

### **Statement of Policy**

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Greater Saskatoon Catholic Schools believes that Catholic School Community Councils are an integral, purposeful and valued component of the division.

The board of education supports the formation and operation of Catholic school community councils in all schools of the school division.

The Catholic school community council shall operate under the terms of The Education Act and subsequent regulations and shall be entitled to all the rights and privileges as outlined in The Education Act. Furthermore, the Catholic school community council shall be entitled to conditions for operation as outlined in related board policy.

### **Rationale**

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Catholic Community School Councils are intended to strengthen the capacity of schools to improve student learning and enhance our Catholic faith at home, at school and in the community. Our Catholic Community Councils are a valuable part of the school system and are a link between the home, school, parish and community.

### **Authority**

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- The Education Act, 1995 Sections 140.1, 140.2, 140.3, 140.4, 140.5
- The Education Regulations, 2015 Section 5

### **Procedures/Guidelines**

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#### **Board of Education Roles and Responsibilities**

The Board of Education shall:

1. Provide a board policy for Catholic school community councils (CSCCs) and companion policies as needed to guide the work of CSCCs;
2. Provide an annual grant to each CSCC for operating expenses;
3. Recommend to the Minister of Education the amalgamation of two or more CSCCs when the affected CSCCs are in agreement with the decision;
4. Recommend to the Minister the separation of an amalgamated CSCC and the establishment of two or more CSCCs when the affected CSCCs are in agreement;
5. Make all appointments of members to CSCCs as required, or as desirable and permitted by The Education Act, 1995 or the regulations;
6. Determine the number of elected members;
7. Determine the maximum number of members; and
8. Assign the director of education the responsibilities outlined by the Education Act and Regulations to establish and maintain CSCCs in all the division's schools.

### Director Roles and Responsibilities

The director of education shall:

1. Designate a senior administrative employee to be responsible for each CSCC;
2. Provide orientation, training, developing and networking opportunities for members of CSCCs;
3. Provide companion administrative procedures to form the parameters of the work of CSCCs; and
4. Develop policies and procedures for the board's approval regarding appointment of CSCC members and the nomination and election of members.

### Senior Administrator Roles and Responsibilities

The senior administrator shall:

1. Oversee the performance of the board of education employee appointed to act as the returning officer for the election of members to a CSCC. (This employee shall not be a member of the CSCC in question.)
2. Ascertain and identify the specific geographic areas applicable for each school in order to define "community member" for election purposes;
3. Recommend to the board of education appointment of the school principal, one teacher from the school staff, and in consultation with the specific CSCC, any other individuals;
4. If there is a vacancy in an elected member's position, recommend an individual for the board of education to appoint to the CSCC;
5. Approve each Learning Improvement Plan in accordance with the following criteria. The plan shall:
  - a. align with the school division plan;
  - b. focus on improved student learning;
  - c. indicate the role of the CSCC in supporting the plan;
6. Approve each CSCC's constitution and amendments;
7. Receive the annual report from each CSCC by mid-July; and
8. Ensure compliance with the financial policies of Greater Saskatoon Catholic Schools.

### Catholic School Community Council Roles and Responsibilities

The Catholic school community council encourages and assists parent and community involvement. It is also required to help develop a framework that sees it share responsibility for the learning success and well-being of all children and youth.

The Catholic school community council shall:

1. Work within school board policy and administrative procedures;
2. Work to uphold the mission of Catholic education "to assist parents and the local church community in the formation of students in heart, mind, body and spirit";
3. Undertake activities to enhance its understanding of the community's economic, social and health needs, its aspirations for pupils' learning and well-being and the resources and supports needed for the school, parents, guardians, and community;
4. The principal and staff of the school to develop a Learning Improvement Plan that aligns with the division's goals and directions; the plan is then presented to the board of education for its approval;
5. Take action to fulfill initiatives assigned within the Learning Improvement Plan;
6. Communicate its plans, initiatives and outcomes annually to parents, guardians and the community;
7. Account publicly for how money was spent by the CSCC, in accordance with board policy;
8. Meet at least five (5) times per year plus an annual general meeting;
9. Participate in orientation, training, development and networking to enhance the CSCC's ability to fulfill its responsibilities; and
10. Not discuss or be given access to personal, confidential information or complaints about any student, family member, guardian, teacher, administrator, employee or board member of Greater Saskatoon Catholic Schools.

The Catholic school community council may at its discretion or when applicable:

1. Provide advice and recommendations to the board of education, through the assigned representative of senior administration, respecting:
  - programs and educational service delivery, including fundraising, school fees, pupil code of conduct, grade discontinuance, school closure, and language of instruction; but not including educational delivery by a specific teacher;
  - locally determined course options; and
  - innovative projects;
2. Provide advice and recommendations to the school by an annual review of school mission, vision and goals, programs and operations; and
3. Provide advice and recommendations to other organizations, agencies and governments on the learning needs and well-being of children and youth.

### Composition

Catholic school community councils are comprised of two kinds of members: elected members consisting of parent/guardian and community members (that number as established by this policy) and appointed members. The intent is that the CSCC be as

reflective of the school community as possible. The maximum number of council members shall be 50 people including both elected and appointed positions.

Community members must live in the geographic or attendance area as defined by the board of education, be of the Catholic faith and may not be a parent or guardian of a student who attends that school (Appendix A). A community member may not be a member of more than one school community council for a school in which he or she is not a parent or guardian of a student attending that school.

Subject to the regulations and policies of the board of education, every CSCC shall consist of:

1. Up to nine (9) elected members and no less than five (5), the majority of which shall be parents of children in attendance at the school and should strive to be reflective of the student population. These elected members shall be elected as per The Education Act, 1995. (See Appendix B)
2. Appointed members
  - a. the principal
  - b. one teacher
  - c. one or two students (secondary students)
  - d. any other members appointed by the board of education upon recommendation of the senior administrator in consultation with the CSCC. Nominations might include:
    - i) parish representative
    - ii) Aboriginal Student Achievement coordinator
    - iii) community association representative
    - iv) community service organization representatives
    - v) others as determined by the CSCC
3. If a pupil at a school resides on reserve, the board of education shall, for the CSCC of that school:
  - a. Invite First Nations communities to identify individuals willing to represent that First Nation on the CSCC; and
  - b. If practical, appoint at least one of those individuals to the CSCC.

### Election procedures

An annual election shall be held to elect members of the CSCC in accordance with the regulations. (Appendix B)

### Officers

Each CSCC shall select a chairperson, a vice-chairperson, a secretary and a treasurer from among its elected parent and community, student and invite a First Nation representative if students who live-on reserve attend the school as a first order of business at its initial meeting. The principal may provide support in this process.

The principal shall provide the senior administrator with a complete list of all members of the CSCC and its officers once they are selected.

## Constitution

A CSCC shall develop and submit for approval to the board of education through the senior administrator a constitution that includes the components as outlined in the regulations.

## Review of Finances

Fundraising activities as proposed by school administration, the CSCC or the student representative council are to be reviewed and approved. The review of the fundraising plans is to include:

1. A determination of the activities that financially benefit the school and those activities which support charitable causes;
2. A determination of the coordination of efforts among schools, communities and other organizations and concerns regarding saturation of activities in the community and school;
3. Assurance that legal requirements are met, and contracts approved. Refer to Administrative Policy JGA Corporate Involvement; and,
4. Assurance that provision is made to report fundraising activities in the monthly statement of accounts in accordance with School Division Policy IAB.

By June 30 of each year, the CSCC must submit an annual statement outlining their revenues and expenditures pertaining to the allotted grant.

## Self-assessment

CSCCs are expected to engage in an ongoing process of self-assessment in order to ensure their effectiveness.

## **Documents/Forms**

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- Appendix A – Voter Information Announcement
- Appendix B – Nomination Form
- Appendices outlined in GSCS Handbook for Principals and Catholic School Community Councils

## **References**

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- A Handbook for School Community Councils - Saskatchewan School Boards Association
- GSCS Handbook for Principals and Catholic School Community Councils

## **Date Approved**

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June 4, 2007

## **Amended**

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January 30, 2020