



St. Agnes Catholic School

Council Constitution

Our Mission

“As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God’s world.”

Our Vision

“Our Catholic Schools: heart of the community -- success for each, a place for all.”

Purpose

Our St. Agnes School Council is an advisory body of parents/guardians, teachers, principal, staff, community and parish representatives who work together to enhance student learning while promoting Catholic faith and values.

Objectives

The objectives of St. Agnes Catholic School Council shall be:

- To recognize that our school is an extension of our homes
- To support the faith development of the school community.
- To establish and maintain effective communication and co-operation among the home, the school and the parish
- To continue to work together in building school/community spirit through open lines of communication among all partners, and recognizing their diversity.
- To encourage the highest ideals of family life and to increase parent/guardian involvement in the education of their children.
- To encourage and support school based activities and programs
- To establish and monitor progress of subcommittees
- To advise on the allocation of fundraising resources

Code of Ethics

- A member shall consider the best interests of all students
- A member shall be guided by the Waterloo Catholic District School Board (“WCDSB”) mission and vision
- A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school council constitution, WCDSB, and the Ontario Ministry of Education

- A member shall become familiar with the school's policies and operating practices and act in accordance with them
- A member shall maintain the highest standards of integrity
- A member shall recognize and respect the personal integrity of each member of the school
- A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption
- A member shall respect the time allocated in set agenda for each discussion point
- A member shall encourage a positive environment in which individual contributions are encouraged and valued
- A member shall acknowledge democratic principles and accept the consensus of St. Agnes Catholic School Council
- A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the St. Agnes School Council
- A member shall not disclose confidential information
- A member shall limit discussions at St. Agnes Catholic School Council meeting to matters of concern to the school community as a whole; conversations are not reflective of individual concerns/staff
- A member shall use established communication channels when questions or concerns arise contacting the principal as needed
- A member shall promote high standards of ethical practice within the school community
- A member shall declare any conflict of interest

Duties and Responsibilities

- Participate in St. Agnes Catholic School Council meetings
- Act as a link between the St. Agnes Catholic School Council, the school community and the community at large
- Encourage the participation of all parents/guardians and of other people within the school community
- Set priorities ourselves for the enrichment of the lives of the students at St. Agnes Catholic School
- Arrive at decisions with consensus when possible if a decision cannot be reached using consensus, a vote will be taken to determine result or decision

A member ceases to be a part of St. Agnes Catholic School Council during a given term if:

- He/she no longer has a child enrolled in the school
- He/she submits a letter of resignation to St. Agnes Catholic School Council Chair and Principal

Members missing 3 or more regularly scheduled council meetings in one school year may be removed from the official number of voting members.

St. Agnes Catholic School Council Composition

- Parents and guardians of students enrolled in the school
- School principal
- A minimum of two teachers employed at the school, other than the principal (preferably one primary, and one junior/intermediate)
- One non-teaching member of staff at the school (if possible)
- Parish representative
- One community representative (if possible)

Role of the Principal

The Principal of St. Agnes Catholic School shall:

- Facilitate the establishment of the Catholic School Council and assist in its operation
- Support and promote the operations of the St. Agnes Catholic School Council
- Seek advice from St. Agnes Catholic School Council in areas for which it has been assigned advisory responsibility
- Act as a resource on WCDSB and ministry policies and collective agreements
- Obtain and provide information required by St. Agnes Catholic School Council to enable it to make informed decisions
- Communicate regularly with the Chair of St. Agnes Catholic School Council
- Ensure that copies of the minutes of St. Agnes Catholic School Council's meetings are kept at the school
- Assist St. Agnes Catholic School Council in communicating with the school community
- Encourage the participation of all parents/guardians and other people within the school community
- Sanction the establishment of sub-committees and attend subcommittee meetings when necessary
- Attend every council meeting
- On behalf of the St. Agnes Catholic School Council, the Principal shall give a copy of the annual activity/financial report to every parent of a pupil who is enrolled at the school by either posting the report on Newswire or sending the report home with each family

Role of a Staff Representative:

- Act as a liaison between St. Agnes Catholic School Council and the school staff
- Provide input pertaining to the classroom and student activities
- Act as a resource on maintaining effective communication between home and school
- Act as a resource on improving pupil learning
- Has voting privileges
- Be available to participate on subcommittees as required

Role of a Parent Representative:

- Express the views of the parents they represent
- Communicate the activities of St. Agnes Catholic School Council to other parents
- Work collectively toward the common goals of St. Agnes Catholic School Council and the school
- Participate in the school improvement planning by providing input and feedback
- Participate in and be prepared for meetings, discussions, and subcommittee involvement
- Has voting privileges
- Actively volunteer for St. Agnes Catholic School Council led activities
- Participate on at least one St. Agnes Catholic School Council subcommittee, or regularly volunteer for a program or project that aligns with the school improvement plan and/or ongoing operations

Role of a Parish Representative:

The parish representative must be a member of St. Agnes Parish and is appointed by the pastor. The representative shall:

- Be a liaison between the parish and St. Agnes Catholic School Council
- Provide information about parish events and activities to St. Agnes Catholic School Council
- Provide information pertaining to Catholic education and our Catholic community
- Join the school pastoral team as required
- Be available to participate on St. Agnes Catholic School subcommittees as required

Role of Executive members:

Chair

- Preside and attend the regularly scheduled monthly meetings, or make alternate arrangements with a council member to chair, if he/she cannot attend
- Minimum two-year commitment to the council, when possible, first year as Chair, second may be re-elected or may assume past chair (advisory role)
- Stay in regular communication with the Principal, co-Chair (if shared), Secretary, and Treasurer
- Schedule meetings and prepare the agenda items with specific time allocated for each issue, in collaboration with the Principal
- Ensure meeting minutes are completed by the Secretary and provide to the school community in a timely manner
- Act as a liason by receiving and communicating correspondence from the Principal
- Create the subcommittee list required for the school year, and initiate the appointment of the subcommittee leads
- Assign event leads to all events for the school year
- Support, guide and keep subcommittee leads on track, keeping abreast of timelines and deadlines
- Volunteer regularly, in addition to council meetings (for example: breakfast/milk programs and subcommittees)
- Prepare and submit with the treasurer the annual budget within 60 days of the school year
- Submit the annual written report on St. Agnes Catholic School Council activities, which includes the fundraising activities to the Principal of the school and to the board by the last week of the school year
- Has voting privileges

Chair role requirements and competencies

- Two years experience on a Catholic School Council, or one year on St. Agnes Catholic School Council combined with experience on another Catholic School Council (preferably in an executive role)
- Ability to commit for a minimum of two years: one year commitment to the role, and one year commitment immediately following to serve as “Past Chair” and Parent Rep in an advisory capacity

Secretary

- Attend the regularly scheduled monthly meetings, and find an alternative if unable to attend a meeting
- Minimum one year commitment, and may be re-elected or re-appointed to the position for consecutive years
- Record the minutes at meetings and provide copies to Chair to review and have St. Agnes Catholic School Council approve
- Provide the minutes of the meeting within 10 business days after the meeting
- Stay in regular communication with the Chair
- Collect the names, email addresses, telephone numbers of the Chair, co-Chairs, Members of St. Agnes Catholic School Council. The information can only be collected with the approval from the individual members.
- Has voting privileges

Treasurer

- Work in collaboration with the school administrative assistant to:
 - receive all monies collected by St. Agnes Catholic School Council and deposit to the credit of the council in the school’s bank account(s)
 - Pay all expenditures as authorized by St. Agnes Catholic School Council
- Minimum one year commitment, and may be re-elected or re-appointed to the position for consecutive years
- Present a statement of accounts or financial update at all St. Agnes Catholic School Council meetings
- Prepare financial records and reports for audit on an annual or as needed basis - for WCDSB and St. Agnes Catholic School

Role of Coordinators:

Nutrition for Learning Coordinator

- Stay in regular communication with Principal and Chair
- Minimum one year commitment
- Manage day-to-day operations for the breakfast program
- Attend St. Agnes Catholic School Council meeting only when required for reporting
- Work with the volunteer coordinator to recruit volunteers for the program
- Work with the Nutrition for Learning on all financial requirements and reporting

Fundraising Coordinator

- Attend the regularly scheduled monthly meetings

- Minimum one year commitment
- Present fundraising objectives for the school to achieve, working in consultation with the Chair and Principal
- Form and lead subcommittee for fundraising and provide reports to St. Agnes Catholic School Council as needed
- Oversee logistics, including: sponsorships, prizes, communications, and soliciting volunteers

Volunteer coordinator

- Attend the regularly scheduled monthly meetings
- Minimum one year commitment
- Maintain database of volunteer schedules, availability, and contact information
- In collaboration with the Principal, Treasurer, and Chair, prepare a presentation for volunteer requirements for each school year to deliver at first St. Agnes Catholic School Council meeting
- Recruit volunteers and manage communication with volunteers

Role of Subcommittees:

A sub-committee shall be formed whenever the need arises for more detailed discussion and planning of a particular event or policy than can be addressed during a regular St. Agnes Catholic School Council meeting

- Each sub-committee shall consist of a coordinator lead and any school community members who wish to participate
- Progress reports shall be made at all School Council meetings by the coordinator lead
- The coordinator lead must:
 - Be a member of St. Agnes Catholic School Council
 - Consult with the Chair/Co-Chairs and/or Principal whenever necessary
 - Keep a detailed record of pertinent information and budgetary matters
 - Present a final report containing recommendations and a financial statement (if applicable) at the next St. Agnes Catholic School Council meeting following the completion of the sub-committee's mandate/task
 - All relevant records are submitted to the Chair/co-Chairs for annual report

Meetings

St Agnes Catholic School Council will meet a minimum of six times during the school year in a location accessible to the public. Meetings shall be open to all members of the school community. The principal must be present.

Any member of the school community may bring agenda item(s) to a St. Agnes Catholic School Council meeting, but must give the item(s) in writing to the Chair/co-Chairs and Principal at least seven days in advance of a meeting. Determination of when the item(s) will be presented to St. Agnes Catholic School Council is at the discretion of the Chair/co-Chairs and the Principal.

Approved meeting minutes will be made accessible online to the school community. Agendas will be published in advance of each regularly scheduled monthly meeting.

All meetings must have Quorum in order to proceed with the official business of the council. Quorum consists of 50% plus one of the total Council members who are eligible to vote being present. If this is not the case, then you must wait for next meeting before proceeding with any official approvals, and decision-making.

Financial Procedures and Reports

St. Agnes Catholic School Council may engage in fundraising activities to support the objectives and purposes outlined in the Objectives section of the constitution.

Fundraising

- All Fundraising activities are to be conducted in accordance with any and all applicable policies established by the WCDSB
- Prior to engaging in an appropriate fundraising activity, St. Agnes Catholic School Council will establish a specific goal, or purchase, that any monies raised are to be used for

Expenditures

- All expenditures will be made with the consensus approval of the Principal and the Executive members. Signing authorities for the St. Agnes Catholic School Council bank account shall be the school's administrative assistant, Treasurer and the Principal

Terms of Office, Procedures for Election and Succession

The Executive members of St. Agnes Catholic School Council consists of the Principal and the elected positions of Chair (or co-Chairs if shared), Secretary and Treasurer.

Executive Election

- The Principal or an interim /previous Chair appointed will chair the first meeting of the school year
- The Executive is chosen during the first St. Agnes Catholic School Council meeting; first meeting of the school year
- The Chair shall be a parent/guardian member who is nominated by a member of St. Agnes Catholic School Council and elected by the members of Council
- The positions of Secretary and Treasurer shall be nominated by a member of St. Agnes Catholic School Council, or self-nominated, and elected by the members of Council at the first meeting of the school year

Terms of Office

The term of office for elected executive shall be one year, with the exception of the Chair and the following year “Past Chair” commitment. If they are unable to complete their mandate, the vacant position shall be filled by following the succession procedure outlined in the constitution.

- Chair - Two years:
 - One year commitment to the role
 - One year immediately following previous year commitment in an advisory role; to serve as “Past Chair”
- Remaining Executive roles: One year
- Coordinator roles: One year

Succession

Temporary succession procedure

For a temporary change in an Executive role (i.e. illness, leave of absence, move, etc.) the St. Agnes Catholic School Council will proceed to elect an interim Chair by way of standard election protocol outlined in the constitution. The Interim Chair will carry out the duties of the position for an identified and agreed upon period. Said period is to be set by Council depending on length of absence

Permanent succession procedure

In the event the Executive member is no longer able to serve in the position, the St. Agnes Catholic School Council shall do the following:

- Elect an interim Chair as per temporary succession procedure
- Define a timeline/duration for the Interim Chair to serve with the expectation that a permanent replacement will assume the role upon completion of that duration
- St. Agnes Catholic School Council will communicate to key stakeholders in the school community of the planned change in leadership, if necessary

Addendums:

- School Board Policy Regulations attached: Catholic School Council Handbook; APSC001 School Council; APB004 School Generate Funds and Fundraising
- Info regarding 2 Types of PRO Grants (school council or regional/provincial)

Calendar of Events	
End of August (Thursday before school starts)	Welcome Gathering/Playdate for New Families
September	Welcome BBQ for school community
October	Fitness Frenzy Major Fundraiser
End of November/Beginning of December	Angel Day

December	Christmas Social after Christmas Concert
January	Feast Day Lunch Celebration after Mass
February	Pancake Day
April	Minor Fundraiser/Assist with Bike Rodeo
June	Staff Appreciation Breakfast/Lunch