



Questions and Answers about Catholic school community councils

Q. What is the purpose of Catholic school community councils?

A. Catholic school community councils are intended to strengthen the capacity of schools to improve children's learning. The purpose of the school community council is to:

- develop shared responsibility for the learning success and well-being of all children and youth; and
- encourage and facilitate parent and community engagement in school planning and improvement.

Q. Who may serve on a Catholic school community council?

A. Catholic school community councils are designed to function as advisory bodies at the school level.

There are to be up to nine and no less than five **elected** parents and/or community members.

All parents are eligible to serve on Catholic school community councils.

Community members must be of the Catholic faith to serve as an elected member or to vote in an election.

Q. I am a community member interested in serving on a Catholic school community council. Must I live near the school?

A. The following outlines the geographic eligibility requirements for community members:

- Elementary schools: living within the transportation attendance area for that school;
(A City Map showing the transportation attendance areas for elementary schools is available on the “Our Schools” page of this website. Each school’s area is marked by a specific colour.)
- High schools: living within transportation attendance areas of schools recognized as “feeder” schools of that high school;
- French immersion schools: as for all other elementary;
- Ukrainian bilingual: citywide;
- Alternate settings:
 - Bishop Murray – Varsity View Area
 - Sion Catholic Middle School – Holliston Area

The majority of elected members must be **parents**.

Q. Must every member of a Catholic school community council be elected?

A. No. Councils will also have a number of **appointed members**. The following people must be appointed to a council:

- principal or designate
- teacher
- First Nations representative(s) as applicable (as outlined in Board Policy for Catholic school community councils)
- one or two high school students for secondary schools

Members of a council may choose to appoint additional members, subject to the approval of the board of education. Additional appointed members may include:

- a parish representative;
- community school coordinator;
- home-school liaison worker;
- classroom representatives;

- community association representative;
- community service organization representative; or
- any other member whose participation would be considered an asset to the council's operation.

The maximum number of council members is 50, to allow for a school community to organize its council based on its needs and local traditions.

Q. How are people nominated to serve on a Catholic school community council?

A. All parents are eligible for nomination. Community members must live in the attendance area as defined by policy and be of the Catholic faith. Nominations shall occur in **one** of three methods listed below. Each CSCC shall determine its method based on its knowledge of the community.

1. Advance nominations can be formally collected prior to the annual meeting with a cut-off date of one week prior to the meeting.
2. Advance nominations and nominations from the floor at the annual general meeting.
3. Nominations taken from the floor at the annual general meeting.

Provision must be made for those situations where no election is required. Where an advance nomination process has been established, upon the close of nominations the returning officer should be empowered to declare that no election is required.

Q. Who may vote in the election of a Catholic school community council?

A. The following people may cast a vote in a Catholic school community council election:

- a parent or guardian of a student who attends that school;
- a community member who is of the Catholic faith and living within the transportation attendance area as defined by Greater Saskatoon Catholic Schools.

Subject to other requirements of the Education Act respecting eligibility, a school community council should establish the number of elected members (nine). In the event that fewer than the established number come forward, then the number of

elected representatives shall be that number and no less than five (as per *Education Act 140.2 (a)*).

If five are not elected, the senior administrator shall work with the CSCC to appoint additional member(s) to meet the required minimum of five members. The majority of elected school community council members must be parents of students attending the school. Ballots can be constructed to reflect the parent majority.

If an election is necessary, the CSCC members shall be elected at the annual meeting by secret ballot. All those attending the annual general meeting shall be required to register on a voter registration sheet and must confirm their eligibility to vote in order to receive a ballot. All parents/guardians are automatically eligible to vote. Community members must live in the geographic area as defined in this policy and be electors as defined by *The Local Government Election Act*.

Q. How long may people serve on a Catholic school community council?

A. Each elected member of a Catholic school community council will hold office for two years and is eligible for re-election. However, there will be an exception made for approximately half of the members elected at a council's first election. In the CSCC's first year of operation approximately one-half of the members are to be elected or appointed to one-year terms and the other members are to be elected or appointed to two-year terms. Councils may use a draw from a hat or some other method of determining which members will hold one and two year terms of office. All subsequent elected terms shall be for two years.

Appointed members, with the exception of student appointments, each hold office for two years and are eligible for reappointment. Any student who is appointed holds office for one year and is eligible for reappointment.

Members who cannot fulfill their full term must complete a formal notice of withdrawal to be submitted to the senior administrator. Vacancies that occur shall be filled by appointments made by the board of education. Individuals are recommended by the CSCC and must be approved by the senior administrator.