



Rationale

Guidelines must exist in order for Education Committees to function effectively.

Policy

When a parishioner allows their name to stand for election to a Parish or Regional Education Committee (PEC or REC), they are agreeing to adhere to the responsibilities and expectations of a Committee member.

Procedure

Education Committee members are expected to accept the following responsibilities and commitments:

1.1). It is the responsibility of Education Committees to cooperate in Archdiocesan programs as established by CISVA.

1.2). The Parish/Regional Education Committee will assist the Pastor/Archbishop's Representative in the following responsibilities:

1.2.1 It will see that the educational policy of CISVA is followed in the school. It will consider and recommend to the Superintendent of Schools, for his/her approval, any proposed programs in the curriculum that respond to particular local needs.

1.2.2 It will recommend to the Superintendent and receive his/her permission before increasing or decreasing enrolment by adding or deleting the number of classes or grades. The Superintendent must seek approval of the Board of Directors when the decision could impact other schools or have implication for future capital costs.

1.2.3 It will prepare the budget for the operation and maintenance of the school. Such a budget requires approval of the Pastor/Archbishop's Representative.

1.2.4 It will ensure that proper books and financial records are kept for the purposes of claiming government grants and issuing tax receipts. It will complete and submit reports and other documents as may be required by the Board of Directors or the Superintendent.

1.2.5 It will decide on the hiring of teachers and principals with the approval of the Pastor/Archbishop's representative. The hiring of teachers must also include consultation with the Principal. It will adhere to the hiring policies of CISVA. It will pay salaries according to the directives issued by CISVA.

1.2.6 It will ensure through the Principal, that the classroom supervision and learning environment for students is not diminished because of the absence of a teacher.

1.2.7 It will decide on renewal and non-renewal of teachers' and principals' contracts with the approval of the Pastor/Archbishop's Representative. The renewal and non-renewal of teachers' contracts must also include consultation with the Principal. The Education Committee must adhere to the policies of

CISVA.

1.2.8 It will oversee the day-to-day operation of the school, including such areas as the collection of fees, payment of operating expenses, maintenance, etc.

1.2.9 It will ensure that secure places are provided for confidential and sensitive material (see 1.5 below).

1.2.10 It will ensure that a telephone answering machine is not used in the school a minimum of 15 minutes prior to the official beginning of the school day till at least 15 minutes after the official end of the school day.

1.2.11 It will assume other duties as are assigned to it from time to time by CISVA.

1.3). If in the carrying out of their responsibilities the Pastor/Archbishop's representative and the Education Committee come to an impasse they cannot resolve they may appeal to the Board of Directors of the Society.

1.4 In matters that affect the Catholicity of the schools the approval of the pastor, as the Archbishop's Representative, is required.

1.5 Security

Education Committees will ensure there are secure places within the school so that provincial examinations and all confidential and sensitive material may be locked in a secure place.

1.5.1 Education Committees will ensure that keys and combinations to secure places be given only to administrative personnel and, further, that areas that contain "secure places" be restricted. (Caretaking staff should not have a key. These areas should be cleaned while the Principal is in the school.)

1.5.2 Education Committees will limit the number of people who are able to disarm the burglar alarm systems to those who absolutely need to know. Anyone with this knowledge must be made fully aware of the responsibility that accompanies such knowledge.

1.5.3 Education Committees will ensure that the Principal carries out his/her responsibilities for the security of examinations, student records and all other sensitive school materials.

1.6 Expectations for Education Committee Members

The effectiveness of our Catholic schools is strengthened by clergy and lay people working together with faith and commitment for the education of our young people. It is very important, therefore, that those who accept the call to serve on an Education Committee understand the expectations of office and conduct themselves in a way that will foster collaboration and Christian community and put into practice the philosophy of Catholic education as promulgated by the Roman Catholic Bishops of British Columbia.

Members of a Parish or Regional Education Committee are expected to:

- Acknowledge that Catholic schools function within the structure of the Catholic Church and are an expression of its mission
- Endeavour to become more knowledgeable about Catholic education, its mission, and educational and religious goals
- Promote Catholic education, its values and benefits to the community
- Attend regular, extraordinary and sub-committee meetings and participate in discussion and decisions to the best of their ability
- Be fully and thoroughly prepared for each meeting by completing the required committee work or reports
- Share and utilize their knowledge and experience for the betterment of the Committee's work and the school as a whole
- Be loyal and supportive of Committee decisions
- Be open to stand for election to the executive of their committee and act as a member of a sub-committee as elected and/or assigned
- Recognize that they do not officially represent the Committee unless explicitly authorized to do so
- Ensure confidentiality of all matters dealt 'in confidence'
- Disqualify themselves from discussion and voting on issues where there is a conflict of interest
- Support and recognize the Principal as chief administrator in the school
- Work in harmony with the Pastor and parish organizations
- Pray for other members of the Committee, Catholic schools and the communities they serve

Education Committee members are required to sign annually the *Statement of Commitment and Understanding for Education Committee Members* included as Annex A of this policy.

1.7 REMOVAL FROM OFFICE:

1.7.1 A member of an Education Committee who ceases to fulfill those conditions of eligibility to hold office, which pertain to membership in the parish or practice of the faith, or who at any time falls into one of the exceptions defined in Policy 107 – Education Committee Elections (see section 1.4, “Procedures before Elections, Eligible for Nominations”) automatically ceases to be a member.

1.7.1 A member of an Education Committee may be removed from office for conduct unbecoming a member and/or for action contrary to the spirit of the “Philosophy of Education for Catholic Schools in the Province of British Columbia: A Policy Statement by the Catholic Bishops of British Columbia”. Such a decision by an Education Committee requires a two-thirds majority vote of the Committee. A member so removed may appeal to the Board of Directors of CISVA.

1.7.3 A member of an Education Committee, after missing three (3) consecutive monthly meetings, may be removed from office by a two-thirds majority vote of the Committee.

1.7.4 CISVA reserves the right to remove Education Committee members for just cause.

1.7.5 Loss of membership on an Education Committee automatically will result in the loss of any membership and offices in the Catholic Independent Schools of Vancouver Archdiocese.

Reference Cross-reference Policy 108 – Education Committee Meetings Policy 111 – Education Committee Term of Office	Approved Board of Directors
	Date Pre - 1996
	Date(s) Revised 5 July 2016