



Prince of Peace School
Catholic School Council Constitution
1620 Heatherington Rd
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Ottawa Catholic School Board

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Article 1 Name

The name of the Council shall be the Prince of Peace School Council, referred to as the Council in this Constitution.

Article 2 Mission Statement

The Mission is to promote Catholic education by facilitating involvement of a dialogue among family, Parish, School, community and Board and by providing advice to the Principal, to the Board of administration and to Trustees.

Article 3 Objectives

The objectives of the Council are the following:

- To bring together the resources of family, Parish, School, community and Board to support the education and spiritual growth of students.
- To provide information and gather feedback on school curriculum programs, parent involvement, school policies and community issues.
- To become more knowledgeable of and promote the Catholic School System in Ontario, and
- To work with local government, Politicians, Trustees and education authorities to share information of interest to the school community.

Article 4 Mandate

To achieve the objectives, the Council may provide advice to the Principal and on occasion to the Board on the following:

- The local calendar of events and activities at the school while representing the broader System calendar.
- The school code of student behaviour.
- The school curriculum and program goals.
- The school/system responses to Provincial and Board assessment results.
- The preparation of the school profile, including the mission statement and objectives.
- The selection of the Principal through the identification of a profile-type for the school.
- The school budget priorities and Board capital projects.
- The school-community strategy.
- The methods of reporting to parents and the community.

- The extra-curricular activities in the school.
- The school-based services and community partnerships.
- The local co-ordination of services for children and youth.
- The various Board policies impacting the local level.

Article 5 Membership

The general membership of the Council is open to any parent/guardian of a student attending the school, all staff members and any appointed community members. A minimum of six (6) and a maximum of fifteen (15) parents/guardians will be elected by the parents/guardians of students enrolled in the school. Other members of our School Council are the following:

Principal	One (1)
Teachers	One (1)
Non-Teaching Staff	One (1)
Parish Representative	One to Three (1 -3)
Student Representative	Six (6) - Rotating Basis
Community Representative	One (1)

Members of the Council will be determined as follows:

- Parents and guardians of students enrolled in the school shall elect the parents/guardians.
- The Principal will be a designated member.
- The teacher, non-teaching staff and student representative will be elected from among members of the bodies they represent, and the election process shall be determined by the Principal.
- The Parish Representative may be appointed by the Parish and determined annually by the School Council. This representative has voting privileges, and
- Community Representatives will be appointed by the sitting members of the Council on the recommendation of the Principal and the Chair. This representative will have voting privileges.

It is understood that the Council meetings are open to members of the school community who may participate in discussions and debate but who do not have voting privileges.

Article 6.1 Duties of the Membership

The Council will select, from among the parent/guardian members of the Council, the following Executives:

- Chair or Co-Chairs

- Vice-Chair
- Past Chair or Alternate
- Secretary
- Treasurer
- Representative for Catholic School Parent Association (CSPA)
- Six Parent Representatives
- Parish Representative(s)
- Community Representative(s)

Article 6.2 Roles and Responsibilities of Members

Chair or Co-Chairs:

- Call Council meetings.
- Prepare an agenda in consultation with the Principal.
- Chair the meetings.
- Ensure that minutes of the proceedings are recorded and maintained.
- Participate in information and training programs.
- Communicate on an on-going basis with the Principal.
- Ensure that the school community is kept informed on Council proceedings and activities.
- Consult with senior Board Administration and Trustees, as required.
- Represent the Council at various functions, as required, and
- Make a recommendation about the community representatives to the Council.

Vice-Chair:

- Assume acting role of the Chair in the absence of the Chair, and
- Share the duties of the Chair, as determined by the Chair.

Secretary:

- Record and maintain records of Council meetings and correspondence.
- Ensure access to Council records by the school community, and
- Ensure that a copy of the records of Council meetings are provided to the school website administrator to be posted on the school website.

Treasurer:

- Maintain a record of Council funds and financial activities, as required by the Board policy and in keeping with common accounting practices.
- Ensure access to Council financial records by the school community, and
- Ensure that a copy of the records are provided to the school resources centre for public access.

Council Members:

- Participate in Council meetings.
- Participate in information and training programs.
- Act as a communication link with the school community.
- Encourage participation of parents/guardians and the school community.
- Identify issues about which to advise the Principal or Board, and
- Act as members of standing and Ad Hoc committees.

Principal:

- Facilitate the establishment of the Council and assist in its operation.
- Support and promote Council activities, as deemed appropriate.
- Seek in-put from the Council in identified advisory areas.
- Act as an information resource to the Council.
- Maintain on-going communication with the Council Chair.
- Ensure availability of copies of the Council minutes at the school.
- Assist the Council with communications in the school community.
- Encourage parent/guardian and school community participation, and
- Make recommendations about the community representatives to the Council.

Catholic School Parent Association Representative (CSPA):

- Represent the Council at regular CSPA meetings.
- Act as a liaison between Council and CSPA, and
- Perform other duties as requested by CSPA or Council.

Parish Representative:

- Participate in Council meetings, and
- Act as a liaison between the Parish and Council.

Community Representative:

- Participate in Council meetings.
- Act as a liaison with the school community and the business community, and
- Act as an information resource.

Student Representative:

- Participate in Council meetings.
- Act as a liaison with the student body and Council, and
- Act as an information resource.

Teacher Representative:

- Participate in Council meetings.
- Support and promote Council activities.
- Act as a liaison with the teaching staff and Council, and
- Act as an information resource.

Non-Teaching Representative:

- Participate in Council meetings.
- Act as a liaison with the non-teaching staff and Council, and
- Act as an information resource.

Article 7 Terms of Office

- Parents/Guardians and the Community Representatives shall be elected, or appointed, as members to the Council for a term yearly.
- Teacher, Non-Teaching Staff and Student Representatives will be members of the Council for the time period for which they are elected or appointed by the bodies they represent.
- The Parish Representative(s) will be appointed to the Council for a term of one (1) year.
- Parent Representatives will be elected each year.
- Parent/guardians, who hold an Executive position, who are coming close to their last year(s) with Council should be participating in succession planning and have someone that they are mentoring for the following year.

Article 8 Elections

- The Council will set the date for the elections, and the elections for parents/guardians must be held adhering to Ministry guidelines.
- No two (2) members of the same family shall seek an executive position on the same Council.
- Nominations will be accepted prior to the election. A list of candidates will be published prior to the election.
- On the day of election, the members of the Council will be elected by secret ballot by parents/guardians present at the meeting. An election will not be held if the number of nominations equals or is less than the maximum number of parent/guardian positions open on the Council.
- Following a process coordinated by the Principal, the members of the Council will choose amongst themselves the Executives. Parent/guardian members will put their names forward for the position sought and seek the same position; an election will be held to determine who will fill the position.

Article 9 Vacancies and Replacements

- Should a vacancy occur among the parent/guardian members of the Council, the Council shall have the power to appoint a person to fill the same office for the remainder of the unexpired term.
- Should a vacancy occur in any other Council position, the constituency body shall have the power to appoint a person to fill the position for the remainder of the unexpired term.
- A member may resign upon notice being received by the Chair or Secretary of the Council.
- Should an Executive resign or withdraw from a position before the term is finished, the position shall be filled until the next election as follows:
 - a) Chair by the Vice-Chair
 - b) All remaining positions will be decided amongst the council members.

Article 10 Council Procedures

- The Council will hold at least five (5) business meetings at regular intervals during the school year. The Council may determine additional meetings, as required. The dates of the five (5) business meetings shall be determined at the first meeting of the new school year. These and other Council meetings may be communicated through local community newspapers, Church bulletins and school newspapers and newsletters.

- There must be a quorum for a meeting to be constituted as a business meeting of the Council. The Council will establish the quorum at the first meeting after the AGM. Attendance must be maintained until the meeting is adjourned.
 - Meetings: quorum is defined as 50% + 1 of voting parents/guardians on Council.
 - Voting at Meetings: Simple majority of CSC members present with voting privileges.
 - A call for a vote may be undertaken via email.
- Priorities of the Council shall be established at the beginning of the school year based on the mandate and these priorities shall govern the time element and work effort of the Council.
- Members of the Council shall not receive any remuneration/honorarium for duties performed on behalf of the Council. The Council will provide for extraordinary pre-approved expenses incurred by members.
- Meetings of the Council shall be of an informal nature, have a predetermined agenda and be conducted as follows:
 - The agenda for Council meetings should be set one week prior to the meeting date.
 - Items for the agenda shall be directed to the Chairperson in writing prior to the timelines established in point above. Items brought forward at the meeting may be placed on a future agenda.
- The preferred decision-making process at all meetings is through consensus and taking into consideration recommendations by committees and input from the school community.
 - The underlying principles for meetings are outlined in the following points:
 - Justice and courtesy to all
 - Respect of the will of the majority
 - Respect for the rights of the minority
 - One at a time
 - The simplest and most direct procedure should be used.
- Where consensus is not achieved and a vote required, only Council members are eligible to vote.
- Robert's Rules of Order shall apply where a vote is required.
- The following members do not have voting privileges: Parents/guardians, Teaching and Non-Teaching Staff, Students, Community Representatives and Principals.
- Suggested Agenda:
 - Call to Order
 - Welcome
 - Opening Prayer
 - Approval of Minutes
 - Approval of Agenda
 - Chair's Report

- Principal's Report
- Treasurer's Report
- CSPA Report
- Parish Representative Report
- Student Council Representative Report (if present)
- Community Representative Report (if present)
- New Business
- Adjournment
- Minutes of the business meetings shall be distributed to Council members following the meeting for approval at the subsequent meeting. Members who were not present at the business meeting shall receive documents and reports distributed at the meeting.
- Should a decision on an issue be required prior to the next business meeting, the Chair shall notify Council members via email.
- Information meetings for parents/guardians may be scheduled separately from the regular business meetings of the Council.
- The Council may appoint standing committees (Finance, Public Relations) and Ad Hoc committees which may have non-Council parent/guardian members.
 - The Chair of an Ad Hoc committee must be appointed by the Council from among the Council Members.
 - The Treasurer shall be the Chair of the Finance standing committee.
 - Committees shall submit reports and recommendations to the Council and shall follow directions from the Council.
 - The Chair and Principal shall be ex officio members of the committees.
- The Principal or designate shall be the official spokesperson for the school and the Chair or designate shall be the official spokesperson for the Council.
- System Communication Protocol:
 - The Council, through the Chair, or designate, will advise the Principal directly of the Council's recommendations.
 - The Council will be represented on CSPA.
 - The Council, through the Chair or designate, may provide advice to the senior administration through the respective superintendent of schools.

Article 11 Place of Business

The place of business of the Council shall be:

Prince of Peace School
 1620 Heatherington Rd
 Ottawa, ON K1V 9P5

Article 12 Code of Conduct

- Members of the Council represent the collective interests of their school community rather than their personal interests or issues.
- Members of the Council shall operate in accordance with the Council's constitution.
- When representing the Council, members shall operate in accordance with the stated view of the Archdiocese and the mission statement of the Board.

Article 13 Council Discipline

- Council members are expected to attend regular business meetings and to notify the Chair of any absences in advance.
- Council members may not be absent for three or more Council meetings in a membership term. After two absences, the Council Member will be notified, after a third absence the remaining Council members will vote on the ability of the Council Member to remain in their position.
- A member of the Council who does not adhere to the general and operating principles of the Council's constitution or who is unable to comply with the assigned responsibilities will be notified, in writing, with reason that dismissal of the member from the Council is being considered.

Article 14 Finances

- Openness and transparency regarding financial matters is a key operating principle of the Council, both for the protection of individual members and for the Council as a whole.
- All monies shall be deposited in a bank/trust company approved by the Council.
- All expenditures over \$200.00 shall be made by resolution of the Council.
- All expenditures shall be reflected in the minutes of the Council meetings.
- The Council's accounting books shall be maintained by the Treasurer and shall be accessible to any member of the school community through the Principal or the Chair.
- Cheques shall be signed by the Treasurer and one of the two designated Executives.
- A financial report shall be presented at each meeting.
- The financial statement shall be audited by at least two Council members and presented to the school community at the final meeting of the school council year.
- Each year the Council will outline the financial plan for the upcoming year.
- Each outgoing Council shall leave in the treasury a sum equal to the unpaid bills or obligations for which the Council is responsible.

Article 15 Amending Formula

- A Constitution may be changed with the proposed amendments being submitted to the Council at any regular meeting. The following conditions apply:
 - The amendment must be published and distributed prior to voting by Council.
 - Voting on the amendment will take place at the next Council meeting following the publication of the amendment.
 - The amendment must secure a 2/3rd vote of the full Council.

Appendix A Definitions

Should include but not be limited to the following:

1. **Ad Hoc Committee:** A committee appointed by the CSC for the furtherance of the work of the CSC.
2. **Board:** The Board of Trustees of the School Board.
3. **By-Laws:** The standing rules of the CSC for the regulation of its conduct and internal organization.
4. **Catholic School Council (CSC):** An advisory body to the school Principal and, on occasion, to the Board and shall be defined as per membership and function.
5. **Consensus:** A process by which a proposal reaches decision not by voting but by identifying the areas of agreement needed for action. All are able to live the decision made.
6. **Community:** The attendance area of the school.
7. **CSPA:** Catholic School Parent's Association.
8. **Decision Making Process:** Shall be the responsibility of the CSC. Provisions should be made by individual CSC's to outline procedures for gathering "the general views of the community." This may take the form of surveys, questionnaires, information sessions, general meetings, etc. Wherever possible, decisions should be reached by consensus.
9. **Executives:** As defined in Memorandum 122, and CRCSB Policy A 84:00.
10. **Quorum:** The number of attendees required for official meeting status.
11. **Role of School Council:** The advisory role of the CSC will be to provide ideas and opinions to assist the Principal and, where appropriate, School Board Trustees in their decision-making on educational issues. The advice should be based on the general views of the school community, and the best interests of students throughout the school. CSC's must operate within the Ministry of Education and Training and Board policies and procedures. (Getting Started: A Resource Guide for Establishing School Councils, 1996 page 5)

Appendix B Fundamental Principles

Source: Guidelines Article 11

The following points should be considered in establishing the Fundamental Principles for the local CSC.

1. Historical Background:

- British North America 1867 Act established the right to Catholic Education in Ontario and Quebec.
- Public Catholic Education in Ontario was extended to the end of Secondary School with the passage of Bill 30 on June 24, 1986.
- The Royal Commission on Learning 1995 recommended that each school be required to establish a school-community council as a vehicle for empowering communities close to a school to rediscover their assets: those of “commitment, understanding of local problems, a problem-solving rather than a service orientation, caring, flexibility and creativity, efficiency, shared values, and a focus on human capacity rather than deficiency.”
- Ontario Parent Council was established by then Minister of Education and Training, Dave Cooke on September 7, 1993 to advise the Minister.
- Memorandum 122 was issued by Ontario Ministry of Education and Training. This Memorandum describes the structure and operation of CSC’s within School Boards.
 - It mandates that “all schools be required to establish advisory committees...to enable parents and students to assume ‘a more responsible and active role’ in education programs and services within their local community.”
 - CRCSB issued Policy A 84:00 March 5, 1996 directing CSC’s for this Board.

2. The CSC should:

- Very clearly outline its role in fostering the positive relationship among home, Parish and community.
- Clearly outline its role in fostering the Catholic dimension of the school.
- Clearly outline its role in fostering participation by and for parents in the decision-making process.
- Acknowledge its role as an advisory body.
- Acknowledge the legal basis for CSC in Memorandum 122 and CRCSB Policy A 84:00.