



## *Holy Spirit Catholic Elementary School*

*315 Stone Road, Aurora, ON L4G 6Y7  
Telephone: (905) 713-6813 • Fax: (905) 713-6744*

September 25th, 2020

Dear Parent(s)/Guardian(s),

The purpose of the Catholic School Council is to help to improve student achievement and well-being as well as enhance the accountability of the education system to parents. School councils are advisory organizations, and the primary means of achieving their purpose is by making recommendations to the principal of the school and the school board for the benefit of all students in the school.

Our council is made up of up to 21 member representatives, and we hope you will participate. Parents/guardians are always welcome to attend meetings, even if they are not voting members. Meetings are held approximately 4 to 6 times per school year. It is important for all members to commit for the full year and attend all meetings.

If you are interested in participating on our council, please click on the link to fill out the nomination form: [CSC Nomination Google Form](#). The form must be completed by **Friday, October 9th at 7:00 pm**. Please see the information below on the responsibilities of our CSC members.

The first meeting will take place **virtually** on **Wednesday, October 14th, at 7:00 pm**. If an election is needed, it will occur at that time.

If you are unable to commit as a council member, please feel free to attend the meetings and participate in the discussion. It is important for all voices to be heard.

I thank you for your on-going support, and I look forward to working with you.

Sincerely,

Mr. A. Modica

Principal

### **Responsibilities of Catholic School Councils per Regulation**

- Conduct yearly elections- within the first 30 days (After the completion of our staggered entry dates)
- Hold a minimum of 4 meetings per year and abide by the Code of Ethics
- Hold meetings in school or location accessible to the public (can now take place virtually)
- Keep minutes of the meetings
- All financial transactions must be recorded
- Publish an annual report- submit to principal & school board
- Consult with principal and parents on matters under consultation by the council
- May engage in fundraising activities according to Board policy

### **Catholic School Council Membership**

- Parents, minimum of 6, maximum of 21 (to be elected by parents)
- Parish Representative (appointed by Pastor)
- Community Representative (appointed by council)
- Non-teaching staff 1 (elected by non-teaching staff)
- Teacher Representative (elected by teachers)
- Principal (automatic member)

### **Procedures for Voting**

- Parents will vote for a maximum of 21 representatives by online secret ballot on Wednesday, October 14th, 2020 if a general election is needed
- A notice to all parent(s)/guardian(s) will announce the results