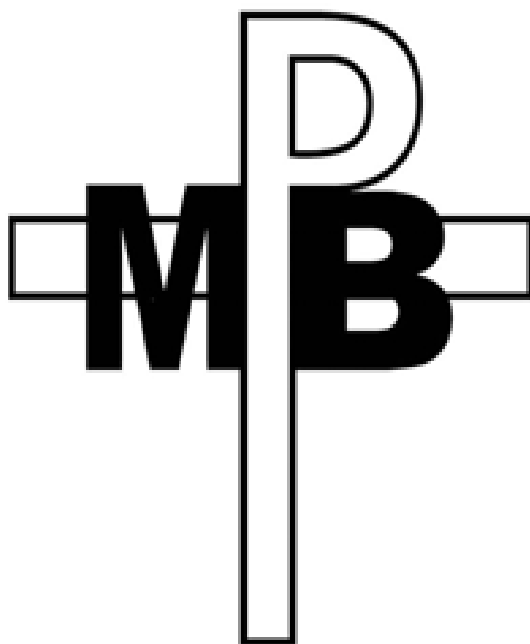


Monsignor Paul Baxter Catholic School Council



Constitution

**Revised
September 2024**



CATHOLIC SCHOOL COUNCIL CONSTITUTION AND/OR BY-LAW(S)

Ottawa Catholic School Councils

All School Councils in the province are required to have a constitution which complies with Ministry Regulations and Board Policies.

Bylaws/constitutions should contain the following elements:

- An election procedure
- A conflict resolution procedure
- A procedure to replace a member
- A communication strategy
- The Principal should be a non-voting member
- Your Executive (table) officers should include: Chair(s), Secretary, Treasurer and a CSPA representative
- You should establish a procedure to communicate with all your school's parents and to get input from them on important issues. Your Council has to communicate more than just amongst its members
- Ministry guidelines dictate that your Council can advise on ANY matter relating to the education of your children and the operation of the school. The Council is, still, advisory to the Principal
- Elections are held within the first thirty (30) days of the school year

Whenever there are updates to your constitution/bylaws, please send a copy to the OCSB Director's office. Email to: associate.director@ocsb.ca

IMPORTANT NOTE:

The Constitution is made in accordance with all [Ontario Ministry Guidelines](#) and [Ottawa Catholic School Board Policies and Procedures](#).

Any changes to said regulations and policies will supersede this Constitution.

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Article I: NAME AND LOCATION

1. The organization will be known as Monsignor Paul Baxter Catholic School Parent Council, abbreviated as *MPB CSC* or *the Council*.
2. The organization's location shall be at 333 Beatrice Drive, Nepean Ontario, K2J 4W1.

Article II: MISSION

MPB CSC plays a vital role in the education of the students of MPB.

MPB CSC will provide a forum through which all parents/guardians and other members of the school community can contribute to improving student achievement and school performance. It will cultivate a positive learning environment for our students, educators and parents to facilitate and promote spiritual, academic, social and emotional growth; always reflecting the Gospel values and the teachings of the Catholic Church.

The Council operates under principles and guidelines outlined in regulations and policies of the Ontario Ministry of Education (Ministry) and the Ottawa Catholic School Board (Board).

These regulations and policies are intended to promote participation, fairness and respect, and as such the Council pledges to uphold these principles and reach decisions through consensus whenever possible

Article III: OBJECTIVES

1. To build and maintain a positive relationship between home, school, parish and community by providing and supporting a variety of educational, well-being and social activities.
2. To provide information and gather feedback on issues affecting the school community, including school programs, parent involvement, school policies and more.
3. To provide opportunities for parents to be more involved in the Catholic education of their children.
4. To ensure all decision-making is done in an objective, caring, flexible and creative manner.
5. To foster an atmosphere in which all parents feel encouraged to participate and contribute.

Article IV: OPERATIONS

The MPB CSC functions as an advisory body to the Principal and to the School Board on any matter as outlined in the [Board Policy on School Councils](#).

The Principal and Board are required to seek advice from the Council in accordance with the appropriate legislation and regulations. The Council may make recommendations to the Principal or the Board on any

matter provided that they comply with the [Freedom of Information and Protection of Privacy Act](#), and [Human Rights legislation](#).

Article V: CODE OF ETHICS

A member of the MPB Catholic School Parent Council will:

1. maintain the highest standards of integrity, respect, open-mindedness and objectivity.
2. allow for diverse opinions to be shared without interruption.
3. encourage a positive environment in which individual contributions are encouraged and valued.
4. acknowledge democratic principles and accept the consensus decision-making of the Council.
5. respect the confidential nature of some school business and respect limitations this may place on the operation of the School Council (*individual students, parents, and staff will not be discussed, and Parent or student issues will be referred to the appropriate teacher or Principal when necessary*).
6. consider the best interests of all students.
7. become familiar with the MPB's policies and operating practices and act in accordance with them.
8. promote high standards of ethical practice within the school community.
9. declare any conflict of interest.
10. not accept any payment or benefit financially through school council involvement.
11. be guided by the school and the [Board's mission, vision and values](#).
12. act within the limits of the roles and responsibilities of a School Council, as identified in the [Education Act](#), its regulations, and the applicable constitution and/or by-law(s) and procedures.
13. conduct themselves in accordance with the [Board's Equity and Inclusive Education policy and procedure](#).
14. act in accordance with relevant laws, including [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#), and relevant Board policies and procedures.
15. advise the Principal immediately if the member believes that there may have been a privacy breach.
16. abide by applicable laws and policies with respect to access, use or disclosure of Board data and information.
17. limit discussions at school council meetings to matters of concern to the school community as a whole.
18. use established communication channels when questions or concerns arise.

Article VI: MEMBERSHIP

ALL COUNCIL MEMBERSHIP

All Council members are accountable to the School Community they represent and will:

1. be parents of students enrolled in the school.
2. encourage the participation of others to support partnership building.
3. participate in information sharing and gathering of feedback (i.e.: surveys, informal discussions with the School Community) from parents of students enrolled in the School on issues affecting the School Community.
4. promote the School's and CSC's online media accounts (Facebook, Twitter, Instagram) to enable the School Community to obtain pertinent information.
5. maintain a school-wide perspective on issues and be committed to the continuous improvement of MPB.
6. attend and participate regularly in Council and sub-committee meetings; either physically or through electronic means.
7. disclose confidential information and shall respect the confidential nature of CSC and School business.
8. vote on issues as required.
9. maintain the highest standards of integrity and respect at all times, which includes accepting the decision-making of the group.
10. assist with tasks of the Council as required, including volunteering to lead or support major events and fundraisers.
11. conduct themselves in accordance with the Council's mandate, the [Board's Equity and Inclusive Education Policy and Procedure](#), the [Municipal Freedom of Information and Protection of Privacy Act](#) and abide by the [Ministry of Education Code of Ethics for School Council members](#).

Note: Council members are not to hold an Executive (or voted-in) role on the Council in their last year within the school community and are instead encouraged to act as a mentor, offering training, education and support to successors.

STAFF MEMBERSHIP

OCSB Employees

1. An employee of the School Board employed at MPB is not permitted to hold parent membership at the Council. They can, however, hold the position of Teacher or Support Staff Representative.
2. An employee of the Board employed at another location is permitted to hold parent membership but is not permitted to hold an Executive position on the Council, and must disclose their employment on joining the Council.

PRINCIPAL

As a non-voting member of the School Council, the Principal will:

1. ensure that the mandate of the Council is reviewed in accordance with current [legislation and/or regulations](#).
2. develop and maintain a collaborative partnership and open communication with the Chair(s) and Council members.

3. facilitate the establishment of the Council and assists in its general operations through transparent communications and information sharing.
4. seek input from the Council in areas of assigned responsibilities.
5. act as a resource to the Council in areas such as Acts, Regulations, Collective Agreements, etc.
6. support and actively promote Council activities via newsletters and social media accounts.
7. ensure Council agendas and meeting minutes are available for and accessible to all school community members.
8. assist the Council with communications in the school community and parish(es).
9. encourage parent and school community participation within the Council.
10. assist in identifying the impact on school staff in terms of workload, time and resources, of any undertaking and decisions being considered by the Council.
11. provide prompt distribution of relevant materials received from the Ministry to the Executive Team.
12. attend every meeting of the school council, or send a designate.
13. prepare and present (verbal) updates at each regular meeting of the Council.
14. provide to the Council's Chair(s) and Secretary (*via email, as early as possible*) the same updates for inclusion in the meeting minutes.
15. consider each recommendation made by the Council and advise of the action taken in response to the recommendation.
16. act as a liaison between the Council and the Board.
17. act as an information resource to the Council.
18. advise on the needs of the school, including engagement, fundraising, educational and wellness activities.

TEACHER/SUPPORT STAFF REPRESENTATIVE

As a non-voting member of the School Council, the Teacher/Support Staff Representative will:

1. be employed at MPB and selected by the School staff to represent them.
2. regularly attend and participate in Council meetings.
3. bring the perspective of the staff, with respect to curriculum, the [Education Act](#), and [Collective Agreement](#).
4. reflect the staff perspective on issues presented to the Council.
5. assist in identifying the impact on school staff in terms of workload, time and resources, of any undertaking and decisions being considered by the Council.
6. prepare and present (verbal) updates at each regular meeting of the Council.
7. provide to the Council's Chair(s) and Secretary (*via email, as early as possible*) the same updates for inclusion in the meeting minutes.

EXECUTIVE MEMBERSHIP

All Council members holding Executive Membership are required to attend all Council meetings in person (*whenever possible*) or via webinar (*when required*).

1. Employees of the Board are not permitted to hold Executive membership at the Council (see *Article VI: Staff Membership*).
2. The Council may choose to combine Executive positions (Secretary/Treasurer, Vice-Chair/Secretary, etc.)
3. Executive members must be elected by other members of the Council as per Article VII (Elections and Voting).

Note: There must always be three signing officers (at least one of whom must be a parent/guardian).

CHAIR(S)

The Chair(s) will:

1. communicate on an on-going basis with the school Principal.
2. in consultation with the Principal:
 - a. set the dates and times of meetings; and,
 - b. establish the meeting agenda.
3. attend and chair Council meetings.
4. ensure meeting minutes are recorded, distributed to the school community and administration, and archived (*by the Secretary, for a minimum of 4 years*).
5. ensure that the school community is kept informed on Council proceedings and activities.
6. represent and act as a spokesperson for the Council at special functions and events.
7. consult with senior board staff and trustees, as required.
8. (*in collaboration with the Vice Chair, Administrative Officer and Communications Officer*) develop and maintain an annual calendar of events, holidays, and other important dates.
9. (*in collaboration with the Vice-Chair, Secretary and Administrative Officer*) ensure follow-up on items raised by Council members
10. ensure Council members are familiar with the Council's constitution and other relevant documents.
11. Monitor the Council's email account and respond to correspondence as required.

Note: The Chair(s) may be one of the signing officers authorized by the Council responsible for co-signing cheques for goods/services purchased by the Council.

VICE CHAIR

In instances where there is a single Chair, a Vice-Chair will also be appointed. The Vice-Chair will:

1. assist the Chair in their duties at all times.
2. attend and assist all Council meetings.
3. conduct meetings and accept the Chair's responsibilities in their absence or upon request of the Chair.

4. *(in collaboration with the Chair(s), Administrative Officer and Communications Officer)* assist in developing and maintaining an annual calendar of events, holidays, and other important dates.
5. *(in collaboration with the Chair(s), Secretary and Administrative Officer)* ensure follow-up on items raised by Council members.
6. Support the Chair(s) in monitoring the Council's email account and respond to correspondence as required.

Note: The Vice-Chair may be one of the signing officers authorized by the Council responsible for co-signing cheques for goods/services purchased by the Council.

SECRETARY

As an Executive and voting member of the Council, the Secretary will:

1. record meeting minutes at each Council meeting and provide them to the Chair for review within 7 days of the meeting. Meeting minutes will include:
 - general information about items presented
 - discussions and questions, as well as responses
 - action items *(to be tasked out following the meeting via email and tracked in the Action Items Log)*
 - decisions taken
 - motions passed
2. monitor and record meeting attendees to ensure quorum.
3. ensure that event/activity sub-committees provide their written Event Reports within the specified timeframe *(see Article VIII.)*
4. review event/activity reports within 2 weeks of receipt and bring forward anything relevant to the Council Chair(s).
5. back-up the Council's Communications Officer when required.
6. *(in collaboration with the Chair(s), Vice-Chair and Administrative Officer)* ensure follow-up on items raised by Council members.

TREASURER

As an Executive and voting member of the Council, the Treasurer will:

1. maintain a record of Council funds and financial activities, and in keeping with generally accepted accounting practices.
2. *(in collaboration with Chair(s), Vice-Chair and Administrative Officer)* prepare a proposed annual budget (August).
3. present the proposed annual budget at an early Council meeting *(September or October)* for review and approval by the Council's voting members.
4. prepare monthly financial statements *(written account of all transactions of the Council)* for review and presentation at each regular meeting of the Council, including year-to-date updates and current financial position.
5. ensure access to the Council's financial records by the school administration and community.

6. prepare an Annual Financial Report (*Excel template provided by CSPA*) to the Board after the fiscal year end, outlining the Council's goals, activities and achievements; including any fundraising activities. ([*see Best Practices for School Council Treasurers*](#))
7. prepare and submit (*annually, over the summer*) HST rebates on behalf of the Council.
8. prepare cheques for payment of goods/services purchased by the Council.
9. Co-signs cheques for goods/services purchased by the Council.

CATHOLIC SCHOOL PARENTS' ASSOCIATION (CSPA) REPRESENTATIVE

As an Executive and voting member of the Council, the CSPA representative will:

1. attend all general CSPA meetings in person (*whenever possible*) or via webinar (*when required*) and take notes/prepare meeting minutes.
2. represent opinions of parents in their school community at CSPA meetings.
3. prepare and present (verbal) updates at each regular meeting of the Council.
4. provide to the Council's Secretary (*via email, no less than 48 hours in advance of a meeting*) the same updates for inclusion in the meeting minutes.
5. serve as liaison between CSPA and the Council.
6. consult with the Council on issues referred by the Board and/or by CSPA.

Note: The CSPA representative may also serve as another Council role (Chair(s), Vice-Chair, Secretary or Treasurer), and must be a parent/guardian with a child in the school.

*** CSPA may determine other duties and terms of reference as determined by its [*constitution*](#).*

OTHER ELECTED POSITIONS

All Council members holding elected positions are required to attend all Council meetings in person (*whenever possible*) or via webinar (*when required*).

ADMINISTRATIVE OFFICER

As a voting member of the Council, the Administrative Officer will:

1. (*in collaboration with school administration*) maintain a school-wide volunteer distribution list (*including those with Vulnerable Sector Checks*).
2. facilitate communications of volunteer opportunities to the school community.
3. liaise with event leads to ensure adequate coordination and support of volunteers.
4. ensure that administrative supplies are stocked and purchase proposals are put forward when required (*for restock*).
5. (*in collaboration with the Chair(s) and Communication Officer*) assist in maintaining an annual calendar of events, holidays, and other important dates.
6. assist in secretarial duties if/when required (*for example: review event reports*).
7. (*in collaboration with the Chair(s) and Secretary*) ensure follow-up on items raised by Council members

COMMUNICATIONS OFFICER

As a voting member of the Council, the Communications Officer will:

1. assist the Chair(s) in facilitating communications among Council Members.
2. Ensure maintenance of all Council's social media platforms by:
 - Sharing information of interest with the school community;
 - developing and posting content for holidays, special events, fundraisers, community activities, etc. to promote community engagement and participation; and,
 - encourage two-way communication between the school's community and the Council (*for example: by encouraging dialogue on social media, asking questions, polling, responding to questions*).

Council owned accounts:

- Facebook: Monsignor Paul Baxter Families
- Instagram: mpbparentcouncil

Note: The Communications Officer does not have access to the accounts listed below, however will support the Chair(s) and Principal by way of developing content to be shared.

- Facebook: Monsignor Paul Baxter Elementary School
 - Instagram: mpbocsb
 - Twitter: @MpaulBaxterOCSB
3. (*in collaboration with the Chair(s) and Administrative Officer*) assist in maintaining an annual calendar of events, holidays, and other important dates.
 4. prepare and present (verbal) updates at each regular meeting of the Council.
 5. provide to the Council's Secretary (*via email, no less than 48 hours in advance of a meeting*) the same updates for inclusion in the meeting minutes.
 6. back-up the Council's Secretary when required.

PARISH REPRESENTATIVE

As a voting member of the Council, the Parish Representative will:

1. serve as liaison between the Council, the school community and the parish community.
2. provide the perspective of the parish community to Council discussions.
3. bring forward concerns of the parish regarding Catholic Education to the Council
4. prepare and present (verbal) reports of Parish activities, events, etc., at each regular meeting of the Council.
5. provide (*via email, no less than 48 hours in advance of a meeting*) a written report of the same activities, events, etc., to the Council's Secretary for inclusion in the meeting minutes.

COMMUNITY REPRESENTATIVE

As a voting member of the Council, the Community Representative will:

1. report information/concerns received from the local community on matters which may be of interest to the Council.
2. build partnerships in the local community and act as liaison when necessary.

3. prepare and present (verbal) reports of community events at each regular meeting of the Council.
4. provide (*via email, no less than 48 hours in advance of a meeting*) a written report of the same community events to the Council's Secretary for inclusion in the meeting minutes.

LUNCH COORDINATOR

As a voting member of the Council, the Lunch Coordinator will:

1. prepare and propose a Lunch Program Plan to the Council (in September with updates ad hoc), including potential vendors, profits, scheduling and other considerations.
2. (once approved) coordinate order dates with vendors and ensure products/services will be rendered as expected.
3. liaise with vendors regularly to maintain a good rapport and proactively address any issues or concerns that arise.
4. (*in collaboration with the Communications Officer*) develop and distribute information sheets to inform MPB families of the available lunch programs and relevant details.
5. receive, and review lunch program orders (*including payment - coordinate requirements for School Cash Online with MPB administration*).
6. coordinate volunteer requirements and associated schedule.
7. maintain general administration of lunch programs (ie: account tracking).
8. prepare and present (verbal) updates at each regular meeting of the Council.
9. provide to the Council's Secretary (*via email, no less than 48 hours in advance of a meeting*) the same updates for inclusion in the meeting minutes.

Note: Responsibilities may vary depending on annual selections, events and activities and may include, but are not limited to: Toppers Pizza, Subway and The Baker lunch programs, chip/popcorn sales, event concessions and any other food-related programs or services implemented throughout the school year.

GREENING LEAD

As a voting member of the Council, the Greening Lead will:

1. propose and implement projects to enhance MPB's yard (*example: clean-Up days, garden-bed maintenance, green learning, ECO Club, etc.*)
2. develop a vision and progress-plan to advance greening projects at MPB.
3. prepare and present (verbal) reports of the plans and progress of greening initiatives.
4. provide (*via email, no less than 48 hours in advance of a meeting*) a written report of the same updates to the Council's Secretary for inclusion in the meeting minutes.
5. apply for Grants and write proposals.
6. coordinate with the Communications Officer to share the greening vision, plan and progress with the school community on a regular basis.

Article VII: ELECTIONS AND TERMS OF OFFICE

ELECTION NOTICE

1. Council elections must take place within the first thirty days of the school year.
2. The school community will be given notice (*written, electronic by the Principal and Communications Officer*) of the annual election processes at least fourteen days before the date of the election.
3. Notice of the annual election shall include date, time, and location of the election.

ELECTION PROCEDURES

1. Each parent seeking election must be nominated or self-nominate (*in writing*) via the appropriate electronic nomination form (*link changes annually*).
2. Parents seeking election must have a child registered at the school and must declare if they are employed by the Ottawa Catholic School Board.
3. If the number of candidates is less than or equal to the number of positions, the candidates shall be elected without contest.
4. If the number of candidates exceeds the number of positions, an election will be taken via secret ballot, with the nominee securing the most votes gaining the position.
5. The Communications Officer will support the Principal in ensuring that the names of new members are shared with the school community within thirty days of the election.
6. *Headshots with short personal bios (example: child in what grade, interests, goals for Council) and job descriptions.*
7. In case of appeals related to the election process or the results, the Principal and the Chair(s) of the outgoing Council shall review the matter and jointly make a ruling.

TERM OF OFFICE

1. The term of an elected member of the Council is one year.
2. A member of a school council may be re-elected in any given year.

VACANCIES

1. Should an elected Council position become vacant before the next election, the Council will fill the vacancy by appointment within the current Council, beginning with non-elected candidates from the previous election.
2. When a vacant spot on the Council is filled, the new member's term shall expire at the time of the next election.
3. A vacancy in the membership of the Council does not prevent the Council from exercising its authority

REMUNERATION

1. School council members will not be paid for their work on a school council.

2. Members of the Council shall be reimbursed for purchases made on behalf of the Council according to [board policies for expenses incurred](#).
 - *Expenses must be pre-approved and included in the annual budget or voted on by Council ad hoc.*

Article VIII: SUB-COMMITTEES

ESTABLISHMENT

For all large events/activities to be approved by the Council, a minimum of three Council members must agree to form a sub-committee

Examples:

- o *Halloween Party*
- o *Christmas Party*
- o *Movie Night(s)*
- o *Trivia Night(s)*
- o *End of Year Party*

Sub-committees are formed to:

- organize, plan and execute events/activities on behalf of the Council
- make recommendations to Council
- keep Council informed of issues and developments in particular areas.

Sub-committee meetings are to follow the same principles and requirements of Council meetings.

LEAD

A sub-committee lead will:

1. organize and execute sub-committee meetings to plan events/activities.
2. direct volunteers, delegate tasks as necessary and follow up to ensure timely completion.
3. report to the Council's Chair(s) to ensure they are kept current on the status of the event/activities.
4. represent the sub-committee at Council meetings.
5. acquire necessary event permits.
6. be the main point-of-contact for inquiries leading up to the event/activity.
7. orchestrate any associated fundraising activities.
8. supervise the event/activity, including parent and student volunteers, vendors and attendees.
9. take photos of the event (set-up, as well as in action).
10. *(within the prescribed timelines)* schedule and facilitate a post-event sub-committee meeting to review, assess and discuss the event/activity.

11. Following the event, solicit community feedback/reaction via social media (*liaise with Comms Officer*) to gather insights and ideas for future improvements to similar events.
12. (*within the prescribed timelines*) draft the written Event Report
13. update the relevant “How To” document.

Note: It is strongly recommended that a Council member limit their leadership to a single event/activity in an academic year. General participation in multiple events is supported and encouraged.

MEMBERSHIP

1. Each sub-committee of the Council must be led by a parent member of the Council.
2. Sub-committees may have an unlimited number of additional Council members, parents, and community representatives (*example: student volunteers*).

EVENT REPORTS

1. Within two weeks of an event/activity the sub-committee should meet to review, assess and discuss the event.
2. Within a month of the event/activity the sub-committee should provide the Council Chair(s) and Secretary with their finalized Event Report, which will include:
 - A brief description of the event details (*vendors, activities, concessions, etc.*)
 - A list of all volunteers who assisted in the event
 - A list of key insights/takeaways (lessons learned)
 - A list of recommendations relevant to improving future events
 - Updates to the event’s “How To” document (*Standard Operating Procedures*)
 - (*If available*) financials regarding expenditures and profits

FUNDRAISING

Any fundraising conducted by a sub-committee for a specific event/activity must be approved and monitored by the Council.

Article IX: MEETINGS

1. The first official meeting of the new Catholic School Parent Council for any academic year must be held within the first 30 calendar days of the academic year.
2. There must be a minimum of four Council meetings per academic year.
3. The Principal and/or Chair(s) may call additional special ad hoc meetings as necessary.
4. The dates of meetings will be established at the beginning of the academic year and will be communicated to all parents with as much notice as possible.

5. All Council meetings are open to the entire school community, who are encouraged to attend and provide input.
6. Meetings will be held monthly and will endeavor to begin and end on time.
7. Council meetings will be held in the Learning Commons at Monsignor Paul Baxter Catholic School.
8. Meetings will also be held virtually to facilitate attendance, participation and accessibility.
9. All meetings will be chaired by the Chair(s), with the support of other elected members.
10. A meeting of the Council can only occur with the Principal or designate in attendance.
11. Each Council meeting will start with a Land Acknowledgement and a Prayer.
12. Meetings of the Council will be of an informal nature, but with a predetermined agenda.
13. New items brought forward at a meeting will only be considered with the agreement of Council and if time permits; otherwise they will be placed on a future agenda.
14. [Robert's Rules of Order](#) will be used to conduct meetings when formality is required.
15. The Council will conduct itself in a manner reflecting Gospel values and the teachings of the Roman Catholic Church.
16. Discussion at meetings will not include inappropriate references to individual parents, students, Board personnel, Trustees or individual Council members.

AGENDAS AND MINUTES

1. The agendas for Council meetings will be developed by the Chair(s) (*in consultation with the school Principal and members*) prior to the meeting date.
2. Agendas will follow a standard template
3. Agenda items should be submitted via email to the Council's email account no less than one week prior to the Council's next scheduled meeting.
4. Agendas will be distributed to all Council members (by the Chair(s) via email, in advance of each meeting and no less than 4 days prior to a Council meeting.
5. Meeting minutes will be developed by the Secretary (*See Article VI*) and shared with the Chair(s) no more than one week following a Council meeting.
6. Meeting minutes will follow a standard template and will include bulleted descriptions of:
 - general information about items presented
 - discussions and questions, as well as responses
 - action items (*to be tasked out following the meeting via and tracked in the Action Items Log*)
 - decisions taken
 - motions passed
7. Once reviewed and approved by the Chair(s), draft minutes will be made available for the school community.

Council members who provide updates or debriefs at a given meeting will be responsible for reviewing that section of the minutes for accuracy and completeness.

QUORUM AND DECISION-MAKING

1. A meeting will have a quorum if a majority of Council members are present (50% +1 + Principal).
2. If there is no quorum at a Council meeting, no binding decisions may be made.
3. The preferred method of decision-making is through consensus; a collective opinion or general agreement by all Council Members.
4. When consensus is not achieved, the Council will decide whether to hold a vote, with a 51% majority carrying the vote. Alternatively, the Council may choose to defer the issue for further consideration or to appoint a facilitator to help with the decision making process.
5. Only eligible Council members will vote when required.
6. The Principal is not allowed to vote at Council or Council committee/sub-committee meetings.
7. In the event of a tie, the Council will amend the vote
8. Whenever possible, votes will be done in person at a Council meeting. When absolutely necessary, "out-of-meeting" (electronic) votes can be employed.

OUT-OF-MEETING (electronic) VOTING

1. When a Council decision is required outside of scheduled Council meetings (*between meetings*), a vote may be taken.
2. An "out-of-meeting vote" will be actioned by the Chair(s) via email to the Council's voting members. Non-voting members will also be notified of the vote, but will not be invited to participate.
3. Voting members without access to email may be contacted by phone or receive written notice of the vote via a note sent from the school.
4. Members will be given a minimum of 72 hours (3 days) to submit their vote back to the Chair(s).
5. Once a decision has been made, the Chair(s) will be responsible for sharing the decision and any other relevant information to the entire Council distribution list.

CONFLICT OF INTEREST

1. A conflict of interest may be actual, perceived, or potential.
2. Members of the Council shall 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.
3. A member shall exclude themselves from any discussions of, or any vote on a resolution in which:
 - I. a conflict of interest is likely to result
 - II. the member's ability to carry out their duties and responsibilities as a member of the Council may be jeopardized
 - III. the Council member, their 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
4. A Council member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the school.

CONFLICT RESOLUTION

In the event an internal conflict arises within the Council, the procedures outlined below will be followed to obtain a respectful resolution:

1. Council members are elected to serve the school community and will demonstrate respect for their colleagues on Council at all times.
2. The Council will undertake to resolve all internal conflicts in a timely manner.
3. Every Council member will be given an opportunity to express his or her concern or opinion about the issue/dispute and how it has affected them.
4. Speakers to an issue will maintain a calm and respectful tone at all times.
5. Individuals will be allowed to speak without interruption.
6. The Chair(s) will help clarify statements made by all speakers, identify common ground among the points of view raised, and set out the joint interests of all members.
7. If no common ground can be identified, the Chair(s) will seek to clarify preferences among all members before proceeding further.
8. If all attempts at resolving the conflict have been exhausted without success, the Chair(s) and/or Principal shall request the intervention of the School Superintendent or other senior administrator to facilitate a resolution to the conflict.

Article X: FINANCES

FISCAL YEAR

1. The fiscal year for the Council shall be from September 1ST to August 31ST.

BANKING AND SIGNING AUTHORITY

1. All monies will be deposited in a bank/trust company approved by the Council and registered in the name of "Monsignor Paul Baxter Catholic School Council".
2. At least three members of the Council are required for signing authority; at least one must be a parent.
3. Those authorized to sign cheques may include at least two parents on the Executive Table of the Council, usually the Treasurer or the Chair; other Council member(s) as approved by Council, and the Principal or designate.
4. Two of the three authorized co-signers will sign all completed cheques for payment of Council approved expenses/activities.

ALLOCATION (BUDGETING)

See Article VI:

1. General budget goals will be developed annually at the beginning of the school year for the raising and disbursement of funds.

2. The annual budget should be prepared by the Council Treasurer in consultation with the Council and Council. It should be presented, reviewed and approved by a vote of Council.
3. Any unforeseen changes to the annual budget should be presented for review and approval at a Council meeting.

FUNDRAISING

1. The Council may engage in fundraising activities in accordance with applicable [Board Policies](#).
1. Following an event, all monies should be collected by the Treasurer and directly deposited into the authorized Council account or stored in the school safe and recorded accurately.
2. There is no set limit to the amount of fundraising initiatives to be organized and executed in an academic year, however the Council should consider the impact on the students, families, staff and community involved.

RECEIPTS

1. All funds should be handled, collected, counted and totalled and recorded in the presence of at least two Council members or volunteers.
2. Funds should be deposited promptly into the authorized Council account or stored in the school safe and recorded accurately.

DISBURSEMENT (EXPENSES)

1. All expenses should be school related and at a reasonable cost.
2. Any non-budgeted items require Council approval (by vote).
3. All expenses incurred should be supported with original receipts.
4. Profits from major fundraising activities will go towards school funding requirements, as agreed to by the Council and Principal.
5. Each outgoing Council will leave in the bank, a sum equal to all unpaid bills or obligations for which the Council is responsible.
6. All outstanding obligations will be documented in the Treasurer's Annual Financial Report.
7. Funds designated for ongoing or large projects may be carried-over, if they will not be used during the current school year.

FINANCIAL REPORTING

See Article VI:

1. Monthly, written financial statements will be presented for approval at each Council meeting (by the Treasurer). This will be recorded in the minutes by the Council's Secretary (see *Article VI: Section C3.*).
2. The Council's financial records must be kept for a minimum of four years, and must be accessible by the school community.

3. The Council is required to prepare and submit a written Annual Financial Report on the activities of the Council (*including fundraising*), to the Principal and the Board in accordance with [Ministry Guidelines](#).

Article XI: COMMUNICATION WITH PARENTS

The Council will provide information and gather feedback from parents of students enrolled in at MPB on issues affecting the school community.

Communication may include, but is not be limited to:

1. flyers, newsletters and pamphlets sent home via paper and/or electronic means through School Messenger, social media, email and/or posted to the MPB website
2. posting of flyers, newsletters and/or Council Minutes in the school in an area accessible to parents, and/or on the MPB website
3. Council inviting parents to participate on Council committees

BOARD/COMMUNITY COMMUNICATION PROTOCOL

1. The Principal will be the spokesperson for school-related issues.
2. All written communications sent to the Board on behalf of the Council shall be reviewed, approved, and signed by the Chair(s), with the exception of notices sent to the parent community in the course of conducting Council activities.
3. At all times, the consultation process will be facilitated through a consensus-building partnership, at the school level by the Principal and the Council Chair(s).

Article XII: LIABILITY INSURANCE

1. Council members participating in school-related activities endorsed by the Principal and/or Board will be covered by the respective liability insurance policy of the Board.
2. The Council will consider the acquisition of additional liability insurance as appropriate.

Article XV: ANNUAL REPORT

1. The Council shall submit a written Annual Report on its achievements to the Principal of the school and to the Ottawa Catholic School Board following the established guidelines for such a report.
2. A copy of the Annual Report will be made available (via distribution, public display, and/or electronic posting) to all families with students enrolled at MPB.

Article XVI: CONSTITUTIONAL AMENDMENTS

1. The Council's Constitution must comply with the [Board's policies and procedures](#).
2. The Chair(s) will review the Constitution annually (*in September*) and bring proposed amendments to the Council for approval at the second meeting in the new academic year.
3. Proposed amendments can be made by any Council members at any time for consideration, discussion and approval.
4. Notice will be given to the entire School Council membership in advance of such a vote.
5. Constitutional amendments require a 2/3 majority to be passed.
6. Amendments have to be filed with the Board and a copy available to the school.

Annex A: GLOSSARY

- **Sub Committee:** committees that are formed for a specified period of time to respond to a particular need or issue.
- **Board:** referring to the Board of Trustees of the Ottawa Catholic School Board.
- **Catholic School Parent Council (the Council or CSC):** a body of elected and appointed members that serves in an advisory role to the school Principal and, on occasion, to the Board. This may include parents/guardians and representatives of the parish, community, and the school itself.
- **Community:** the attendance area of the school. Also refers to the businesses, community organizations and/or local government agencies geographically located near the school.
- **Constitution:** the standing rules of the Council for the regulation of its conduct and internal organization.
- **In writing:** written correspondences generally conducted via email, but also in hardcopy form on printed advertisement, newsletters, posters and more.
- **Ministry:** the Ontario Provincial Ministry of Education.
- **Parent:** the parents or legal guardians of students enrolled at the school.
- **Quorum:** the number of members required for a decision (by vote) is equal to 50% of the voting members of the Council + 1, and the Principal.
- **[Regulation 612/00 and 613/00](#):** the provincial law governing all aspects of School Councils.

Annex B: IMPORTANT LINKS AND RESOURCES

- Ottawa Catholic School Board Website
 - [Ottawa Catholic School Board Policy on Catholic School Councils](#)
 - [Ottawa Catholic School Board Policy on Fundraising by Catholic School Councils](#)
- [Ottawa Catholic School Parents' Association \(CSPA\)](#)
 -
- [Monsignor Paul Baxter School Website](#)
- [MPB Website Parent Council Corner](#)

Social Media Accounts

Council owned accounts:

- Facebook: Monsignor Paul Baxter Families
- Instagram: mpbparentcouncil

School owned accounts:

- Facebook: Monsignor Paul Baxter Elementary School
- Instagram: mpbocsb
- Twitter: @MpaulBaxterOCSB