



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda
Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Policy Committee
Thursday, October 13, 2011 6:30 p.m
Boardroom**

Members: Dennis Blake (Chair), Cliff Casey, Dan Dignard, Cathy Horgan, Bonnie McKinnon, Rick Petrella, June Szeman

1. Call to Order

- 1.1 Opening Prayer – Dennis Blake, Chair
- 1.2 Attendance

2. Routine Matters

- 2.1 Approval of the Agenda
- 2.2 Declaration of Interest
- 2.3 Approval of Minutes from the Policy Committee Meeting – June 7, 2011 Pages 3-5

3. Presentations and Delegations - Nil

4. Committee and Staff Reports

- 4.1 Fees for Learning Materials and Activities (new) Pages 6-11
Presenter: Chris Roehrig, Superintendent of Education
- 4.2 Student Trustee 100.07 (revised) Pages 12-17
Presenter: Chris Roehrig, Superintendent of Education
- 4.3 Catholic School Advisory Councils 200.31 (revised) Pages 18-25
Presenter: Bill Chopp, Superintendent of Education
- 4.4 Regional Parent Involvement Committee 200.24 (revised) Pages 26-32
(FORMERLY KNOWN AS REGIONAL SCHOOL COUNCILS)
Presenter: Bill Chopp, Superintendent of Education

5. Discussion Items

- 5.1 Review of By-Laws, specifically “Delegations”
- 5.2 School Trips Policy
- 5.3 Student Admissions - Administrative Procedure



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Agenda

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5.4 Scheduling of Committee meetings

5.5 Establishing Future Meeting Dates

6.0 Adjournment

Next meeting: TBD



**Policy Committee
Tuesday, June 7, 2011
Boardroom**

Present: Dennis Blake (Chair), Cliff Casey, Dan Dignard, Wally Easton, Cathy Horgan, Bonnie McKinnon, Rick Petrella, June Szeman

Absent:

1. Call to Order

1.1 Opening Prayer

The meeting opened with a prayer led by Dennis Blake.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee approves the agenda for the June 7, 2011 meeting.

Carried

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Policy Committee Meeting of May 5, 2011

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Policy Committee approves the minutes from the May 5, 2011 meeting.

Carried

2.4 Business Arising from Minutes: Nil

3. Presentations and Delegations: Nil

4. Committee and Staff Reports

4.1 Community Use of Schools 400.05 (revised)

The Committee reviewed the Community Use of School policy which had been revised to reflect changes to the online permitting/rental process, fees and categories.



Moved by: Bonnie McKinnon
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Community Use of Schools Policy 400.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.2 Trustee Expenses 100.10 (revised)

Associate Director Easton reviewed the Trustee Expenses policy which had been revised to reflect the requirements of the Broader Public Sector Expense Directive issued by the Ministry of Finance on April 1, 2011.

Moved by: Cliff Casey
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustee Expenses Policy 100.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.3 Employee Expenses 700.04 (revised)

Associate Director Easton reviewed the Employee Expenses policy which had been revised to reflect the requirements of the Broader Public Sector Expense Directive issued by the Ministry of Finance on April 1, 2011.

Moved by: June Szeman
Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Employee Expenses Policy 700.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.4 Purchasing Policy 700.01 (revised)

Associate Director Easton reviewed the Purchasing policy which had been revised to reflect the requirements of the Broader Public Sector Procurement Directive issued by the Ministry of Finance on April 1, 2011.

Moved by: Dan Dignard
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing Policy 700.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



4.5 Trustees' Code of Conduct 100.04 (revised)

Director Horgan reviewed the initial draft of the Trustee's Code of Conduct, which has been re-written to reflect the revised Board Governance direction by the Ministry of Education. Trustees were requested to review the draft policy and to provide feedback. The feedback will be used to provide a second draft for review in September, 2011.

5. Discussion Items – Nil

6. Information - Nil

7. Adjournment

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee adjourns the meeting of June 7, 2011.

Carried

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Policy Committee
Submitted on: October 13, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

**FEES FOR LEARNING MATERIALS AND ACTIVITIES
POLICY**
Public Session

BACKGROUND INFORMATION:

In March of 2011, the Ministry of Education gave direction to school boards to develop policies regarding the charging of fees for learning materials and activities. The objectives of the guidelines were to: identify guiding principles and best practices; provide a foundation for school boards to develop or review existing guidelines, policies and procedures with respect to any fees charged to students in the regular day school program; and provide examples of appropriate and inappropriate practices.

The guidelines can be found at the following url:
<http://www.edu.gov.on.ca/eng/parents/feesGuideline.pdf>

DEVELOPMENTS:

The Ministry provided a detailed guideline to support school Boards in their efforts to develop the policy. The policy was to address a number of factors including: clarification of when it is appropriate or inappropriate to charge fees, clarification of the consultation process that must be in place with the broader school community, and communication that is required between the school and students/parents regarding fees for learning materials and activities. A policy and corresponding administrative procedures have been developed to address the requirements in the guidelines.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Fees for Learning Materials and Activities policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Fees for Learning Materials and Activities

		Policy Number:	TBD
Adopted:	TBD	Former Policy Number:	n/a
Revised:		Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that no student should be denied access to school-based programs, the curriculum or activities on the basis of their inability to pay. Each student should have an equal opportunity to benefit from the education system without being required to pay a fee. The Board believes that schools should be accountable to parents and students regarding the collection and expenditure of fees.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- In general, there should be no fees charged for day school programs.
- When a school chooses, with the support of the school community, to offer enhanced or optional programming, parents may be asked to contribute resources in the way of time, money or materials to support these programs or activities.
- Some activities or events may require some recovery of the cost for participation (i.e., Student Activity Fees).
- Fees may be appropriate in cases where the schools choose to offer enhancements or supplementary learning materials beyond the core curriculum
- Where fees are appropriate, they should be minimized as much as possible, with the goal of supporting student participation in programs and activities regardless of individual economic circumstances.
- School principals shall consult with local Catholic School Advisory Councils when considering the administration of fees and shall report to the broader community regarding the schools' fee schedule that shall include an itemized list of fees that states the rationale and purpose of each fee and information about the process to confidentially address financial hardship.

Senior administration shall develop administrative procedures to give direction to staff regarding:

- Appropriate administration of fees;
- Communication and consultation with the school community and
- Examples of potentially eligible and ineligible activities

Glossary of Key Policy Terms:

Student Activity Fees

Voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days.

Enhanced Programming and Materials

Voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course.



Brant Haldimand Norfolk Catholic District School Board

Optional Programming

Voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum.

Fee Schedule

An itemized list of fees that states the rationale and purpose of each fee.

References:

Ministry Resource – <http://www.edu.gov.on.ca/eng/parents/feesGuideline>

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FEES FOR LEARNING MATERIALS AND ACTIVITIES AP XXX

Procedure for:	Board Staff	Adopted:	Mm, dd, year
Submitted by:	Chris N. Roehrig (Superintendent of Education)	Revised:	N/A
Category:	Students		

Purpose

The purpose of this Administrative Procedure is to provide direction to all Board staff and schools regarding fees for learning materials and activities.

Responsibilities

It is the responsibility of principals and teachers to ensure that all students are able to exercise their right to attend a school without payment of fees. Board staff shall ensure that when fees are charged they are administered in a manner consistent with this administrative procedure. Specific direction is provided for principals, teachers and Catholic School Councils in this administrative procedure.

Procedures

1.0 Appropriate Administration of Fees

In general, there should be no fees charged for day school programs. Successful completion of a required grade or course leading to graduation cannot be dependent on the payment of any fee.

A fee shall be permissible for any activity, material, course or program if it is:

- Not required as part of the regular day school program;
- Voluntary and alternatives are offered;
- Non-essential or co-curricular in nature and is not required for graduation by an individual student;
- A voluntary upgrade or substitute of a more costly material to the material provided for course purposes.

Schools may administer student activity fees¹, fees for enhanced programming and materials² and fees for optional programming³. The principal shall ensure that:

- The purposes for which funds are collected are consistent with the Board's mission and vision.
- Fees levied for school purposes complement, not replace, public funding for education.
- Each student shall have an equal opportunity to benefit from all school programs and activities regardless of financial barriers.
- A clearly communicated process is in place to make certain that families experiencing financial hardships have a confidential, discrete and dignified way of accessing financial support for learning materials and activities that require fees.

2.0 Communication and Consultation

Fees should reflect the actual cost of the services or materials being provided to the student. Principals shall ensure that a transparent accounting of the amounts collected and expenditures allocated be made to the school community through newsletters and electronic media (e.g. website) and to the school's Catholic School Advisory Council.

Principals shall consult with their local Catholic School Advisory Council in the development of a Fee Schedule, and be made aware of the use of student fees. Principals shall ensure that the Fee Schedule for an upcoming school year is made widely available to the school community (e.g. school newsletters, school website and student agenda books).

The principal shall consult with the local Catholic School Advisory Council regarding the process to confidentially address financial hardship in the school and shall publish the process that families experiencing financial hardship may follow to gain access to support for learning materials and activities that require fees. (e.g. school newsletters, school website and student agenda books).

3.0 Examples of Eligibility for Fees Related to Activities, Programs or Materials

ELIGIBLE FOR FEES	NOT ELIGIBLE FOR FEES
Optional programs such as Advanced Placement.	Registration or administration fees to enroll in a regular day school program.
Co-curricular trips, events or activities that are extensions to the curriculum and not required for graduation, (i.e., dances, school clubs, theme days, athletics, drama, student council activities).	A textbook fee or deposit. (Schools may recover the costs to replace or repair lost or damaged materials such as textbooks, library books, music supplies, or any loaned materials – these charges should not exceed the replacement or repair cost.)
Extended student trips or excursions that are not necessary to meet the learning expectations of a particular grade or course (e.g. trips abroad).	Learning materials required for completion of the curriculum such as workbooks, cahiers, musical instruments, science supplies. Lab materials kits and safety goggles.
Optional art or music supplies or higher quality woodworking materials that students choose to use for course completion as long as the required materials are available at no cost)	Learning materials that are required to meet the learning expectations of the course but are consumed by the pupil and cannot be used again by another student in the next semester (e.g. chemical used in a chemistry experiment).
Student activity fees.	Mandatory flat fees for any course leading to graduation other than optional programming.
Co-curricular activities, special events, program enhancements or field trips (e.g. for costs of participation, rental of equipment or travel), if alternative programming and assignments are offered to students who chose not to participate	A fee for a guest speaker, visiting teacher, or in-class field trip or presentation where the material being presented is a mandatory element of the subject or course.
Student agenda books and yearbooks.	Items that are funded through the allocated budget of a school board including, but not limited to computers, workbooks, textbooks, staff development and training costs.
	Fees charged for the creation of discretionary accounts by teachers or departments.

Glossary of Key Terms:

Student Activity Fees

Voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, extra-curricular activities, school dances or theme days.

Enhanced Programming and Materials

Voluntary enrichments or upgrades to the curriculum or co-curricular activities beyond what is necessary to meet the learning expectations for a particular grade or course.

Optional Programming

Voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum.

Fee Schedule

An itemized list of fees that states the rationale and purpose of each fee.

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**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Policy Committee
Submitted on: October 13, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

STUDENT TRUSTEE POLICY
Public Session

BACKGROUND INFORMATION:

Recent legislation passed by the provincial government expanded the eligibility for students that wish to become Student Trustees. Furthermore, the Student Trustee Policy was subject to the ongoing review process for all policies.

DEVELOPMENTS:

Three changes are being suggested for the Student Trustee Policy. The first change reflects the eligibility changes from the Education Act to make the position more inclusive for students with special needs. The second change relates to the Board's support for participation in provincial organizations. The third change is to format – policy aspects were moved to the policy itself and operational aspects were moved from the old policy into the new administrative procedure.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Student Trustee Policy 100.07 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: STUDENT TRUSTEE

	Policy Number:	100.07
Adopted: 21/04/01	Former Policy Number:	n/a
Revised: 14/05/02; 24/06/03, 27/04/04, 26/04/05, 27/03/07	Policy Category:	School Board Governance
Subsequent Review Dates: TBD	Pages:	2

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board values the involvement of students at Board meetings through the inclusion of a student trustee on the Board and encourages a forum for the representation of the interests of students.

Policy Statement:

As per the *Education Act, R.S.O. 1990, c. E.2 (s 55.1)*, the Board shall hold elections for the office of student trustee. Election procedures can be found in the administrative procedure for this policy.

1.0 Role of the student trustee - The elected student trustees shall represent the interests of pupils in the last two years of the intermediate division and in the senior division.

It is expected that student trustees who serve on the Board will represent student perspectives, will develop as leaders, and will assist in achieving a better understanding of educational issues among students. The student trustee is expected to attend and participate in all open meetings of the Committee of the Whole and the Board and be present and participate in meetings of the Board that are closed to the public except where the meeting is closed under clause 207 (2) (b) of the Education Act or where the subject matter under consideration puts them in a conflict of interest. (The Municipal Conflict of Interest Act provisions that apply to members of the Board of Trustees apply to the student trustees.)

207 (2) (b) Closing of certain committee meetings

A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- a) the security of the property of the board;
- b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil of his or her parent or guardian;
- c) the acquisition or disposal of a school site;
- d) decisions in respect with employees of the board; or
- e) litigation affecting the board.

The student trustee shall give a verbal report at board meetings. The student trustee will serve as a student liaison representative for the board on various occasions. (deleted – stated involvement in OSTA-AECO) The student trustee shall serve as the Chair of the Student Senate. The alternate student trustee shall serve as the Vice Chair of the Student Senate.

2.0 Qualifications - The Student Trustee shall meet the following qualifications:

- i) Be a practicing Catholic in union with the See of Rome and meet the qualification requirements of the *Ontario Regulation 7/07*.
- ii) Be a resident student of the Board.



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- iii) Be a full-time pupil (i.e., in at least three credits per semester) in one of the Board's Catholic secondary schools and be in the senior division at the time of his/her term as a student trustee.

OR

- iv) Be an exceptional pupil in a special education program for whom the Board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced.

A student who is serving a sentence of imprisonment in a penal or correctional institution is not qualified to be elected or to act as a student trustee. A student who ceases to be qualified to act as a student trustee must resign as a student trustee. The board shall notify the Ministry with the name of the elected student trustee not later than 30 days after the election or by-election.

- 3.0 Voting and Motions** - The student trustee is not a member of the Board and is, therefore, not entitled to a binding vote on any matter before the Board or any of its committees; however, the student trustee is entitled to require that a matter before the Board or one of its committees on which the student trustee sits be put to a recorded vote, and in that case there shall be:
- a) a recorded non-binding vote that includes the student trustee's vote; and
 - b) a recorded binding vote that does not include the student trustee's vote

A student trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or one of its committees on which the student trustee sits; if no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

- 4.0 Term of Office** - The term of office for a student trustee shall be from August 1st of each year to July 31st of the next year. A student trustee has the opportunity to seek re-election.
- 5.0 Vacancies** - When a vacancy in the office of student trustee occurs, the board shall decide whether to fill the vacancy or not. If the Board decides to fill the vacancy, the vacancy shall be filled through a by-election.
- 6.0 Reimbursement of Expenses** - The board shall reimburse student trustees for out-of-pocket expenses as if they were members of the Board.
- 7.0 Honorarium** - A student trustee shall be paid an annual honorarium of \$2,500. The honorarium shall be pro-rated according to the proportion of a term served, if the student trustee holds office for less than a complete term of office.
- 8.0 Resources, Training and Mentorship** - A student trustee has the same status as a Board member with respect to access to Board resources and opportunities for training. The Chair of the Board shall appoint a trustee to act as a mentor for the student trustee. The Director or designate shall be the staff contact for the student trustee.
- 9.0 Disqualification** - A student trustee may be disqualified from office for the following reasons:
- i) As per trustee disqualification criteria outlined in the *Education Act* and Regulations
 - ii) Cessation of full-time enrolment in one the Board's Catholic secondary schools
 - iii) Commission of a serious breach of his/her school's code of conduct
 - iv) Demonstrated behaviour that is deemed to be incompatible with the role and responsibilities of the position.
- 10.0 Recognition** - Upon completion of the student trustee's term of office, the student trustee will be recognized by the Board, including but not limited to, a notation in the student's Ontario Student Record (OSR) and a letter of service signed by the Chair of the Board.



**Brant Haldimand Norfolk
Catholic District School Board**

References:

Education Act, R.S.O. 1990, c. E.2
Education – O. Reg. 7/07



Student Trustee AP: 100.07

Procedure for: Director of Education, Student Trustee
Submitted by: Chris N. Roehrig, Superintendent of Education
Adopted: April 21, 2001
Revised: May 14, 2002; June 24, 2003;
April 27, 2004; April 26, 2005; March 27, 2007
Category: School Board Governance

Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff regarding the election of Student Trustees.

Responsibilities

Specific direction is provided for the Director of Education or designate.

Procedures

1.0 Qualifications

The Student Trustee shall meet the following qualifications:

- i) Be a practicing Catholic in union with the See of Rome and meet the qualification requirements of the *Ontario Regulation 7/07*.
- ii) Be a resident student of the Board.
- iii) Be a full-time pupil (i.e., in at least three credits per semester) in one of the Board's Catholic secondary schools and be in the senior division at the time of his/her term as a student trustee.

OR

- iv) Be an exceptional pupil in a special education program for whom the Board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the Revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced.

A student who is serving a sentence of imprisonment in a penal or correctional institution is not qualified to be elected or to act as a student trustee. A student who ceases to be qualified to act as a student trustee must resign as a student trustee. The Board shall notify the Ministry with the name of the elected student trustee not later than 30 days after the election or by-election.

2.0 Elections

- i) The student trustee shall be elected indirectly by the three elected or appointed representatives from each secondary school who make up the Student Senate as well as three school representatives consisting of student council co-presidents and an administrative appointee from each secondary school. An alternate student trustee will be elected from among the incoming Student Senate.



- The election process shall be supervised by the Director of Education or designate and shall consist of the submission of written applications to the Student Senate by interested candidates. The Student Senate will review the applications and invite qualified candidates to make a presentation to the Student Senate and school representatives outlining their suitability for the position. Following the presentations and a brief interview, the Student Senate and school representatives will vote to elect the student trustee for the coming year.
- Elections will be held annually, no later than April 30.

3.0 Term of Office

The term of office for a student trustee shall be from August 1st of each year to July 31st of the next year. A student trustee has the opportunity to seek re-election.

4.0 Vacancies

When a vacancy in the office of student trustee occurs, the Board shall decide whether to fill the vacancy or not. If the Board decides to fill the vacancy, the vacancy shall be filled through a by-election.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Policy Committee
Submitted on: October 13, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

CATHOLIC SCHOOL ADVISORY COUNCIL
Public Session

BACKGROUND INFORMATION:

The district approved a School Council policy in 2001 in accordance with the Ministry of Education guidelines outlined in Regulation 612/00.

DEVELOPMENTS:

The School Council policy was reviewed in consultation with Regional School Council members. The purpose of the revision was to recognize the importance of parental engagement in the education of their children in our district. The draft policy was provided to all Regional School Council members and school council members for their review and feedback. All feedback was reviewed and included as required into the final version of the policy attached.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Catholic School Advisory Council policy 200.31 to the Brant Haldimand Norfolk Catholic District School Board for approval.



Policy: Catholic School Advisory Councils

		Policy Number:	200.31
Adopted:	June 11, 2001	Former Policy Number:	n/a
Revised:	n/a	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

As a Catholic learning community, the Brant Haldimand Norfolk Catholic District School Board believes in the importance of the partnership of school, home, parish and community as a means of enhancing student success in a Catholic school environment. To support this partnership, each elementary and secondary school will establish a Catholic School Council which will act in an advisory capacity. The Council shall be supportive and in concurrence with the distinctive character, philosophy, and goals of Catholic education, as well as respectful of the faith and traditions of the Catholic Church.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- § Catholic School Advisory Councils provide for parents, students, staff, parish and other community members the opportunity to be actively involved in the operation of their local school and in the provision of Catholic educational services.
- § The Catholic School Advisory Councils operate within the parameters of the Education Act and Regulations, Board and school policies.

Glossary of Key Policy Terms – N/A

References

- Regulation 612
- Regulation 613
- Implementation of the Ontario Parent Involvement Policy
- Ministry Support to Enhance Parent Involvement
- Helping Ontario Parents Get Involved in Their Children’s Education
- Parents in Partnership: A Parent Engagement Policy for Ontario Schools



Catholic School Advisory Councils AP 200.31

Procedure for:	Permission Level (i.e., principals, all staff)	Adopted:	June 11, 2001
Submitted by:	Superintendent of Education	Revised:	Month, dd. yyyy or N/A
Category:	Students		

Purpose

The administration procedure will outline the duties of all stakeholders in the Catholic School Advisory Council.

Responsibilities

All Board personnel shall follow this administrative procedure. Specific directions for members of the Catholic School Advisory Council are provided throughout this administrative procedure.

Information

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.

- § A School Council's primary means of achieving its purpose is by making recommendations to the principal of the school.
- § School Councils may make recommendations to the principal or Board on any matter.

The Director of Education or designate must consult School Councils on a number of specified matters, including the development and implementation of policies relative to:

- § The school district's Code of Conduct,
- § New education initiatives,
- § Action plans for student improvement based on test results from EQAO,
- § The process and criteria for selection and placement of principals and vice-principals,
- § Fundraising by School Councils,
- § Internal conflict resolution procedures that affect the work of School Councils, and
- § Reimbursement of expenses incurred by council members.

Procedures

The following outlines the responsibilities and procedures of the members of a Catholic School Advisory Council.

1.0 Catholic School Advisory Council

The purpose of the Catholic School Advisory Council is as follows:

- § To promote Catholic faith and gospel values.
- § Through the active participation of parents, improve pupil achievement and to enhance the accountability of the education system to parents.
- § A school advisory council's primary means of achieving its purpose is by making recommendations in accordance with Ontario Regulation 612 to the principal of the school and the Board.
- § Advise the principal on any of the following matters if they have been identified by the Council as priorities on a yearly basis:
 - The determination of the focus of the School Improvement Plan establishing curriculum goals and priorities.



- The school Code of Conduct in accordance with the Board Policy.
- The school's response to Board and province-wide test results.
- The prioritization of items to be included on the capital request form.
- School-community communication strategies.
- Review and implementation of Board policies at the local level.
- Other items identified by the principal or School Advisory Council: A School Advisory Council may make recommendations to the principal of the school or to the Board on any matter.

§ Advise the Board on:

- Methods for the collection, on a system-wide basis, of parents' views and preferences concerning the school year calendar.
- The selection of principals/vice-principals in accordance with Board policy, practice and collective agreements.
- Procedures for the community use of school facilities.

§ In addition to their advisory responsibilities:

- Establish their goals, priorities and procedures.
- Organize information and training sessions to enable members of the Council to develop their skills as Council members.
- Hold a minimum of four meetings per year (all meetings shall be open to all members of the school community).
- Promote the best interests of the school community.
- Facilitate communication among home, school, parish and community.
- Foster positive relations among parents, students, staff and the local community.

§ School Advisory Councils will comply with Freedom of Information and Protection of Personal Privacy Legislation in matters relating to individual staff and students.

2.0 Makeup of a Catholic School Advisory Council

§ The majority of the School Council must be composed of parents/guardians of students enrolled in the school (and a majority of the School Council must also be Roman Catholic). This may include a Chair, Vice-Chair, Secretary, Treasurer and an appropriate number of Members at Large to create a majority of parent members. These positions are generally set out in the School Council's by-laws and the term of office is one year.

§ All parent councils are required to develop by-laws setting out the operating rules for the council.

§ School Councils are required to meet at least four (4) times during the school year. The first meeting must be within the first 35 days after elections. A School Council is entitled to hold its meetings at the school and all meetings must be open to the public. A School Council meeting cannot be held unless a majority of the current members of the Council are present at the meeting (or have sent regrets) and a majority are parent members.

§ Employees of the Brant Haldimand Norfolk Catholic District School Board cannot serve as Chair or Co-Chair of the School Council. Anyone who is employed at the school may not be a parent member of the School Council. Anyone who is an employee elsewhere in the Brant Haldimand Norfolk Catholic District School Board may only be a parent member if they inform people of that employment. The principal shall, on behalf of the council, give written notice of dates, times and locations to each parent.

§ Every school is required by law to hold School Council elections within the first 30 days of the school year and notice of elections must be given to all parents at least 14 days before the date of the election. School Council members must include:

- The principal (or vice-principal), who is a non-voting member,
- One teacher,
- One non-teaching employee,
- One student in secondary schools (optional for elementary schools),
- One or more community representatives appointed by the elected council,



- The Pastor or Parish designate, and
- As applicable, a representative from the recognized parent associations in the School Council Handbook of which OAPCE is one.

3.0 Formation and Roles of a Catholic School Advisory Council

The officers of the council shall be:

- § Chair
- § Vice-Chair
- § Secretary
- § Treasurer

However, council may choose to have two Co-Chairs. The Executive Officers shall be elected annually by the elected members of the council.

The members of the Catholic School Advisory Council shall:

- § Participate in council meetings.
- § Participate in information and training programs.
- § Act as a link between the council and the community in support of school programs to improve pupil achievement.
- § Make recommendations to the principal and, where necessary, to the Board to improve student achievement and enhance the accountability of the education system.

The members of the Catholic School Advisory Council shall:

- § Make every effort to be as representative of the school community as possible.
- § Conduct their meetings in an invitational, harmonious manner in the context of Gospel Values.
- § Be entitled to one vote, in votes taken by the Council, should the Council make recommendations to the principal and/or Board through a voting process.
- § Receive reimbursement for expenses incurred in the normal course of their duties as Council members in accordance with Board policy, but shall not receive any remuneration for serving as a Council member.

4.0 Catholic School Advisory Council Chair

It is the responsibility of the Chair, in co-operation with the school principal to provide Catholic leadership and direction to the council and Executive Officers to ensure that goals, priorities and procedures of the Council promote Catholic faith and gospel values consistent with the mission and vision of the Board.

The Chair of the Council shall:

- § Call council meetings in consultation with the principal.
- § Prepare the agenda for council meetings in consultation with the principal.
- § Chair council meetings.
- § Ensure that the minutes of council meetings are recorded and maintained appropriately.
- § Ensure that records of all meetings and financial transactions are kept for minimum of four years and made available at the school for examination without charge to any person from the Catholic school community.
- § Participate in information and training sessions.
- § Communicate regularly with the school principal in an effort to work co-operatively to improve pupil achievement.
- § Ensure that there is regular communication with the Catholic school community.
- § Work collaboratively with the members of the Council to prepare and submit an annual written report on the activities of the council, including fund raising, to the principal and the Board. Consult with senior board staff as required.
- § Upon request, provide trustees with copies of the minutes of the meetings.
- § In addition, the Chair shall act as spokesperson for the council and carry out such other duties as shall be required from time to time.
- § Be a parent member of the committee but CANNOT be an employee of the Brant Haldimand Norfolk Catholic District School Board.



5.0 Catholic School Advisory Council Vice-Chair

- § The Vice-Chair shall assist the Chair in the discharge of his/her duties and perform such other duties as may be required by the Council or the Executive officers.
- § In the absence of the Chair or in the event of the Chair's inability to serve, the Vice-Chair shall assume the duties of the Chair.

6.0 Catholic School Advisory Council Secretary

- § The Secretary shall keep a record of all meetings of the Council and the Executive Officers, and shall deal with all correspondence or communications directed to or required of the Council and the Executive.
- § In addition, the Secretary shall co-operate with the Chair to ensure that all minutes and records of the council are available at the school for examination by any person from the Catholic school community.
- § The Secretary shall perform such other duties as may be required by the Council and the Executive Officers.
- § In the absence of the Chair or Vice-Chair or in the event of their inability to serve, the Secretary will not usually assume the role of Chair in a meeting but may assume such other duties as may be required by the Council or the Executive Officers.

7.0 Treasurer

- § The Treasurer shall keep full and accurate accounts for all receipts and disbursements of the Council in accordance with generally accepted accounting principles, and shall be guided by Board Policy for Fundraising in Schools in regard to banking and fund disbursements in accordance with such requirements as may be imposed by the Board or other relevant authority.
- § The Treasurer shall provide at regular meetings of the Council an account of all transactions of the Council, including the financial position.
- § Prepare a full, annual Financial Statement for submission to the Council.
- § The Treasurer shall perform such other duties as may be required by the Council or the Executive Officers of the Council.
- § In the absence of the Chair, Vice-Chair and Secretary or in the event of their inability, the Treasurer shall assume the duties of the Chair.
- § The Treasurer shall co-sign all cheques with the principal on behalf of the Catholic School Advisory Council.

8.0 Committee Chair

- § Report to the Catholic School Advisory Council on a regular basis.
- § Act on behalf of the goals of the Catholic School Advisory Council.
- § Communicate with parents through the Catholic School Advisory Council newsletter.

9.0 Principal

- § Attends all Catholic School Advisory Council meetings.
- § Support and promote Catholic School Advisory Council activities.
- § Seek input from the Council in areas outlined as an advisory responsibility and provide responses to the recommendations.
- § To act as a resource on laws, regulations and Board policies.
- § Provide information required by the Council to enable it to make informed decisions.
- § Maintain regular communication with the Chair of the Council.
- § Assist the Council in communication with the school community.
- § Encourage the participation of parents and others within the school community.
- § Ensure that copies of the minutes of the Council's meetings are kept at the school.
- § Approve all printed materials from the school distributed through the school.



- § Financial statements and minutes from the previous meeting should be provided to all persons who attend each School Council meeting. These records must be kept at the school for seven (7) years and must be available for examination by any person without charge.

10.0 Elections

Parent Members:

- § An election of parent members shall be held during the first 30 days of each school year.
- § The principal shall, at least 14 days before the date of the election, give written notice of the DATE, TIME and LOCATION of the election to every parent.
- § Elections shall be by secret ballot.
- § All parents and guardians of pupils enrolled at the school are eligible to vote and must vote in person.

11.0 Other Elections

Other elections of teacher, non-teacher, and student shall be held during the first 30 days of each school year.

12.0 Terms of Office

A person elected or appointed holds office from the later of:

- § The date s/he is elected or appointed, or
- § The date of the first meeting of the school council after elections.

13.0 Vacancies

A vacancy shall be filled by election or appointment in accordance with by-laws of Council.

14.0 Officers

- § A School Council shall have a Chair, or if the by-laws of council so provide, two Co-Chairs and the Chair (Co-Chair) must be a parent.
- § A person employed by the Board cannot be the Chair.

15.0 Meetings

- § A School Council shall meet at least four (4) times during the school year.
- § A School Council shall meet within the first 35 days of the school year after the election.
- § All meetings shall be open to the public and held at a location that is accessible to the public. A School Council is entitled to hold its meetings at school.
- § A meeting cannot be held unless a majority of members of Council are present, and the majority are parent members.
- § The principal shall, on behalf of Council, give written notice of the dates, times, and locations of these meetings to every parent.

16.0 Meeting Procedures

- § At the first council meeting, the council shall elect a Chair from the parent members and may elect a Vice-Chair, Secretary and Treasurer.
- § The council shall establish a meeting schedule (at least 4 meetings per year) and publicize these dates.
- § The council will prepare, publish and communicate its goals, priorities and operational (by-laws) procedures which guide its activities.
- § The School Council shall keep minutes of all its meetings and all of its financial transactions. The minutes and records shall be available for examination by any person.



- § The School Council may form committees to carry out specific functions; however, every committee must include at least one parent member of council and is subject to the same requirements as regular council meetings.
- § By-laws governing election procedures, filling vacancies, conflict of interest and conflict resolution processes must be established.
- § Every School Council shall submit, annually in June, a written report on its activities including fund-raising account, to the principal and the Board. The principal, on behalf of the council, must give a copy of the report to every parent.
- § Members of School Council cannot receive remuneration.

Note: The School Council will operate in a manner that is non-judgmental, is based on open discussion and uses consensus, collaboration and compromise as the usual method for developing recommendations and plans.

17.0 Roles and Responsibilities

The Board will strive to:

- § Support the on-going leadership training of School Council members.
- § Review and revise its policies in accordance with Regulation 612/00.
- § Continue to include parents and other members of the community in an advisory role at the Board level through committees, policy development, etc.
- § Provide a mechanism to facilitate communication among School Councils with the school district.
- § Support and encourage the various activities of Regional School Councils and local School Councils.

Catholic School Advisory Council members should strive to:

- § Attend every meeting, be punctual, respect agenda time limits and remain for the entire meeting.
- § Make every effort to be a representative of the school community.
- § Be entitled to one vote, in votes taken by the council should the council make recommendations to the principal and/or to the Board through a voting process.
- § Respect each other's opinions and views.
- § Consider an idea on its merit and not the personality or perceived desires of the presenter.
- § Generate trust among all members.
- § Participate fully, raise questions and not divert discussion into other areas.
- § Evaluate the process of the meeting to improve its effectiveness.
- § Maintain a sense of humour.
- § Remember that silence means consent.

Definitions – N/A

References

Regulation 612
Regulation 613
Implementation of the Ontario Parent Involvement Policy
Ministry Support to Enhance Parent Involvement
Helping Ontario Parents Get Involved in Their Children's Education
Parents in Partnership: A Parent Engagement Policy for Ontario Schools

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Policy Committee
Submitted on: October 13, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

**REGIONAL CATHOLIC PARENT INVOLVEMENT
COMMITTEE**
Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board has established the Catholic Regional School Council for the past three years. In January 2011, the Ministry of Education established a Regional Parent Involvement Committee policy. The Board's Regional Catholic School Council policy needed to be revised to meet the requirements of the new policy.

DEVELOPMENTS:

A committee consisting of the Regional School Council executive and a Superintendent of Education revised the policy as outlined in Ontario Regulations 612/00 and 330/10. The regulations outline the composition, function and mandate of the Committee.

The Regional Catholic Parent Involvement Committee is a formal structure and an important advisory body. It, along with school councils, encourages parent involvement at the local and district level.

The draft revised policy was presented to the Regional Catholic School Council and members took the draft policy back to their respective school councils for vetting. The committee reviewed the changes and incorporated them into the attached policy, as appropriate.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the Regional Catholic Parent Involvement Committee policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Regional Catholic Parent Involvement Committee

		Policy Number:	200.24
Adopted:	June 26, 2007	Former Policy Number:	n/a
Revised:	N/A	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

As a Catholic learning community, the Brant Haldimand Norfolk Catholic District School Board believes in the importance of the partnership of school, home, parent and community as a means of enhancing student success in a Catholic school environment. To support this partnership, the Board recognizes the need to have a regional body of representatives (Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee) from Catholic School Advisory Councils to gather for training and dialogue, to receive information and to provide input to the Board on a number of educational issues.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board shall ensure that it:

- § Communicates and consults openly with the Church, staff, parents, students and community on key issues;
- § Promotes active parent involvement in their child's learning;
- § Proclaims and promotes the distinctiveness and value of Catholic education in our community;
- § Provides opportunities that will promote open participation of Catholic School Councils.

Glossary of Key Policy Terms – N/A

References

- Regulation 612
- Regulation 613
- Implementation of the Ontario Parent Involvement Policy
- Ministry Support to Enhance Parent Involvement
- Helping Ontario Parents Get Involved in Their Children's Education
- Parents in Partnership: A Parent Engagement Policy for Ontario Schools



Regional Catholic Parent Involvement Committee AP 200.24

Procedure for:	Principals and Vice-Principals	Adopted:	June 26, 2007
Submitted by:	Superintendent of Education	Revised:	N/A
Category:	Students		

Purpose

To outline the role of the Regional Catholic Parent Involvement Committee.

Responsibilities

All Board personnel shall follow this administrative procedure. Specific directions are provided for the Superintendent of Education and Regional Catholic Parent Involvement Committee members.

Information

The Regional Catholic Parent Involvement Committee (formerly the Regional School Council) is a Board level committee inaugurated in September 2006, following the implementation of the Ontario Parent Involvement Policy by the Ministry of Education. The Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee shall achieve its purpose by:

- § Working with Catholic School Advisory Councils, senior administration, and with employees of the Board to:
 - Share effective practices to help engage parents, especially parents/guardians who may find engagement challenging, in their children's learning,
 - Develop skills and acquire knowledge that will assist the Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee and Catholic School Advisory Councils of the Board with their work; and by
 - Communicating information from the Parent Engagement Office of the Ministry of Education to Catholic School Advisory Councils of the Board and to the parents/guardians of students of the Board;
- § Determining, in consultation with the senior administration, and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent involvement is to be used by the Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee,
- § Reviewing new and revised policies and guidelines, and
- § Other issues deemed appropriate by the Board.

Procedures

1.0 Superintendent of Education

The Role of the Superintendent of Education will be to:

- § Facilitate and assist in the operation of the committee.
- § Support and promote the committee's activities.
- § Seek input from the committee in areas for which it has been assigned responsibility.
- § Act as a resource on laws, regulations, and Board policies.
- § Communicate with the Chairperson of the committee as required.
- § Ensure that copies of the minutes of meetings are maintained at the Catholic Education Centre.
- § Assist the committee in encouraging participation of community groups.
- § Plan the agenda with the committee Chairperson.
- § Facilitate the implementation of approved committee initiatives.



- § Facilitate all communication between the Regional Catholic Parent Involvement Committee and the Catholic School Advisory Councils and trustees.

2.0 Regional Catholic Parent Involvement Committee

The responsibilities of the Regional Catholic Parent Involvement Committee are as follows:

- § The Regional Catholic Parent Involvement Committee is an advisory body. The advice provided by the council shall be in keeping with the Strategic Plan of the Board and school. This advice shall be supportive and in concurrence with the distinctive character, philosophy and goals of Catholic education and respectful of the faith and traditions of the Catholic Church.
- § Committee members are to maintain a region-wide focus on all issues. It is understood that the individual members of the council do not speak on the council's behalf unless at the request of the Chair. The Chair must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the committee.
- § From time to time the Director of Education or designate may ask for advice on specific topics or projects.
- § The Regional Catholic Parent Involvement Committee may assist in the organization of activities, such as the following:
 - Annual Catholic School Advisory Council In-service,
 - Bi-Annual Catholic School Advisory Council Symposium.
- § The Regional Catholic Parent Involvement Committee may propose specific projects for parental involvement in the schools, promotion of Catholic values with the parent community, and other specific projects as supported by the Board. The proposals shall be presented through Senior Administration and shall contain objectives, description of activities, personnel, required budgets, and a brief statement of outcomes.
- § The Board of Trustees, upon recommendation of Senior Administration, shall establish a yearly budget to address the various activities projected for the Regional Catholic Parent Involvement Committee.
- § Four meetings shall be held between September and June. The Chair, in consultation with the Senior Administration representative, shall decide the dates of those meetings and be responsible to convene a special meeting(s) if required.

3.0 Membership

3.1 Representatives from each of the following groups:

- § Catholic parent representative from each local Catholic School Advisory Council;
- § Trustee, as appointed by the Chair of the Board (non-voting member);
- § Superintendent of Education as appointed by the Director of Education (non-voting member);
- § Religion Consultant for the Board;
- § Principal or vice-principal – one elementary or one secondary school principal appointed in alternate years by Administration Council;
- § Teacher – one elementary or secondary teacher appointed in alternate years by the local Teachers' federation;
- § Non-teaching staff member appointed by the local support staff federation (Ontario Secondary School Teachers Federation);
- § Secondary school student senate representative to be appointed by the Student Senate;
- § Up to two (2) Catholic community representative(s) (appointed by council) who shall be nominated by the agency, association, or organization invited to nominate a representative. The Regional Catholic Parent Involvement Committee shall, at the first meeting in the new school year, decide upon which agencies, associations or organizations will be invited to nominate a community member. Upon receipt of the nominations, the Regional Council shall make appointments of up to two members to the council.



3.2 Parents shall form the majority of the Regional Catholic Parent Involvement Committee and at a commissioning ceremony will pledge to maintain the traditions of the Roman Catholic faith, in conjunction with the mission of the Brant Haldimand Norfolk Catholic District School Board. Parents/guardians elected to the Regional Catholic Parent Involvement Committee must reside within the boundaries of the school district they represent.

3.3 Members of the Regional Catholic Parent Involvement Committee will elect the Regional School Council Executive from among the parent representatives. This election will take place at the first meeting of the council of any given year. The Past Chair may remain as a voting member for two years.

4.0 Election of Executive/Term of Offices

- § The term of office for the Regional Catholic Parent Involvement Committee (Chairperson, Vice-Chairperson, Secretary and Treasurer) shall be two years.
- § Elections shall take place before the end of October in alternate years. Election forms will be sent to each Catholic School Advisory Council one month prior to the first Regional Catholic Parent Involvement Committee one month prior to the first Regional Catholic Parent Involvement Committee meeting in October. *(effective October 2007)*
- § The Executive members of the Committee shall be elected or appointed through a nomination, or selection process, from the representatives. Where a vacancy cannot be filled by way of the election process, an appointment can be made by the Executive.
- § Members of the Regional Catholic Parent Involvement Committee will not receive an honorarium or payment for general expenses.
- § Names and addresses of members of council will be forwarded to the Director within 30 days of election.
- § Names of council members will be published to the Brant Haldimand Norfolk Catholic District School Board communities.

5.0 Role of the Regional Catholic Parent Involvement Committee Chairperson

- § Plan the agenda with the appropriate Superintendent of Education.
- § Chair the council meetings.
- § Ensure the minutes of the meetings are recorded and maintained.
- § Communicate regularly with the appropriate Superintendent and Catholic School Advisory Councils.
- § Be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the council.

6.0 Other Executive Council Member Roles (Vice-Chairperson, Secretary, Treasurer)

- § The Vice-Chairperson shall assist the Chair with duties as assigned and, in the absence of the Chairperson, shall assume the duties of the Chair.
- § The Secretary shall be responsible for keeping accurate minutes and records of the meetings, issuing and maintaining all correspondence and communication as directed by the council, and keeping an accurate list of names and contact information (telephone and e-mail) of the council members.
- § The Treasurer shall be responsible for maintaining a record of all financial transactions of the council, presenting an account of the funds to the council at each meeting, and preparing a yearly financial statement.

7.0 Role of All Regional Catholic Parent Involvement Committee Members

- § Participate in Committee meetings.
- § Participate in information and training sessions.
- § All members shall have the primary responsibility to work within the group to facilitate the approved mandate.



8.0 Role of Appointed Members

- § The principal/vice-principal representative shall report the council's activities at the Academic Advisory Council (AAC) meetings.
- § The teaching and non-teaching representatives shall communicate the council's activities to their local Bargaining Units.
- § The superintendent's report shall be reviewed at Senior Administration meetings.
- § The trustee shall report at Board meetings.
- § The student representative shall report to the Student Senate.
- § The Spiritual Director will advise and assist the council with spiritual needs.

9.0 Meeting Procedures

- § Meetings will open with a prayer.
- § Meetings will commence promptly and will last no more than two hours, unless the majority of council members agree to a continuance of the meeting.
- § Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent (50%) +1 of members, but at all times there must be a majority of parent members at a meeting.
- § Minutes of the meetings are to be recorded and maintained at the Catholic Education Centre.
- § The council may establish committees to carry out specific tasks or projects in accordance with the overall mandate of the council. The council will seek widespread participation in these activities. One parent member from the council must be a part of any committee formed.
- § The council shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue. The Chair will not vote unless to break a tie.
- § Council will inform the local Catholic School Advisory Councils. Information to the local Catholic School Advisory Councils shall be disseminated through the school principal and the Chairperson of the Catholic School Advisory Council.

10.0 Meeting Agenda

- § The Chairperson shall prepare the agenda for all meetings in consultation with the Superintendent of Education.
- § A council Executive member may request an agenda item to be included on the agenda no less than seven days prior to a meeting date.
- § Agendas shall be distributed to each council representative no less than two (2) days prior to the meeting.
- § The format of the agenda shall include:
 - § Open Prayer,
 - § Attendance,
 - § Approval of the agenda,
 - § Declarations of interest,
 - § Approval of minutes of previous council meeting,
 - § Business arising from previous meeting,
 - § Reports from Representatives and focus groups,
 - § New Business,
 - § Correspondence,
 - § Next meeting date, and
 - § Adjournment.

Definitions – N/A



References

- Regulation 612
- Regulation 613
- Implementation of the Ontario Parent Involvement Policy
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- Parents in Partnership: A Parent Engagement Policy for Ontario Schools