

# CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

## School Council Timeline

Month	Consideration	Action	Handbook Reference
September	Administrative Outgoing Chair/ Co-chairs	<ul style="list-style-type: none"> <li>• Meet with Principal to review and discuss your term of office</li> <li>• Discuss goals, timeline and recommendations</li> </ul>	
	Finance <b><i>Financial Records – June to August, due September 30</i></b>	<ul style="list-style-type: none"> <li>• Send copies of bank reconciliations, bank activity information and an itemized list of funds transferred to the school to the Finance Services Department</li> </ul>	Memorandum: Year-End Reporting Requirements – School Council Funds From: Board Associate Directors, Instructional & Corporate Services – 05-09-16
Early September	Elections	<ul style="list-style-type: none"> <li>• Send information and letter to parents/guardians announcing CSC Election Procedures</li> <li>• Communicate to Teaching and Non-teaching Staff and Students re: upcoming elections</li> <li>• Review nomination process</li> <li>• Publish election information in School Newsletter 14 days Prior to Election</li> </ul>	CSCRH Section 7
Mid September	Elections	<ul style="list-style-type: none"> <li>• Receive nominations from Parent Representatives</li> <li>• List of nominees prepared and published</li> <li>• Elect Parent Representatives</li> </ul>	CSCRH Section 7
Within first 30 days of School Year	Administrative	<ul style="list-style-type: none"> <li>• Call first meeting of CSC; a minimum of 4 meetings per year</li> </ul>	CSCRH Section 3, Pgs. 3-8 & 3-9
	Elections	<ul style="list-style-type: none"> <li>• Election of Teacher and Non-teacher and student representative if appropriate</li> </ul>	CSCRH Section 7
At First Meeting/ Within first 35 days of School Year	Administrative	<ul style="list-style-type: none"> <li>• Establish positions of office, dates/locations of meetings</li> <li>• Appoint Parish, OAPCE and Community Reps according to Bylaws</li> <li>• Review Council By-laws with Council, if revision is required establish committee to review and revise by-laws to meet regulations</li> </ul>	School Council By-laws; CSCRH Section 3 & Section 4  CSCRH Section 6

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Late September/ Early October	Administrative	<ul style="list-style-type: none"> <li>• Publish complete list of your elected and appointed CSC members in the School and/or School Council Newsletter and submit list to your Family of Schools Superintendent</li> <li>• Publish dates for CSC meetings and activities for the school year</li> </ul>	CSCRH Section 3
	Volunteers	<ul style="list-style-type: none"> <li>• Establish Volunteers Committee</li> <li>• Recruit volunteers</li> </ul>	CSCRH Section 4 CSCRH Section 5
	Family of Schools Meeting	<ul style="list-style-type: none"> <li>• Council members to attend</li> </ul>	
October/ November	Administrative Goals	<ul style="list-style-type: none"> <li>• Review past &amp; on-going goals and set goals for current year</li> </ul>	CSCRH Section 5, Pgs. 5-4 to 5-8
	School Council Annual Survey Document	<ul style="list-style-type: none"> <li>• Establish committee to review prior year's School Council Annual Survey and revise</li> <li>• Distribute revised survey to Council members for review and input</li> </ul>	CSCRH Section 10, Pg. 10-11
	CCCSC In-service	<ul style="list-style-type: none"> <li>• Council members to attend CCCSC In-service</li> </ul>	
December/ January	Administrative <b><i>School Council Annual Survey Document, due January 31<sup>st</sup></i></b>	<ul style="list-style-type: none"> <li>• Finalize survey and submit to your Family of Schools Superintendent</li> <li>• Post and/or have survey available for anyone to examine</li> </ul>	CSCRH Section 10, Pgs. 10-11 to 10-14
	Financial Budget	<ul style="list-style-type: none"> <li>• Set Budget for current school year by developing, reviewing and revising fundraising and other receipts and associated disbursements and expenditures for Council administration, commitments and staff proposals</li> </ul>	

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February	CCCSC In-service/workshops	<ul style="list-style-type: none"> <li>• Council members to attend</li> </ul>	
April	Administrative	<ul style="list-style-type: none"> <li>• Review CSC goals, fundraising initiatives, CSC record keeping and guidelines for established events/activities), discuss future venues (i.e. guest speakers and workshops for parents)</li> </ul>	
May	Administrative <b><i>Annual Report, due September 30</i></b>	<ul style="list-style-type: none"> <li>• Establish committee to complete Annual Report; it is recommended that all CSC executives/officers should be members of committee</li> </ul>	CSCRH Section 10, Pg. 10-10
	CSC Records	<ul style="list-style-type: none"> <li>• Direct committee chairs, Council executives/officers to ensure records are in order and ready for submission</li> </ul>	CSCRH Section 3:3.1.4, Pg.3-9 & 3-10; Section 3:3.4.2, Pg. 3-12
	Council Activities	<ul style="list-style-type: none"> <li>• Review and submit timeline of Council's activities for upcoming school year</li> <li>• Distribute to Council members for input</li> </ul>	
	Elections	<ul style="list-style-type: none"> <li>• Establish election committee</li> <li>• Establish date, time and location for election</li> </ul>	CSCRH Section 3:3.5, Pg. 3-12 & Section 7, in particular Pg. 7-9
	Fundraising	<ul style="list-style-type: none"> <li>• Fundraising committee presents recommendations for fundraising initiatives for upcoming school year</li> </ul>	CSCRH Section 10 – Fundraising Activities Pgs. 10-5 to 10-9
May/June	Fundraising	<ul style="list-style-type: none"> <li>• Council votes on fundraising initiatives for upcoming school year</li> <li>• Establish new fundraising committee to begin organizing Council's Fall activities</li> </ul>	CSCRH Section 3:3.5 Pg. 3-12 CSCRH Section 4, Pgs. 4-5 to 4-9

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June	Administrative Council Activities	<ul style="list-style-type: none"> <li>• Distribute Council Activities timeline for upcoming school year</li> </ul>	CSCRH Section 10										
	CSC Records	<ul style="list-style-type: none"> <li>• Transfer of procedures and documents to be completed before the new Council's term begins.</li> <li>• Minutes, financial stmts., records, Annual Reports, handbooks, and other documents should be filed at the school in a central location</li> </ul>	CSCRH Section 10, Transition, Pg. 10-10										
	<b>Annual Report, Recommended – June 15, due September 30</b>	<ul style="list-style-type: none"> <li>• Submit Annual Report to Board Finance Dept., Superintendent, Principal, &amp; Council Members</li> <li>• Principal/Council to distribute a copy of the submitted Annual Report to every parent who has a child enrolled in your school</li> </ul>	CSCRH Section 10 Pg. 10-10										
	Elections	<ul style="list-style-type: none"> <li>• Review:                             <ul style="list-style-type: none"> <li>- D.P. Policy &amp; Regulations;</li> <li>- Ministry of Education Regulations 612 &amp; 613;</li> <li>- D.P. Framework for Catholic School Council Elections</li> <li>- CSCRH – Review of Election bylaws</li> </ul> </li> </ul>	CSCRH Sections 7 & 12										
<p><u>Terms:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">CSC</td> <td>Catholic School Council</td> </tr> <tr> <td>CCCSC</td> <td>Central Committee for Catholic School Councils</td> </tr> <tr> <td>CSCRH</td> <td>Catholic School Council Resource Handbook</td> </tr> <tr> <td>DPCDSB or D.P.</td> <td>Dufferin-Peel Catholic District School Board</td> </tr> <tr> <td>OAPCE</td> <td>Ontario Association for Parents in Catholic Education</td> </tr> </table> <p><u>N.B.:</u></p> <ul style="list-style-type: none"> <li>▪ Agendas for CSC meetings should be prepared in consultation with the principal and members of the school council;</li> <li>▪ Ensure there is regular communication with the school community – school or school councils newsletters, bulletin board, notices and/or flyers;</li> <li>▪ Consult with senior board staff and trustees as required</li> </ul>				CSC	Catholic School Council	CCCSC	Central Committee for Catholic School Councils	CSCRH	Catholic School Council Resource Handbook	DPCDSB or D.P.	Dufferin-Peel Catholic District School Board	OAPCE	Ontario Association for Parents in Catholic Education
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