Northeastern Catholic District School Board

CATHOLIC SCHOOL COUNCILS

Administrative Procedure Number: APE028

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) values the important role of Catholic School Councils in strengthening partnerships among families, schools, parishes, and the broader community. Catholic School Councils provide advice and perspectives that support student achievement, well-being, Catholic identity, and positive school communities. The Board is committed to fostering meaningful family engagement through consistent practices that promote collaboration, transparency, accountability, and shared responsibility.

REFERENCES

Education Act: Ontario Regulation 612/00 and Regulation 298
School Councils – A Guide for Members, 2002
NCDSB Policy
- E-28 Catholic School Councils
- P-16 Resolution of Complaints
- B-16 School Generated Funds

NCDSB Administrative Procedure
- APP016 Resolution of Complaints
- APB016 School Generated Funds

DEFINITIONS

Catholic School Council (CSC)
An advisory body established in accordance with the Education Act and Ontario Regulation 612/00 that brings together parents, school staff, parish representatives, community members, and, where applicable, students to provide advice and support initiatives that enhance student achievement, well-being, Catholic identity, family engagement, and the overall effectiveness of the school community.

PROCEDURES

1.0 GUIDING PRINCIPLES

1.1 Catholic School Councils shall operate in a manner that:

i) Supports the mission, vision, values, and strategic priorities of the Board.

ii) Promotes meaningful partnership between home, school, parish, and community.

iii) Encourages respectful dialogue and collaboration.

iv) Considers the best interest of all students.
v) Reflects transparency, accountability, and responsible stewardship.
vi) Recognizes that Catholic School Councils are advisory bodies whose recommendations assist Principals and the Board in decision-making.

1.2 Catholic School Councils are advisory in nature and may engage in consultation strategies in matters that may include:
i) School improvement planning;
ii) Catholic identity and faith formation;
iii) Student achievement and well-being;
iv) Family engagement;
v) School climate;
vi) Community partnerships; and/or
vii) Other matters referred by the Principal or the Board.

1.3 All matters of the Catholic School Council shall be conducted in accordance with NCDSB policy and procedures and legislative requirements.

2.0 RESPONSIBILITIES

2.1 Chief Executive Officer

i) Establish system expectations for Catholic School Councils.
ii) Allocate funding as approved through the annual budget process.
iii) Provide system leadership respecting family engagement.
iv) Communicate with Catholic School Councils, as appropriate.
v) Monitor compliance with Board policy and administrative procedures.

2.2 Supervisory Officer

i) Provide guidance to Principals.
ii) Support consistent implementation across schools.
iii) Provide training and resources where appropriate.

2.3 Principal

i) Annually, invite parents/guardians to declare their candidacy for membership on the Catholic School Council by distributing the NCDSB *Declaration of Candidacy* form to all families.
ii) Establish the Catholic School Council annually in accordance with this procedure and applicable legislation.
iii) Support the work of the Catholic School Council while respecting its advisory role.
iv) Prepare meeting agendas collaboratively with the Chair.
v) Provide the Council with information necessary to support informed discussions and decision-making.
vi) Ensure accurate minutes are maintained and kept at the school.
vii) Communicate Board information and consultation requests requiring Catholic School Council input.

viii) Support and promote family engagement initiatives.
ix) Ensure Catholic School Council funds are managed in accordance with Board policy and procedures.
x) Maintain Catholic School Council records.
xi) Provide orientation for new members.

2.4 Chair

i) Work collaboratively with the Principal.
ii) Chair meetings in an organized and respectful manner.
iii) Encourage participation by all members.
iv) Assist in establishing meeting agendas.
v) Represent the Catholic School Council when communicating approved recommendations.
vi) Promote respectful and productive discussion.

2.5 Members

i) Attend meetings regularly
ii) Participate respectfully
iii) Represent the interests of the entire school community
iv) Maintain confidentiality where appropriate
v) Declare conflicts of interest
vi) Support decisions reached by the Catholic School Council

3.0 MEMBERSHIP

3.1 Each Catholic School Council shall consist of:

i) The Principal;
ii) Parent members;
iii) One (1) Teaching representative;
iv) One (1) Non-Teaching representative;
v) One (1) Parish representative, where appointed; and,
vi) Community representative, where appropriate

3.2 Parent members must be a parent/guardian of a student currently enrolled in the school.

3.3 Membership on a Catholic School Council is held by the individual elected or appointed to the position and may not be shared, transferred, or delegated to another person.

3.4 Parent members shall constitute the majority of the Council in accordance with Ontario Regulation 612/00.

3.5 Parent membership shall be consistent across the Board:

School Enrolment	Parent Members
Up to 150 students	5
More than 150 students	7

3.6 Where circumstances warrant, the Principal may recommend a decrease to a minimum of four (4) parent members or an increase to a maximum of nine (9) parent members with the approval of the Chief Executive Officer.

3.7 Vacancies shall not invalidate the operation of the Catholic School Council provided parent members continue to form the majority.

3.8 Teaching and non-teaching representatives will be elected from among the employees assigned to the school in accordance with Ontario Regulation 612/00. An alternate staff member may be appointed as required and to ensure proper staff representation.

3.9 A parent member who is also employed by the Board is eligible to serve as a parent representative. They must disclose their employment at the time of nomination or appointment and whenever relevant to matters under consideration by the Council.

4.0 ELECTIONS

4.1 Annual Establishment of the Catholic School Council

i) The Principal is responsible for establishing the Catholic School Council annually by inviting nominations from eligible parents/guardians through NCDSB Declaration of Candidacy process.

ii) Where the number of eligible nominees exceeds the number of available parent member positions, the Principal shall conduct an election in accordance with Ontario Regulation 612/00 and this procedure.

iii) Annual elections, where required, shall take place within the first thirty (30) days of the school year.

4.2 Notice of to Parents/Guardians

The Principal shall provide written notice of the parent member election, where an election is required, to all parents/guardians of students enrolled in the school at least fourteen (14) days prior to the election. The notice shall include:

i) The date, time, and location (or virtual format) of the election;

ii) The number of parent member positions to be filled;

iii) The nomination process and deadline;

iv) Eligibility requirements for parent members.

4.3 Declaration of Candidacy

Declarations of Candidacy will be accepted from eligible parents/guardians of students currently enrolled in the school. Individuals may nominate themselves or be nominated by another eligible parent, with their consent.

4.4 Election Process

i) Where the number of eligible nominees exceeds the number of vacancies, an election will be conducted by secret ballot.

ii) Where the number of eligible nominees is equal to the number of vacancies, nominees shall be declared elected by acclamation.

iii) Where insufficient nominations are received, the process of filling vacancies shall apply.

4.5 Election Results

i) The Principal shall communicate the election results to the school community and retain election documentation in accordance with Board records management practices.

ii) The Principal shall forward the Membership list to the CEO's Office by October 15 of each year.

4.6 Vacancies

Vacancies occurring during the school year may be filled by appointment or remain vacant until the following election, always providing parent members continue to form the majority.

5.0 TERM OF OFFICE

5.1 Members will serve from the time of their election or acclamation until the last day of the school year.

5.2 Members may stand for re-election. There is no limit on the number of terms a parent/guardian may serve as a representative.

6.0 MEETINGS

6.1 The first meeting of the newly established Catholic School Council must be held within the first thirty-five (35) days of the school year. At the first meeting, the Council will:

i) elect the Chair or Co-Chairs;

ii) review the roles and responsibilities of the members;

iii) establish the annual schedule for 4 meetings; and,

iv) conduct any other organizational business.

6.2 Each Catholic School Council shall:

i) meet four (4) times in each school year.

ii) conduct meetings that are open to the public, except as otherwise permitted by legislation.

iii) provide reasonable notice of meetings.

iv) prepare agendas in advance of the scheduled meeting.

v) maintain minutes of all meetings.

6.3 Meetings should focus on matters that support to student achievement, well-being, faith development, and meaningful family engagement.

6.4 The Catholic School Council will strive to reach consensus in developing advice and recommendations. In cases where consensus cannot be reasonably achieved, the Chair may determine that a vote is required. Each elected or appointed parent member is entitled to one vote. There will be no proxy voting or alternate representation permitted.

7.0 QUORUM

7.1 Quorum shall consist of a majority of current members, provided that a majority of those members are parent representatives.

7.2 Where quorum is not achieved, discussion may occur, however, recommendations and/or any decision-making will not be made.

8.0 CODE OF CONDUCT

8.1 Members shall:

i) conduct themselves honestly and ethically
ii) treat one another with dignity and respect
iii) promote positive relationships
iv) respect differing opinions
v) maintain confidentiality where appropriate
vi) declare and avoid conflicts of interest
vii) act in the best interest of all students
viii) focus discussions on student success and school improvement.

8.2 Conduct inconsistent with these expectations may result for removal from the Catholic School Council in accordance with Ontario Regulation 612/00, Board procedures, and following consultation with the Principal and the Superintendent of Education.

9.0 CONFLICT RESOLUTION

9.1 Where disagreements arise, members shall seek to resolve concerns respectfully and collaboratively.

9.2 Where necessary, concerns shall be addressed in accordance with NCDSB Policy P-16 *Resolution of Complaints*.

10.0 REPORTING REQUIREMENTS

10.1 The Catholic School Council shall complete and submit reports requested or required by the Board or Ministry of Education.

10.2 The Principal shall ensure required reports are completed accurately and submitted within established timelines.

10.3 Reports may include but are not limited to:

i) annual Catholic School Council reports,
ii) financial reports and funding accountability,
iii) ministry reporting requirements,
iv) consultation feedback, and,
v) other reports requested by the Board from time to time.

11.0 RECORD RETENTION

11.1 The Principal shall maintain Catholic School Council records at the school in accordance with Board records management and retention requirements.

11.2 The Principal shall maintain:

i) Membership list, which must include:
- Full names of members
- Positions
- Email addresses

ii) Agendas
iii) Meeting minutes
iv) Annual reports
v) Additional meeting documents, if applicable

12.0 RELATED FORMS AND DOCUMENTS

GUIDE: School Councils – A Guide for Members
FORM: Declaration of Candidacy
FORM: Principal Profile

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: August 2026