

**CATHOLIC INDEPENDENT SCHOOLS
LOCAL SCHOOL COUNCIL OPERATING GUIDE**

SECTION A

Each School Council in the Prince George Diocese is constituted by the authority of Catholic Independent Schools of the Diocese of Prince George (hereinafter called the Society) and each is directly responsible to the Society.

Part I MANDATE OF THE LOCAL SCHOOL COUNCIL

1. There shall be included within the jurisdiction of the Society those certain Catholic schools designated as follows, namely:

Annunciation School	Prince Rupert
Immaculate Conception School	Prince George
Notre Dame School	Dawson Creek
Sacred Heart School	Prince George
St. Anthony's School	Kitimat
St. Joseph's School	Smithers
St. Mary's School	Prince George
Veritas School	Terrace

2. A School Council shall be responsible for the governance of the school in accordance with the Society's Constitution, bylaws, policies and procedures.
3. The Board of the Society must approve any locally-developed policies or initiatives that would have a substantial impact on the school.

Part II THE NAME OF THIS SCHOOL COUNCIL shall be:

Catholic Independent Schools Diocese of Prince George

(School Name) Council (hereinafter referred to as "the Council")

Part III COMPOSITION OF THE SCHOOL COUNCIL

The Electorate

1. Eligible voters are all parents/legal guardians having children in the school and any person who is nineteen years of age or older who is a member of the parish or parishes served by the school. Employees of CIS, principals, teachers and other staff members are eligible to vote for school elections in the parish in which they work.

The Council

2. Each School Council must have a minimum of six members from the parish. Those serving on the council must be:
 - a. practicing Catholics as defined in the Catholicity Clause;
 - b. at least nineteen years of age at the time of election;
 - c. supporter of Catholic education;
 - d. approved by the pastor prior to entering the election;
 - e. nominated for the position;
 - f. not a relative of a member of the school staff nor an employee or spouse of an employee of CIS, or any School Council;
 - g. prepared to attend meetings regularly; take the Oath of Confidentiality upon election.

3. The pastor is an *ex officio* member with the power of veto in matters concerning the Catholicity of the school as outlined in the canonical legislation concerning Catholic education. (Canon 793 – Canon 806 (1 & 2)).
4. All members have a vote. As an employee, the principal attends the council meetings, but does not have a vote.

A non-Catholic parent/legal guardian of a child attending the school is not eligible for election, but may serve on a Council-appointed sub-committee.

Part IV THE TERM OF OFFICE

Shall be two-years, renewable twice for a maximum of six years. Terms of office shall be staggered so that three persons are elected at a time.

Part V REMOVAL FROM OFFICE

1. A member of the School Council who ceases to meet the conditions for eligibility to hold office automatically ceases to be a member.
2. A member may be removed from office for conduct unbecoming a member which in the opinion of the Pastor is likely to bring discredit on the school. A member removed in these circumstances has the right to appeal to the Board of Directors of the Society.
3. A member who misses three consecutive monthly meetings may be removed by a majority vote of the Council.
4. The Society reserves the right to remove a Council member or members for just cause.
5. The loss of individual membership on a School Council will result in the loss of membership and office in the Catholic Independent Schools of the Diocese of Prince George Society.

Part VI THE RESPONSIBILITIES OF THE SCHOOL COUNCIL

1. Ensure compliance with the policies and directives of the Society. The CISPG provides an online policy manual (www.cispg.ca) and a paper copy is available in each school staff room.
2. Develop local school policies in compliance with CIS policy.
3. In consultation with the principal, prepare the annual budget for the operation of the school. Such budget requires the approval of the Pastor. The fiscal year shall begin on July 1st and end on June 30th each year.
4. To administer all educational funds over which the council has jurisdiction and as specified in the current approved budget.
5. To review financial statements at its regular meetings.
6. To administer a bank account in the name of “Catholic Independent Schools Diocese of Prince George – (School Name) Account” into which shall be paid contributions from supporters, funds allocated from the parish, and any other grants or subsidies which may be received.
7. To ensure that all cheques are signed by two of the following: pastor, school council chairperson, vice-chairperson, treasurer or principal. Current bank documents must be in place for all persons having signing authority.

8. To ensure that all financial records of the school are audited by a person qualified under Section 204 of the Companies Act. An audited financial statement shall be presented to the School Council, the Parish Finance Council and the CIS Society. The School Council appoints or confirms the employment of its auditor on an annual basis.
- 9 To set tuition fees and other fees as may be required, and to oversee their collection.
10. To oversee payment of operating expenses, maintenance of facilities and grounds and transportation when such service is provided by the school.
- 11 To work with the Superintendent of Schools to select a Principal for the educational and administrative leadership of the school.
12. To work with the Superintendent and principal to select teaching staff. All teacher and principal contracts must be signed by the Superintendent of Schools on behalf of the Society. Support staff shall be employed by the School Council and shall be employed under a letter of appointment which clearly outlines the conditions of work inclusive of the hourly rate of compensation and the benefits that the employee is entitled to during the time of employment.
13. To establish local student admission and dismissal policies. The Pastor, Principal, and Chairperson or delegate shall comprise the Admissions Committee. Each School Council shall have an admissions committee.

Part VII LOCAL POLICY

1. A resolution to adopt, amend or rescind any local policy must be passed by a majority of the council members present at a meeting of which fourteen days' notice in writing, together with the text of such resolution, shall have been given to all council members.

SECTION B

Part I ELECTION OF OFFICERS, TERM OF OFFICE

1. The first meeting after an election shall be the last meeting of the old School Council, with newly-elected members in attendance. At the conclusion of this meeting, the new School Council shall elect from among its members a chairperson, vice chairperson, secretary and treasurer.
2. The term of office of School Council officers is one year, renewable five times.

Part II VACANCIES

1. In the event that a vacancy occurs on a School Council, the vacancy will be filled through appointment by the Council.

Part III THE ROLE OF THE PASTOR IN THE SCHOOL

The Code of Canon Law outlines the role of the Pastor as the representative of the Bishop in the community entrusted to his care.

Responsibility for governance of the school is vested with the CIS Board of Directors, which exercises its mandate through the pastors and School Councils. The CIS Board of Directors adopts policies and procedures, for the schools. Pastors and School Councils work together with the Principal at the local level to implement the policies of the CIS Board of Directors and develop local policies as needed. The supervision and evaluation of the educational program, staff and administration of the school are the responsibility of the Principal and the Superintendent. This includes the following:

- instructional and program issues
- complaints received against the school, personnel, and students
- investigations of school matters and personnel
- legislated reporting of abuse matters
- supervision, evaluations and suspensions of staff
- internal evaluation of programs, excepting religious education.

1. The Pastor and the Operation, Maintenance of the School

The Pastor shares responsibility with the other members of the School Council for the operation and maintenance of the school facility in accordance with articles set out in the Local School Council's Operating Guide for the Prince George Diocese.

2. The Pastor, Society and School Council Relationship

By virtue of the bylaws of the CISPG, the Pastor of every Parish with a School is a member of the Society. The Pastor is an ex officio member of the School Council, as well as any committee formed by the Council. The Pastor should provide spiritual formation to the School Council members and help them become more effective in their role.

3. The Pastor and Admission and Dismissal of Students

The Pastor, Principal and Chairperson should form an admission committee for new students to the school based on Policy #503 Student Admission and Dismissal from the CISPG Policy Manual. The Pastor should be consulted before the dismissal of a student from the school.

4. The Pastor and the Hiring and Termination of Staff

The Pastor must play a role in the hiring of the teaching staff for the school according to the Hiring Policy of the CISPG Board of Directors. His role is specific to assessing the applicant's Catholicity and qualification to teach the Faith. The Pastor must be involved in the decision to terminate a teaching staff member in accordance with CISPG Policy #408.

5. The Pastor and the Principal

The administration of the school on a day to day basis is the professional duty and responsibility of the Principal. The pastor should provide support and formation to the principal to help him or her exercise spiritual leadership in the school. The Pastor must be part of the selection committee for choosing a new Principal in accordance with CISPG Board of Directors' Policy #307.

6. The Pastor and Staff

The Pastor must provide spiritual support and formation to the staff to help them fulfill their role as Catholic educators.

7. The Pastor and Catechesis

The Pastor must be involved in the diocesan-approved religious education program in the school. This includes classroom visitations and leading liturgical services.

8. The Pastor and Integration of the School into the total Life of the Parish

The Pastor must ensure that the school does not become a separate community, but rather that it is integrated into the liturgical, apostolic, charitable, and social life of the Parish. The Pastor should regularly promote the school to ensure that the largest number of children can receive a Catholic education.

Part IV THE ROLE OF THE CHAIRPERSON IN THE SCHOOL

The role of the chairperson in the School Council is critical to the successful functioning of the School Council. The Chairperson's main task is to work with the Pastor and Principal to implement the policies and procedures of the Society and promote the goals and objectives of the school. The Chairperson is elected to fulfill the following responsibilities:

- a. to ensure that the School Council uses its authority responsibly in accordance with the Society's policies and procedures.
- b. to prepare the agenda for each meeting, in consultation with the Pastor and the Principal.
- c. to ensure that parliamentary procedures are followed. To ensure that a Nominating Committee is appointed to conduct the annual elections for School Council members.
- d. in consultation with the Pastor, to appoint all chairpersons to subcommittees. The Chairperson is an ex officio member of all subcommittees of the School Council.
- e. to direct the preparation of an annual budget for presentation by the treasurer to the School Council.
- f. to ensure that a local school policy manual is developed and approved by the CIS Board prior to implementation.
- g. to ensure that the guidelines of the Society are followed in regard to hiring, evaluation and termination of personnel.
- h. to represent the School Council to parents/legal guardians.
- i. to ensure the development of an annual plan for the school.
- j. to keep the Superintendent informed of any situation that could have a negative effect on the Society.

Part V THE ROLE OF THE VICE-CHAIRPERSON

1. To be acting Chairperson in the absence of the Chairperson.
2. To carry out any other duties as assigned by the School Council.

PART VI THE ROLE OF THE TREASURER

1. Prepare a draft budget in consultation with the Principal, Pastor and Chairperson. The School Council approves and forwards the draft budget to the CISPG Board.
2. Ensure compliance with all financial policies and directives of the Society.
3. Monitor expenditures and receipts with regard to the budget.
4. Provide monthly printed financial reports to the Council. Oversee the collection of tuition and overdue accounts in consultation with the Principal and Pastor.

Part VII THE ROLE OF THE SECRETARY

1. The secretary maintains the written record of the School Council's meetings in the form of minutes.
2. Prepare letters on behalf of the School Council.
3. Other secretarial tasks as assigned from time to time by the Council.

4. School Councils may choose to engage the school secretary on a paid basis for carrying out its secretarial duties.

Part VIII MEETINGS OF SCHOOL COUNCIL

1. Meetings of the School Council will be open to the public except for *in-camera* sessions.
2. A quorum shall be defined as a simple majority of the total membership. In the event that a quorum is not present, the meeting can be conducted, but motions must be tabled until the next meeting with a quorum.
3. Attendance by a member of the teaching staff (who does not vote) is strongly encouraged. The Principal is not a member of the School Council, but should be present at the entire meeting, with the exception of some *in-camera* sessions, e.g., when his/her performance is under review.
4. Requests by non-members to speak or make a presentation at a Council meeting must be made in writing with a minimum of seven days' notice prior to the meeting. Delegations must provide a text of their material as well as the name of their spokesperson.
5. Any procedures not included above will be according to Robert's Rules of Order.

Part IX REGIONAL REPRESENTATIVES TO THE BOARD OF DIRECTORS OF THE SOCIETY

1. Regional representatives to the Society are nominated by a nomination committee of the Society. Nominees are presented at the Annual General Meeting to fill vacancies on the Board of Directors.
2. The members of the Society in attendance at the AGM are the eligible electors.

Part X PARENTAL INVOLVEMENT

1. Parents/legal guardians are an integral part of the school community and should be encouraged to become involved in the activities of their child's school. The School Council should coordinate the involvement of parents/legal guardians in the school. It is the responsibility of the School Council to approve and direct any parent group working or acting on behalf of the school.
2. Such Parent Support Groups will come directly under the authority of the School Council and the School Council will appoint from its membership a representative to the Parent Support Group.

Catholicity Clause

The Employee and Volunteer acknowledges that:

- it is an essential condition of this Agreement that the Employee and volunteer exhibit at all times conduct and a way of life that are consistent with Catholic denominational standards.
- the determination of what are Catholic denominational standards shall be the right and prerogative of the Employer.

The primary reference for Catholic Teaching on Faith and morals is *The Catechism of the Catholic Church*.

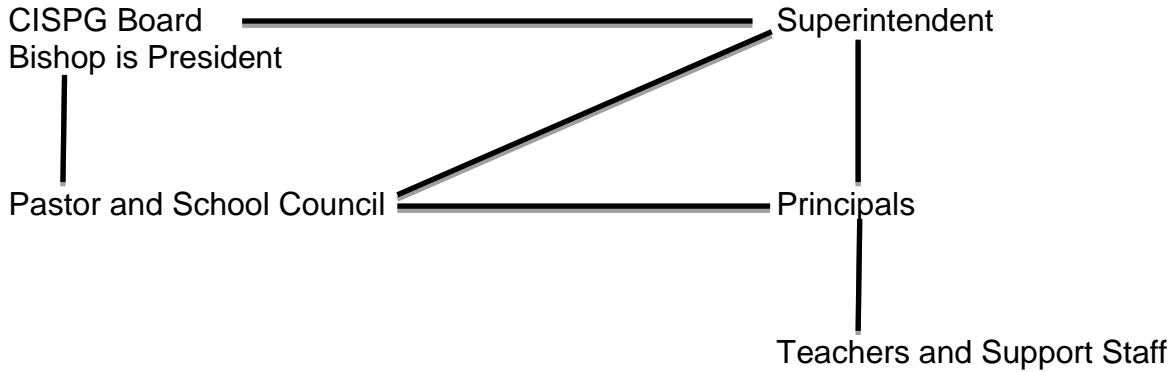
A breach of this clause shall constitute just cause for dismissal.

CATHOLIC INDEPENDENT SCHOOLS
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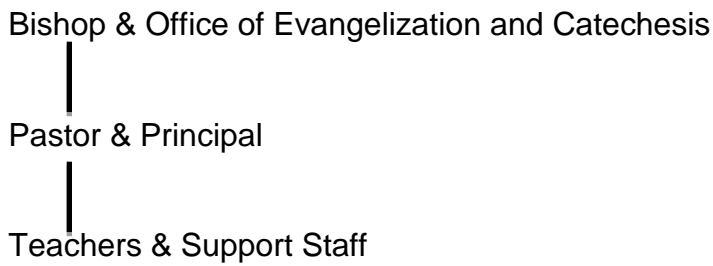
CISPG Schools serve students and families through leadership and accountability in:

Governance

The Educational Program (Curriculum)



Faith Formation



Pastoral Letter on Catholic Schools
Catholic Bishops of British Columbia
November 4, 2016

I. The Mission of the Catholic School

As the Church labours to bring the Gospel to the world of the third millennium, she draws on the rich legacy of faith and service that has guided her mission through the centuries. The apostolate of Catholic education is a treasured part of that tradition.

The Catholic school is integral to the parish, participating in the evangelizing mission of the Church.¹ It provides religious and moral reference points to help students critically evaluate culture in the light of the Gospel and help build a social order enlightened by the truth of Christ's teaching. This light is directed not only to the individual, but also to the community: the work of evangelization addresses persons, families and cultures.

The world in which our schools carry out their mission is marked by an extreme pluralism that often leads to an eclipse of community identity. The subjectivism and moral relativism that accompany this cultural shift has increasingly marginalized faith as a reference point for human life.

In this situation the school performs an important role for the students and families. "The school is a centre in which a specific concept of the world, of [the human person] and of history is developed and conveyed."² "Knowledge set in the context of faith becomes wisdom and life vision."³

"Christ is the foundation of the whole educational enterprise in a Catholic school."⁴ His teaching and life inform the school's identity and characteristics. His sacramental gifts build up the community and prepare its members for a share in the mission to bring His light to every person and situation. "The special character of the Catholic school and the underlying reason for its existence, the reason why Catholic parents should prefer it, is precisely the quality of the religious instruction integrated into the overall education of the students."⁵

II. Teaching the Whole Person

Because "promotion of the human person is the goal of the Catholic school,"⁶ Catholic education goes beyond the technical and practical aspects of schooling to help students integrate every area of knowledge within a Christian vision of the human person. The school recognizes that the physical, emotional, moral and spiritual dimensions of human development must tend to a personal synthesis of faith and life in each student. Growth in these areas prepares students for a life of service, building the Kingdom of God in society.

III. Faith and Life Shared in a Community

The Catholic school is a place of ecclesial experience. The New Testament speaks of the Church as *koinonia*, a communion of relationships built through sharing life in Christ. This communion fosters

¹ Cf. Congregation for Catholic Education, *The Catholic School on the Threshold of the Third Millennium* (28 December 1997), n. 11.

² Sacred Congregation for Catholic Education, *The Catholic School* (19 March 1977), n. 8.

³ Congregation for Catholic Education, *The Catholic School on the Threshold of the Third Millennium* (28 December 1997), n. 14.

⁴ Sacred Congregation for Catholic Education, *The Catholic School* (19 March 1977), n. 34.

⁵ Congregation for Catholic Education, *The Religious Dimension of Education in a Catholic School* (7 April 1988), n. 66.

⁶ St. John Paul II, Address to the National Meeting of the Catholic School in Italy (24 November 1991).

relationships characterized by mutual respect, open communication and the commitment to serve each other's needs. The history of the Church's educational apostolate is distinguished by concern for the poor and marginalized members of society. Pope Francis' emphasis on reaching those on the peripheries reflects this core focus of Catholic education.

IV. Parents

The parish is a family of families. Through its school, the parish cooperates with parents to support them in their role as the primary educators of their children, especially in the transmission of the faith, and through the school, parents and children are linked to the wider community of the parish. Parents should be involved in the life of the school through participation in councils and committees, as well as regular collaboration with the staff.

V. Staff

"Teachers and educators fulfill a specific Christian vocation and share an equally specific participation in the mission of the Church."⁷ Members of the staff are called to model the integration of faith and culture in all the subjects they teach. "Professionalism is marked by, and raised to, a supernatural Christian vocation."⁸ It is the personal witness of the teacher that will have the greatest impact on the students.

The leadership of the diocesan school community should promote the effectiveness of those who teach by providing ongoing professional development and formation in the Catholic faith.

VI. Pastors

The pastor is an integral member of the school community, with a specific role in overseeing the religious education curriculum and leading the liturgical life. He has a responsibility to support the formation of teachers in their role as Catholic educators. He should promote Catholic education, especially for those who are poor, deprived of the benefits of family life or otherwise marginalized.

VII. Conclusion

St. John Paul II called for evangelization in the third millennium "new in its ardour, methods and expressions."⁹ Drawing on the rich tradition of the educational apostolate, our schools should continually assess their progress in living out this call to mission. "It is not merely a question of adaptation, but of missionary thrust, the fundamental duty to evangelize."¹⁰ The gifts and creativity of every member of the community can help our Catholic schools find new and effective ways of evangelizing and forming young people and their families for life and mission in the Church.

Given on the Memorial of St. Charles Borromeo, the Fourth day of November, in the Year of Our Lord, Two Thousand and Sixteen.

⁷ Congregation for Catholic Education, *The Catholic School on the Threshold of the Third Millennium* (28 December 1997), n. 19.

⁸ Sacred Congregation for Catholic Education, *Lay Catholics in Schools: Witnesses to Faith* (15 October 1982), n. 37.

⁹ St. John Paul II, Address at the Opening of the 19th Ordinary Plenary Assembly of the Latin American Episcopal Council (9 March 1983).

¹⁰ Congregation for Catholic Education, *The Catholic School on the Threshold of the Third Millennium* (28 December 1997), n. 3.