

Policy 17 – Catholic School Community Councils

Initial Approval:	September 4, 2018		
References:	The Education Act, 1995, Section 140.1-140.5; The Education Regulations, 2019, Part IV (5-14); The School Division Administration Regulations, 2017, Division 1 - 54(1)		
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Background

The Board supports the formation and operation of Catholic School Community Councils (CSCC's) and the Catholic Parents Advisory Council (CPAC) within the school division

Every school in Saskatchewan has a School Community Council (SCC). Catholic School Community Councils (CSCCs) include school-level advisory bodies that include elected and appointed parents/guardians, students, community members and school staff, working together on issues that support the school's Learning Improvement Plan (LIP), student learning, and community well-being.

Any parent or guardian of a student who attends the school or any community member who is an elector (as defined in *The Local Government Election Act*) and lives within the attendance area for that school is eligible to run for an elected position on the CSCC.

CSCCs bring a new appreciation for what can be accomplished collaboratively in a way that suits their own unique community. The CPAC acts as a bridge between School Based Administrators, Senior Leadership Team (SLT) and Trustees in order to establish opportunities for the CSCC's and school communities.

Procedures

1. Establishment and Election of Catholic School Community Councils

- 1.1. School councils will be established and maintained according to *Section 140 of The Education Act, 1995*.
- 1.2. The Director shall appoint a Senior Administrator to be responsible for all Catholic School Community Councils. In addition, each Education Services Superintendent will have responsibility of CSCC's for their family of schools.
- 1.3. Appointed members may be:
 - Principal / Vice-Principal
 - Teacher
 - One (1) or two (2) students (encouraged)
 - One parish representative for each CSCC
 - Any other member the Council sees as necessary to represent all major demographics of the school.
- 1.4. Five (5) to nine (9) elected parents/guardians and community members should be parents or guardians of students attending the school.

- 1.5. The Council appoints the Office Manager of each school to act as election returning officer.
- 1.6. Elections will take place in accordance with Provincial regulations.
 - 1.6.1. The Council must maintain a Constitution and a code of conduct that will govern the operations of the Council. The Constitution must conform to *The Education Act, 1995*. The Constitution must be submitted to the Board for approval if changes are made.
 - 1.6.2. Elections will take place in any time from May to September and the names and contact information of the members will be submitted to the Division Office by the end of September.

2. Legislative Direction for CSCC's

As outlined in *The Education Act, 1995*, a Catholic School Community Council shall:

- 2.1. Undertake activities to enhance its understanding of the community's economic, social and health needs, aspirations for pupils' learning and well-being, and resources and supports for the school, parents, guardians and community;
- 2.2. In co-operation with the Principal and school staff, develop a Learning Improvement Plan that is in accordance with the school division's strategic plan;
- 2.3. Perform any activities aligned to the Learning Improvement Plan;
- 2.4. Communicate annually to the Board, parents, guardians and community members about its plans, initiatives and accomplishments;
- 2.5. Account publicly for the expenditure of funds related to the operation of the Catholic School Community Council;
- 2.6. Participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfill its responsibilities;
- 2.7. Not discuss or be given access to personal confidential information about any pupil, family member or guardian of any pupil, teacher, administrator or other employee of or member of the Council according to the *Local Authority Freedom of Information and Protection Act (LAFOIP)*; and
- 2.8. Maintain accurate banking and accounting principles and procedures.

3. Linkage to the Board

- 3.1. To facilitate communication, Board members will meet Catholic School Community Councils(s) twice a year.
- 3.2. The Board approves of individual Board members attending Catholic School Community Council meetings in order to:
 - Enhance communication with Catholic School Community Councils.
 - Enhance the development of educational governance across the school division.

- Create, develop and maintain an effective network between the various groups that are part of the school division.
 - Help clarify and reinforce the Board's role, school division protocols, Board directions and initiatives.
- 3.3. The Board approves Trustee representation on the Catholic Parent Advisory Council (CPAC).
 - 3.4. When individual Trustees attend Catholic School Community Council meetings they do so in a non-voting role and as observers; and do not have the authority to speak for the Board, unless provided with such authority by motion of the Board.
 - 3.5. Schools must submit their Learning Improvement Plans to the Superintendent responsible for Catholic School Community Councils. The Principal and the Catholic School Community Council Chair must sign these plans.
 - 3.6. The Board will seek input from Catholic School Community Councils on items that the Board deems appropriate.

4. Catholic School Community Council Grant

4.1. Allocation of Funds

- 4.1.1. The Board annually provides a grant, which provides operational funds for Catholic School Community Councils.
- 4.1.2. The grant is in the form of an established dollar level per Catholic School Community Council per year.

4.2. Purpose of Funds

- 4.2.1. Communication and public relations.
- 4.2.2. Conference attendance and professional development.
- 4.2.3. Providing opportunities for family engagement and activities.
- 4.2.4. Encourage parent and community participation in education.

5. Self-Assessment

- 5.1. Catholic School Community Councils are expected to engage in an on-going process of self-assessment in order to ensure their effectiveness.