

*Christ the Teacher Catholic Schools*

# **Board Member Orientation Manual**



*Believe... Belong... Become*

# WHO WE ARE.....

## SCHOOL DIVISIONS ESTABLISHED:

1913 in Melville

1958 in Yorkton

2003 in Theodore

2006 - Three Catholic school divisions amalgamated to become Christ the Teacher Roman Catholic Separate School Division #212.

## OUR NINE SCHOOL COMMUNITIES:

Theodore	St. Theodore	2003
Melville	St. Henry's Jr. School	1914 /1960
	St. Henry's Sr. School	1960
Yorkton	St. Alphonsus	1959
	St. Mary's	1959
	St. Michael's	1998
	St. Paul's	1969
	Sacred Heart High School	2003
	Dreambuilders	2005

## 2015-16 INFORMATION

**ENROLMENT: 1775**

**NUMBER OF EMPLOYEES: 220**

**OPERATING AND CAPITAL BUDGET: \$20,000,000**

# Catholic Education Milestones

## **Provincial**

The Saskatchewan Act was passed in 1905, allowing for schools to remain essentially as they were before the province entered Confederation. This Act reaffirmed the status of separate schools and the right to denominational schooling as set out in the Constitution Act of 1867; it provided that Catholic elementary schools (grades one to eight) were to be funded in the same manner as public schools. Subsequently, in 1907, the Secondary School Act was passed; this legislation outlined the processes for establishing high schools, but there were no provisions in the Act for the establishment of separate high schools.

The first Catholic separate school district was established near Wapella in 1884 by Fr. David Gillies and the school was called St. Andrews. The first permanent Catholic separate school division was Prince Albert RCSSD #6. The period between 1950 to 1962 saw unprecedented growth of Catholic separate schools in Saskatchewan, with nine new Catholic separate school divisions established. The Catholic Section of the Saskatchewan School Boards Association (SSBA) was established in 1951 when the members of what was then the Catholic Association voted unanimously to join with the Saskatchewan School Trustees Association.

Although there were six new Catholic separate school divisions established in the 1960s, three of them did not survive and were disestablished before the beginning of the 1970s. In 1964, the right to local taxation and government grants was extended to Catholic high schools, allowing many existing private denominational high schools to be absorbed into existing Catholic separate school divisions. No new separate school divisions were established in the 1970s or 1980s. In 1978 the Education Act was passed affirming the provisions for denominational schooling.

## **Local**

The Christ the Teacher RCSSD #212 ([www.christtheteacher.ca](http://www.christtheteacher.ca)) was formed from the amalgamation of five pre-existing Catholic divisions: St. Henry's RCSSD #5 in Melville (Est. 1913 A.D.), Yorkton RCSSD #86 (Est. 1958 A.D.), St. Theodore RCSSD #138 (Est. 2003 A.D.), Melville Rural RCSSD #217 (Est. 2005 A.D.) and Yorkton Rural RCSSD #216 (Est. 2005 A.D.) These boards amalgamated to form the new Christ the Teacher Roman Catholic Separate School Division #212, effective January 1, 2006.

# FAQS ABOUT CATHOLIC EDUCATION

## ***Why do we have separate school systems in Canada and Saskatchewan?***

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### **Canada:**

The guarantee of minority denominational schooling rights was one of the most contentious issues in Confederation. The provision for minority denominational rights was included in the Canadian Constitution in 1867 to protect Roman Catholics, a significant religious minority in the province of Ontario. The protection of this minority was a precondition to the creation of the Canadian nation.

### **Saskatchewan:**

The role of separate schools became an issue in negotiations with the federal government over provincial status. The Saskatchewan Act of 1905 reaffirmed the status of separate schools as defined by the British North American Act.

In 1978, the Education Act was enacted. It affirmed the provisions for denominational schooling and instituted procedures for establishing Protestant and Catholic separate school divisions and schools. The Alberta Act and the Saskatchewan Act both provide constitutional protection to separate schools only. Public schools are not constitutionally entrenched, and are subject to regulation by the legislature.

## ***Why do we still need Catholic separate schools?***

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Separate schools are still relevant today. They provide a life-giving counter-balance to the materialistic and egocentric tendencies present in our first-world culture and provide an alternative for educating children and youth in our society.

During a discussion on the future of Catholic schools in Ontario, Government of Canada officials stated that eliminating fair and equitable funding for Catholic separate schools “would create a severe dent in the social fabric” of that province. If separate school rights were eliminated here, Saskatchewan would also see significant economic turmoil and community outrage.

### ***Why aren't other religious denominations allowed to establish separate schools?***

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Section 93 of the Constitution Act, 1867 provides for denomination schooling for either a Catholic or Protestant minority. The provisions of Section 93 were part of a crucial compromise that was a necessary step in building the nation of Canada. The Ordinances of the North-West Territories, 1901 and the Saskatchewan Act, 1905 affirm those denominational rights of the religious minority.

### ***Doesn't this mean that taxpayers are paying for dual systems that result in a duplication of services?***

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Catholic school divisions provide an education that is distinct from what is offered by the public school system. Specifically, there is a faith dimension in every aspect of a Catholic school system.

The perception that there is duplication between the Catholic and public systems; leading to inefficiencies, is erroneous and research suggests that consolidation may produce insignificant, negligible, or non-existent savings to the public purse. In fact, the existence of dual school systems results in a “requirement of efficiency” due to the presence of the alternative school system.

### ***Who pays for Catholic separate schools?***

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Saskatchewan Learning, in 2006, reported that 22 percent of students in the provincial system attended Catholic schools. Statistics Canada reports that 31.7 per cent of the population of Saskatchewan is Catholic, based on 2001 census data. It is reasonable then to extrapolate that the Catholic population pays 31.7 per cent of the taxes in Saskatchewan. The taxes paid by the Catholic people of Saskatchewan (both property and provincial taxes) fairly pay for Catholic education.

### ***What are the financial advantages of having two school systems operating in the same community?***

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When two school systems operate in the same community, it creates and promotes efficiency within the two school systems. The presence of the alternative school division compels the board and administration of each of the school divisions to find the most effective means to meet the goals of the educational program.

Generally, total per pupil administrative expenditures for all urban boards are not different whether incurred in a public or Catholic board.

### ***Who can designate property taxes to the separate system?***

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In areas where both public and separate school divisions exist, the education portion of property taxes is automatically directed to the public school division unless the taxpayer indicated the taxes should be paid to the separate division.

For this reason, it is important for Catholic taxpayers to ensure that their tax notice reflects that they are Catholic school supporters. Declaration of property taxes depends solely on the faith of the property owner. It is not a matter of choice, personal preference, where one works or where one's children attend or have attended school.

In the case of commercial taxes, a percentage of the taxes are designated to the separate school division based on the percentage of Catholic shareholders (if it can be determined) or the percentage of residential taxes designated for the separate school system.

### ***Who can vote for Catholic school board members in municipal elections?***

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In order to vote for the Separate School Board you must be of the religious faith of the minority that established the separate school division. If the Separate School Division was established for people of the Roman Catholic faith, then you must be of the Roman Catholic faith. However, if the Pope in Rome is recognized as the leader of your church, for example, Ukrainian Catholic, you are considered a member of the minority Catholic faith thereby becoming an "elector" for the Roman Catholic separate school board.

### ***Who can run in municipal elections?***

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Only "electors" in the Roman Catholic Separate School Division can be candidates for election of the Roman Catholic Separate School Board. To qualify as an elector in the separate school division, the individual must declare that he or she is a member of the minority religious faith that established the Separate school division.

For more questions and answers and more information on elections, please use the following link to the Saskatchewan School Boards Association website:

[http://saskschoolboards.ca/wp-content/uploads/62-1198\\_SSBA\\_Election\\_Package\\_web\\_full.pdf](http://saskschoolboards.ca/wp-content/uploads/62-1198_SSBA_Election_Package_web_full.pdf)

## ***Why do Catholic schools admit non-Catholic students?***

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The Catholic Church and Catholic schools have a social mandate to be open to all, especially the weakest of our society. While Catholic schools must remain grounded in the tradition and teachings of the Catholic Church, we are inclusive and respect the wishes of parents to have their children benefit from a Catholic education.

It is part of the ecumenical mission of the Church to allow those who choose to learn about the Catholic faith to take part in a distinctive Catholic education. The key arguments for the inclusion of non-Catholic students are the social mission of the Church, the Church's mission of evangelization (not to be confused with conversion), and ecumenism.

## ***How are Catholic separate school boards and schools distinct?***

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Catholic school boards and schools in Saskatchewan are committed to creating and sustaining schools that are centres of learning founded on a common faith in Jesus Christ as understood within the Catholic tradition. They also strive to create schools that encourage children to develop their individual gifts and talents in an atmosphere characterized by both freedom and moral responsibility found in the teaching of the Catholic Church.

## ***What is the role of the Catholic board member?***

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Board members are elected in accordance with The Local Government Elections Act.

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission and goals. The Board believes that its ability to fulfill its obligations is enhanced when leadership and guidance are forthcoming from within its membership.

Saskatchewan's Catholic schools exist to offer families a distinct education that is based on the teachings and example of Jesus Christ. The board members of this Division are empowered by the community to fulfill both the educational requirements set forth by the Saskatchewan Ministry of Education and the vision of the faith community.

This presents Catholic board members with a unique, dual challenge. They must ensure that students are provided an education which meets or exceeds the goals of the Ministry of Education and at the same time, ensure that Catholic values and principles are reflected at all times in its policies and practices.

As leaders in the faith community, Catholic board members require an understanding, a willingness to grow and a commitment to bearing daily witness to the faith. To meet this challenge, Catholic board members are entrusted with certain denominational school rights, powers and privileges enshrined in the Canadian Constitution. They exercise these rights with the religious guidance of parish and diocesan authorities.

The Board is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division.

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, board members must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.



## ***The Board believes an orientation program is necessary for effective board membership.***

1. The Division will offer an orientation program for all newly elected board members that provides information on:
  - 1.1 Role of the trustee and the Board;
  - 1.2 Organizational structures and procedures of the Division;
  - 1.3 Board policy, agendas and minutes;
  - 1.4 Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
  - 1.5 Division programs and services;
  - 1.6 Board's function as an appeal body; and
  - 1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
2. The Division will provide financial support for board members to attend Saskatchewan School Boards Association (SSBA) and Saskatchewan Catholic School Boards Association (SCSBA) sponsored orientation seminars.
3. The Board Chair and Director are responsible for implementing the Division's orientation program for newly elected board members. The Director shall provide each trustee with access to the Board Policy Manual and the Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.
4. Incumbent board members are encouraged to help newly elected board members become informed about the history, functions, policies, procedures and issues.

## ***Specific Responsibilities of Individual Board members***

The board member shall:

1. Become familiar with Division policies and procedures, meeting agendas and reports in order to participate in Board business.
2. Refer governance queries, issues and problems not covered by Board policy to the Board for corporate discussion and decision.
3. Refer administrative matters to the Director. The trustee, upon receiving a complaint from a parent, community member or School Community Council about school operations, will refer the parent, community member or School Community Council back to the school and will inform the Director of this action.
4. Keep the Board and the Director informed in a timely manner of all matters coming to his/her attention that might affect the Division.
5. Provide the Director with counsel and advice, giving the benefit of the trustee's judgment, experience and familiarity with the community.
6. Attend meetings of the Board; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the Division.
7. Provide an example to the Catholic community by active participation in the communal life of the parish and through a personal lifestyle that reflects the teachings of the church.
8. Ensure that Catholic values and principles are reflected at all times in the Board's policies and practices.
9. Support the majority decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the majority decision of the Board when it does not.
10. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.

11. Participate in Board/trustee development sessions so that the quality of leadership and service in the Division can be enhanced.
12. Share the materials and ideas gained from a trustee development activity with fellow board members at the next available opportunity.
13. Stay current with respect to provincial, national, and international educational issues and trends.
14. Strive to develop a positive learning and working culture both within the Board and the Division.
15. Attend significant Division or school functions when possible.
16. Become familiar with, and adhere to, the Trustee Code of Conduct.
17. Report any violation of the Trustee Code of Conduct to the Board during a closed session.

# Christ the Teacher Catholic Schools

## Division Name

As the Board Members worked through the process of selecting the one name which would truly represent their vision of the new regional Catholic School Division – it soon became clear that the life of Christ and His teachings had to be the foundation upon which the new Division was to be built. In selecting the name “Christ the Teacher”, the Board acknowledged that:

*Christ Is Our Greatest Teacher*

*Through His life, death and resurrection, Christ taught us the way to the Father and eternal life.*

*Christ became one of us to bring the Good News to His people – to teach us, through living example, the Gospel Values. By emulating Christ's life and living His teachings, we bring the Gospel Values to life and continue His mission to transform the world in God's image.*

*The Byzantine Rite of the Catholic Church has strong roots in East-Central Saskatchewan and the icon of Christ the Teacher is one of its most revered. The name of our Division honours this rich history and guides our Division focus to the future by acknowledging that it is only through His teachings that we can truly come to know our God.*

*As Catholic schools, we are called to create a learning environment which holds as its central focus Christ's teachings – in all that we do each and every day.*

## Motto

*Believe... Belong... Become*

## **Mission**

As a Christ-Centered learning community, we...

Engage and challenge all learners,

Model and form character,

Know Christ and make Him known.

## **Logo:**



Christ, His teachings, and children are the very reasons for the existence of our school division and therefore, the centrepiece of our logo is a depiction of Jesus teaching the Good News to the children.

The “C” and two crosses of our logo represent the stylized abbreviation of our name, “Christ the Teacher” - CTT. The “C” represents “Christ” our risen Lord, and its crimson colour represents His passion leading to His death and resurrection for our salvation. The crosses, representing the two “T’s” of our name, symbolize our Catholic Christian Faith.

## **Core Values**

We believe that success in Christ the Teacher Catholic Schools can only be achieved by an unconditional commitment to our core values.

Christ is our greatest teacher and the values He taught us in His gospels must permeate all aspects of daily life in the schools of the Division.

Therefore, our core values provide direction, foster understanding, and define expectations for relationships, interactions, and behaviours within the Division.

**Faith** – We develop a relationship with Christ, following his example by loving and serving others.

**Respect** – We value all people and treat one another with dignity and respect.

**Learning** – We continually grow in our expertise and proficiency to support the learning of all students.

**Integrity** – We adhere to moral principles in our words and actions.

**Stewardship** – We use the gifts God has given us to do the work God is calling us to do.

# Christ the Teacher Catholic Schools

## Things to Know and Learn

- ✓ Meeting dates – established annually at the Organizational Meeting
- ✓ Board agendas & minutes - link to website (Refer to: Governance; Board of Education)
- ✓ <http://www.christtheteacher.ca/>
- ✓ Visit Board Office (45A Palliser Way Yorkton, SK)
  - Receive Annual School Calendar
  - Visit Schools
- ✓ Forms to fill out with Delmar Zwirsky; Chief Financial Officer
  - Form G (Declaration of Office)
  - Form H (Endorsement Certificate by Commissioner for Oaths)
  - Canada Revenue Agency Personal Tax Credit Return
  - Direct deposit banking form
- ✓ Information regarding indemnity, expenses and claim forms
  - Annual board member development budget
  - Listing of conventions, seminars and meetings
- ✓ Receive Policy Manual
  - Read
    - Policy 3 ~ Role of the Board Member
    - Policy 4 ~ Board Member Code of Conduct
    - Policy 5 ~ Role of the Board Chair
    - Policy 10 ~ Policy Making
    - Policy 12 ~ Role of the Director
- ✓ Receive Board Annual Work Plan
- ✓ Receive Board Advocacy Plan
- ✓ Receive Division Strategic Plan
- ✓ Receive Board Development Plan (CTTCS)
- ✓ There are various reading materials on Catholic education and Governance available at the Division office.

# **Christ the Teacher Catholic Schools**

## **LIST OF PARISHES**

### **ST. ELIZABETH ROMAN CATHOLIC CHURCH**

**KILLALY, SK**

**306-748-2320**

### **ST. HENRY'S ROMAN CATHOLIC CHURCH**

**729 MAIN STREET**

**MELVILLE, SK**

**306-728-5702**

### **ST. GEORGE'S UKRAINIAN CATHOLIC CHURCH**

**3<sup>RD</sup> AVE EAST AND MANITOBA STREET**

**MELVILLE, SK**

**306-795-2411 (SACRED HEART CHURCH – ITUNA)**

### **ST. MARY'S UKRAINIAN CATHOLIC CHURCH**

**155 CATHERINE STREET**

**YORKTON, SK**

**306-783-4594**

### **ST. GERARD'S ROMAN CATHOLIC CHURCH**

**125 3<sup>RD</sup> AVE NORTH**

**YORKTON, SK**

**306-782-2449**



## **ACRONYMS / LINKS**

<b>Acronym</b>	<b>Meaning</b>	<b>Link</b>
<b>CTTRCSSD</b>	Christ the Teacher Roman Catholic Separate School Division	<a href="http://www.christtheteacher.ca">www.christtheteacher.ca</a>
<b>SCSBA</b>	Saskatchewan Catholic School Boards Association	<a href="http://www.scsba.ca">www.scsba.ca</a>
<b>CCSTA</b>	Canadian Catholic School Trustees Association	<a href="http://www.ccsta.ca">www.ccsta.ca</a>
<b>SSBA</b>	Saskatchewan School Boards Association	<a href="http://www.saskschoolboards.ca">www.saskschoolboards.ca</a>
<b>CSBA</b>	Canadian School Boards Association	<a href="http://www.cdnsba.org">www.cdnsba.org</a>
<b>STF</b>	Saskatchewan Teachers' Federation	<a href="http://www.stf.sk.ca">www.stf.sk.ca</a>
<b>SASBO</b>	Saskatchewan Association of School Business Officials	<a href="http://www.sasbo.com">www.sasbo.com</a>
<b>LEADS</b>	League of Educational Administrators, Directors and Superintendents of Saskatchewan	<a href="http://www.saskleads.ca">www.saskleads.ca</a>
<b>LCBA</b>	Locally Collective Bargaining Agreement	<a href="http://bit.ly/1SLpIk7">http://bit.ly/1SLpIk7</a>
<b>CUPE</b>	Canadian Union of Public Employees	<a href="http://bit.ly/1T29cjO">http://bit.ly/1T29cjO</a>
<b>SARM</b>	Saskatchewan Association of Rural Municipalities	<a href="http://www.sarm.ca">www.sarm.ca</a>
<b>SUMA</b>	Saskatchewan Urban Municipalities Association	<a href="http://www.suma.org">www.suma.org</a>
<b>ACSTA</b>	Alberta Catholic School Trustees' Association	<a href="http://www.ascta.ab.ca">www.ascta.ab.ca</a>
<b>SPTRB</b>	Saskatchewan Professional Teachers Regulatory Board	<a href="http://www.sptrb.ca/web/sptrb/">http://www.sptrb.ca/web/sptrb/</a>

# **NOTES**