



Bruce-Grey Catholic District School Board

Catholic School Statement of Needs Template

Catholic School Statement of Needs – Section 1

Name of School _____

Family of Schools _____

Superintendent _____

Trustee _____

School Council Chair/Parent Representative _____

The parent section of the Catholic School Statement of Needs (CSSON) document is to be reviewed annually in the fall by the parent representative in consultation with the school community and the trustee (when available). The superintendent will complete his/her section when it becomes known that there may be a principal vacancy. The Catholic School Statement of Needs document shall reflect needs that are specific to the school and community. Please see the attached CSSON Parent User Guide which is also found at www.bgcdsb.org.

To be completed by Parent Rep(s):

School & Community Needs (placed in rank order)	Comments

Catholic School Statement of Needs Template

Catholic School Statement of Needs – Section 2		
To be completed by the Superintendent of Education		
Academic needs, based on school data and the Board’s Strategic Directions	Comments	
Verification that Catholic School Statement of Needs is developed according to agreed process		
Parent Representative (please print)	Parent Representative (signature)	Date
Superintendent (please print)	Superintendent (signature)	Date

Catholic School Statement of Needs – Parent User Guide

What is the Catholic School Statement of Needs (CSSON)?

- This form is reviewed by the school council/parent representative of every school each fall.
- It outlines the parent/community priorities for the school that the superintendent will use to identify a principal if one needs to be appointed. It is a record of the main priorities of the parent community and the school board for that specific school.

What is it used for?

- It is this form that will be used by the superintendent if a different principal needs to be appointed. This form replaced the previous “Principal Profile” that school councils completed annually, as per the Ministry of Education’s *“School Councils – A Guide for Members”* document.

Who completes the CSSON?

- Any parent/guardian who has a child in the school and who has been chosen by the school council/parent community can complete the CSSON after consulting with the parent community.

When is it completed?

- Every school in the BGCSDB should complete the CSSON and give it to their superintendent by November of each school year.

Where do we find the form?

- Your current principal and/or superintendent will have a copy of the form.
- You can also find the form on the BGCSDB website.

How do we decide what to put on the form?

- The form is just a record of the school community’s priorities. Each school has its own culture in addition to the common goals of improving student achievement and well-being, as well as parent and community involvement. Consultation with the parent community can take place at a school council meeting or a meeting specifically designed for this reason. Consider the following suggestions:

Consult as widely in your community as possible.

- Publicize this item on your school council agenda so parents will know when and where it will be discussed. A fall meeting is recommended.
- Translate this information so non-English speaking members will be aware.
- Consider holding a separate meeting for this task either at the school or in the community.

- Consider inviting your superintendent and trustee to a meeting to discuss your school's priorities.
 - Consider including feedback from students and teachers.
- **What are some examples of school and community needs/priorities that could be listed on this form?**
 - True parental involvement including innovative ways to promote a diverse School Council
 - Support for the highly valued range of unique programs (eg. Faith, Arts, health and wellness, student leadership, equity, special education, etc.)
 - Community partnerships
 - Communication of School Improvement Plans, school budget, school safety plan, Pastoral plans, the School Council and the school community
 - Visible administrator who actively interacts with students and school community
 - Support and positive change for special needs students within the school including support for implementing IEP's
- **Do the parent representatives get the final say?**
 - While parents have input into the CSSON, they must remember that they have an advisory role only. This means they can suggest they have concerns that the candidate profile presented by the superintendent may not meet the needs outlined in the CSSON. The superintendent must report back to them on how their suggestions have been taken into consideration, but it is the superintendent who makes the final recommendation.