



**CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS**

# Procedural By-Laws

(Revised April 2014)



Dufferin-Peel Catholic District School Board

**Contents**

TERMS OF REFERENCE ..... 3

    The mandate of CCCSC:..... 3

    Responsibilities of CCCSC:..... 3

CODE OF ETHICS:..... 5

BY-LAWS..... 6

    By-Law 1: CCCSC Composition ..... 6

    By-Law 2: Parent Members..... 8

    By-Law 3: Community Members..... 10

    By-Law 4: Board Employee Group and Other Members: ..... 11

    By-Law 5: Offices..... 12

    By-Law 6: Sub-Committees ..... 14

    By-Law 7: Conflict of Interest..... 15

    By-Law 8: Conflict Resolution ..... 17

PROCEDURES: ..... 18

    Meetings: ..... 18

    Quorum:..... 18

    Agenda: ..... 18

    Minutes and Financial Records: ..... 18

    Annual Summary of Activities: ..... 18

    Volunteer of the Year Award: ..... 19

# CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

*Parent is used throughout the Terms of Reference & By-Laws to refer to parent(s) and guardian(s).*

## TERMS OF REFERENCE

Under the *Education Act, Ontario Regulation 612/00, School Councils and Parent Involvement Committees*, requires every school board in Ontario to establish a Parent Involvement Committee (PIC).

The name of the Parent Involvement Committee in the Dufferin-Peel Catholic District School Board (DPCDSB) shall be the Central Committee for Catholic School Councils (CCCSC).

### The mandate of CCCSC:

- to promote the Board's vision and values; the sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board, and be faithful to its mission statement;
- to support, encourage, and enhance meaningful parent engagement at the board level to improve student achievement and well-being within the context of the Catholic faith;
- to provide information and advice to the board on parent engagement in our Catholic school system;
- to communicate with and support Catholic School Councils; and
- to undertake activities to help parents support their children's learning at home and at our Catholic schools.

### Responsibilities of CCCSC:

- to support Catholic Education in Ontario;
- to support the Board's vision and values; the sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board, and be faithful to its mission statement;
- to support the Board's Strategic System Plan, and related Board Learning Plans;
- to promote the shared responsibility of the education of children in our Catholic schools involving home, school, parish and Catholic community;
- to develop strategies and initiatives that the Board and the Board's Director could use to communicate effectively with parents and to engage parents in support of their children's learning at home and at school, and to advise on the use of these strategies;
- to communicate information from the Ministry of Education to Catholic School Councils and parents;
- to determine, in consultation with the Director of Education, how ministry funding, if any, for parent engagement initiatives is to be allocated;
- to work with Catholic School Councils;
- to share effective practices to help engage parents in their children's learning, identify and reduce barriers to parent engagement, and help ensure that schools are welcoming to parents; and

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

- to support initiatives that help build knowledge and skills that will assist CCCSC and Catholic School Councils of the Board with their work.

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

### CODE OF ETHICS:

CCCSC members shall:

- Promote and uphold the teachings and values of the Catholic faith;
- Be guided by the Gospel Values;
- Be advocates for Catholic Education;
- Be guided by the Board's Mission Statement;
- Focus on the well-being and achievement of all students;
- Consider the best interest of all parents/guardians in the DPCDSB;
- Act within the limits of the roles and responsibilities of CCCSC, as identified by the school board and the Ontario Ministry of Education;
- Become familiar with the school board's policies and operating practices and act in accordance with them;
- Maintain the highest standards of integrity;
- Recognize and respect the personal integrity of each member of the school community;
- Treat all other members with respect and allow for diverse opinions to be shared without interruption;
- Encourage a positive environment in which individual contributions are encouraged and valued;
- Acknowledge democratic principles and accept the consensus of CCCSC;
- Not disclose confidential information;
- Limit discussions at CCCSC meetings to matters of concern to the school community as a whole;
- Use established communication channels when questions or concerns arise;
- Promote high standards of ethical practice within the school community;
- Not accept any payment or benefit financially through CCCSC involvement.

# CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

## BY-LAWS

### By-Law 1: CCCSC Composition

B1.1 The CCCSC is comprised of parents, community representatives, trustees and staff members.

B1.2 The majority of CCCSC members shall be parent members. Parent members shall be English Separate School electors, or their spouses.

B1.3 The chair or co-chairs are parents.

B1.4 In accordance with Ontario Regulation 612/00, no remuneration shall be paid to members of the CCCSC.

B1.5 Parent Members:

One elementary parent and one secondary parent who are parents of pupils currently enrolled in a school in the DPCDSB and who are chairpersons and/or persons of good standing, on Catholic School Councils, that have been elected from each of the Families of Schools. These parents are voting members.

B1.6 Trustee:

There will be one (1) Trustee appointed by the Board, and one (1) who will serve as an alternate. Trustees are non-voting members.

The trustee who sits on the CCCSC may,

- (a) Delegate any of his or her powers or duties as a member of the CCCSC to another trustee; and
- (b) Designate a trustee to attend the meetings of the CCCSC in his or her place.

B1.7 Director of Education:

The Director of Education may,

- (a) Delegate his or her powers or duties as a member of the CCCSC to a supervisory officer employed by the board; and
- (b) Designate a supervisory officer of the board to attend a meeting of the CCCSC in his or her place.

B1.8 Community Representatives:

There will be up to three (3) community representatives. All three (3) community representatives are voting members.

- i. There will be one (1) Diocesan representative selected by the Auxiliary Bishop.
- ii. There will be one (1) representative from the Ontario Association of Parents in Catholic Education (OAPCE) appointed by OAPCE.
- iii. There will be one (1) representative from the Special Education Advisory Committee (SEAC) of Dufferin-Peel appointed by SEAC.

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

### B1. 9 Board Employee Groups:

Any additional representatives will be non-voting members.

- i. There will be two (2) Principal Representatives appointed by the respective Elementary and Secondary Principals' and Vice-Principals' Associations.
- ii. There will be two (2) Teacher representatives (one Elementary, one Secondary), appointed by the respective OECTA Elementary and Secondary Associations.
- iii. There will be one (1) board employee, other than a principal, vice principal, or teacher.

### B1. 10 Other Members:

The two (2) elected Board Student Trustees will be invited to participate where appropriate.

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

### By-Law 2: Parent Members

#### B2.1 Parent Members

- i. A parent member must be the parent of a pupil currently enrolled in a school of the DPCDSB and who is a chairperson, and/or a person of good standing, on a Catholic School Council.
- ii. There will be one (1) elementary parent and one (1) secondary parent that have been elected from each of the Families of Schools as per Policy 4.01 – *Catholic School Councils*.
- iii. An alternate parent member in good standing will also be identified for each of the elected positions.
- iv. Members will include a maximum of two (2) parents representing each Family of Schools.

#### B2.2 Election procedures

- i. Elections for the two (2) parent members from each Family of Schools will occur prior to November 15<sup>th</sup> of each school year.
- ii. To be eligible to stand for a parent member position on CCCSC, the parent must meet the criteria set out in B2.1 (i).
- iii. The election proceedings shall be supervised by each Family of Schools Superintendent at an annual designated Family of Schools Catholic School Council meeting held prior to November 15<sup>th</sup> of each school year.
  - a. Parents may nominate themselves or other parents.
  - b. Candidates should be prepared to summarize their reasons for running for CCCSC.
  - c. Elections shall be held as necessary.
  - d. Elections shall be conducted by secret ballot.
  - e. Each school council parent member shall be entitled to cast one vote for each position available.
  - f. Ballots shall be counted by the Family of Schools Superintendent in the presence of at least two parents who are not election candidates. If there is a tie for the final position for a representative on the CCCSC, the winner shall be determined by lot.

#### B2.3 Term of Membership:

- i. Terms of membership for parent members in CCCSC will be for one (1) year effective the date of election.
- ii. Parents may seek additional terms as one of the two CCCSC representatives for their Family of Schools.



## **CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS**

---

### **B2.4 Filling Parent Member Vacancies:**

Any parent member vacancies will be filled by the designated alternate identified within each Family of Schools at the time of elections of the current school year.

### **B2.5 Role of the Family of Schools Representative:**

- i. Uphold the mandate of CCCSC.
- ii. Act as a liaison between local Catholic School Councils and CCCSC.
- iii. Attend all scheduled CCCSC meetings. If unable to attend, the alternate will attend the meeting.
- iv. Where neither the regular member, nor alternate member is able to attend, regrets are to be forwarded via an e-mail or phone message.
- v. Every effort should be made to send a written report or to have the alternate attend the meeting.
- vi. Facilitate networking opportunities for local Catholic School Councils at the Family of Schools level through communication with the superintendent of schools; setting dates in advance for Family of Schools chairs meetings, agenda preparation, guest speaker invitations, etc.
- vii. Maintain a communication link to promote the sharing of information among Catholic School Councils, within their Family of Schools. Create a confidential phone tree or e-mail data base of all school council chairs within the family of schools.
- viii. Maintain on-going open communication with the superintendent of schools.

### **B2.6 Failure to Fulfill the Role and Responsibilities of Family of Schools Representative:**

- i. If a parent member of CCCSC is absent for three (3) consecutive meetings of the CCCSC and does not follow the procedures regarding absences as set out in By-Law B.2.5, or if a parent member of CCCSC does not perform his or her duties of acting as a liaison or communicating with the Catholic School Councils within their Family of Schools as outlined in By-Law B2.5, the Director of Education or the designated Superintendent shall look into the matter.

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

### By-Law 3: Community Members

#### B3.1 Community Members:

Members of the community bring an important perspective to the work of the CCCSC.

- i. CCCSC may have up to three community members:
  - a. There will be one (1) Diocesan representative selected by the Auxiliary Bishop.
  - b. There will be one (1) representative from the Ontario Association of Parents in Catholic Education (OAPCE) appointed by OAPCE.
  - c. There will be one (1) representative from the Special Education Advisory Committee (SEAC) of Dufferin-Peel appointed by SEAC.
- ii. Community members may not be a member of the Board of Trustees or an employee of the board.
- iii. Community members are voting members.

#### B3.2 Term of Membership:

- i. Community members shall serve on the CCCSC for a term of one year.
- ii. A community member may serve a maximum of three consecutive terms.

#### B3.3 Filling Vacancies:

Should a vacancy occur, the (Diocese, OAPCE, SEAC) will be invited to name another representative to serve the remaining term of office for the vacant position.

#### B3.4 Failure to Fulfill Role and Responsibilities of Community Member on CCCSC:

- i. If a Community Member is absent from three (3) consecutive meetings of the CCCSC and does not provide the CCCSC Secretary with a written report of the activities of the organization that Community Member represents, to be read at the CCCSC meeting and entered into the minutes of the meeting, the Director of Education or the designated Superintendent shall look into the matter.

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

### By-Law 4: Board Employee Group and Other Members:

#### B4.1 Board employee group members:

- i. There may be up to (5) five representatives, one from each of the five board staff groups:
  - a. one elementary principal;
  - b. one secondary principal;
  - c. one elementary teacher;
  - d. one secondary teacher ; and
  - e. one board employee, other than a principal, vice-principal, or teacher.
- ii. To bring the perspectives of board employee groups from both elementary and secondary schools, one representative of each of the following board staff groups will be invited to join the CCCSC:
  - a. two (2) Principal Representatives appointed by the respective Elementary and Secondary Principals' and Vice-Principals' Associations;
  - b. two (2 ) Teacher representatives (one Elementary, one Secondary), appointed by the respective OECTA Elementary and Secondary Associations;
  - c. one (1) board employee, other than a principal, vice-principal, or teacher will be appointed from support services.

#### B4.2 Other member groups:

The two (2) elected Board Student Trustees will be invited to participate as appropriate.

B4.3 The Board will be responsible for securing appointments for all board employee groups and other members.

B4.5 Board employee group members and other group members are non-voting members.

#### B4.6 Term of Membership:

The term for these members shall be one year, and may be renewed for one additional term at the discretion of the board and the employee.

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

### By-Law 5: Offices

#### B5.1 Chair:

A chair shall be elected from the parent representatives at the first meeting of the new CCCSC each school year for a two-year term provided that the member continues to be a parent who is a chairperson, and/or a person of good standing on a Catholic School Council, and who continues to have a child enrolled in a school in the DPCDSB. An individual cannot serve more than two consecutive terms in this office.

#### B5.2 Vice-Chair:

A vice-chair shall be elected from the parent representatives at the first meeting of the new Central Committee each school year for a one-year term. An individual cannot serve more than three consecutive terms in this office.

#### B5.3 Treasurer:

At the first meeting of the school year, or earlier if a vacancy arises, parent members of CCCSC may select a parent member to serve as treasurer. The term of office shall be for one year.

#### B5.4 Secretary:

At the first meeting of the school year, or earlier if a vacancy arises, parent members of CCCSC may elect a parent member to serve as secretary. The term of office shall be for one year.

#### B5.5 Vacancies:

- i. Should an officer position become vacant before the next election process, CCCSC shall fill the vacancy by election of a parent member. Only CCCSC parent members may vote in an election to fill an officer position.
- ii. When a vacant spot on CCCSC is filled, the new officer's term will expire at the time the previous officer's term would have ended.

#### B5.6 Duties of the Chair and Vice-Chair:

- i. The Chair shall:
  - a. call the CCCSC meetings;
  - b. prepare the agenda for the meetings in consultation with the Superintendent appointed to CCCSC or designate; and
  - c. conduct the CCCSC meetings as per the By-Laws;
  - d. participate in information and orientation sessions where appropriate;
  - e. shall ensure that regular communication occurs between CCCSC and the community;
  - f. coordinate and oversee all CCCSC committees; and

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

- g. attend or appoint a member to attend provincial or regional meetings and functions, as required.
  - ii. The Vice-Chair shall:
    - a. take the place of the Chair when the chair cannot fulfill their responsibilities i.e.: chair meetings, etc.
    - b. chair sub-committees as agreed upon by the Chair and the designated Superintendent.

### B5.7 Failure to Fulfill the Role and Responsibilities of Officer

- i. If an officer of CCCSC is absent for three (3) consecutive meetings of the CCCSC or for a CCCSC Sub-committee which he or she sits on, or if an officer of CCCSC does not perform his or her duties as outlined in By-Law B5.6, the Director of Education or the designated Superintendent shall look into the matter.

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

### By-Law 6: Sub-Committees

B6.1 Sub-committees work under the auspices of CCCSC. Actions and decisions of committees are subject to the approval of CCCSC.

- i. Establishment of any sub-committee requires CCCSC approval.
- ii. There shall be at least one CCCSC parent member on every sub-committee.
- iii. Sub-committees are open to all Catholic School Council members.

B6.2 Role of the Sub-Committees:

- i. Focus and carry on a particular task for a set period of time.
- ii. Assist in the work that needs to be done.
- iii. Report regularly at meetings, provide advice and make recommendations to CCCSC which has the final responsibility for decisions.

B6.3 Structure of Sub-Committees:

- i. Each sub-committee nominates a chair from the group.
- ii. All CCCSC members are encouraged to be involved in at least one sub-committee.
- iii. Sub-committees are encouraged to meet between regular CCCSC meetings. This would provide sufficient time to examine or review their particular area of responsibility and consider any action or follow-up that needs to be taken and report back to CCCSC.

B6.4 Role of sub-committee chairperson:

- i. Be the chairperson for that sub-committee and report to the CCCSC at the next scheduled meeting
- ii. Ensure implementation of approved recommendations is monitored.
- iii. Encourage participation from the school community and encourage parent members or local community members as required.

B6.5 Sub-Committees include but are not limited to:

- i. CCCSC In-Service Committee
- ii. Volunteer of the Year Award
- iii. By-Laws Committee (as required)

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

### By-Law 7: Conflict of Interest

#### B7.1 Purpose:

CCCSC members must be independent and impartial in carrying out their duties. Each member of CCCSC shall avoid situations that could result in an actual, potential, or perceived conflict between the overall goals and vision of CCCSC and a personal or pecuniary interest of that CCCSC member. This by-law applies to all permanent and alternate members of CCCSC.

#### B7.2 Definition:

A conflict of interest for a CCCSC member is any situation in which the individual's private interests may be incompatible or in conflict with their CCCSC responsibility. A conflict of interest may be actual, perceived or potential:

**Actual:** When a CCCSC member has a private interest that is sufficiently connected to his or her duties and responsibilities as a council member that it influences the exercise of these duties and responsibilities.

**Perceived:** When reasonably well-informed persons could reasonably believe that a CCCSC member has a conflict of interest, even where, in fact, there is no real conflict of interest.

**Potential:** When a CCCSC member has a private interest that could affect his or her decision about matters proposed for discussion.

#### B7.3 Responsibility:

- i. A member of CCCSC shall declare a conflict of interest in matters where he or she, friends, members of his or her family, or business entities in which he or she may have an interest, could possibly benefit (either directly or indirectly) from decisions of CCCSC.
- ii. A member shall not participate in a discussion which is a result of a personal or pecuniary interest:
  - a. the member's ability to carry out his or her duties and responsibilities as a member of CCCSC may be jeopardized, or seen to be jeopardized, as a result of his or her personal or pecuniary interest;
  - b. the member, his or her relatives or friends, 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 CCCSC or the board in response to information or advice that CCCSC provides to the board;
  - c. the member might be in a position, or be perceived to be in a position, to give preferential treatment to his or her family members, friends, or a business entity in which he or she has an interest, as a result of his or her participation on CCCSC;
  - d. a conflict of interest is likely to result.

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

### B7.4 Disciplinary Action:

Any member who fails to act in accordance with the provisions of this by-law will be subject to appropriate disciplinary action, including removal from their position on CCCSC.



## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

### By-Law 8: Conflict Resolution

#### B8.1 Purpose:

To provide a guideline to prevent and resolve conflicts which may arise during the course of a meeting.

#### B8.2 Responsibility:

- i. This method of conflict resolution must be conducted in the spirit of Gospel values with a goal to continue the valuable work of CCCSC.
- ii. Members of CCCSC are elected as representatives of the board's community and will demonstrate respect for their colleagues on CCCSC at all times.
- iii. If a CCCSC member or members become disruptive during a meeting, the chair shall ask for order.
- iv. If all efforts to restore order fail or the unbecoming behaviour continues, the chair may direct the individual CCCSC member(s) to leave the meeting, citing the reasons for the request.
- v. The removal of a member for one meeting does not prevent the CCCSC member from participating in future meetings of the CCCSC, nor does it prevent that meeting from continuing.
- vi. If order cannot be restored, the meeting can be adjourned and reconvened at a future date.
- vii. The incident shall be recorded and submitted to the director or designate within one week of the meeting.
- viii. When the chair has requested the removal of a member or members from a meeting, the chair may request that the disputing member(s) of CCCSC participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting and shall not be construed as a meeting of CCCSC.
- ix. The chair may request the intervention of an independent third party to assist in achieving a resolution of the dispute.
- x. An independent third party may be a board official or another individual mutually agreed upon by the parties involved in the dispute.

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

### PROCEDURES:

#### Meetings:

- i. For meetings, the majority of the members must be parent members, and the Superintendent and Trustee must be present.
- ii. CCCSC shall hold a minimum of four (4) meetings per school year.
- iii. CCCSC shall endeavour to hold monthly meetings on the first Thursday of each month as appropriate during the school year.
- iv. All meetings shall be held at the CEC in the Boardroom beginning at 7:00 pm.
- v. The rules of order of meetings will be followed according to the DPCDSB Board By-Law 8.00.
- vi. Meetings of CCCSC will respect the privacy of all individuals in accordance with the Freedom of Information and Protection of Privacy Act.

#### Quorum:

A majority of parent members of CCCSC will constitute a quorum for meetings of CCCSC.

#### Agenda:

- i. The agenda shall be set by the Chair in consultation with the Superintendent.
- ii. The agenda shall be distributed to CCCSC members a minimum of seven days in advance of the regularly scheduled meeting.

#### Minutes and Financial Records:

- i. CCCSC will maintain minutes of all its meetings and records of its financial transactions.
- ii. The minutes are to be posted on the board's website and sent electronically to each school council in the board.
- iii. CCCSC will regularly report to the Board on its activities through the minutes of its meetings.

#### Annual Summary of Activities:

One of the ways in which the CCCSC demonstrates its accountability is through the annual submission to the Chair of the Board and the Board's Director of Education, of a written summary of its activities and a record of how funding from the ministry to support the activities of the CCCSC was spent. The summary will be posted on the Board website and provided to each school council in the board.

## CENTRAL COMMITTEE FOR CATHOLIC SCHOOL COUNCILS

---

### Volunteer of the Year Award:

Volunteers play a very important role in our schools and in our communities helping to build vibrant, caring, inclusive, faith school communities. This award will recognize one individual who exemplifies volunteerism in Dufferin-Peel. This annual award has been developed to acknowledge the hardworking individuals who put in tremendous effort and time to help in our schools. The award process is also a means to thank volunteers for their continuous years of commitment and dedication. Nominees may be parents, administrators, non-teaching board/school staff members (i.e. custodian, secretary, maintenance staff, support services etc.), teachers, students or community members. The recipient of the award will be recognized at the June meeting of CCCSC and at the fall meeting of Catholic School Council Chairs.