



September 13, 2024

Dear St. Joseph CES Parent(s) and/or Guardian(s):

Welcome back as we begin another school year, for students, staff and parents alike. Our Catholic School Council plays an important advisory role in the successful operation of our school. Becoming a council member or volunteering on a school committee is an excellent way to contribute to your child's education and school life. St. Joseph Catholic School Council meets a minimum of four times a school year. All parents are welcome to attend Catholic School Council meetings.

St. Joseph Richmond Hill Catholic School Council includes parents/guardians, the Principal and a teaching and non-teaching representative. The number of voting members, including all Executive members, school teacher representative and the Principal on the Council will not exceed 18 members.

Nomination Procedure

If you are interested in a position on our Catholic School Council or would like to nominate a parent/guardian in the community please use the Nomination Form that is attached. The deadline to submit the Nomination Form (see below) to the office is 4pm on Tuesday October 1, 2024 or by Google Form (please click [HERE](#) to access it).

Voting Procedure

Voting and meeting will take place on **Tuesday, October 1, 2024 @ 6:30 p.m.** **The meeting will be held virtually. The link is: <https://meet.google.com/vdk-ygzq-sbi>.** A new Council will be formed at this time. Candidates must attend or give written notice prior to the Principal if they cannot attend.

Help to make this school year successful by becoming involved as a Catholic School Council Member or by volunteering in other areas of the school.

Thank you in advance for your interest.

Sincerely,

R. Mittone
Principal



CATHOLIC SCHOOL COUNCIL

St. Joseph Catholic School Council Nomination Form 2024-2025

Name: _____ Telephone Number: _____

Name of child/children attending the school:

I am a parent/guardian of a child attending St. Joseph Richmond Hill Catholic Elementary School. I have a special commitment to our school and wish to stand for election as a parent representative on the Catholic School Council.

I commit myself to:

- *work for the benefit of all the students and the entire school community and to maintain a school-wide focus;*
- *advocate for the school and work in a positive and collaborative manner with all the members to promote excellence in education*

I am interested in becoming a member of the Council because

Any additional information:

I understand that School Councils are advisory bodies to the Principal and where appropriate, to the school board.

Signature of Nominee: _____ Date: _____

Deadline to submit either paper Nomination Form to the office or Google Form (click [HERE](#) to access) is 4pm on Tuesday October 1, 2024.



WHAT IS THE COUNCIL'S ROLE AS AN ADVISORY BODY?

Catholic School Council's acts as an advisory body to the school and board. They are asked to:

- hold a minimum of four meetings per year;
- respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer and/or Catholic School Council member
- respect that Catholic School Council meetings are not a forum for discussion about individual Parent/Guardian(s), students, staff, trustees or other Catholic School Council members
- coordinate the election procedures for Catholic School Councils to be held within the first thirty calendar days of the start of the school year;
- promote the best interests of the school community;
- communicate regularly, via the School Website or School Newsletters, with parents and other members of the school community seeking their views and preferences with regard to matters being addressed by the Catholic School Council;
- report on the activities of the Catholic School Council to the school community and Board as required
- maintain a school-wide focus on all issues with sensitivity to the school's needs, culture and demographics
- respond to Board requests regarding policies under review in a timely manner

WHAT ARE SOME OF THE RESPONSIBILITIES OF CATHOLIC SCHOOL MEMBERS?

In addition, the role of Catholic School Council members include:

- providing informed advice to the Principal on matters related to student achievement, well-being and continuous school improvement
- maintaining a school-wide perspective on issues
- participating in Catholic School Council meetings
- participating in information and training programs
- acting as a link between the Catholic School Council and the school community
- encouraging the participation of all Parent/Guardian(s) and of other people within the school community
- reviewing the constitution and operating by-laws on an annual basis, as soon as possible after the Catholic School Council meets for the first time
- establishing goals, priorities and procedures (i.e.: Constitution/Operating Bylaws)
- participating on established committees such as hot lunch, fundraising, faith, BBQ

Please refer to Catholic School Council Policy # 606 for more information. Please refer to. [Policy 606 - Catholic School Councils](#).



301 Roney Ave., Richmond Hill L4C 2H4
Phone: 905-884-5077

St. Joseph Richmond Hill CES

**Catholic School Council Elections
Tuesday October 1, 2024 @ 6:30 p.m.**

Google Meet joining info

Video call link: <https://meet.google.com/vdk-ygqz-sbi>

Parental involvement in a child's education has been shown to have a significant effect on his or her success. Becoming a council member or volunteering in a school committee is an excellent way to contribute to your child's education and their school life. Every parent has something to contribute. Consider getting involved this year.

We are seeking nominations from parent/guardian representatives who wish to serve the St. Joseph Richmond Hill CES Community. The only requirements are that you are a Catholic school ratepayer and that you have a child or children attending St. Joseph Richmond Hill CES.

Catholic School Council members will act as an advisory body to the Principal and the Board whose primary means of achieving its purpose is by making recommendations in accordance with Ontario Regulation and shall:

- place the best interest of the entire school community first;
- be goodwill ambassadors for the school within the community;
- act as a link between the Catholic School Council and the Parish;
- encourage the participation of all parents/guardians and individuals within the school community;
- work collaboratively with the members of the Council to promote excellence in education;
- attend meetings;
- commit to a ONE year term of office

If you are interested in standing for election, please complete and return the attached **Nomination Form to the office or Google Form (click [HERE](#) to access) by 4pm on Tuesday October 1, 2024.** Please submit the Nomination form to the Principal by this date.

Information on the Nomination form will be used to produce the candidates' profiles that will be distributed at the Election Meeting on **Tuesday October 1, 2024 @ 6:30 p.m.**