

September 2018

Dear Parents/Guardians:

Welcome to the new school year at St. Stephen Catholic Secondary School. Your School Council would like to encourage you to become a member in an active way and participate in both the educational and spiritual growth of our students. If you are interested in joining the School Council, please feel free to nominate yourself or another interested parent.

Please consider taking one of the following roles and/or becoming a voting member on School Council:

Chair: Duties include: chairs meetings, collaboratively plans and prepares the agenda, attend board events and related activities to school council.
Vice Chair: Assists the Chair.
Secretary: Records the Minutes of our meeting.
Treasurer: Collaborates with school secretary to prepare financial reports for meetings.
Parent Rep: Liaison between council, school and parent community.

Other voting members on council consist of the following:

1 Teacher, 1 Student Council Representative, 1 Non-Teaching Staff member and Community Representative.

The Principal is a non-voting member on Council.

The number of voting parent members on the Catholic School Council may not exceed 12. If nominations surpass this number, and an election is required, it will be held Thursday, September 13th between 8:00 a.m. through 7:00 p.m. For your convenience a ballot box and ballots will be made available in the main office. Our first meeting will take place at 7:00 p.m. on **WEDNESDAY, OCTOBER 3, 2018**.

All Council meetings are published on the school website and are open to all parents/guardians of St. Stephen students. This year we will meet October 3rd, December 5th, February 6th, April 3rd and June 5th. Meetings begin at 6:30 p.m. in Room 210.

If you wish to join or nominate an individual (**who has given their consent**), please complete the attached form and return it to the school before **noon on September 11th**. If you have any questions about membership on Council, please call the school at 905-623-3990.

Active participation on School Council is vital as we continue this main vehicle of communication between home, school, and parish.

Sincerely,

Trevor Poechman
Principal