

Lester B. Pearson CES

Agenda: October 9, 2024

5:30 – 7:00 PM

Lester B. Pearson Room 112 & TEAMS Virtual Link



Topic	Responsible
<p>Welcome Land Acknowledgment, Prayer, Attendance & Introductions</p> <p>Opening Prayer: May today there be peace within. May you trust your highest power that you are exactly where you are meant to be. May you not forget the infinite possibilities that are born of faith. May you use those gifts that you have received and pass on the love that has been given to you. May you be content knowing you are a child of God. Let this presence settle into your bones, and allow your soul the freedom to sing, dance. It is there for each and every one of you. Amen</p> <p>LAND ACKNOWLEDGEMENT: <i>"As we gather, we are reminded that Lester B Pearson sits on the Treaty Lands and Territory of the Mississauga's of the Credit First Nation. In particular we acknowledge the territory of the Huron-Wendat, and Haudenosaunee peoples. We acknowledge the cultural injustices of the past and express our collective hope for full truth and reconciliation in the future. On this day our meeting place is home to many Indigenous peoples (First Nations, Métis and Inuit) from across Turtle Island (North America). We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants."</i></p>	<p>Co-Chairs/ Parish Rep/ Principal</p>
<p>Roberts Rules</p> <p>Council will continue to utilize the guidelines within <i>"Roberts Rules of Order"</i> for each meeting. This method was introduced to establish structure and rules of conduct at CSC meetings. Roberts Rules provides an environment that allows everyone to be heard and to make decisions without confusion.</p> <p>For example, the method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire council can act or a stand on an issue. Individual members can:</p> <ol style="list-style-type: none">1. Call to order.2. Second motions.3. Amend motions.4. Table motions5. Vote on motions. <p>The rules provide a fair and more achievable outcome without wasting time.</p>	<p>Principal/ Co-Chairs</p>

Approval of Agenda	Co-Chairs
Approval of Previous Meeting Minutes	Co-Chairs
Principal's & VP's Report/Teacher's Report	Principal/VP
Question and Answer Period – Principals Report	All
Co-Chairs Report Update regarding: <ul style="list-style-type: none"> Backpack Initiative Open House BBQ update Fundraisers 	Co-Chair
Question and Answer Period – Co-Chairs	All
Treasurer's Report Review of Council Funds and presentation of Financial Report	Treasurer
Question and Answer Period – Financials	All
School Elections/Acclamation of School Council Members: (By-Laws: 15 members on Council) **Please refer to roles and Code of Conduct provided within agenda <ul style="list-style-type: none"> Chair – Treasurer – Secretary – Parish Rep – OAPCE Rep – Community Rep(optional) - 9 Members at Large: <ol style="list-style-type: none"> 	Mr. Torres
Vote for Council	
Closing Prayer “No matter how softly you whisper a prayer, God hears and understands. He knows the hopes and fears you keep in your heart... and when you place your trust in Him, miracles happen!” Amen	ALL
Adjournment	

Future Meeting Dates

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

October 9, 2024 Zoom Meeting Link

Join Zoom Meeting

<https://zoom.us/j/95949037102?pwd=LFamsryZuTldYHhrTkboLy5srl5Ce8.1>

Meeting ID: 959 4903 7102

Passcode: uwn8SY

One tap mobile

+16473744685,,95949037102#,,,,*101645# Canada

+16475580588,,95949037102#,,,,*101645# Canada

Dial by your location

- +1 647 374 4685 Canada

- +1 647 558 0588 Canada

Meeting ID: 959 4903 7102

Passcode: 101645

Find your local number: <https://zoom.us/u/asyvWrnBL>

DUTIES OF CATHOLIC SCHOOL COUNCIL MEMBERS

➤ **Principal**

The principal shall be a designated member of the Catholic School Council.

Duties

1. Promote the vision, values and sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board.
2. Attend every meeting of the school council, unless he or she is unable to do so by reason of illness or other cause beyond his or her control.
3. Act as a resource person to the Catholic School Council and assist the Catholic School Council in obtaining information relevant to the functions of the council, including information relating to relevant legislation, regulations and policies.
4. Collaborate with the Chair/ Co-Chair to ensure that the council is conversant with and makes decisions through the lens the Catholic virtues and the Ontario Catholic School Graduate Expectations.
5. Post any materials distributed to members of the Catholic School Council in the school in a location that is accessible to parents.
6. Make the names of the members of the Catholic School Council known to the parents of the pupils enrolled in the school, by publishing those names in a school newsletter or by such other means as is likely to bring the names to the attention of the parents.
7. Provide for the prompt distribution to each member of the Catholic School Council of any materials received by the principal from the Ministry of Education that are identified by the Ministry of Education as being for distribution to the members of the council.
8. Consider each recommendation made by the Catholic School Council and advise the council of the action taken in response to the recommendation.

In addition to his or her other obligations to solicit the views of the Catholic School Council under the Act and the regulations, the principal of a school may solicit the view of Catholic School Councils on any matter but shall solicit the views of the Catholic School Council with respect to the following matters:

1. The establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,
 - a. a local code of conduct established governing the behaviour of all persons in the school, and
 - b. school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
2. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including implementation plans for,
 - a. a local code of conduct governing the behaviour of all persons in the school, and
 - b. school policies or guidelines related to policies and guidelines established by the board respecting appropriate dress for pupils in schools within the board's jurisdiction.
3. School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.

In addition to the matters listed above, the principal of the school may solicit the views of Catholic School Councils with respect to the following matters:

1. The faith development of the school community (i.e.; prayer, pastoral plan, virtue formation, sacramental preparation, etc.),
2. School budget priorities, including local capital improvement plans for submission to the board,
3. School-community communication strategies,
4. Methods of reporting to parents and the community,
5. Extra-curricular activities in the school,
6. School-based services and community collaborations related to spiritual, social justice, social, health, recreational, and nutrition programs,
7. Local coordination of services for children and youth aligned to board practice.
8. Manage the collection, accounting and depositing of fundraising dollars with the Catholic School Council.

➤ **Chair/Co-Chair**

A Catholic School Council shall have a chair, or if the by-laws of the council so provide, two co-chairs. Vacancies shall be filled in accordance with the by-laws of the council.

The Chair/Co-chair shall be officers of the Catholic School Council.

The Chair or Co-chair must be a parent member of the council and shall be elected by the members of the council.

A person who is employed by the board cannot be the chair or co-chair of the council.

Duties of Chair/Co-Chair

1. Always be a member of the school parent community,
2. Be a full voting member,
3. Regularly attend, and participate in Catholic School Council meetings,
4. Call and set dates for all Catholic School Council planning sessions and meetings in consultation with the school principal and Catholic School Council members,
5. Prepare the agenda for Catholic School Council meetings in consultation with the principal and members of the council,
6. Chair all council planning sessions and meetings. The Chair can ask a parent member to chair meetings in his/her absence if Co-Chair is unavailable.
7. Set the Catholic context for meetings by including a prayer, relevant faith news, information and/or announcements,
8. Collaborate with the principal to ensure that the council is conversant with and makes decisions through the lens of the Catholic virtues, practices and the Ontario Catholic School Graduate Expectations,
9. Ensure that the minutes of the Catholic School Council meetings are recorded and maintained,
10. Provide the Chairperson's report to the Catholic School Council at all meetings of the council,
11. Act as a signing officer for cheque requisitions and deposit forms (if applicable),
12. Be a sitting member of the council budget committee (if applicable),
13. Participate in faith development, information and training programs,
14. Communicate with the school principal,
15. Ensure that there is regular communication with the school community via newsletter,
16. Consult with senior board staff and trustees, as required,
17. Provide leadership to the members of the School Council, ensuring that they have a clear understanding of their roles and mandate.

➤ **Secretary**

The secretary shall be elected by members of the Catholic School Council.

Duties of the Secretary

1. Be a full voting member,
2. Regularly attend, and participate in Catholic School Council meetings,
3. Record the proceedings of all Catholic School Council meetings,
4. Maintain a complete set of Catholic School Council minutes and all legal and important documents. Ensure all documents are held in the minute's binder in the main office to provide full public access. Note: All documents shall be held at the school for a period of seven (7) years,
5. Distribute minutes and agendas for all School Council meetings to all pertinent parties in a timely manner,
6. Post all minutes and meeting notices in the designated area of the school,
7. Assist the Chair in the writing and sending of any necessary correspondence,
8. Act as assistant to the Chairperson,
9. Distribute minutes to members 2 days before the meeting along with agenda. Ensure that the Chairperson or co-chairs establish quorum before meetings begin. Quorum is 50% or more of parent members.
10. Prepare Monthly Newsletter submissions.

➤ **Treasurer**

The Treasurer shall be elected by members of the Catholic School Council.

Duties of Treasurer

1. Be a full voting member,
2. Regularly attend, and participate in Catholic School Council meetings,
3. May act as one of the approved signing officers on the Catholic School Council Cheque Requisition General Form. Signing authority for school council bank accounts will be with school staff only,
4. Shall count and verify the funds received for deposit immediately in the presence of the person(s) giving the funds and complete the Catholic School Council Funds Received General Form). All deposits to the Catholic School Council bank account will be the responsibility of the Catholic School Council who will provide a copy of the deposit slip to the designated individual in the school. Collection, accounting and depositing of fundraising dollars are managed by School Council and the principal. The designated individual will record the deposit into SchoolCash.NET as a lump sum under the categories specified by Catholic School Council,
5. Shall follow Dufferin Peel Catholic District School Board general administration procedures outlining standardized procedures and accompanying general forms (e.g. Cheque Requisition and Funds Received forms),
6. Shall provide ongoing financial bank reconciliation and/or financial/accounting report to the Catholic School Council and parent community,
7. Shall chair and manage the Catholic School Council budget committee (if applicable),
8. Shall provide a year-end financial statement for the Catholic School Council Annual Report,
9. Shall ensure all financial reports are held in the minute's binder in the main office to provide full public access. Note: All financial reports shall be held at the school for a period of seven (7) years.

➤ **Ontario Association for Parents in Catholic Education Representative (OAPCE)**

The OAPCE representative shall be appointed by the Catholic School Council in accordance with the by-laws. The OAPCE Representative is the information-sharing link between OAPCE and each school community.

Duties of OAPCE Representative

1. Be a full voting member,
2. Regularly attend, and participate in Catholic School Council meetings,
3. Represent the OAPCE as the voice of the association on the Catholic School Council,
4. Report to the council the information shared by OAPCE at all meetings,
5. Attend the Dufferin-Peel Regional Council meetings and the Annual General Meeting of OAPCE when able.
6. Come to our meetings and get updates from OAPCE's Directors on education topics.
7. Learn from other parents about what's happening in their schools and share success stories.
8. Bring back that great info to your own council. Be the information link.
9. Try to attend the OAPCE Conference or a Symposium for lots more interesting info.

➤ **Parish Representative**

The Parish representatives serve as a communication link between the Parish and the Catholic School Council with respect to Parish events relating to the school. The individual that belongs to one of the following categories may serve as the Parish representative: Priest, Deacon, a parent of a child attending the school who is a member of the Parish in the school region, member of the Parish who is not a parent of a child attending the school, a Community representative on the Catholic School Council who is a member of the Parish, or Chaplain (Secondary Schools only). The Catholic School Council, as the governing body, should make the final decision on who shall be appointed as the Parish representative. However, for the appointment, a consultative approach with the Parish Priest is recommended. In the case where a school is associated with more than one Parish, the Parish representative shall be from the Parish designated to the school.

As the Parish representatives are there to help the Priest, the Priest is encouraged to recognize the representative with other ministries at the beginning of the school year and perhaps consider having a commissioning period at a Sunday Mass.

The Parish representative shall be appointed by the Catholic School Council in accordance with B2.10

Duties of the Parish Representative

1. Be a full voting member,
2. Regularly attend and participate in Catholic School Council meetings,
3. Provide input into the school's pastoral/faith plan,
4. Provide guidance and support to the Catholic School Council relating to the faith formation of members of the school community and initiatives/issues in the parish community,
5. Serve as communication link between the parish and the Catholic School Council with respect to parish information (i.e. local church locations, Mass times, annual parish events, available social outreach programs and organizations such as the Catholic Women's League, Knights of Columbus, youth ministries and prayer groups) and provide regular updates,
6. Be a member of the Catholic School Council Faith Development Committee (if applicable),
7. Provide guidance and support to the Catholic School Council concerning faith development initiatives/activities which enhance the Catholic education and faith formation of students,
8. Provide encouragement and support for Sacramental preparations,
9. Prepare and conduct prayer/reflection at meetings including the preparation of a sacred space,
10. Promote and support social outreach programs,
11. Arrange Mass cards and sympathy cards on behalf of council,
12. Write articles for Parish newsletter,
13. Lead spiritual discussion at meetings,
14. Participate in other activities that strengthen the Catholic faith formation in the school.
15. Act as a communication link to provide resources from the Pastor/Church to the school. Contact the parish prior to council meetings to relay any information to be shared with the school council and parents (i.e. Church events, sacraments/celebrations, Rite of Christian Initiation for Adults, how to become an altar server, rallies and symposiums, etc.),
16. Provide the Parish Priest with a copy of the minutes of Catholic School Council meetings and communicate/invite the Priest to Catholic School Council upcoming events or functions,
17. Attend Dufferin-Peel CDSB Annual Parish Representatives' Forum,
18. Establish and maintain communication with the Parish Priest affiliated with the school to ensure clarity of expectations and goals.

➤ **Community Representative**

Catholic School Councils may establish a by-law to increase the number of appointed community representatives. Note: In specifying the number of community representatives, the Catholic School Council shall ensure that parent members constitute a majority of the members of the council. Additional community representatives shall be appointed by the Catholic School Council.

Duties of Additional Community Representatives

1. Be a full voting member on the council,
2. Regularly attend, and participate in Catholic School Council meetings,
3. Endeavour to build partnerships and links between the school and the community.

➤ **Catholic School Council Members**

Duties of Catholic School Council Members

1. Be full voting members,
2. Regularly attend, and participate in Catholic School Council meetings, cannot miss more than 3 meetings in a school year.
3. Maintain a school-wide focus on all issues. Catholic School Council meetings are not a forum for discussion about individual parents, students, staff, trustees or other council members,
4. Participate in faith development, information and training programs,
5. Act as a link between the Catholic School Council and the school community,
6. Encourage the participation of parents from all groups and of other people within the community.
7. Join at least one sub committee

CODE OF ETHICS

One of the main functions of the Catholic School Council is to promote the vision, values, sacramental life and Catholic practices of the Catholic District School Board. In keeping with this tenant, it is important for members of Catholic School Councils to:

1. Consider the best interest of all students.
2. Be guided by the gospel values and Catholic virtues.
3. Be guided by the school's and the school board's mission statements.
4. Act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.
5. Become familiar with the school's policies and operating practices and act in accordance with them.
6. Maintain the highest standards of integrity.
7. Recognize and respect the personal integrity of each member of the school community.
8. Treat all other members with respect and allow for diverse opinions to be shared without interruption.
9. Encourage a positive environment in which individual contributions are encouraged and valued.
10. Acknowledge democratic principles and accept the consensus of the council.
11. Not disclose confidential information.
12. Limit discussions at Catholic School Council meetings to matters of concern to the school community as a whole.
13. Use established communication channels when questions or concerns arise.
14. Promote high standards of ethical practice within the school community.
15. Declare any conflict of interest.
16. Not accept any payment or benefit financially through Catholic School Council involvement.