



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### GOVERNANCE ROLE OF THE LOCAL SCHOOL COMMITTEE -205

#### **Rationale**

CISKD policies and procedures exist for Local School Committees to function effectively. The effectiveness of our Catholic schools is strengthened by clergy and lay people working together in faithful commitment for the education of our young people. Members of Local School Committees must understand and accept the expectations of their Office as determined by the CISKD Board of Directors.

#### **Policy**

Under the authority and direction of the CISKD Board of Directors, each School shall have a Local School Committee.

#### **Regulation**

Each Local School Committee operates under the authority of the CISKD Board of Directors.

#### **1. Nature**

Members of the Local School Committee (LSC) acknowledge, understand, and accept that:

- a) Catholic schools' function within the structure of the Catholic Church and are an expression of its mission.
- b) The Catholic School functions within the structure of the Catholic Independent Schools Kamloops Diocese (CISKD).
- c) The role of the Local School Committee (LSC) is to implement policies, regulations, directives, and decisions of the CISKD Board of Directors, as applicable.
- d) The unique and singular role of the Pastor, Parochial Administrator or Bishop's Representative requires his presence at all Local School Committee meetings.
- e) Refer to *Governance Policy #6 Role & Responsibilities of the Pastor/Parochial Administrator/Bishop's Delegate* for clarity regarding his responsibility and decision-making abilities within the Local School Committee.

#### **2. Objectives**

The CISKD Board of Directors, through its actions and beliefs, promotes the following objectives of Local School Committees:

- a) To encourage the attainment of high standards in religious education and to foster the education of our children within the framework of a Catholic environment and philosophy, and to encourage the development of true Catholic values (*Pastoral Letter on Catholic Schools by the BC Bishops*, November 2016).
- b) To support and promote an integrated role of the Catholic School community in the life of the local parish(es) under the direction of the Pastor/Parochial Administrator/Bishop's Representative.
- c) To ensure the carrying out of CISKD Policies and Administrative Applications, directives, and regulations in the local School.
- d) To develop local written procedures, if needed. Such procedures shall not supersede provincial or federal legislation or the policies, administrative applications, directives, or



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### GOVERNANCE ROLE OF THE LOCAL SCHOOL COMMITTEE -205

guidelines of the CISKD Board of Directors. Any local procedural documents shall be submitted to the Superintendent for the approval consideration of the CISKD Board of Directors.

#### **3. Organization**

Within the jurisdiction of the CISKD Board of Directors the designated Local School Committees are as follows:

- a) ASCEND Online School Committee, Kamloops
- b) Our Lady of Perpetual Help School Committee, Kamloops
- c) Sacred Heart Catholic School Committee, Williams Lake
- d) St. Ann's Academy School Committee, Kamloops
- e) St. Ann's Catholic School Committee, Quesnel
- f) St. James Catholic School Committee, Vernon

#### **4. Composition:**

For the Parish-Supported Local School Committee, membership shall be:

- a) The Pastor or Parochial Administrator of each parish supporting the School, who shall be an ex-officio member of the Local School Committee with due regard to his unique and singular role, responsibility, and authority.
- b) In addition to the Pastor or Parochial Administrator, when possible, a minimum of six other qualifying members from the Catholic parishes in the Diocese of Kamloops. The President of the CISKD Board of Directors may approve fewer members, if necessary.
- c) All members of the Local School Committee must be Catholic and meet the Catholicity criteria of the CISKD Board of Directors.

For the Diocesan-Supported Local School Committee, membership shall be:

- a) The Bishop's Representative who shall be ex-officio member of the Local School Committee.
- b) When possible, a minimum of six other qualifying members from the Catholic parishes in the Diocese of Kamloops that support the School, or fewer, as approved by the President of the CISKD Board of Directors.
- c) All members of the Local School Committee must be Catholic members and meet the Catholicity criteria of the CISKD Board of Directors.

In the case of ASCEND Online School, up to three of the six qualifying members may be located outside the geographical region of the Diocese of Kamloops. The Chair, Vice Chair, and Financial Chair must be located within the geographical region of Kamloops.

#### **5. Immunity of Local School Committee Members When Acting Within Their Responsibilities**

Every Local School Committee Member shall be deemed to have assumed office on the express understanding and agreement and condition that every Member of the Local School



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### GOVERNANCE ROLE OF THE LOCAL SCHOOL COMMITTEE -205

Committee and his/her heirs, executors and administrators and estate and effects, respectively, shall from time to time, and at all times, be indemnified and saved harmless out of the funds of the Society, from all costs, charges, expenses whatever which such Member sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him/her for or in respect of any act, deed, matter or thing whatever made, done, or permitted by him/her or any other member or members of the Local School Committee in or about the execution of the duties of his/her Office, and also from and against all other costs, charges and expense which he/she sustains or incurs in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by his/her own willful neglect or default.

#### 6. Specific Responsibilities of Local School Committees

##### Faith

- a) To support the faith formation of the School community under the direction of the Pastor, Parochial Administrator, or Bishop's Representative.

##### Accountability

- a) Model a culture that reflects the CISKD's *Standard of Conduct* and guiding principles for Local School Committee (*refer to Appendix A*)
- b) Perform Local School Committee functions articulated by the policies, administrative applications, regulations, directives, and guidelines of the CISKD Board of Directors.
- c) Develop meeting agendas in consultation with the School Principal.
- d) Maintain accurate meeting records, submitting annual records to the Office of the Superintendent in electronic and paper copy forms by June 30, annually.
- e) Support and encourage the established *CISKD School Learning Improvement Plan*.
- f) An Annual General Meeting of the Local School Committee will be held in May of each year. Regular meetings of the school council will be held monthly during the school term.

##### Communication

- a) Develop an annual work plan which includes a communication and promotional component, providing appropriate opportunities for School and parish community input/feedback.
- b) Communicate School initiatives and highlights annually to the CISKD Board of Directors, and as appropriate to the School and parish community.
- c) Refer any media requests to the Superintendent of Schools for consideration; this particularly includes any public or media inquiries that may have legal ramifications.

##### Implementation of Priorities

- a) Support school learning priorities identified in the *School Learning Improvement Plan*, prepared annually by the Principal and School personnel.
- b) Formulate and complete a Committee-specific goal within the *School Learning Improvement Plan*.
- c) Receive information from the Principal on student achievement.
- d) Review risk and safety management principles and strategies in the School.



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### GOVERNANCE ROLE OF THE LOCAL SCHOOL COMMITTEE -205

- e) Support School emergency planning including but not limited to contingency plans, continuity of operations planning, supplies and resources.

#### **Local School Committee Procedures**

- a) Identify how the Local School Committee shall function within the framework approved by the CISKD Board of Directors.
- b) Annually review Local School Committee procedures to determine if the procedure is producing the desired outcome.
- c) Identify and communicate procedures for local appeals as required in policy.

#### **Principal/Committee Relations**

- a) Participate in the CISKD Board of Directors Selection Committee for the selection of the School Principal.
- b) Respect the authority of the Principal to carry out administrative action and support the Principal's actions which are exercised within the delegated discretionary powers of the position.
- c) Interact with the Principal in an open, honest, proactive, and professional manner.
- d) Provide feedback to the Superintendent regarding the formative and summative evaluation of the Principal's responsibilities and performance, as requested.

#### **Fiscal Accountability**

- a) Adhere to the direction outlined in the current *CISKD School Budget Preparation Procedures* document.
- b) Monitor and review at its regular meetings, the school's monthly expenses.
- c) Ensure resources allocated are aligned with fiscal realities and priorities.
- d) Ensure any changes in the fiscal position of the Parish-Supported School that could affect parish subsidies are communicated by the Pastor/Parochial Administrator and LSC representative to the Parish Finance Committee; respectively, any changes in the fiscal position of the Diocesan-Supported School is communicated by the Bishop's Representative and LSC representative to the CISKD Board of Directors.
- e) Set student fees, tuition fees, and/or other fees as may be required and submit to the Superintendent.
- f) Approve local fundraising initiatives and timelines in the School community.
- g) Observe socially just principles in decision-making as per Catholic social teaching.

#### **Personnel Matters**

- a) Participate in local Selection Committee interviews for School personnel by means of designated representative(s) for School positions, and, in consensus with the Pastor/Parochial Administrator/Bishop's Representative and Principal, assist the Principal in identifying the agreed upon candidate(s) to be recommended for hire to the Superintendent.
- b) Provide additional information to the Superintendent of Schools when advised of a School personnel issue with due regard to the role of the Superintendent concerning personnel.

#### **Fostering Relations**



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### GOVERNANCE ROLE OF THE LOCAL SCHOOL COMMITTEE -205

- a) Promote positive relationships with the local parish, community and CISKD Board of Directors.
- b) Receive and consider non-personnel related appeals and complaints from parents, teachers, and other personnel provided that they are submitted in writing and follow CISKD procedures and protocols.
- c) Foster positive relations between parents, staff, Local School Committee members, and students.

#### **Selected Responsibilities**

- a) Address local matters such as student dress code and uniforms.
- b) Conduct an annual site inspection with the Principal regarding the facilities and property.
- c) Encourage qualified and interested candidates to be nominated to the Local School Committee.
- d) Encourage qualified and interested candidates to be nominated to the CISKD Board of Directors.
- e) Recognize staff and alumni for service and achievements.
- f) Review and provide input regarding the annual staffing plan for the upcoming year as developed by the Principal.
- g) Comply with Diocesan requirements for lease/rental of facilities of parish-supported Schools regarding third party rental or lease requests.
- h) Comply with CISKD requirements for lease/rental of facilities of diocesan-supported Schools regarding third party rental or lease requests.
- i) Advocate for and create a plan to ensure continual growth of the School.
- j) Promote and attend functions sponsored by the School and students.
- k) Report to and participate in CISKD Society, information meetings, and other activities as invited.

|                             |
|-----------------------------|
| Date Approved: IP July 2021 |
| Date(s) Revised: June 2023  |



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### GOVERNANCE ROLE OF THE LOCAL SCHOOL COMMITTEE -205

#### Appendix A - Confidential Catholic Pastoral Reference Form for applicants seeking election or appointment to the CISKD Local School Committee.

##### CONFIDENTIAL CATHOLIC PASTORAL REFERENCE FORM for Nominee Applicants Seeking Election or Appointment to the Local School Committee

###### To be completed by the Applicant/Nominee:

APPLICANT/NOMINEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Phone #: \_\_\_\_\_

NAME of CATHOLIC PARISH: \_\_\_\_\_ PRIEST: \_\_\_\_\_

###### To be completed by the candidate for nomination:

- Are you a registered member of this parish? Yes No
- Do you usually attend Mass every Sunday? Yes No
- Do you take an active role in any of the parish ministries or organizations? Yes No
- If not registered in this parish for the last two years, please name your previous parish and pastor:  
Parish Name and Locale: \_\_\_\_\_  
Pastor: \_\_\_\_\_
- Are you: Single Married in Catholic Church Married in Other Church Married Civilly Divorced Common Law

Applicant Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_

###### To be completed by the Parish Pastor/Parochial Administrator:

1. How well do you know this applicant? Very Well By Name By Face Just Met

2. How long have you known this person? \_\_\_\_\_

3. Is this person a registered member of your parish? Yes No

Comment: \_\_\_\_\_

4. Do you know this person to be a regularly practicing Catholic? Yes No

Comment: \_\_\_\_\_

5. Do you know of anything in the marriage or lifestyle of this person that would put into question his/her suitability to serve on the CISKD Board of Directors? Yes No

Comment: \_\_\_\_\_

6. Do you recommend the applicant as a suitable candidate for the CISKD Board of Directors? Yes No

Comment: \_\_\_\_\_

7. Would you like the Superintendent of Schools to contact you so you can provide additional information and/or clarification? Yes No



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### GOVERNANCE ROLE OF THE LOCAL SCHOOL COMMITTEE -205

\_\_\_\_\_  
Pastor/Parochial Administrator Signature

\_\_\_\_\_  
Date of Signature

If the signature is not that of the territorial pastor, what is the reason? \_\_\_\_\_

**PLEASE DO NOT COPY or share with others – email completed copy to the pastor of the school requesting this form.**

#### Appendix B- Local School Committee School Support Plan - School Learning Improvement Plan.

**[Name of School]**

##### Local School Committee School Support Plan



**[School Year] School Learning Improvement PIAs** a Committee, please choose one priority area in support of the

School's Learning Improvement Plan and identify strategies that the Local School Committee shall support the school in achieving the student learning goal.

**School:**

| Priority Area: | School Goal:<br>(What is the school's target?) | LSC Strategies to support this goal:<br>(What can the community do to help?) | Outcome:<br>(Did we get the results we wanted?) | Future Direction:<br>(Did it make a difference in student learning?<br>What are we going to do now?) |
|----------------|------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------|
|                |                                                |                                                                              |                                                 |                                                                                                      |



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### GOVERNANCE ROLE OF THE LOCAL SCHOOL COMMITTEE -205

#### **Appendix C - Nomination Package for CISKD Local School Committee Position.**

Commented [CY1]: made to fit LSC and not Board

##### Governance of Catholic Schools

The CISKD is responsible for elements of the operation of the Catholic Schools of the Kamloops Diocese in the provision of educational services including as the employer of teachers and support staff, negotiation of contracts for services and supplies.

The Board of Directors of the CISKD (the "Board") is comprised of those persons who are appointed or elected as set out in the Bylaws of the CISKD. The Board is legally responsible, by virtue of the provisions of the Constitution and Bylaws of the CISKD, the Societies Act of B.C. and the common law, for the management of the business and assets of the CISKD.

The CISKD Board of Directors have the responsibility to serve the best interests of all of the school communities that operate under the Diocese of Kamloops when serving on the Board. The function of the Board of Directors is to exercise its authority in the management of the affairs of the Society. In this respect, members are not delegates from Local School or parish Committees acting on local interests, but rather they serve the needs of the greater community of schools.

The role of the Board is to safeguard the mission of Catholic schools in the Diocese of Kamloops and to protect the assets of the CISKD including, but not limited to, Catholicity, human, financial, and capital. The Board fulfills its responsibilities through the formation of Governance Policy and Administrative Applications of Board Policy for its schools.

##### Eligibility for Local School Committee Members:

The nominees to the Local School Committee (LSC) or those seeking election to the LSC must meet or exceed the following terms of eligibility:

1. practicing Catholic (regular attendance of Sunday Mass & Holy Days of Obligation; single or married vocation recognized by the Catholic Church; and lives a lifestyle in accord with the Catholic Church)
2. at least nineteen years of age
3. demonstrated active supporter of the Catholic school in time, talent and treasure
4. registered member of the Parish that supports the school
5. maintain confidentiality of the LSC and related school matters
6. serve the interests related to the Board of Directors mandate
7. does not hold a position on a CISKD Local School Committee
8. is willing to serve a minimum of one (1) year term of service
9. provide a valid, satisfactory Criminal Record Check and Vulnerable Sector Check (as volunteer to an educational institution)
10. be supported by two nominators in addition to the Pastor or Parochial Administrator





## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### GOVERNANCE ROLE OF THE LOCAL SCHOOL COMMITTEE -205

Nominee backgrounds in Catholic education, educational leadership, governance, policy development, communications, strategic planning, finance and/or law are assets.

Candidates must be available for LSC meetings, CISKD Board and other CISKD events to which the LSC member may be invited or required to attend during the day, evenings and weekends, which may include travel to participate. All elected or appointed members take and sign an oath of confidentiality.

Nominees must not be:

1. employees of the CISKD
2. related to employees or contractors of the CISKD
3. related to members on Local School Committee
4. related to clergy on the Board or assigned to schools

To submit a nomination:

1. Complete the attached nomination form
2. Request an appointment with the Pastor regarding the Catholic Pastoral Reference
3. Compose a brief typed biography with photo (no more than one page) introducing yourself, identifying your talents/experience, rationale and availability for wishing to serve the LSC.
4. Submit a satisfactory Criminal Record Check and Vulnerable Sector Check (contact Superintendent's Office); Board position is subject to this submission
5. Submit the completed nomination package to the Superintendent of Schools **by September 30**, annually

**I understand the above terms and confirm I meet the standards outlined above.**

**Signature of Candidate** \_\_\_\_\_

*Application page 1 of 2*



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### GOVERNANCE ROLE OF THE LOCAL SCHOOL COMMITTEE -205

#### Local School Committee Nomination Form

|                                                                                                                                                                                                           |                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Name of Candidate:                                                                                                                                                                                        |                                   |
| Address:                                                                                                                                                                                                  |                                   |
| Phone Number:                                                                                                                                                                                             | Home:<br>Cell:                    |
| Age:                                                                                                                                                                                                      |                                   |
| Date of Application:                                                                                                                                                                                      |                                   |
| Name of Catholic parish to which you are a registered member:                                                                                                                                             |                                   |
| Name of Pastor/Parochial Administrator completing the Confidential Pastoral Reference:                                                                                                                    |                                   |
| Do you currently hold a position on a CISKD Local School Committee?                                                                                                                                       | Yes          No<br><br>Previously |
| If yes, how many years of service?                                                                                                                                                                        | _____ Years      N/A              |
| Do you accept that if your candidacy for a Board position is successful, it will require you to step down from any currently held position on a Local School Committee within 30 days of the appointment? | Yes          No                   |
| Are you an active supporter of the school in time, talent, and treasure?                                                                                                                                  | Yes          No<br>Explain:       |
| Name & Contact Information of Nominator #1:                                                                                                                                                               |                                   |
| Signature of Nominator #1                                                                                                                                                                                 |                                   |
| Name & Contact Information of Nominator #2:                                                                                                                                                               |                                   |
| Signature of Nominator #2                                                                                                                                                                                 |                                   |
| Signature of Pastor/Parochial Administrator:                                                                                                                                                              |                                   |



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### GOVERNANCE ROLE OF THE LOCAL SCHOOL COMMITTEE -205

Along with this 2-page Nomination form, please include an electronic photo and brief biography (less than one page) to introduce yourself to the Nominating Committee, that identifies your talents/skill sets and experience, and the rationale for your desire to serve. If deemed satisfactory, these documents shall be shared with members of the Society to introduce your candidacy. Please note that by signing this document, you are providing consent for CISKD or its designates to contact references and/or to discuss your candidacy with those identified.

Please submit Nomination Package (pages 1 and 2) to the Superintendent of Schools at [superintendent@ciskd.ca](mailto:superintendent@ciskd.ca) by Sept. 30.

***I understand that if my candidacy is successful, it is subject to the submission of a satisfactory current Criminal Record Check and Vulnerable Sector Check to the Office of the Superintendent within 30 days following the AGM. If not provided, I am unable to serve as a CISKD Board member.***

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

***Application Page 2 of 2***