

**CORPUS CHRISTI CATHOLIC SECONDARY SCHOOL**  
**CATHOLIC SCHOOL COUNCIL**

**ELECTION PACKAGE 2019-2020**

DATE OF DISTRIBUTION:  
MONDAY, SEPTEMBER 16, 2019

DUE DATE FOR NOMINATION FORMS:  
FRIDAY, SEPTEMBER 27, 2019

*If more than required qualified nominations are received:*

PUBLICATION OF NOMINATIONS FORMS:  
TUESDAY, OCTOBER 8, 2019

CATHOLIC SCHOOL COUNCIL ELECTIONS  
(if required) and *FIRST MEETING*  
TUESDAY, OCTOBER 8, 2019  
@ 6:30 p.m. in the Library

## **School Council Election Procedures**

The “School Councils” regulation under the *Education Act*, which came into effect in December 2000, sets out specific requirements regarding the composition of school councils and the election processes. We began to follow the outlined process in the fall of 2001, and we continue to ensure that the obligations set out in the regulations will be observed. One of the requirements of the regulation is that the school council elections must take place within the first 30 days of each school year.

At Corpus Christi Catholic Secondary School, we invite you to consider nominating yourself, or another parent candidate. Please complete the appropriate form as attached and forward it to the attention of the principal by Friday, September 27, 2019. The principal will confirm the receipt of the nomination.

Should we receive more than thirteen (13) nominations, we will hold an election on Tuesday, October 8, 2019. If we receive thirteen (13) or less, and all candidates fulfill the requirements as outlined in the regulation, they will be acclaimed and the school community will be informed of the membership.

**The date of the first meeting (and potential election) will be Tuesday, October 8, 2019 at 6:30 p.m. in the school library. All are welcome!**

The schedule of meetings dates for the year is as follows:

- ✓ Tuesday, October 8, 2019
- ✓ Tuesday, November 12, 2019
- ✓ Tuesday, February 11, 2020
- ✓ Tuesday, April 7, 2020
- ✓ Tuesday, June 16, 2020

We look forward to working closely with the Corpus Christi Catholic School Council, to a supportive team of individuals dedicated to students and the preservation of Catholic Education, and to a fulfilling and productive 2019-2020 school year!

Warmest Regards,

Kathleen Moro

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### **Kathleen Moro**

Principal | Corpus Christi CSS  
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**Halton Catholic District School Board  
Catholic School Council Nomination Form**

**School:** Corpus Christi Catholic Secondary School

**Candidate's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Business phone:** \_\_\_\_\_

**Mobile phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I am the parent/guardian of \_\_\_\_\_ who is currently registered at  
Corpus Christi Catholic Secondary School. (name of student)

I am an employee of the board.      Yes ☐      No ☐

**Elected Positions**

☐ In accordance with the Halton Catholic District School Board Policy on School Councils, I declare that I,  
\_\_\_\_\_, am eligible to become an elected member.  
(name of parent/guardian)

**Signature:** \_\_\_\_\_

**All Positions**

☐ If elected, I fully understand and agree to support my roles and responsibilities as a member of this School's Council,  
as outlined in the Halton Catholic District School Board Policy on School Councils and in the Halton Catholic District  
School Board Operations Manual on School Councils.

**Signature:** \_\_\_\_\_

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**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**\*\*Please expect to receive confirmation of your nomination via e-mail and/or telephone.**

**PLEASE RETURN BY FRIDAY, SEPTEMBER 27, 2019**

**Catholic School Councils and  
Catholic Parent Involvement Committee****Policy No.: I – 23****Date: June 18, 1996****Amended: June 19, 2001****Amended: December 20, 2011****PURPOSE**

To establish Catholic School Councils, in accordance with the *Education Act* and the *Ontario Regulation 330/10*

**APPLICATION AND SCOPE**

This policy applies to all schools within the jurisdiction of the Halton Catholic District School Board.

**PRINCIPLES**

- The Halton Catholic District School Board believes that parents / guardians are the primary educators of their children.
- The education of children in our Catholic schools is a shared responsibility involving home, school, parish and Catholic community and is achieved through the active participation of parents to inspire pupil achievement and to enhance the accountability of the education system to parents.
- Parents / guardians have the right and a responsibility to participate in the education of their children and can contribute to their children's development in a wide variety of ways.
- Members of the Catholic community offer a wealth of experiences and expertise that can benefit students.
- The Halton Catholic District School Board values the advice given by its Catholic School Councils toward better learning opportunities for children and for the improved operations of its schools.
- A School Council may make recommendations, in accordance with the Ontario Regulation, to the Principal of the school or to the Board that established the Council, on any matter.
- A Catholic Parent Involvement Committee shall develop strategies and initiatives that the Board and the Board's Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being.
- Each elementary and secondary school shall have a Catholic School Council.
- All meetings of a Catholic School Council shall be open to the public.

**REQUIREMENTS**

- A School Council is entitled to hold its meetings at the school.
- All members of each Catholic School Council shall take an oath to respect, promote and uphold the teachings and values of the Catholic faith and the Board's Mission Statement and Governing Values.
- The Catholic School Council shall be the official advisory group to the school Principal and / or the Board, and shall advance advice in writing.
- The school Principal and / or the Board shall respond in writing to all advice advanced by the local Catholic School Council, under Ontario Regulation 330/10.
- Membership on the Catholic School Council *must* include the following:

- Parents / guardians (who must constitute a majority of the members of the School Council)
  - School Principal
  - Teacher representative (selected by teaching staff of the school)
  - Non-teaching staff representative (selected by non-teaching staff of the school)
  - Parish representative (selected by the Parish)
  - Secondary school student representative (secondary schools only)
  - Community representative.
- Membership on the Catholic School Council *may* include the following:
  - An elementary pupil (appointed by the Principal after consultation with the School Council), as per Ontario Regulation 330/10
  - An association member, as per Ontario Regulation 330/10.
- All members of the Catholic School Council must be Catholics.
- Notwithstanding the above, in addition to the membership requirements of Ontario Regulation 330/10, provision may be made by a Catholic School Council for the election of up to two (2) non-Catholic parents / guardians of Catholic children attending said school.
- The Chair and / or Co-Chairs of the Catholic School Council must be Catholic(s).
- The term of office shall be for one (1) year, in accordance with Ontario Regulation 330/10.
- CPIC is a group of parents, trustees, and board staff who actively support parent engagement and involvement in the Halton Catholic District School Board. CPIC is regulated by Regulation 330/10 (under the Education Act) which came into effect in September 2010, and sets out specific requirements regarding the composition of a Parent Involvement Committee, or Catholic Parent Involvement Committee (CPIC) for the HCDSB.
- CPIC provides a regular opportunity for Catholic School Council members to network, share ideas, offer input, and enjoy informative presentations on a number of education related topics throughout the school year. CPIC makes parental engagement a priority by providing support on a system-wide basis and promoting dialogue between School Councils, the Board, and members of the community.
- The CPIC shall be comprised of:
  - Parent representatives consisting of two members from each geographical area (Oakville, Burlington, and North Halton) as well as 4 members at large
    - All elected members at large positions will be for a one year term from September to August of the following year
    - Regional elected positions and the OAPCE Director will be for a two year term from September to August
    - Parent members may be employees of the Halton Catholic District School Board, as long as they make the committee aware of their employment
  - 3 community representatives comprised of:
    - One Parish Representative, appointed by the parent representatives of CPIC
    - The OAPCE Director for Halton
    - One other community representative as deemed necessary by the CPIC members
  - One trustee of the Board (+1 alternate), appointed by the Board
  - The Director of Education (or designate)
  - One Principal/Vice Principal, appointed by the Board
  - (Optional) Past Chair of CPIC

- All members of the CPIC must be Catholic. In addition to the members requirements of Ontario Regulation 330/10, provision may be made by the CPIC for the election of up to two (2) non-Catholic parents/guardians of Catholic children attending the Halton Catholic District School Board.
- CPIC meetings will be held a minimum of four times per school year. Additional meetings may be called as required. Meetings will be open to the public and all dates, times, and locations will be posted on the Board website.
- CPIC will be chaired by a parent member of the committee. Only parents with a two year term are eligible to be elected to the position of chair. The position of chair is an elected position. Elections will be at the first meeting of the committee in a school year. The chair shall act as spokesperson for the committee in communicating with the Director of Education of the Board and the Board.
- In accordance with Ontario Regulation 330/10, no remuneration shall be paid to School Council members, or CPIC members.
- In accordance with Ontario Regulation 330/10, the Halton Catholic District School Board shall reimburse School Council members and CPIC members for expenses incurred as members of the School Council or CPIC, provided that the expense is receipted on the approved form.
- In accordance with Ontario Regulation 330/10, every School Council and CPIC shall make by-laws related to election procedures, rules respecting conflict of interest and a conflict resolution process for internal School Council/CPIC disputes.
- The Halton Catholic District School Board shall develop an Administrative Procedure in order to implement this policy. This procedure, as updated, is understood to be the Operations Manual entitled, *School Councils, Strengthening Our Partnerships*.

APPROVED: Regular Meeting of the Board

DISTRIBUTION: Board Members, Administration, Principals & Staff

Authorized by: .....  
*Chair of the Board*