, Grafton
- St. Mary's Secondary, Cobourg
- St. Michael's, Cobourg

Notre Dame


John Paul Hobart & Carolyn Holmes

<p>Purchased</p> <ul style="list-style-type: none"> • digital camcorder, tripod, editing equipment; bike rack; smart-board, LCD projector, graduation trophies, Kindergarten kitchen set 	<p>Supported</p> <ul style="list-style-type: none"> • 2 theatre performances, Scientists in the Classroom, library, Healthy Kids Cupboard, Sleeping Children Around the World, horticultural club
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St. Anthony's & St. Mary's

Tamara Mitchell & Janet Slessor

- Literacy Night with Ted Staunton
- Booth at Port Hope Fall Fair
- Christmas Hampers
- June BBQ



St. Joseph's, Cobourg


Raenne Deschamps & Sonia Scott

- Open House BBQ in September
- Magazine Sales (Fundraiser for 2007-2008)
- Planning a Fun Fair for May



St. Mary's Campbellford

Linda Doyle & Pauline McGee



- Organized a trip to an Ottawa Senators game
- Worked on our Christmas hamper Program
- Worked on a community Christmas meal for the entire school
- Supported the planting of shrubs in the primary playground
- Literacy event with Log McQuaig
- Organized family movie night – huge success

St. Mary's Secondary

Lynne Nunes & Pennie Wilhelm

- Invited staff and students to present at Council meetings to educate members on school initiatives and programs
- Supported the leadership role taken by the students of St. Mary's Social Justice Committee in addressing the PVNCDSB policy on fair trade and practical means to promote fair trade purchasing of student clothing.
- Provided St. Mary's staff with a light healthy breakfast prior to Christmas break on behalf of all parents and guardians, including a 2008 CD calendar Christmas CD.
- Two council members attended the 2008 OAPCE conference in Hamilton to enhance their knowledge, encourage further participation and support ongoing Catholic education initiatives.

St. Mary's, Grafton

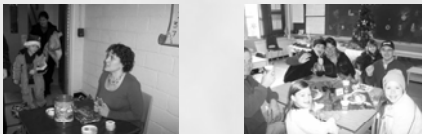
Linda Sacchett



- Responsible for operation of Breakfast Club.
- Supported Scientist in School program in classroom.
- Purchased games for indoor recesses for each grade.
- Set up a resource library for parents in the main foyer.

St. Michael's

Norine Keeling & Ann Tesluk



- Organized and published "St. Michael's Cooks" cookbook
- Contributed greatly to our school's victory in the Regional "Battle of the Books" Competition by purchasing extra copies of the books involved for our Library.
- Organized and ran our "Sugar Plum Fair" - an excellent community-building event.
- Organizes and runs our Hot Lunch Program
- Subsidized student excursions

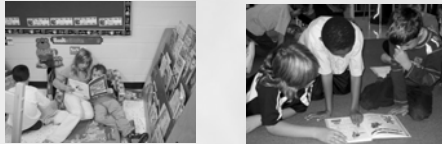
Municipality of Clarington

Trustees: Maureen Day & Granville Anderson
Superintendent: Ron McNamara

- Good Shepherd, Courtice
- Holy Family, Bowmanville
- Holy Trinity Secondary, Courtice
- Monsignor Leo Cleary, Courtice
- Mother Teresa, Courtice
- St. Elizabeth, Bowmanville
- St. Francis of Assisi, Newcastle
- St. Joseph's, Bowmanville
- St. Stephen's Secondary, Bowmanville

Good Shepherd, Courtice


Tim Kellar & Jennifer Sherlock



- Self-selected Reading Books for each classroom
- LCD and document camera projectors
- Trip or Program Subsidy for each class
- Creation and Maintenance of School Gardens
- Support for Community Initiatives: Racing Against Drugs, Barbara Coloroso Presentation on Parenting, St. Therese Youth Group

Holy Family


Claire Burden-Umbro & Jennifer Matesic



- Purchase of musical instruments
- Funding for Scientists in the Classroom
- Funding for painting of lines in playground
- School-based literacy committee

Holy Trinity Secondary

Bev Azevedo & Berthy Franken



Supported:

- Parent engagement evening on Adolescent Health Awareness
- 1st annual Holy Trinity golf tournament
- Student graduation


Monsignor Leo Cleary

Julie Almeida & Patricia Brazeau

- Scientists in the School
- Feast Day celebration
- Hot lunch program
- Anti bullying presentation
- School-wide skating and bowling

Mother Teresa



Amany Bastien & Nicholina Scanga



- Purchase of two smart boards
- Hot lunches and pizza lunches
- Environmental club
- Swimming program

St. Elizabeth



Christine Boyd & Kim Taylor

- Save the Tree project
- Christmas turkey lunch
- Classroom support
- Pizza lunch
- Spring pub night
- Power Hour fund-raiser

St. Francis of Assisi


Patricia Elcombe & Tracey Frank

Volunteer Committee
Website Development
Nutrition Program
Dress Code Survey

St. Joseph's, Bowmanville

Tracey Frank & Lise Olivieri



- Purchased painting of games in playground to promote daily physical activity.
- Funding to support classroom learning and excursions.
- Sponsored Anthony McLean, who delivered a powerful message about bullying.
- Continue to financially support: Racing Against Drugs, Gr. 2 sacrament gifts, Graduation, St. Joseph Parish Renovation Fund, the PVNC Habitat for Humanity Build.
- Support the presentation of Barbara Coloroso.

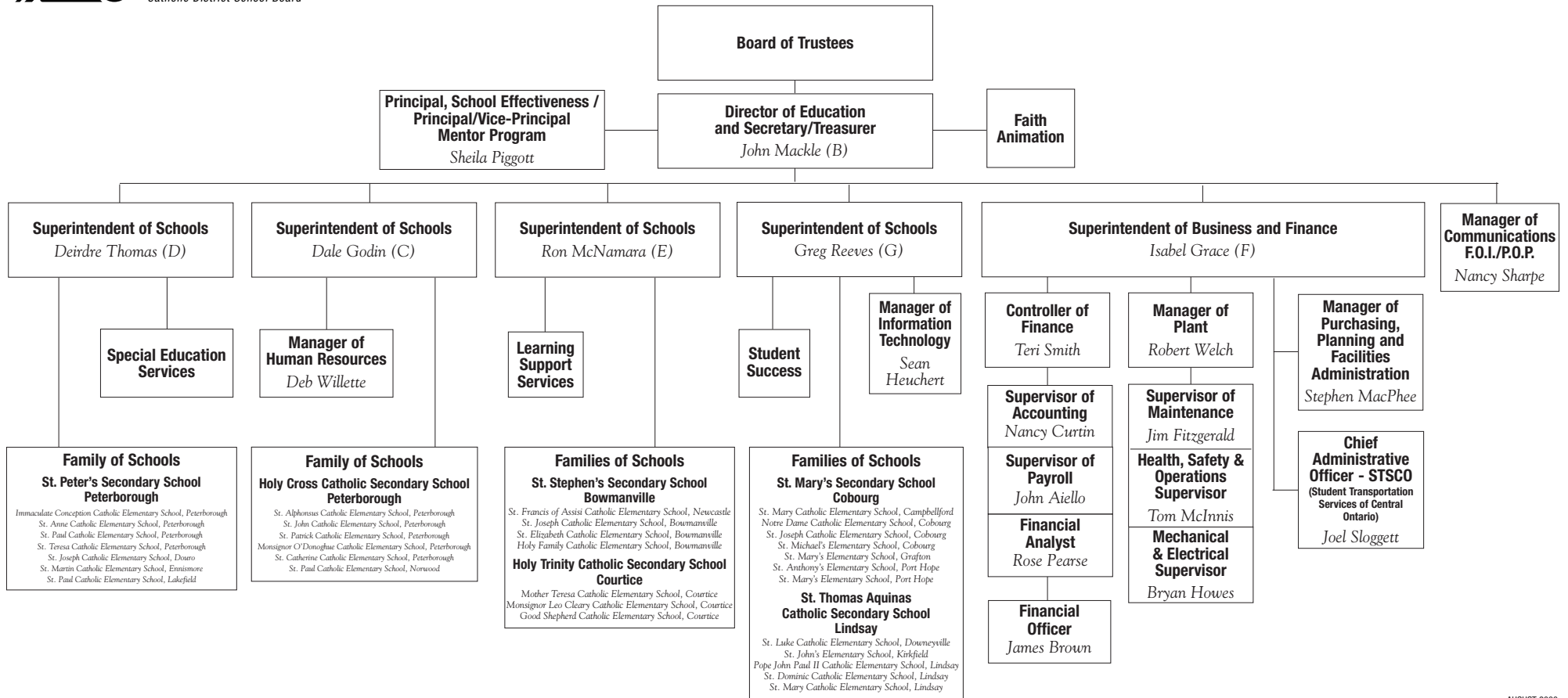
St. Stephen's Secondary

Susan Drever & Laura Pomfret

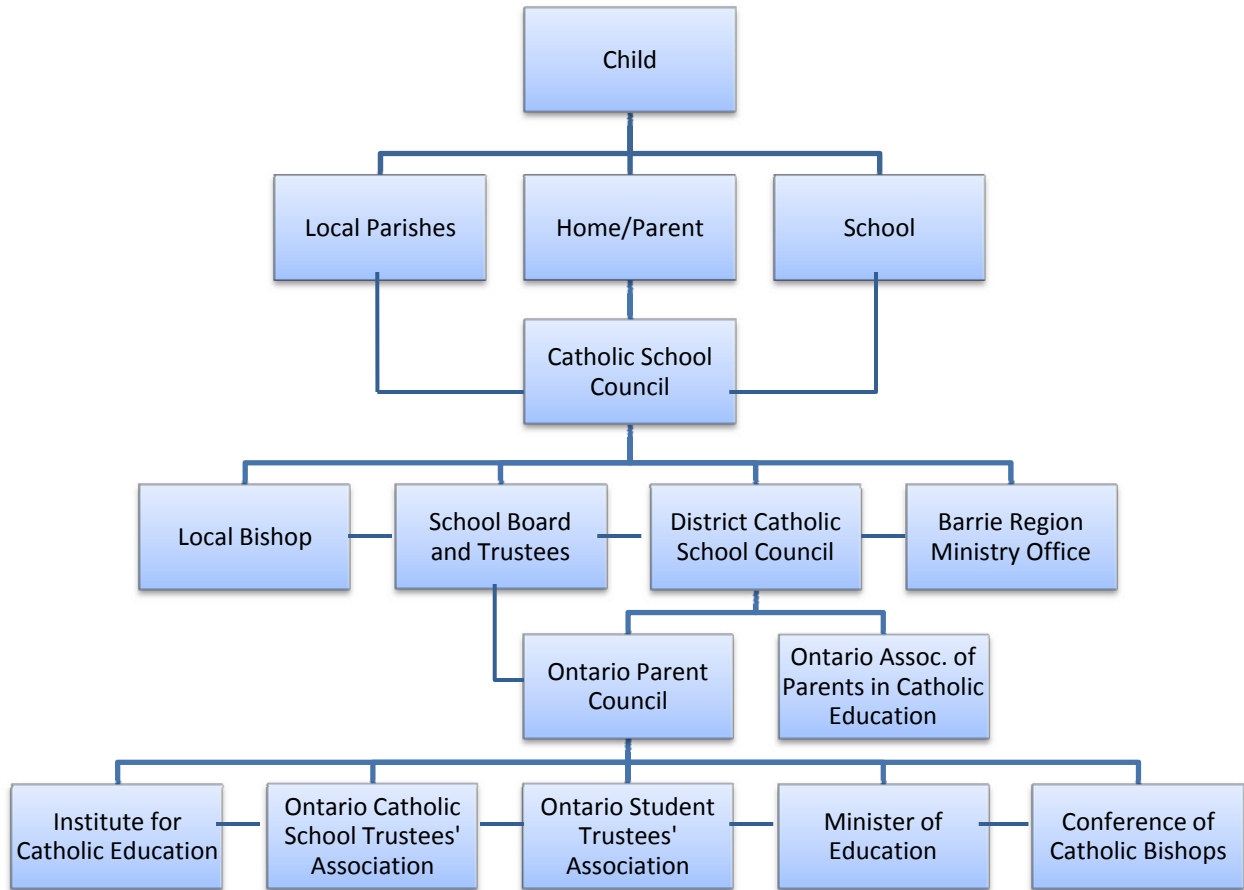
- Adolescent Health Awareness Night
- Purchasing a Digital Recording System for the Music Department
- Organized in collaboration with Clarington FOS and PRO Grant to host Barbara Coloroso
- Hosted staff presentations to Council on EQAO, Student Success, Literacy
- Provided treats for all students participating in the Grade 10 Literacy Test Day



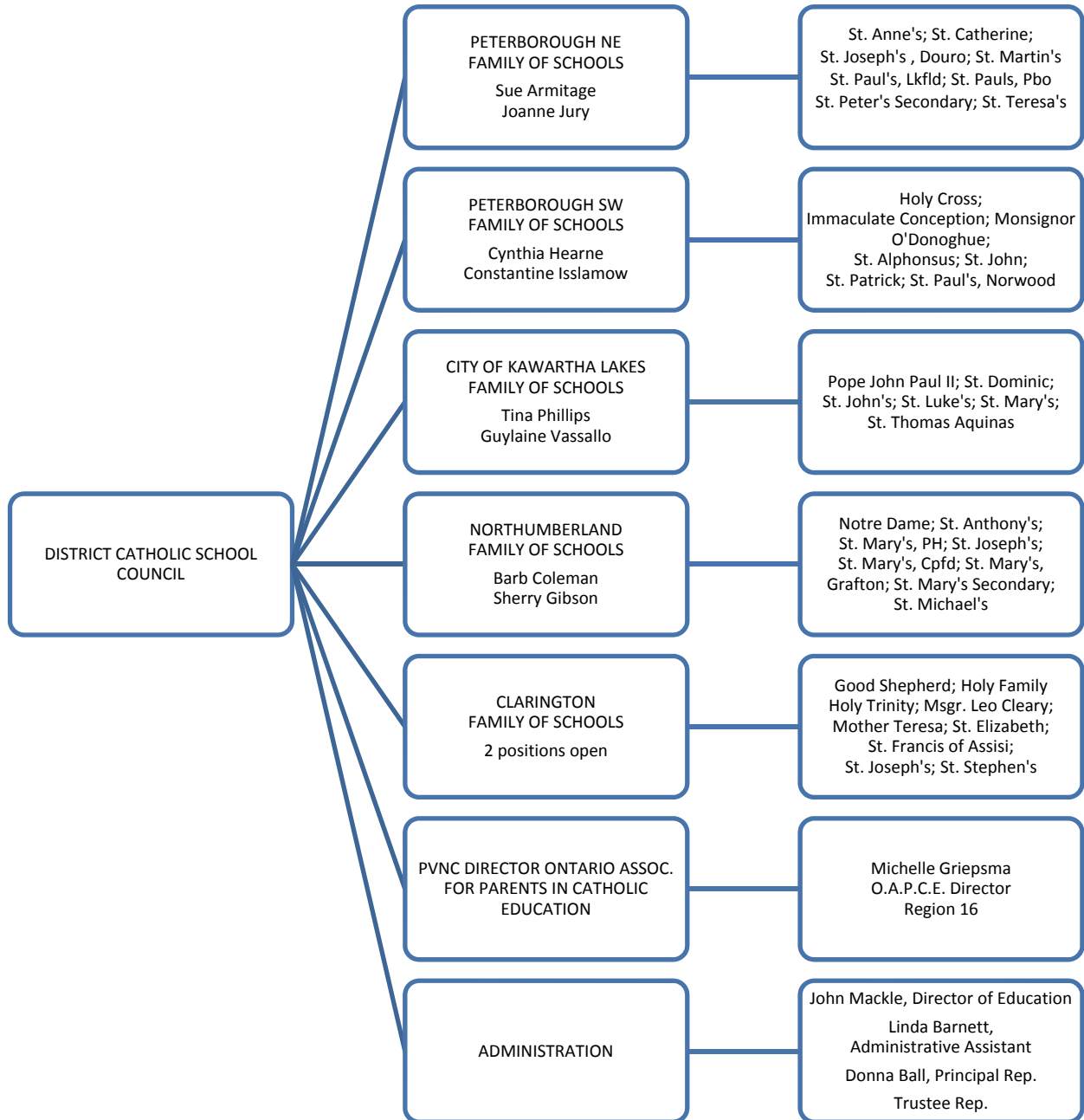
ORGANIZATIONAL CHART A



It Takes a Community to Educate a Child



District Catholic School Council / Parent Improvement Committee





Catholic School Councils

<p>CATHOLIC SCHOOL COUNCILS</p>	<ul style="list-style-type: none"> • Catholic School Councils Policy • Catholic School Councils Administrative Procedures • Code of Ethics for Catholic School Council Members • CSC Binder contents • Directory of Catholic School Councils Chairs - 2007/2008 • Ontario Association for Parents in Catholic Education • School Councils - A Guide for Members • C.S.C. Social and Recognition Evening Presentation • News Bulletins - Catholic School Council Chairs <ul style="list-style-type: none"> ○ June 2008 ○ March 2008 ○ October 2007 ○ May 2007 ○ February 2007 ○ November 2006 ○ May 2006
<p>DISTRICT CATHOLIC SCHOOL COUNCIL</p>	<ul style="list-style-type: none"> • District Catholic School Council Members - 2007/2009 • Mandate, Mission Statement, Purpose and Aims, Annual Goals and Objectives • Meeting Minutes <ul style="list-style-type: none"> ○ September 11, 2007 ○ December 17, 2007 ○ March 4, 2008 ○ June 10, 2008 • Schedule of Meetings with CSC Chairs <ul style="list-style-type: none"> ○ General Assembly - All Chairs - October 15, 2008 ○ Regional Meetings by FOS - February 4, 2009 ○ Recognition Evening - May 20, 2009 • District Catholic School Council Schedule of Meetings <ul style="list-style-type: none"> ○ September 9, 2008 ○ November 26, 2008 ○ February 25, 2009 ○ June 9, 2009
<p>ONTARIO PARENT INVOLVEMENT</p>	<ul style="list-style-type: none"> • Ontario Involving Parents: Tips for School Councils • Ontario Parent Involvement Policy - Summary • Provincial Parent Board

