

Administrative Application	
<p>School, Community, and Home Relations 11130</p> <hr/> <p>Establishment and Maintenance of a Catholic School Community Council (CSCC)</p>	<p>Last Reviewed / Approved on: January 15, 2020</p>
	<p>References:</p> <p>The Education Act, 1995 140 The Education Regulations, 2019 Part 4 The School Division Administration Reg., Part 10 The Local Government Election Act Administrative Application 11132 – CSCC Decision Making Administrative Application 11134 – CSCC Elections Policy 12 – Role of the Director Policy 17 – Catholic School Community Councils</p>
	<p>Status: Operational</p>

Preamble

The Regina Catholic School Division (RCSD) and the Board of Trustees have a long and successful history of collaboration with parents, parishes and community. The Catholic School Community Council (CSCC) formalizes the relationship of school with the community. It provides opportunities for stakeholders to give input and advice to schools and the Board. “Parents are the first educators, not the only educators, of their children. It belongs to them, therefore, to exercise with responsibility their educational activity in close and vigilant cooperation with civil and ecclesial agencies.”

Application

Subject to *The Education Act and Regulations, The School Division Administration Regulations, 2017*, Board policy and this administrative application, the principal of each school in the school division will establish and maintain a CSCC.

The CSCC should facilitate continuing communication and promote mutual understanding between the school and the community. The CSCC will also provide electors a continuing organization for bringing the opinions, concerns, and proposals of the electors to the attention of the Board.

1. **Role of the Catholic School Community Council**

The role of the CSCC is to:

- a. Work collaboratively to support the administrative and educational goals of the school division.
- b. Work collaboratively with school administration and the school improvement team in achieving school goals and supporting the school's *Learning Improvement Plan (LIP)*. CSCC Chair must sign the LIP.
- c. Work collaboratively with the school, the Board and the community. There will be an opportunity to meet with Board twice within the school year.
- d. Encourage and facilitate parent and community participation in school activities.

- e. Provide counsel and input to the school and the Board.
- f. Comply with all legislation, policies, regulations, administrative applications, procedures and protocols as designated by the Minister of Education, the Board and the local school.

2. CSCC Membership

- a. CSCCs will include two (2) types of members:
 - i. Elected
 - ii. Appointed
- b. Appointed members may be:
 - i. Principal/Vice-Principal
 - ii. Teacher
 - iii. Community School Coordinator (only applies in schools with a coordinator)
 - iv. One (1) or two (2) students (encouraged)
 - (1) High schools may appoint two (2) students
 - (2) Elementary schools may appoint two (2) students and ensure that student voice is solicited where appropriate
 - v. One (1) parish representative (from a Parish serving the school);
 - vi. Any other member the Council sees as necessary to represent all major demographics of the school.
 - vii. Five (5) to nine (9) parents/guardians and community members should be parents or guardians of students attending the school.

3. CSCC Elections

- a. Candidates eligible to stand for election to a CSCC include parents/guardians of children attending that school, and Catholic electors who reside in the attendance area of that school.
- b. The term of office for elected members will normally be a minimum of two (2) years.
- c. Elections may take place at an Annual General Meeting (AGM) held between May and September 30th.
- d. The school's office manager will serve as elections returning officer and follow the Election Guidelines for CSCCs.
- e. Principals will endeavour to establish a CSCC that is reflective of student demographics.

- f. With the exception of the principal, appointed members may serve on a rotating basis.
- g. Should there not be sufficient numbers to fill positions; a member may hold dual roles.
- h. In compliance with CSCC operational grants, the CSCC will submit a year-end financial statement and annual report related to the use of the grant funds to the Superintendent responsible for CSCCs.