

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA September 10, 2019

Ida Li Preti, Chair
Trustee Ward 3

Michael Del Grande
Ex-Officio

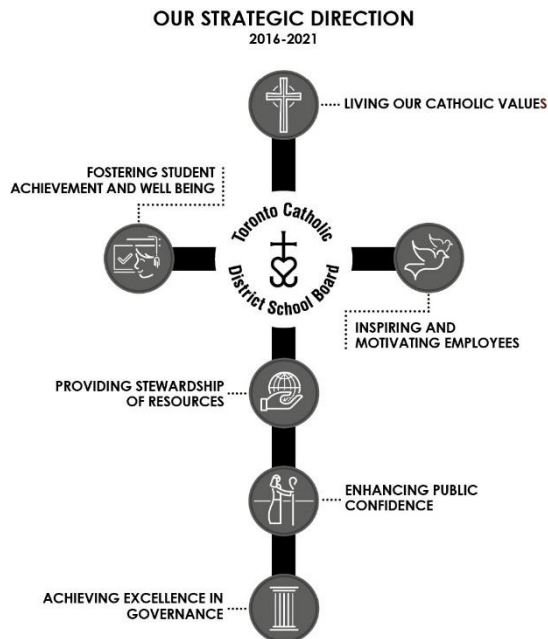
Angela Kennedy, Vice-Chair
Trustee Ward 11

Maria Rizzo
Ex-Officio

Nancy Crawford
Trustee Ward 12

Norman Di Pasquale
Trustee Ward 9

Teresa Lubinski
Trustee Ward 4



MISSION

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293
Assistant Recording Secretary: TBC, 416-222-8282 Ext. 2298

Rory McGuckin
Director of Education

Maria Rizzo
Chair of the Board

TERMS OF REFERENCE FOR GOVERNANCE AND POLICY COMMITTEE

The Governance Framework Committee is responsible for:

- A. Ensuring that governance structures, policies, protocols, processes and performance metrics:
 - a. advance the vision of the TCDSB, rooted in Catholic values and teachings.
 - b. support the achievement of our Multi-Year Plan.
 - c. conform to best practices.
 - d. provide strategic cohesion and consistency.
 - e. comply with the Education Act and other pertinent legislation.
- B. Providing a meta policy framework to ensure all policy formation, monitoring and evaluation follow a standard process that reflects exemplary practices in policy development.
- C. Carrying out a continuous review of the roster of existing policy to ensure conformity and advancement of (A) above.
- D. Identifying the supports (e.g. capacity training) needed to implement the governance framework.
- E. Ensuring ongoing governance reviews of the Board.
- F. Ensuring that the TCDSB by-laws and the Trustee Code of Conduct reflect the vision and mission of the Board and adhere to good governance practices, the Education Act and other pertinent legislation.

OUR MISSION

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AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION

Ida Li Preti, Chair

Angela Kennedy, Vice Chair

Tuesday, September 10, 2019

7:00 P.M.

Pages

1. Call to Order
2. Opening Prayer
3. Roll Call & Apologies
4. Approval of the Agenda
5. Declarations of Interest
6. Approval & Signing of the Minutes of the Meeting held June 4, 2019 for Public Session. 1 - 15
7. Delegations
8. Presentation
9. Notices of Motion
10. Consent and Review
11. Unfinished Business
12. Matters referred or deferred

13. Staff Reports

13.a	Proposed Changes to the 2019 Policy Priority Schedule	16 - 19
13.b	Update to Trustee Code of Conduct Policy T.04	20 - 36
13.c	Update to Awards Funds and Scholarships Policy FF.01	37 - 48
13.d	Update to Catholic School Parent Councils Policy S.10	49 - 96
13.e	Updates to SEAC Policy A.23 From Governance and Policy and SEAC Committees	97 - 112
13.f	Update to Board Vehicles Policy B.G.04 (To Be Distributed)	

14. Listing of Communications

15. Inquiries and Miscellaneous

16. Updating of Pending List

16.a	Monthly Pending List	113 - 118
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17. Adjournment

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MINUTES OF THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE PUBLIC SESSION

HELD TUESDAY, JUNE 4, 2019

PRESENT:

Trustees:

I. Li Preti, Chair
A. Kennedy, Vice-Chair
N. Crawford
M. Del Grande
N. Di Pasquale
T. Lubinski – via Teleconference
J. Martino
M. Rizzo

Staff:

R. McGuckin
L. Noronha
P. Matthews
P. Aguiar
N. Adragna
P. De Cock
M. Farrell
L. Maselli-Jackman
J. Shanahan
B. Shannon

S. Harris, Recording Secretary
S. Tomaz, Assistant Recording Secretary

4. Approval of the Agenda

MOVED by Trustee Crawford, seconded by Trustee Rizzo, that the Agenda be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo

The Motion was declared

CARRIED

5. Declarations of Interest

There were none.

6. Approval & Signing of the Minutes

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the Minutes of the Regular Meeting held May 7, 2019 for PUBLIC Session be approved with the following amendments:

Page 7 – second sentence, replace *report* with *admit*; and

Page 14 – Item 13a), Regulation 5, 10th line – replace ... *at* with *as*

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo

The Motion was declared

CARRIED

Trustee Li Preti relinquished the Chair to Trustee Kennedy.

12. Matters Referred or Deferred

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that Item 12a) be adopted as follows:

Deferred from the May 7, 2019 Governance and Policy Committee Meeting

12a) Review of Purchasing Policy (F.P.01)

Deferred post the approval of the April 11, 2019 Corporate Services, Strategic Planning and Property Committee Minutes, Quadruple Session that the last paragraph on Page 37 be replaced with:

That The Board of Trustees delegate to the Director of Education the authority to approve the award of all contracts and expenditures up to \$50,000. All other contracts and expenditures greater than \$50,000 must be approved by the Board of Trustees before any money is spent.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Li Preti
Rizzo

Kennedy
Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Rizzo, that *exits* be replaced with *exists*, Regulation 13, page 39.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Rizzo, that *up* be added after *limited*, Regulation 15, page 39.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo

The Motion was declared

CARRIED

Time for business had expired.

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that the debate on the Item be extended for 15 minutes, as per Article 12.6.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale

Kennedy
Li Preti
Lubinski
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Li Preti, seconded by Trustee Crawford, that a definition of *emergency situation*, as follows, be included in Regulation 13, page 39:

May include but is not limited to situations where a risk to health and / or safety of students, staff, parents, volunteers or in a situation where a risk exists of imminent damage to any of the Toronto Catholic District School Board (TCDSB) properties or facilities.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Li Preti
Rizzo

Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Lubinski, that the policy include that the violation by a vendor of our Purchasing Policy will disqualify the vendor for up to five years.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Del Grande	Crawford
Di Pasquale	
Kennedy	
Li Preti	
Lubinski	
Rizzo	

The Motion was declared

CARRIED

MOVED by Trustee Li Preti, seconded by Trustee Crawford, that the Governance and Policy Committee recommend to Board that the proposed revisions to the Purchasing Policy F.P.01 in attached Appendix A of the report, as amended, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford	
Del Grande	
Di Pasquale	
Kennedy	
Li Preti	

Lubinski
Rizzo

The Motion was declared

CARRIED

Trustee Li Preti reassumed the Chair.

Trustee Martino left the meeting at 8:18 pm.

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that Item 12b) be adopted as follows:

Referred from the May 7, 2019 Governance and Policy Committee Meeting to the May 15, 2019 Special Education Advisory Committee (SEAC) Meeting and referred back from SEAC

12b) Update to Suspension and Expulsion Policy (S.S.01) received.

MOVED by Trustee Lubinski, seconded by Trustee Del Grande, that the Policy be referred to the Catholic Education and Living Our Catholic Values Sub-Committee.

Results of the Vote taken, as follows:

In Favour

Trustees Del Grande
Lubinski

Opposed

Crawford
Di Pasquale
Kennedy
Li Preti
Rizzo

The Motion was declared

FAILED

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Di Pasquale, that the revised Suspension and Expulsion Policy (S.S.01) previously approved by the Governance and Policy Committee (GAP) on February 27, 2019, in Appendix A of the report be referred to the Board of Trustees for their consideration.

Results of the Vote taken on the Amendment, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Li Preti
Rizzo

Lubinski

The Amendment was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale

Lubinski

Kennedy
Li Preti
Rizzo

The Motion, as amended, was declared

CARRIED

13. Staff Reports

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that Item 13a) be adopted as follows:

- 13a) Update to Special Education Advisory Policy A.23** that the revised policy be adopted.

Trustee Del Grande left the table at 8:57 pm and returned at 9:00 pm.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Kennedy, that the SEAC Terms of Reference be included as an Appendix to the policy.

Results of the Vote taken on the Amendment, as follows:

In Favour

Opposed

Trustees Crawford
Di Pasquale
Kennedy
Li Preti
Lubinski
Rizzo

The Amendment was declared

CARRIED

Trustee Lubinski disconnected via Teleconference at 9:02 pm.

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that the policy be referred back to staff with the following amendments:

That references to *First Nations Representatives* be removed throughout the policy;

That *Trustees* be removed, Regulation 5, page 155;

That the first sentence, Evaluation and Metrics, page 161, be amended to read: *The effectiveness of the Policy will be determined by measuring the following in compliance with the Education Act and TCDSB Operating Bylaw;*

That Scope and Responsibility, page 152, mirror Section 11 of the Regulations of the Education Act.

Results of the Vote taken on the Referral, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Li Preti
Rizzo

The Motion to Refer was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that Item 13b) be adopted as follows:

- 13b) Update to Business Cards Policy A.17** that the Governance and Policy Committee recommend to Board that the Business Card Policy A.17, as amended and proposed in Appendix A of the report, be adopted.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Rizzo, that *Business Cards may be paper or digital* be added to the Definitions.

Results of the Vote taken on the Amendment, as follows:

In Favour

Opposed

Trustees Crawford
Di Pasquale
Kennedy
Li Preti
Rizzo

Del Grande

The Amendment was declared

CARRIED

Trustee Del Grande left the meeting at 9:42 pm.

Results of the Vote taken on the Motion, as amended, as follows:

In Favour

Opposed

Trustees Crawford
Di Pasquale

Kennedy
Li Preti
Rizzo

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Di Pasquale, that Item 13c) be adopted as follows:

- 13c) Update to Freedom of Information and Protection of Privacy Policy A.38** that the Governance and Policy Committee recommend to Board that the revised Freedom of Information and Protection of Privacy Policy A. 38, be adopted as amended; and

That an annual report on the number of Freedom of Information requests be provided to Trustees and that the Director of Education speak with the Chair of the Board, as the head of Delegation, on the requests.

MOVED in AMENDMENT by Trustee Li Preti, seconded by Trustee Crawford, that *and* at the end of the sentence, Regulation 1.h), page 172, be deleted.

Results of the Vote taken on the Amendment, as follows:

In Favour

Opposed

Trustees Crawford
Di Pasquale
Kennedy
Li Preti
Rizzo

The Amendment was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

In Favour

Opposed

Trustees Crawford
Di Pasquale
Kennedy
Li Preti
Rizzo

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that Item 13d) be adopted as follows;

- 13d) Update to Video Surveillance Policy B.M.07** that the Governance and Policy Committee recommend to Board that the revised Surveillance Policy B.M. 07 per Appendix A of the report be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Di Pasquale
Kennedy
Li Preti
Rizzo

The Motion was declared

CARRIED

17. Adjournment

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that the meeting be adjourned.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Di Pasquale
Kennedy
Li Preti
Rizzo

The Motion was declared

CARRIED

SECRETARY

CHAIR



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

PROPOSED CHANGES TO THE 2019 POLICY
PRIORITY SCHEDULE

*So then, putting away falsehood, let all of us speak the truth to our neighbours,
for we are members of one another. Ephesians 4:25*

Created, Draft

September 3, 2019

First Tabling

September 10, 2019

Review

[Click here to enter a date.](#)

C. Fernandes, Superintendent Area 4 and Policy Development

RECOMMENDATION REPORT

Vision:

*At Toronto Catholic we transform the world through
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Mission:

*The Toronto Catholic District School Board is an inclusive
learning community uniting home, parish and school and
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*We educate students to grow in grace and knowledge to
lead lives of faith, hope and charity.*



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report proposes changes to the 2019 Policy Priority schedule for the months of September 2019 to December 2019.

The cumulative staff time required to prepare this report was __ hours

B. PURPOSE

1. While an attempt is made to adhere to the policy review schedule, draft policies can require additional time to address consultations with multiple committees and/or groups. As a result, some policies may need to appear on an alternate agenda than what was originally proposed.
2. This report attempts to explain the status of each policy and proposes timelines for addressing each in a timely manner.

C. BACKGROUND

1. Policies are reviewed every 5 years unless changes are required due to direction from the Board of Trustees or the Ministry of Education or changes in the law.
2. Over the first 6 months of 2019, there has been a need to change the policy schedule due to a variety of reasons which have included new information received from the ministry and the need to consult with other groups, committees or subcommittees. As a result, many policies had to be reviewed in alternative months, other than those in which they were originally scheduled.
3. This report seeks to establish timelines for policy review for the months of September 2019 to December 2019.

D. ACTION PLAN

1. Below is a chart outlining new proposed timelines.

E. ACTION PLAN

2. Below is a chart outlining new proposed timelines.

Proposed Policy Schedule for Governance and Policy Committee Meetings					
Original GAP Date	Policy Number	Policy Name	Policy Owner	Status	Proposed Timeline
19-Mar	S.S.09	Code of Conduct Policy	M. Caccamo	Consultation with Catholic Education and Living Our Catholic Values Sub-Committee	TBD upon
4-Jun	A. 23	Special Education Advisory Committee	L. Maselli-Jackman	Consultation with Special Education Advisory Committee	10-Sep-19
10-Sep-19	S.M. 08	Food and Beverage Sold in Schools	M. Farrell	More time required	8-Oct-19
10-Sep-19	T.04	Trustees Code of Conduct	P. Matthews	Ready	10-Sep-19
10-Sep-19	F.F. 01	Awards, Funds and Scholarships	P. De Cock	Ready	10-Sep-19
10-Sep-19	B.R. 07	Community Planning and Partnerships	M. Loberto	More time required	8-Oct-19
10-Sep-19	B.G.04	Board Vehicles	M. Farrell	Ready	10-Sep-19
10-Sep-19	P.04	Catholic Parent Involvement Committee	J. Wujek	Consultation with CPIC	2-Dec-19
10-Sep-19	S.10	Catholic School Parent Councils	J. Wujek	Ready	10-Sep-19
8-Oct-19	S.P.13	Student and Program Assessment	L. DiMarco/ G. Iuliano-Marrello	On Track	8-Oct-19
8-Oct-19	F.M.08	Effective Financial Management and Control Operations	P. De Cock	On Track	8-Oct-19
8-Oct-19	S.P. 02	Elementary French Programming	L. DiMarco	On Track	8-Oct-19

8-Oct-19	A.36	Accessibility Standards for Services and Facilities	D. Friesen	On Track	8-Oct-19
8-Oct-19	T.20	Governance	P. Matthews	On Track	8-Oct-19
12-Nov-19	A. 33	Guidelines for Trustees, Parents and Staff in Addressing School Related Concerns	D. Koenig	On Track	12-Nov-19
12-Nov-19	S.09	Pupil Accommodation Review	M. Loberto	On Track	12-Nov-19
12-Nov-19	H.M.38	Workplace Accommodation for Employees with Disabilities	A. Della Mora	On Track	12-Nov-19
12-Nov-19	TBD	Service Animal Policy	L. Maselli-Jackman	Awaiting Policy Program Memorandum from the Ministry	Defer to 2020
12-Nov-19	TBD	Acceleration and Retention	L. Maselli-Jackman	On Track	12-Nov-19
2-Dec-19		<i>Items Carried forward from Previous Meetings</i>			
2-Dec-19	P.04	Catholic Parent Involvement Committee	J. Wujek	Consultation with CPIC	

F. STAFF RECOMMENDATION

That the Governance and Policy Committee adopt the new proposed schedule for policy review for the balance of 2019.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEUPDATE TO TRUSTEE CODE OF CONDUCT POLICY
T.04

This very day the Persian and Median women of nobility who have heard about the queen's conduct will respond to all the king's nobels in the same way. There will be no end of disrespect and discord – Esther 1:18

Created, Draft	First Tabling	Review
August 27, 2019	September 10, 2019	Click here to enter a date.

Paul Matthews, General Legal Counsel

RECOMMENDATION REPORT

Vision:

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Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends updating the current policy on Policy T.04 to align with the recent amendments to the *Municipal Conflict of Interest Act* (“MCIA”).

The cumulative staff time required to prepare this report was 3 hours.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision.

C. BACKGROUND

1. The Policy on Policy was first approved in September 2010 and has not been amended since February 2016.
2. Changes to this policy reflect recent amendments to the MCIA and alignment with related policies.

D. EVIDENCE/RESEARCH/ANALYSIS

This policy has been amended in consultation with staff from Legal Services.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff
2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION

The updated policy as approved will be posted on the TCDSB policy register.

G. STAFF RECOMMENDATION

Staff recommends that the revised Trustee Code of Conduct Policy T.04 provided in Report Appendix A be approved.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

Date Approved: September 29, 2010	Date of Next Review: February 2019	Dates of Amendments: April 4, 2012 February 24, 2016
Cross References: <i>Municipal Conflict of Interest Act, R.S.O. 1990, CHAPTER c.M.50</i> <i>Education Act, R.S.O. 1990, c. E. 2</i> T.04 Conflict of Interest : Trustees Policy T.01 <i>Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. m. 56</i> Criminal Code, R.S.C. 1985, c. C-46 Ontario Human Rights Code, R.S.O. 1990, c. H. 19 Catholic Equity and Inclusive Education Policy H.M. 24 The Provincial Code of Conduct and School Board Codes of Conduct PPM No. 128		
Appendix A – Municipal Conflict of Interest Act		

Purpose:

The purpose of this policy is to provide trustees and student trustees with direction and guidelines for their conduct and role in Board Governance as a member of the Toronto Catholic District School Board.

Scope and Responsibility:

This policy applies to all trustees and student trustees of the Toronto Catholic District School Board who are responsible for ensuring compliance with this policy.

Alignment with MYSP:

~~Strengthening~~ **Enhancing** Public Confidence

Fostering Student Achievement and Well-Being

~~Achieving Excellence in Governance~~

~~Providing Stewardship of Resources~~



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

Inspiring and Motivating Employees

Policy

Deliberate with Many Voices: Act with One

"Act Justly, Love tenderly and walk humbly with your God" (Micah: 8)

Toronto Catholic District School Board trustees represent all ~~the citizens~~ **people** in the Catholic community in the City of Toronto and are responsible to the electorate through the democratic process. Fellow citizens have entrusted trustees through the electoral process **to serve as their advocates on behalf of all students in the community** ~~with the education of all students in the community they serve as their advocates.~~ The public is entitled to expect the highest standard from the school trustees ~~that it~~ **they** elects.

Catholic trustees, as representatives of the Catholic community, must ensure that the mission of Catholic education, as part of the broader mission of the Church is fulfilled. ~~Because of this~~ **Catholic school trustees have a** unique and distinctive mission, ~~Catholic school trustees and~~ **must** honour a set of additional expectations that have been set for them by the Church and by the Catholic community. The vocational call to trusteeship is to serve.

Regulations:

1. Faith, Community and Culture

Each Toronto Catholic District School Board Trustee ("Trustee") shall, within the duties prescribed in the Education Act, its Regulations and other applicable legislation and reflecting a ministry within the Church:

- a) appreciate that Catholic schools are an expression of the teaching mission of the Church;
- b) provide an example to the Catholic Community that reflects the teaching of the Church;
- c) facilitate the best possible Catholic education according to the programs approved by the provincial Minister of Education and supported by the Canadian Conference of Catholic Bishops;
- d) recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

- e) respect the confidentiality of the Board;
- f) ensure the affairs of the Board are conducted with **equity**, openness, justice and compassion;
- g) work to improve personal knowledge of current Catholic educational research and practices;
- h) affirm a strong sense of ~~Christian~~ Catholic Community; and
- i) provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.
- j) ~~S~~share in the distribution of Board workload including preparing, attending and participating in meetings, committee or other assignments as appointed.

2. Integrity and Dignity of Office

Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic church, the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the Board's By-Laws and Policies and any other Act or Regulation that may be applicable to the Trustee's duties. Trustees are compelled to act on or report breaches **of law**, fraud, and/or conflicts ~~to~~ which they witness or come to their attention.

3. Civil Behaviour

Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, **equitable**, inclusive and respectful. As stewards of the system, Trustees are held to a high standard of conduct and should serve as role models of exemplary behaviour reflective of the values articulated in the Ontario Catholic School Graduate ~~e~~**E**xpectations.

Among other things, Trustees should:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, **gender identity, gender expression, age, marital status, family status,** age, or disability; and
- respect the rights of others.

In performing their duties as trustees, and in all matters of communication including: **texts; social media,** email; telephone; and face-to-face meetings with staff, parents and other stakeholders, appropriate language and professionalism are expected. Trustees must adhere to all pertinent Board policies.

Subject to the duty of a Trustee under section 218.1(e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may comment on, or disagree with, a decision taken by the Board.

Any Trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chair or the Board on points of order **at Board meetings,** or makes any disorderly noise or disturbance **at a Board meeting** may be ordered by the Chair to leave for the remainder of the meeting, and in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board Office. Such a removal will be recorded in the Minutes of the meeting.

Section 207(3) of the *Education Act* addresses the exclusion of persons from board meetings. It provides: "The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting."

4. Complying with Legislation

All Trustees will comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

The Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees shown through resolution.

Trustees shall ensure that all information they communicate in the course of their duties is accurate and complete.

It is every Trustee's responsibility to **be familiar with his/her** ~~familiarize themselves with their~~ duties and any requirements ~~of them~~ as prescribed by the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Municipal Conflict of Interest Act*, and any other Act or Regulation that may be applicable to the Trustee's duties ~~from time to time~~, and/or Ministry of Education requirements, and the Board's By-Laws, Policies and General Administrative Procedures.

All Trustees are expected to comply with the following duties of board members as set out in section 218.1 of the *Education Act*; ~~(as amended from time to time)~~:

"A member of a board shall,

- a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;
- b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- c) consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1(1)(f);
- d) ~~use appropriate communication protocols to~~ bring concerns of parents, students and supporters of the board to the attention of the board;
- e) uphold the implementation of any board resolution after it is passed by the board;
- f) entrust the day-to-day operations and management of the board to its staff through the Board's Director of Education;
- g) maintain focus on student achievement and well-being ~~through the development of policies~~; and



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h) comply with the Board's code of conduct."

5. Upholding Decisions

As a corporate body, of Trustees must:

- a) accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
- b) uphold the implementation of any Board resolution after it is passed by the Board;
- c) comply with Board policies and procedures; and
- d) refrain from speaking on behalf of the Board unless authorized to do so.

6. Avoidance of Personal Advantage and Conflict of Interest

All Trustees are expected to comply with the provisions of the Municipal Conflict of Interest Act, ~~attached as Appendix A~~ [Municipal Conflict of Interest Act R.S.O. 1990, chapter M.50](#), which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from making a decision.

Trustees are not permitted to vote on or discuss matters in which they have a direct or indirect pecuniary interest. The direct or indirect pecuniary interest of a parent, spouse or child is deemed to be the interest of the Trustee. Subsection 3(1) of the [Municipal Conflict of Interest Act](#) provides:

"For the purpose of this Act, the pecuniary interest, direct or indirect, of a **parent or the** spouse...or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member."

Any direct or indirect financial interest on the part of the Trustee may raise a conflict of interest. A direct conflict of interest will arise where the Trustee himself or herself stands to benefit or suffer financially by a decision of the Board.

Where a Trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:



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- a) prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- b) not take part in the discussion of, or vote on any question in respect of the matter;
- c) ~~not discuss the issue with any other person;~~
- c) not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- d) **where the meeting is not open to the public, in addition to complying with a to c above, the trustee shall forthwith** leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of the Trustee has not been disclosed by reason of the Trustee's absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements ~~of~~ **at** the first meeting of the Board attended by the Trustee after the meeting referred to above.

When the meeting is open to the public, every declaration of interest shall be recorded in the minutes of the Board **or Committee** meeting. When the meeting is not open to the public, every declaration of interest, **but not the general nature of that interest**, shall be recorded in the minutes of the next meeting of the Board that is open to the public.

At a meeting at which a trustee discloses an interest, or as soon as possible afterwards, the trustee shall file a written statement of the interest and its general nature with the Director of Education in his/her capacity as secretary of the Board.

The Board shall establish and maintain a registry in which shall be kept:

- a) **The written statement filed by a trustee disclosing an interest and its general nature.**
- b) **A copy of the minutes of the meeting at which a declaration of interest was recorded.**

It is an expectation of the Board that Trustees will not only comply with the requirements of the *Municipal Conflict of Interest Act*, but also avoid conflicts of interest as defined by this Code of Conduct.



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Every Trustee is responsible and accountable for exercising good judgement and avoiding situations that might present a conflict of interest, or the appearance of a conflict of interest, ~~and where a conflict of interest might exist each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.~~

No Trustee shall use his or her position, authority or influence for personal, financial or material gain or **for** personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- a) maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
- b) fostering the highest standard of professional competence amongst those for whom they are responsible;
- c) complying with and being seen to comply **with** the letter and spirit of:
 - The laws of Canada and the Province of Ontario,
 - Contractual obligations applicable to the Board; ~~and~~
- d) rejecting and denouncing any business practice that is improper or inappropriate or **that** may appear to be improper or inappropriate.

A Trustee shall not use his or her position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.

A Trustee must not participate in any decision or recommendation in which he or she or a relative, friend or business associate may have a financial, commercial or business interest.

Where a trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the Board, or by a person or body to which the Board has delegated a power or duty, the trustee shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter.



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~~All Trustees shall disclose a conflict of interest and/or the general nature of the interest, to the Board of Trustees.~~

7. Lobbying

A lobbyist is an individual, business or organization that is lobbying a member of the ~~h~~Board. It is usually defined as direct or indirect efforts to solicit support and influence decisions on behalf of another party or an organization, often away from public scrutiny.

- a) “Consultant lobbyist” means a person who, for payment, lobbies on behalf of a client and includes, but is not limited to government relations consultants, lawyers, accountants, or other professional advisors who provide lobbying services for their clients;
- b) “Corporate in house lobbyist” means an owner or employee of a company or corporation that carries on commercial activities for financial gain.

On occasion, lobbyists may attempt to communicate with Trustees for the purpose of influencing Trustees with respect to the procurement of goods and services and the awarding of contracts. Trustees ~~may~~ **must** re-direct such inquiries to the Director of Education. Trustees must not communicate with a lobbyist during a procurement process and must not use their influence to gain nor advance the interests of any particular party during a procurement process.

Trustees shall be vigilant in their duty to serve public interest when ~~faeed~~ **dealing** with lobbying activity.

8. Respect for Confidentiality

All Trustees acknowledge that, as part of their duties to the Board they may be privy to private, confidential **information including information that is** ~~and/or~~ legally privileged, financial, business, **or** ~~and/or commercial~~ **labour relations** information belonging to the Board that may provide a financial, business, commercial or competitive advantage, ~~and that they~~ **In addition, trustees** may be privy to private and confidential student ~~and or~~ personnel information, and/or legal matters and opinions. ~~Such information may include,~~



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~~but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.~~

Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the Criminal Code (Canada).

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of a Trustee.

A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives his or her term as Trustee.

9. Board Resources

No Trustee shall use Board resources for personal gain including re-election campaign work. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* (Canada).



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All Trustees shall comply with Board Policies and General Administrative Procedures regarding the use of Board resources, including information technology resources.

10. Enforcement of Code of Conduct and the *Municipal Conflict of Interest Act*

In accordance with the provisions of section 218.3 of the Education Act, a breach of this Code of Conduct by a Trustee may be dealt by the following procedures:

A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board alternatively a Roman Catholic Elector and Eastern Right Catholics may petition to the Board of Trustees directly.

If an alleged breach is brought to the attention of the Board, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach.

If the Board determines that a Trustee has breached this Code of Conduct, the Board may impose one or more of the following sanctions; progressive approach to sanctions will be considered when dealing with Trustee issues including personal contact, clarification, redirection, request for an apology, reprimand, censure and or other sanctions as per board motion:

- a) Censure of the Trustee.
- b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
- c) Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.
- d) Removal of the Chair or Vice-Chair of the Board or Committee.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.



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In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee.

The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.

If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.

Despite subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

- a) the security of the property of the Board;
- b) the disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
- c) the acquisition or disposal of a school site;



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- ~~d) A progressive approach to sanctions will be considered when dealing with Trustee issues including personal contact, clarification, redirection, request for an apology, reprimand, censure and or other sanctions as per board motion;~~
- d) decisions in respect of negotiations with employees of the Board; or
 - e) litigation affecting the Board.

The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- a) Make a determination that a Trustee has breached this Code of Conduct.
- b) Impose a sanction on a Trustee for a breach of this Code of Conduct.
- c) Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- d) Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution ~~listed~~ **described** above is passed, the resolution shall be recorded in the Minutes of the meeting.

The *Statutory Powers Procedure Act* does not apply to any of the enforcement provisions under section 218.3 of the Education Act.

Nothing in this Code of Conduct prevents a Trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that Act.

A trustee who is subject to a Board inquiry to determine whether the trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses **incurred by the trustee** will not be ~~paid~~ **reimbursed** unless extraordinary circumstances are determined by Board motion.

The required vote on any resolutions of determination or sanctions will be made by a 2/3 majority of all Trustees on the Board not including the accused Trustee.



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11. Guidelines for Gifts and Hospitality

Moderate hospitality and gifts are an accepted courtesy of a business relationship. However, the recipients should not allow themselves to reach a position whereby they might be influenced in making a business decision as a consequence of accepting such hospitality.

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts of more than ~~\$25.00~~ **\$100.00**.

12. This document will be ~~present and~~ reviewed with newly elected Trustees and signed only as having been received and understood.

Definitions:

Trustee

A person elected or acclaimed to the office of trustee of the Board pursuant to the provisions of the *Municipal Elections Act* or appointed to the office of trustee pursuant to the provisions of the Education Act.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

There will be a review by Trustees of this policy every two years ~~starting in January 2018~~ to ensure understanding, awareness and effectiveness.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEUPDATE TO AWARDS FUNDS AND SCHOLARSHIPS
POLICY FF.01

“This is what the LORD says— your Redeemer, the Holy One of Israel: “I am the LORD your God, who teaches you what is best for you, who directs you in the way you should go”

Isaiah 48:17

Created, Draft	First Tabling	Review
September 3, 2019	September 10, 2019	Click here to enter a date

P. De Cock, Comptroller of Business Services & Finance

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

The report recommends updating the current Awards Funds and Scholarships Policy FF.01 to reformat in the meta policy format and to create an Appendix listing current Awards, Funds and Scholarships.

The cumulative staff time required to prepare this report was 4 hours.

B. PURPOSE

1. This recommendation report is on the order paper of the Governance and Policy Committee as it recommends policy revisions and rescindments.

C. BACKGROUND

1. The Awards Funds and Scholarships Policy FF.01 was last revised in April 2015.
2. This report provides an Appendix listing current Awards, Funds & Scholarships (Appendix A) and proposes revisions to the TCDSB Policy for Awards Funds and Scholarships (Appendix B) in order to ensure consistency with the current meta policy format, and eliminate redundancies with related Board Policies.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The effectiveness of this policy will be evaluated on an as needed basis and the Appendix updated as changes are processed to the list of Funds, Awards and Scholarships.
2. Further reports will be brought to the Board of Trustees in accordance with the policy review schedule.

E. STAFF RECOMMENDATION

Staff recommends that the revised Funds Awards and Scholarships Policy FF.01 be adopted.

Listing of Awards, Funds & Scholarships

NAME OF TRUST FUND	AMOUNT	SCHOOL
Agnes & Thomas Archer	\$ 100.00	St. John Catholic School
Alana Lynn Celestial Memorial Trust	\$ 100.00	St. Brigid Catholic School
Anna Marie Nigro Memorial Award	\$ 250.00	Madonna C.S.S.
Bonnie Ho Memorial Scholarship	\$ 500.00	St. Joseph's Morrow Park C.S.S.
Brian Rumboldt	\$ 1,000.00	St. Mary's Catholic Academy
Cadie Feeley (awarded in October)	\$ 100.00	Cardinal Carter Academy for the Arts
Catherine Temple Mathematics Award	\$ 4,000.00	Board-wide; female students
Chris Campbell Award for Business & Computer Studies	\$ 1,000.00	Bishop Allen Academy
Chris Campbell Memorial Award for Community Service	\$ 500.00	Bishop Allen Academy
Christina Walters Endowment for the Arts	TBD	Canadian Martyrs C.S.
Christina Walters Visual Arts Award	\$ 100.00	Canadian Martyrs C.S.
Christina Walters Visual Arts Award	\$ 100.00	Canadian Martyrs C.S.
Danielle Moore Green Award	\$ 500.00	Francis Libermann C.S.
Domnic Melino Award	\$ 400.00	St. Michael's Choir School
Dr. Meivys Garcia-Erdeljan Awards: Award for Excellence	\$ 500.00	Msgr. Percy Johnson CHS
Dr. Meivys Garcia-Erdeljan Awards: Supplement to Governor General's Academic Medal	\$ 500.00	Msgr. Percy Johnson CHS
Elvira DeMonte Scholarship	\$ 250.00	Cardinal Carter Academy for the Arts
Elvira DeMonte Scholarship	\$ 250.00	St. Michael's Choir School
Father Andrew Cuschieri Award (Awards Night)	\$ 200.00	Board Wide
Fintan Kilbride Memorial Scholarship	\$ 500.00	Board Wide

NAME OF TRUST FUND	AMOUNT	SCHOOL
Francesco & Lucia Colle Memorial Award - Male	\$ 250.00	Selected schools (Blessed Sacrament, Blessed Trinity, D'Arcy McGee, Holy Redeemer, Holy Rosary, Our Lady of the Assumption, Regina Mundi, St. Agnes, St. Alphonsus, St. Antoine Daniel, St. Bonaventure, St. Charles, St. Clare, St. Cyril, St. Edward, St. Gabriel, St. Margaret, St. Monica, St. Paschal Baylon, St. Thomas Aquinas)
Francesco & Lucia Colle Memorial Award - Female	\$ 250.00	Selected schools (Blessed Sacrament, Blessed Trinity, D'Arcy McGee, Holy Redeemer, Holy Rosary, Our Lady of the Assumption, Regina Mundi, St. Agnes, St. Alphonsus, St. Antoine Daniel, St. Bonaventure, St. Charles, St. Clare, St. Cyril, St. Edward, St. Gabriel, St. Margaret, St. Monica, St. Paschal Baylon, St. Thomas Aquinas)
Halyna Kopach Memorial Mathematics Award	\$ 150.00	Mary Ward C.S.S.
Holly Jones Spirit Memorial Award	\$ 100.00	St. Luigi Catholic School
Holly Jones Spirit Memorial Award	\$ 100.00	St. Vincent de Paul C.S.
Joseph Martino Scholarship	\$ 200.00	Father Henry Carr C.S.S.
Joseph Martino Scholarship	\$ 200.00	Msgr. Percy Johnson C.S.S.
Lily Hynes Trust Award	\$ 125.00	Holy Name Catholic School

NAME OF TRUST FUND	AMOUNT	SCHOOL
Lily Hynes Trust Award	\$ 125.00	Holy Name Catholic School
Lucy Connolly Memorial Scholarship	\$ 1,500.00	Michael Power/St. Joseph High School
Lucy Connolly Memorial Scholarship	\$ 750.00	Msgr. Percy Johnson C.S.S.
Lucy Connolly Memorial Scholarship	\$ 750.00	Msgr. Percy Johnson C.S.S.
Mary Cicogna Trust Award	\$ 50.00	Blessed Margherita of Citta di Castello C.S.
Mary Cicogna Trust Award	\$ 50.00	Blessed Margherita of Citta di Castello C.S.
Mary Cicogna Trust Award	\$ 100.00	Our Lady of Assumption C.S.
Mary Cicogna Trust Award	\$ 100.00	St. Augustine Catholic School
Mary Cicogna Trust Award	\$ 100.00	St. Charles Garnier Catholic School
Mary Cicogna Trust Award	\$ 100.00	St. Conrad Catholic School
Mary Cicogna Trust Award	\$ 50.00	St. Francis de Sales Catholic School
Mary Cicogna Trust Award	\$ 50.00	St. Francis de Sales Catholic School
Mary Cicogna Trust Award	\$ 100.00	St. Jane Frances Catholic School
Mary Cicogna Trust Award	\$ 100.00	St. Jerome Catholic School
Mary Cicogna Trust Award	\$ 100.00	St. Raphael Catholic School
Mary Cicogna Trust Award	\$ 100.00	St. Wilfrid Catholic School
Northlea Arts Scholarship Award	\$ 500.00	Bishop Allen Academy
Northlea Arts Scholarship Award (University)	\$ 500.00	Bishop Allen Academy
Northlea-Carvaggio Endowment Award for College Mathematics	\$ 500.00	Michael Power/St. Joseph High School
Northlea-Carvaggio Endowment Award for University Mathematics	\$ 500.00	Michael Power/St. Joseph High School
Pay It Forward Award	\$ 150.00	Msgr. Fraser College Isabella Campus
Pay It Forward Award	\$ 150.00	Msgr. Fraser College Isabella Campus

NAME OF TRUST FUND	AMOUNT	SCHOOL
Peter Balciunas Memorial Award	\$ 7,777.44	York University Classroom
Peter Galbraith Memorial Award	\$ 500.00	Michael Power/St. Joseph High School
Peter Pierce Memorial Trust Fund	\$ 250.00	Madonna C.S.S.
Raymond C. Raymond - Top Graduating Student	\$ 100.00	St. Nicholas C.S.
Raymond C. Raymond - Top Student in English	\$ 100.00	St. Nicholas C.S.
Raymond C. Raymond - Top Student in Math	\$ 100.00	St. Nicholas C.S.
Rev. L.D. Burns C.S.B. and the Burns Family Scholarship	\$ 1,000.00	Michael Power/St. Joseph High School
Robert J. Birgeneau Award	\$ 250.00	St. Helen Catholic School
Robert J. Birgeneau Award	\$ 250.00	St. Helen Catholic School
Rose Margaret Carlino Award	\$ 200.00	Msgr Fraser College Isabella Campus
Rt. Rev. J.H. Ingoldsby Trust Award	\$ 33.33	St. Catherine Catholic School
Rt. Rev. J.H. Ingoldsby Trust Award	\$ 33.33	St. Catherine Catholic School
Rt. Rev. J.H. Ingoldsby Trust Award	\$ 33.33	St. Catherine Catholic School
Rt. Rev. J.H. Ingoldsby Trust Award	\$ 100.00	St. Joseph Catholic School
Sister Mary Hamilton Award - Elementary (Awards Night)	\$ 450.00	
Sister Mary Hamilton Award - Secondary (Awards Night)	\$ 450.00	
Stephen Hnatiuk Memorial Award	\$ 1,500.00	James Cardinal McGuigan C.S.S.
Stephen Hnatiuk Memorial Award	\$ 1,500.00	Jean Vanier C.S.S.
The Lou DiNicolantonio (Mr. D)	\$ 500.00	Dante Alighieri Academy
Toronto Sesquicentennial	\$ 100.00	Blessed Sacrament C.S.
Wilfred & Elva Russell	\$ 100.00	St. Paul Catholic School
TOTAL	\$33,977.43	

Date Approved: April 23 rd , 2015	Date of Next Review: 2019	Dates of Amendments:
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Cross References

F.F. 25- 2 Donation *(To be renumbered F.F. 2)*

H.M. 24 Catholic Equity and Inclusive Education Policy

~~To be consolidated and rescinded as separate policies in the TCDSB register:~~

~~A. 07— Alumni Awards~~

~~B. 30— Award of Merit~~

~~F.F. 02 Rt. Rev. J. H. Ingoldsby Award~~

~~F.F. 03— Father Andrew Cuschieri Award~~

~~F.F. 04— Sr. Mary Hamilton Award~~

~~F.F. 05— Mary Cicogna Trust Award~~

~~F.F. 06— Peter Pierce Memorial Trust Fund~~

~~F.F. 07— Rose Margaret Carlino Award~~

~~F.F. 08— Alana Lynn Celestial Memorial Trust~~

~~F.F. 09— Elvira DeMonte Scholarship~~

~~F.F. 10— Francesco & Lucia Colle Memorial Award~~

~~F.F. 11— Holly Spirit Memorial Award~~

~~F.F. 12— Chris Campbell Award for Business & Computer Studies~~

~~F.F. 13— Catherine Temple Mathematics Award~~

~~F.F. 15— Bonnie Ho Memorial Scholarship~~

~~F.F. 14— Joseph Martino Scholarship~~

~~F.F. 16— Christina Walters Endowment for the Arts~~

~~F.F. 18— Pay It Forward Award~~

~~F.F. 19— Student Trustee Award of Excellence in Academics, Leadership and Christian Values~~

~~F.F. 21— Susan Shields Memorial Fund *(to be eliminated; funds exhausted)*~~

~~F.F. 22— Peter Balciunas Memorial Award~~

~~F.F. 23— Lucy Connolly Memorial Scholarship~~

~~F.F. 24— Fintan Kilbride memorial Scholarship~~

~~F.F. 27 Cadie Feeley~~

~~F.F. 28 Lily Hynes Trust Award~~

~~F.F. 29 Dominic Melino “A Man for Others”~~

~~F.F. 30 Establishment of Trust Funds~~

~~S.M. 11 Student Achievement Award~~

~~Agnes and Thomas Archer Award~~

~~Ashif Jaffer Award for Excellence in Special Education Support~~

~~Certificate of Appreciation~~

~~Dr. Mary Anne McCarty mayor Memorial Scholarship~~

~~Raymond C. Raymond Top Graduating Student~~

~~Raymond C. Raymond Top Graduating Student in English~~

~~Raymond C. Raymond Top Graduating Student in Math~~

~~Stephen Hnatiuk Memorial Award (James Cardinal McGuigan and Jean Vanier)~~

~~Toronto Sesquicentennial Award~~

~~Wilfred and Elva Russell Award~~

Appendix A – 1: Awards, Funds and Scholarships to be Consolidated

Purpose

This policy is ~~intended to present~~ **presents** an over-arching framework and guiding principles for the granting of all those awards, funds, scholarships and bursaries distributed on annual or semi-regular basis within the community of the Toronto Catholic District School Board. Such awards are granted to honour those individuals who have distinguished themselves by meeting certain articulated criteria, and in so doing bring recognition and pride to Catholic education.

Scope and Responsibility

This policy extends to all stakeholders of the Toronto Catholic District School Board who might be considered for any one of the Board’s many Awards. The Director of Education is responsible for this policy.

Alignment with MYSP

Strengthening Public Confidence

Living Our **Catholic** Values

Providing Stewardship of Resources

Student Achievement and Well-Being

Inspired **Inspiring** and Motivated **Motivating** Employees

Financial Impact:

~~There is no significant financial impact to the TCDSB, as most of the TCDSB awards, funds and scholarships have an outside funding source. That said, good judgement, objective criteria and reliable selection mechanisms do need to be employed to ensure the best and most valid distribution of allocated funds.~~

Legal Impact:

~~There is no significant legal impact to the TCDSB. Once again strong, objective and clearly articulated selection processes will ensure all award recipients are well received and celebrated.~~

Policy

All awards, funds, scholarships and bursaries (hereafter known as “award”) granted by the Toronto Catholic District School Board will be in harmony with our gospel values, the principles of fairness, equity and inclusion and our Catholic Graduate Expectations, and will be granted to those individuals who will bring pride to Catholic education. ~~For each award, fund, scholarship or bursary~~ Awards, funds, scholarships, bursaries will be granted under the auspices of the TCDSB, there will be a clearly articulated purpose, accompanied by transparent selection criteria.

Regulations

1. Each award granted within the Toronto Catholic District School Board community will have a clearly articulated goal and purpose explaining the type of individual the distinction is ~~intended~~ **intends** to celebrate. Awards’

information shall be in an accessible format, such as large print or digital copies, if requested.

2. Prospective donors who wish to arrange for a scholarship, bursary or award to be presented to TCDSB students will be asked to provide details through an application process administered by the Communications Department. The TCDSB Communications Department is responsible for preparing a report on behalf of the Director of Education regarding the establishment of a trust fund award.
3. Each award will indicate the form the distinction will take, be it a plaque, monetary award or public celebration.
4. Each award shall indicate the frequency with which the honour will be bestowed and the timing of the presentation of the award.
5. Each award will indicate who will be involved in the selection and confirming of the recipient.
6. Each award will indicate who is eligible as a candidate for the award and those who are excluded from consideration. Further, the award will indicate if there is a limit to the number of recipients at any given time.
7. Each award will have clearly articulated criteria that assist in the selection process for the honoree.
8. All award information as contained in regulations 1 to 67 above, will be ~~housed~~**located** on the TCDSB website under “Awards, Scholarships and Bursaries”.
9. Trust funds and policies ~~for same~~ will be established for donations of \$2,000 or more. Donations of \$1,999 or less are to be directed to local schools. All donations will comply with TCDSB Donation Policy F.F.25. (*To be renumbered F.F. 2*)

10. Trust Fund donations will be invested in accordance with the Board's Investment Policy (F.B.03). Funds will earn an average rate of interest earned by the trust fund.
11. ~~Donations will be received by TCDSB Accounting Department or through "Canada Helps". Separate fund accounts are set up with "Canada Helps" by the Board's Accounting Department. A link to "Canada Helps" is available on the Board's website.~~
12. ~~Receipts for Income Tax purposes will be issued by the Accounting Department for donations sent to the TCDSB of \$25.00 or more or by "Canada Helps" for on-line donations.~~
13. Awards will be drawn from principal and interest at a fixed amount and not from interest only.
14. Plaques, certificates, statues, etc. will be arranged for by the Communications Department, in consultation with the donor. Payment for same will be drawn from the trust fund or through alternate arrangements organized by the donor.
15. Each policy for each trust fund award shall include a provision stating that it is "incumbent upon the donor to maintain current contact information with the Toronto Catholic District School Board. In the event that the TCDSB loses contact with a donor, decisions regarding the administration of the award and the fund will be made by the Director of Education and Chief Financial Officer, in consultation with the Communications and Finance Department."
16. Every five (5) years, unless otherwise stated, the payout from the fund will be reviewed to ensure it is relevant and consistent with inflation and the original objective. Any award, fund, scholarship or bursary that is connected to a monetary award, and for which there are no more resources, shall be discontinued.

Definitions

Award: A prize or other mark of recognition given in honour of an achievement

Bursary: A monetary award provided to students based on financial need and/or academic (or other notable) performance

Fund: A sum of money saved or made available for a particular purpose, such as study

Scholarship: A grant or payment made to support a student's education, awarded on the basis of academic or other achievement

Metrics

1. All individuals who have been granted an award within the TCDSB community in any given year will be highlighted in the annual TCDSB Awards night and/or on either the TCDSB webpage or the local school webpage, dependent upon the nature of the award, (i.e., Board or broader level recognition versus a school based recognition).



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATE TO CATHOLIC SCHOOL PARENT
COUNCILS POLICY S.10

"He rules the world in righteousness and judges the peoples with equity." Psalm 9:8

Created, Draft	First Tabling	Review
August 26, 2019	September 10, 2019	Click here to enter a date.

J. Wujek, Superintendent of Schools (Area 5) & Parent Engagement

M. Sequeira, Coordinator-International Languages, Parent Engagement and Community Relations

RECOMMENDATION REPORT

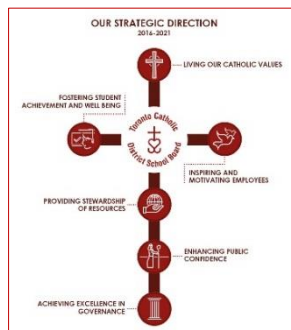
Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends updating the current Catholic School Parent Councils (S. 10) as per the five year review cycle in the Meta Policy (M.01).

The cumulative staff time required to prepare this report was 30 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance Policy Committee.

C. BACKGROUND

1. The Catholic School Parent Councils Policy(S.10) was first approved on November 19, 1981.
2. The last amendment to the policy was on February 24, 2016.
3. Changes to the policy reflect current legislation and practices.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The policy has been amended and informed in consultation with Legal Services, the Catholic Parent Involvement Committee (CPIC), the Ontario Association for Parents in Catholic Education (OAPCE), TCDSB's Catholic Parent School Councils (CSPC), and with the parent/guardian community.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by the Director with the support of the Superintendent of Parent Engagement, and reported on the Annual Catholic Schools Parent Council Metrics Report.

Further reports will be brought to the Board in accordance with the policy review schedule.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. The updated Policy, and accompanying appendices, as approved will be posted on the TCDSB policy register.
2. Principals will be informed of changes to this policy at k-12 meetings.
3. CPIC, OPACE and CSPCs will be informed of changes through their regular meetings.

G. STAFF RECOMMENDATION

Staff recommends that the revised Catholic School Parent Councils (S.10) Policy (Appendix A of this report) be adopted.

It also recommends that Appendices A and B to the policy are approved.

Staff further recommends that the former Appendix B (Operational Procedures for CSPCs) of the policy go back for further consultation to CPIC, OAPCE and school administration. The outcome of this collaboration would be a handbook that is consistent with appropriate Regulations and Policies for Parents, CSPCs and Staff and a useful reference for best procedures and practices.

CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

Date Approved: April 22, 2015 November 1981	Date of Next Review: 2019 2024	Dates of Amendments: Nov. 19, 1981; Oct. 20, 1983; Nov.16, 1992; June 20, 1996; June 14, 2001; Feb. 19, 2015; April 22, 2015 ; Feb. 24 th 2016
Cross References: Reg. 298 – Operation of Schools – General Reg. 612 – School Councils and Parent Involvement Committees School Councils – a Guide for Members, 2001, Revised 2002 , Ontario Ministry of Education H.M. 14 Harassment and Discrimination Policy and The Respectful Workplace H.M. 19 Conflict Resolution Policy H.M. 24 Catholic Equity and Inclusive Education Policy S.S. 09 Code of Conduct		
Appendices: Attachment(s): <ul style="list-style-type: none">• Appendix A: CSPC Constitutional Template Guidelines• Appendix B: Guidelines for School Accounts and Catholic School Advisory Councils [for further consultation]• Appendix C: Catholic School Parent Council Financial Operational Procedures		

Purpose:

This Policy provides the regulations by which Catholic School Parent Councils shall operate within the Toronto Catholic District School Board (**TCDSB**), ~~This is~~ consistent with the Education Act and Ontario Regulation 612/00.

Scope and Responsibility:

The Policy extends to all schools of the Toronto Catholic District School Boards.
The Director of Education is responsible for this Policy.

CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

Alignment with MYSP Multi Year Strategic Plan (MYSP):

Living Our Catholic Values

~~Strengthening Public Confidence~~ **Enhancing Public Confidence**

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Providing Stewardship of Resources

Policy:

Through the active participation of parents/guardians, the Catholic School Parent Council (CSPC) of each school in the TCDSB **school** ~~will, through the active participation of parents~~ will endeavor to improve student achievement and well-being, **as well as**, ~~and to~~ enhance the accountability of the education system to parents. Each CSPC shall function in an advisory role by making recommendations to the principal of the school and, where necessary, to the Board, on any matter in accordance with the Education Act, TCDSB policies, ~~and~~ guidelines, and operating procedures.

Regulations:

1. The school council at every school shall use the name Catholic School Parent Council (hereafter the CSPC), and will be guided by Catholic values and doctrine. ~~The Chair or at least one of the CSPC Co-Chairs must be Roman Catholic.~~
 - i. **A person is qualified to be a parent member of the school council if he or she is a parent or a legal guardian of a pupil who is enrolled in the school.**

CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

ii. The chair or co-chairs are to be parent members.

The CSPC shall not be incorporated.

2. A CSPC may make recommendations to the principal of the school on any matter, and the principal shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation.
3. The principal will act as a resource person to the CSPC and shall assist the Council in obtaining information relevant to the duties and functions of the Council.
4. **The Board, through the** The principal, will provide information and solicit the views of CSPC **with respect to the following matters:** ~~on matters concerning:~~
 - i. ~~student achievement and the School Learning Improvement Plan;~~
 - ii. ~~annual funding for parent involvement;~~
 - iii. ~~the school budget;~~
 - iv. ~~school policies and procedures including the code of conduct; and~~
 - v. ~~school uniform or dress code.~~
 - i) **The establishment or amendment of board policies and guidelines that relate to student achievement or to the accountability of the education systems to parents, including:**
 - a. **Policies and guidelines with respect to the conduct of persons in schools;**
 - b. **Policies and guidelines respecting school uniforms and appropriate dress for students in schools;**
 - c. **Policies and guidelines respecting the allocation of funding by the Board CSPC(s);**
 - d. **Policies and guidelines respecting the fundraising activities of CSPC(s);**
 - e. **Policies and guidelines respecting conflict resolution processes for internal CSPC disputes; and**
 - f. **Policies and guidelines respecting reimbursement by the Board for expenses incurred by members and officers of CSPCs**

CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

ii) The development of implementation plans for new education initiatives that relate to student achievement or the accountability of the education system to parents including:

a. Board action plans for improvement, based on the Education Quality and Accountability Office (EQAO) reports on the results of student tests, and the communication of those plans to the public.

b. The process and criteria applicable to the selection and placement of principals and vice-principals.

5. The principal of a school may delegate any of his or her powers or duties as a member of CSPC to a vice-principal of the school.

6. A CSPC may make recommendations to the Board on any matter, and the Board shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation.

~~7. The Board shall solicit the views of CSPCs with respect to:~~

~~i. the establishment or amendment of Board policies or guidelines;~~

~~ii. the development of implementation plans for new initiatives that relate to student achievement or to the accountability of the education system to parents;~~

~~iii. Board action plans for improvement based on EQAO reports; and~~

~~iv. to the Principal Profile, to assist in the selection and placement of principals and vice-principals.~~

7. A CSPC may make recommendations to the Board's Catholic Parent Involvement Committee (CPIC) on matters relating to:

v. strategies for parent engagement;

vi. identifying and reducing barriers to parent engagement;

vii. creating a welcoming environment for parents; and

viii. strategies for parents to support their child(ren)'s learning at home and at school.

8. The election of parent, **teacher, school employee and student** members of the CSPC will be held within the first 30 **calendar** days of each school year. ~~The~~

CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

~~minimum number of council members is 7 and parents must form the majority. Other members include school personnel, community representatives and the local pastor. That said, parents shall still be the majority member. On behalf of the CSPC, the principal will communicate information about elections to the parent community of the school at least 14 days prior to the election.~~

9.- On behalf of the CSPC, the principal will give written notice of the date, time and location of the elections to every parent of a pupil who is enrolled in the school, at least 14 days before the date of the election of parent members .

9- **10.** The minimum number of council members is 7 and parents/guardians must form the majority.

11. The composition of the CSPC will be consistent with the Education Act. In addition to parent members, it will also include the local pastor or designate, a **teacher** ~~teaching representative~~, an employee of the school (other than the principal, vice-principal or teacher a ~~non-teaching representative~~, a community representative, a parent representative from the Ontario Association of Parents in Catholic Education Toronto (OAPCE Toronto) and, where possible, a ~~person~~ **parent member** who has an ~~special~~ interest in Special Education.

~~11.~~**12.** Every effort will be made to ensure that CSPC is representative of the diversity within a school community., ~~where possible.~~

~~10.~~ **13.** There will be **no voting** ~~proxy by~~ proxy at **CSPC elections and/or at CSPC scheduled** meetings.

~~13.~~**14.** There must be a minimum of **four** ~~six~~ CSPC meetings, which includes the Annual General Meeting. All CSPC meetings are open to the public in each school year.

14 **15.** CSPC may solicit and take into consideration the advice of parents of students enrolled in the school with regards to matters under consideration by the Council.

~~15-~~ **16.** All communications from CSPC intended for distribution to parents of children in the school, will be approved by the Principal prior to the communication

CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

being sent to the intended recipients. **All communications will be made available if/as required in the language(s) spoken in the community.**

~~16. 17.~~ **All Catholic School Parent Councils** CSPC shall function and will be governed by **in accordance with** Ontario Regulation 612/00, ~~(found in Operational Procedures in Appendix A~~ **by the Catholic School Parent Council Constitution (Appendix A)** ~~and by)~~ **by the Guidelines for School Accounts and Catholic School Advisory Councils (Appendix C)** - <https://tcdsbceec.sharepoint.com/teams/Parents-CSPC>).

~~17. 18.~~ Each CSPC will **shall adopt by-laws** develop a constitution governing, **in accordance with Ontario Regulation 612/00 and TCDSB policies and procedures, that will govern** the conduct of its activities and must include the following **matters** ~~by laws~~:

- i. a by-law governing election procedures and the filling of vacancies in the membership of the CSPC;
- ii. a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest;
- iii. a by-law that establishes a conflict resolution process for internal Council disputes, consistent with TCDSB Policy H.M.19 (Conflict Resolution) (<https://www.tcdsb.org/FORPARENTS/Pages/Conflict-Resolution-Resources.aspx>); ~~CSPC by laws must be distributed and verified each year at the Annual General Meeting ; and,~~
- iv. a by-law that establishes a process for the governance of Catholic School Parent Councils and its affairs.

~~19 (iii) 19.~~ CSPC by-laws must be distributed and verified each year at the Annual General Meeting (AGM).

~~18. Per Regulation 17 ii)~~ **20. As per Section 10 (ii),** no member of the school parent council—**CSPC** will participate in proceedings if ~~they~~ **he/she** has a conflict of interest.

~~19. 21.~~ All funds collected by CSPCs shall be retained at the school for preparation and deposit to a CSPC account.

CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

~~20.~~**22.**CSPC may maintain a bank account, separate from the school account, under the name, ~~of the~~ **(Name of School) CSPC.**

~~21.~~ **23.**The CSPC may engage in fundraising activities related to charitable, humanitarian, educational or services consistent with the tenets of Catholicism. All fundraising shall be carried out under the jurisdiction and supervision of the principal, and will be governed by TCDSB policies ~~S.M.04 Fund Raising in Schools Policy (S.M. 04), and by F.P.01 Purchasing Policy (F.P.01)~~**(<https://www.tcdsb.org/Board/Policies/Pages/Default.aspx>)**. All funds raised will be reported to the parent community.

~~22.~~ **24.**~~Per legislation~~ An annual report **on the CSPC's activities** will be submitted by May **31st** of every year to the principal and **to the TCDSB Board of Trustees** ~~local trustee~~. Trustees will determine if this should be shared with the board. The annual report will be posted to the **school's portal page** ~~website~~.

~~23.~~ **25.**CSPC shall ~~create~~ **take** minutes of all its meetings and **keep** records of all its financial transactions. ~~and retain those records for a minimum of four years.~~ The principal will retain these minutes and records **for a minimum period of seven years** and **will** make them available at the school **for examination without charge to any person.** ~~for examination without charge for any member of the Catholic community~~

~~24.~~~~Operational Procedures and Financial Procedures provided will govern the respective activities of Catholic School Parent Councils of the TCDSB.~~

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. The annual report of CSPC activities will serve as an assessment of the Council's work to support student achievement and well-being at the school.

CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

2. The Parent Engagement Department, in consultation with the Catholic Parent Involvement Committee (CPIC) and the Ontario Association for Parents in Catholic Education –Toronto (OAPCE), will prepare a CSPC Policy Metric Report on an annual basis, to assess the effectiveness of parent engagement strategies in consideration of the Multi Year Strategic Plan (MYSP).

~~2.~~ **3** The utilization of parent engagement funds, such as **the** Parent Involvement **Committee (PIC)** funds Grant and **the** Parent Reaching Out (PRO) Grant, will be monitored.

APPENDIX A – TCBSB POLICY S. 10

Toronto CSPC By-law Template (2019)

Article I Name of the organization

The name shall be *Your School's Name Catholic School Parent Council* herein referred to as 'The Council'

Article II Purpose of the Organization

In the spirit of the Mission and Vision Statements of the Toronto Catholic District School Board, the Catholic School Parent Council shall function in an advisory role to enrich, enhance and improve student education and achievement. As well, the Council will enhance the accountability of the education system to parents by making recommendations to the Principal and, where appropriate, the Board on any matter in accordance with the Education Act and the Policies, Guidelines and Operating Procedures of the Board.

Article III Definitions

For the purposes of these By-Laws, the following definitions shall apply:

“AGM” shall refer to the Annual General Meeting.

“Board” shall refer to the Toronto Catholic District School Board.

“CSPC” shall refer to Catholic School Parent Council.

“Ex officio” means “by virtue of the office” and refers to persons who are members of the Council by virtue of another position or office they hold.

“School” shall refer to *Your School's Name Catholic School*

“The Council” shall refer to the elected, appointed and ex officio members of the Catholic School Parent Council of *Your School's Name* School.

“The Catholic School Community” shall include the following:

The parent/guardians of students enrolled in the school;

The school staff, including teaching and non-teaching personnel;

The Pastor and the Parish designate;

The school trustee;

The students;

All Catholic School ratepayers within the area serviced by the school.

Business and/or community organizations, which The Council may recognize for specific purposes.

“Parent” means a natural or adoptive parent and includes a legal guardian who has lawful custody of a child.

“Pastor” refers to the recognized parish priest and can be the pastor, associate priest or curate

APPENDIX A – TCBSB POLICY S. 10

“**Quorum**” shall refer to the minimum number of voting members present for a meeting to be official. That number would consist of the majority of voting members.

Article IV Membership

All members of ‘The Council’ shall be elected or appointed by their constituent group as defined in **Article III, The Catholic School Community**, in accordance with the elections procedures in this document. The Council shall endeavor to have its membership reflect the diversity of the school community.

Article V Composition of the Council

The elected or appointed members shall carry out the business of The Council on behalf of the Catholic School community. The minimum number of council members is seven (7) and parents must form the majority.

5.1 Elected Voting Members

Such members shall be:

- Parents/guardians of students enrolled in the school, elected by parents/guardians in such numbers as to form the majority of The Council. The number of elected parent members will be *(insert number)*.
- A teaching staff representative, elected by teachers employed at the school.
- A non-teaching staff representative, other than the principal, vice-principal or any other teacher, to be elected by persons other than the principal, vice-principal or any other teacher employed at the school.
- Where applicable, a student representative appointed by the student council or in schools without a student council, a student elected by the students in an election held for that purpose.

5.2 Appointed Voting Members

Such members shall be:

- The Pastor or parish designate.
- One or more community representatives to represent segments of the Catholic School Community not represented.
- One person appointed by The Council to act as liaison with the Ontario Association of Parents in Catholic Education (OAPCE T.O.).

APPENDIX A – TCDSB POLICY S. 10

- One person, where possible, appointed by The Council who has a special interest in Special Education.

5.3 Non-Voting Ex Officio Members

Such members shall be:

- The Principal or Vice-Principal of the school
- The TCDSB Trustee for the school
- The school's Superintendent of Education who shall have standing at Catholic School Parent Council meetings for the purposes of updating the council on relevant matters, and/or to act as a resource, as required.

Article VI Election Procedures

6.1 Election of Parent Members

1. Elections shall occur within the first thirty (30) days of the start of each school year. Each parent of a student enrolled in the school shall be entitled to one vote for each vacant parent membership position on The Council.
2. Employees of the Board who work at the school where their children attend, cannot be a parent member or a community representative on The Council.
3. Employees of the Board who do not work at the school must have disclosed their employment on their parent member nomination form or informed The Council of their employment before being elected as a parent member or appointed as a community representative.
4. Each parent seeking elections as a parent member must have a child registered at the school, and must declare if he or she is employed by the Board.
5. Voting shall be by secret ballot. There shall be no proxies.
6. Each participant eligible to vote may vote for a number of candidates equal to the total number of legible position on the Council. A ballot with more than this number shall be a spoiled ballot and shall not be counted.
7. Names of the candidates shall appear on the ballot as they were submitted on the standard TCDSB nomination form.
8. The order in which candidates' names appear on the ballot shall be determined by a random draw.
9. All ties on the ballot shall be determined by a random draw.
10. If there are fewer candidates than the total number of eligible positions, all qualified candidates who have submitted their standard TCDSB nomination forms shall be acclaimed.

APPENDIX A – TCBSB POLICY S. 10

11. In consultation with the Principal, the Council shall strike a School Election Committee, in May, to plan the election process, to gather nominations, and to run the election. No candidate standing for election, or the spouse of anyone standing for election, shall be a member of this election committee. The committee should have representation from parent, teaching staff, non-teaching staff and students.

12. The Election Planning Committee shall:

- a) Notify the school community of election procedures, election date(s), location, and time, at least fourteen days in advance of the election.
- b) Work with the Principal to ensure the standard TCDSB nomination forms are sent home with the students. Ensure the election date(s), location and time are posted on the CSPC Bulletin Board.
- c) Ensure that candidate profiles submitted with the nomination forms for all candidates are available to the electorate at least one week before the election.
- d) Conduct the election
- e) Count the ballots.
- f) Ensure to every extent possible any barriers to participation in the election are removed.
- g) Help the Principal notify all candidates of the results. Announce only:
 - i. the names of those elected;
 - ii. the total number of ballots cast; and
 - iii. the total number of spoiled ballots.

13. The election committee will resolve appeals related to the School Council election process or results. If the committee is unable to resolve an appeal, the Principal and the Chair of the out-going Council shall jointly make a ruling.

6.2 Election of the Staff and Student Representatives

1. The Principal, in consultation with the election committee, will make the necessary arrangements for the election of the teaching staff representative. Anyone assigned to the teaching staff of the school (full or part-time) other than the Principal or a Vice-Principal may be a candidate.
2. The Principal, in consultation with the election committee, will make the necessary arrangements for the election of the non-teaching staff representative. Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate.
3. If the school has a student council, it will appoint a student representative to the Council. Otherwise, the Principal, in consultation with the election committee, will make the necessary arrangements for the election of a student representative.

APPENDIX A – TCBSB POLICY S. 10

6.3 Selection of Community Representatives:

1. All appointments of community representatives to the school council are to be by majority vote at the first regular meeting of the new school council members.
2. At the first meeting of the new Council, The Council shall set dates, times and locations for its meetings for the academic year and ensure that they are communicated to the community.

Article VII Term of Office

The term of an elected or appointed member of The Council is one year.

7.1 Vacancies

1. No vacancy in the membership of the CSPC shall prevent The Council from exercising its authority.
2. Vacancies in the membership of the Council shall be filled by election or appointment.
3. The School Council Election Committee, through a review of the most recent election records, and based on other considerations such as time in the year, attendance of other parents at CSPC meetings, and new parents enrolling their children at the school may recommend that:
 - a) a suitable candidate should be considered for appointment to The Council; or
 - b) a by-election should be held.
4. The CSPC, having considered the report of the School Council Election Committee shall, in its sole discretion resolve by motion either to appoint replacement members, or to proceed with an election per Article VI.

7.2 Discipline of Members

1. The Council shall have the authority to suspend or expel any Member from The Council for any one or more of the following grounds:
 - a) Missing more than _____ consecutive meetings.
 - b) Willfully violating any provision of the articles, by-laws, or written policies of The Council or of the Toronto Catholic District School Board.
 - c) Carrying out any conduct that may be detrimental to The Council as

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Approved Constitution & By-Laws _____ (this will have your by-laws approved date.)

APPENDIX A – TCBSB POLICY S. 10

determined by The Council in its sole discretion.

- d) Persistent improper conduct at a meeting, seriously disrupting a meeting of The Council, refusing to comply with the policies of The Council or the Toronto Catholic District School Board, using offensive language, failing to come to order when instructed by the Chair or Co-Chairs of the Council, or for making any persistent disorderly noise or disturbance.
- e) Serious misconduct or dishonesty.
- f) For any other reason that The Council in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Council.

2.A member may be suspended or expelled only on the affirmative vote of 2/3 of all Council members. The member whose conduct is under consideration may vote on such a question.

3. In the event that, The Council votes that a Member should be expelled or suspended from membership in The Council, the Chair, or such other officer as may be designated by the Council, shall provide notice of consideration of the suspension or expulsion to the Member and shall provide reasons for the proposed suspension or expulsion within ten (10) days of the vote of the Council. The Member may make written submissions to the Chair, or such other officer as may be designated by The Council, in response to the notice received within such ten (10) day period. In the event that no written submissions are received by the Chair, the Chair, or such other officer as may be designated by The Council, may proceed to notify the Member that the Member is suspended or expelled from membership in The Council. If written submissions are received in accordance with this section, The Council will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further ten (10) days from the date of receipt of the submissions.

4. On appeal by a suspended or expelled member, the suspension or expulsion may be altered or rescinded only on a 2/3 vote of all Council members, not including the suspended or expelled member.

5. The Council's decision shall be final and binding on the Elected Member, without any further right of appeal and his or her position will be declared vacant.

APPENDIX A – TCBSB POLICY S. 10

7.3 Consultation

- The Council shall communicate regularly with parents within the school community to seek the views on matters addressed by The Council, so that the advice and recommendation provided to the Principal and the Board is representative of the whole school community.

Article VIII Executive Officers

The officers of The Council may be Chair, Secretary and Treasurer. However, The Council may choose to have two Co-chairs.

8.1 Election of Executive Officers

The Executive Officers of the CSPC shall be elected by the voting members of the CSPC at the first regular meeting following the AGM. Voting shall be conducted by the Principal and may, at the request of any member, be conducted by secret ballot.

8.2 Chair/Co-Chairs

1. The Chair, or where applicable, one of the Co-Chairs shall, when present, preside at all meetings of the CSPC and of its executive.
2. It is the responsibility of the Chair/Co-Chairs, in collaboration with the school Principal, to provide leadership and direction to The Council and Executive Officers to ensure that goals, priorities, and procedures of The Council promote Catholic faith and gospel values consistent with the Mission and Vision of the TCDSB.
3. Employees of the Board may not be Chair/Co-Chairs of The Council.
4. The duties of the Chair/Co-Chairs of The Council shall be:
 - To call Council meetings in consultation with the Principal.
 - To prepare the Agenda for Council meetings based on input from the CSPC and in consultation with the Principal.
 - To, when present, preside at all meetings of the CSPC and of its executive committee.
 - To ensure that the minutes of The Council meetings are recorded and properly maintained.
 - To ensure that the collection of records of all meetings and financial transactions are kept for a minimum of seven years and made available at the school for examination without charge to any person.
 - To participate in Board sponsored information and training sessions and share information with the CSPC.
 - To communicate regularly with the school Principal in an effort to work co-

Commented [O1]: NB- it is my understanding that any person, without regard to if they are a TCDSB supporter has legal right of access to these materials.

APPENDIX A – TCBSB POLICY S. 10

operatively to provide enrichment opportunities and improve student achievement.

- To ensure that there is regular communication with the Catholic school community.
- To work collaboratively with the members of The Council to prepare and submit an annual written report on the activities of The Council, including fundraising, to the Principal and the Board.
- To consult with senior board staff as required.
- To, upon request, provide the local trustee with copies of the minutes of the meetings.
- To prepare the Annual Report to be submitted to the Principal and the Trustee and, eventually, to the Board in May of each year.
- To prepare the Annual Report to be presented at the AGM.
- To act as, or appoint, a spokesperson for The Council.
- To carry out other duties as shall be required from time to time.

8.4 Secretary

1. The Secretary shall keep a record of all meetings of The Council and of the Executive Officers and shall deal with all correspondence or communications directed or required of The Council and the Executive.
2. In addition, the Secretary shall collaborate with the Chair/Co-Chairs to ensure that all minutes and records of The Council are available at the school for examination by any person.
3. The Secretary shall perform such other duties as may be required by The Council or the Executive Officers.
4. In the absence of the Chair/Co-Chairs in the event of their inability, the Secretary shall assume the duties of the chair or such other duties, as may be, required by The Council or the Executive Officers.

8.5 Treasurer

1. The Treasurer shall keep full and accurate accounts for all receipts and disbursements of The Council in accordance with generally accepted accounting principles, and shall be guided by Board Policy SM.04 Fund Raising in schools concerning banking and fund disbursements, in accordance with such requirements as may be imposed by the Board or other relevant authority.
2. The Treasurer shall provide at regular meetings of The Council an account of all transactions of The Council, including the financial position.
3. The Treasurer shall prepare a full Financial Statement at least two weeks prior to submission to the Principal and the Trustee, and, eventually, the Board for May of

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each year and the Annual General Meeting (AGM) in September.

Commented [O2]: Whaaat? When is this supposed to happen?
Can we provide a hard date?

4. The treasurer shall perform such other duties as may be required by The Council or the Executive Officers of The Council.

5. In the absence of the Chair/Co-Chairs in the event of their inability to serve, the Treasurer shall assume the duties of the Chair/Co-Chairs.

Article IX Conflict of Interest

Anytime The Council is doing business with a member of The Council or a member of any committee of The Council whether with the member directly or with a business enterprise with which the member is directly or indirectly associated, the member shall declare a conflict of interest and shall not deliberate or vote on any such resolutions.

Article X Conflict Resolution

The Board's Conflict Resolution Policy Regulation and guideline shall govern conflict resolution between staff and the community and among members of the community at large.

The resolution of disagreements between members of The Council on any issue, for which no specific provision is made in these by-laws, shall be governed by the rules and practices of Roberts Rules of Order. The Council may also contact the Conflict Resolution Department at the TCDSB.

Article XI Meetings

The Council shall conduct its business at meetings held at the school. Meetings shall be accessible and open to all members of the Catholic school community.

11.1 Annual General Meeting (AGM)

The AGM of The Council shall be held within the first thirty days of the school year. The following business shall be conducted:

- Annual Report of Chair/Co-Chairs to the Community at large.
- Financial Reports.
- Resolutions.
- Amendments to the By-laws.
- Election of parents/guardians to The Council (See Article VI of this document)

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11.2 The Calendar of Meetings

The elected members of The Council shall meet not less than six (6) times annually, including the AGM.

The calendar of meetings for the year shall be established at the first meeting of the elected Council.

11.3 Rules of Order

1. All decisions of The Council shall be by motions which must be moved, seconded, and stated from the Chair prior to any debate.
2. A simple majority in favour, unless otherwise stated herein, shall be required. In the event of an equality of votes on any issue, the matter is lost and the motion is not passed.
3. All votes will be by show of hands, unless a member requests a secret ballot.
4. No member will speak to a question once it has been decided.
5. The Chair/Co-Chairs shall be privileged to debate all questions on calling another member to the Chair.
6. If two or more members wish to speak at the same time, the Chair shall decide who may speak first.
7. A motion shall be put in writing if any member requests it.
8. When a member is called to order, he or she will not speak until the Chair has made a ruling.
9. An appeal to the meeting from the ruling of the Chair shall at all times be in order provided that it is seconded by another member. In the event of an appeal, the Chair shall say: "The ruling of the Chair has been appealed. Is it the will of the meeting that the ruling of the Chair shall be the decision of the meeting?" but shall not otherwise speak to the appeal. A 2/3 vote of the members shall be required to overturn the ruling of the Chair.
10. The Council may determine additional rules of order to be used at all meetings of The Council, at the first meeting provided that they are circulated in writing to all of the members of the CSPC.
11. The current edition of Robert's Rules of Order (Newly Revised) shall be the authority to decide all questions not provided for in these Rules or adopted per Section 9 (above).

Commented [O3]: This is a very simple rule set. It will cover 95% of all issues with a normal meeting.

11.4 Quorum

1. A quorum is established when:
 - i. a majority of Council members are present; and
 - ii. a majority of the members present are parent members.

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Approved Constitution & By-Laws _____ (this will have your by-laws approved date.)

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2. No business may be conducted without Quorum, except to set a date and time for the next meeting.
3. If a quorum is not possible because of parent vacancies, a quorum shall consist of a simple majority of the remaining membership until such times as the vacancies may be filled.
4. The Ex Officio members shall not be counted to establish a quorum.

11.5 Attendance

1. All members of The Council are entitled to attend Standing or Special Committee meetings and to participate to the extent permitted by these By-laws.
2. All members of the Catholic school community, subject to the Board's policies, may attend all meetings of The Council and participate fully; however, they do not have a vote.

11.7 Notice of Meetings

1. The Secretary shall provide written notice of the dates, times and locations of Council meetings to every parent in the school community to be placed on the CSPC bulletin board and in the monthly newsletters in the school. The Secretary will co-ordinate with the Principal on behalf of The Council to ensure notice is sent home to the parents.
2. In collaboration with the Council, the Principal shall give written notice of the date, time and location of meetings of The Council to every parent of pupils enrolled in the school. The notice may be given to the parent's child for the delivery to the parent. A notice shall be posted in the school in a place accessible to parents and in monthly newsletters.

Article XII Committees

12.1 Standing Committees

1. The Council may create the following suggested Standing Committees to make recommendations to The Council on matters under study in the current school year:
 - Academic Affairs
 - Community Relations
 - Fund Raising
 - Elections/By-laws
 - Finance
 - Parent Class Representatives
 - Communications

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2. The Council shall appoint the Chair/Co-chairs of each Standing Committee. Members of the Standing Committees may be recruited and appointed by the Standing Committee Chair.
3. A person not a member of The Council may be a member of a Standing Committee. Each committee must have a least one parent member of The Council.
4. The work of the committee shall be governed by Council by-laws.
5. The Chair/Co-Chairs of each Committee shall report on the progress of the committee at regular Council meetings.
6. The Chair/Co-Chairs of The Council and the Principal shall be ex officio members of each Standing Committee.

12.2 Special Committees

The Council may strike Special Committees from time to time to meet specific objectives and to make recommendation to The Council. The Council shall appoint the Chair/Co-Chairs of each Special Committee. Members of the committee may be recruited and appointed by the Committee Chair subject to the approval of The Council. At least one member of the Special Committee must be a parent member of the Council. A person not a member of The Council may be a member of the Special Committee. Special committees shall cease to exist when they have achieved their mandate or on a decision from the Council.

Article XIII Financial Matters

13.1 Remuneration

Members of The Council and members of Standing or Special Committees of The Council shall receive no remuneration for execution of their duties to The Council. Reimbursement for expenses incurred in the normal course of duty as a member of The Council shall be made in accordance with Board policy when such policy is established.

13.2 Signing Authority

The following shall be authorized to sign cheques (one person from each of group (a) and (b) shall sign each cheque:

- a) Two parents on the Executive Committee of The Council, one of which must be the Treasurer.
- b) Two staff representatives from the school namely, the Principal or designate.

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Article XIV Recommendations to the Principal and the Board

The Council may make recommendations to the Principal and where appropriate to the Board on any matter.

When, after consideration and study of the issue, The Council determines it wishes to make a formal recommendation, it shall do so in writing using a format provided by the Board for the purpose or one of its own design. The Council will note the action taken in response to the recommendation.

Article XV Consultation with the Council

Where the Board or the Principal are required to seek the views of Council in developing and revising policies, The Council shall refer the matter to the appropriate Standing Committee for study and recommendations. In situations where there is no appropriate Standing Committee of The Council, a Special Committee will be established for the purpose of study and recommendations.

In order to consult with the Catholic community effectively, reasonable time and means must be given to allow for communication and consultation at the local level in order to provide a response, which is representative of the views of the community.

Article XVI Amendments to the Constitution and By-laws

Amendments to The Council's Constitution and By-laws may only be done at the AGM in September of each year. The proposed amendments may be placed on the agenda of the AGM provided; notice in writing of the proposed amendment(s) shall have reached the Secretary or the Chair/Co-Chairs of The Council 20 school days before the A.G.M. The majority of the members constituting quorum must approve amendments and the majority of the members constituting the quorum must be parent members. Copies of amendments shall be distributed to the school community at least ten days before the A.G.M. Defeated amendments may not be re-proposed for one year from the date of the meeting.

The May/June meeting must have time dedicated to prepare amendments to the Constitution By-Law in order to be available at the September AGM for a full vote by the parent body.

Article XVII Incorporation

The Catholic School Advisory Council **shall not** incorporate.

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Article XVIII Repeal and Dissolution

18.1 Repeal

Previous by-laws of The Council are hereby repealed and replaced by this by-law and any amendments thereto.

18.2 Dissolution

The Council shall be dissolved and cease to exist in the event that *Your School's Name* ceases to operate as a school.

In the event of dissolution of The Council, the disposal of funds and assets will be in accordance with the direction of members in attendance at a Special General Meeting of The Council called for the purpose of dissolution. Written notice of the purpose of such meeting shall include disclosure of the amounts and assets to be dispersed at such meeting. The notice shall have been sent to all members of the *Your School's Name* Catholic school community at least 14 days prior to the date of the Special General Meeting.

School Name:

Address:

Dated:

**TCDSB
Guidelines
For
School Accounts & ~~Catholic School Advisory Councils (CSAC)~~
Catholic School Parent Councils (CSP)**

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~~Guidelines for School Accounts and CSAC's~~

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Guidelines for School Accounts and Catholic School Parent Councils

~~CSAC CSPC~~ Origin, Nature of Role, and Purpose

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~~CSAC's~~ **Catholic School Parent Councils (CSPC)** evolved from parent councils in the mid to late 1990's in response to the Ministry's attempt to encourage increased parental involvement in our schools. Under the *Education Act*, **Ontario Regulation 612** (~~Appendix A~~), school boards in Ontario are required to establish a School Council for each school within the board. These Councils are advisory bodies that make recommendations to the school Principal or the board on any matter.

The *Education Act*, **Ontario Regulation 612** outlines the Purpose of a ~~CSAC~~ **CSPC**:

- (i) Through active participation of parents, to improve achievement and to enhance the accountability of the education system to parents.
- (ii) Primary means of achieving this purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council.

Many School Councils perform fundraising activities in the name of the school and as such are required to conform to the appropriate sections of **Regulation 612 to the Education Act** that deal with fundraising issues. **The Principal is ultimately responsible for activities related to the school and therefore is responsible for all School Council activities.**

Ownership of Catholic School Advisory Council Funds

The Ministry of Education's document, *School Councils a Guide for Members (2002)*, states that **"School Councils should be aware that, because the school Board is corporate entity and the school is not, any funds raised by the School Council (and any assets purchased with those funds) belong, legally to the board."** Fundraising for schools by School Councils is a partnership between the school, the board and the fundraising group. This document can be viewed at <http://www.edu.gov.on.ca/eng/general/elemsec/council/>.

All fundraising activities and expenditures must be conducted in accordance with Board policies. This is clearly stated in *Regulation 612, s. 22 of the Education Act*. Under the TCDSB Policy Register, Fundraising in Schools S.M.04 (~~Appendix B~~), **all fundraising must be carried out under the jurisdiction and supervision of the principal and may be a joint project with the local Catholic School Advisory Council.**

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Sources and Uses of School Generated Funds

Funds are generated in schools from a number of different sources and used in a number of different ways. As per *Regulation 612*, these funds are under the direction and control of the school Principal.

Categories of School Generated Funds

1. **School generated fees for services, athletics, etc.**
2. **School generated fund raising for charities and /or specific events/initiatives.** In this category schools hold special fund raising drives to either assist a local or well known charity (i.e. Terry Fox Run) or to provide funds to support a specific event in the school, such as an excursion, or to support a specific initiative in the school such as the purchase of playground equipment. In this category, the staff in the school organizes and runs the fun raising activity without the involvement of the €SAC €CSPC.
3. €SAC €CSPC **generated fund raising for charities and/or specific events/initiatives/activities.** In this category, funds are raised for the same purpose as in # 2 above; however, the direct involvement of the €SAC €CSPC is evident. This category is identified separately because Board policy S.M.04 requires €SAC €CSPC involvement in expenditure decisions and disbursements when funds are raised jointly.
4. **Funds raised through a Board wide initiative.** In this category, funds are raised through Board wide initiatives such as a beverage vending contract.
5. **Funds raised through local school initiatives.** In this category, where approved by the Board, schools raise funds from such things as cafeteria services. Any contracts entered into must conform to Board purchasing policy.
6. **Funds donated to schools.** This category deals strictly with donations made to a particular school either for a specific purpose or for general use. Such donations may be eligible for a charitable donation tax receipt.

Acceptable and Unacceptable Uses of School Generated Funds

All purchases made using school generated funds must comply with board policy and procedures. Relevant board policies with which to ensure compliance would include the fund raising policy S.M.04, and the board purchasing policy.

Funds raised for a specific purpose must be used for the intended purpose. For example, student activity fees charged for locks, yearbooks and agendas should be used for the purchase of these items. The accounting records must track each category separately

Funds raised for general purpose with no specific intent must be used for school related activities, at the discretion of the school Principal, and as per category 3 above may require €SAC €CSPC input.

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As a general principle ~~CSAC~~ **CSPC** funds raised in a particular school year should be used to benefit the students in the same year unless they have been earmarked for a specific intent (i.e. the purchase of playground). In this case the carry-forward of funds should be a joint decision of both the principal and ~~the CSAC committee~~ **CSPC**.

A list of unacceptable uses of school generated funds would include:

- Items that are to be purchased from the Board's budget (i.e. textbooks)
- Mileage reimbursements to staff
- Monetary payments to staff for services
- Gifts to staff
- Cell phones for staff
- Out of school parties for staff
- Principal Professional Membership Fees
- Principal/Vice Principal Conference Fees

CAUTION

- **Expenditures made from school generated funds that do not directly benefit the students in the school are subject to greater scrutiny and may require further justification.**

i) Roles & Responsibilities of the Principal

- Ensure that the Guidelines/Policies and Regulations relating to School Accounts and Catholic School Advisory Councils are implemented and in compliance with Board Policy.
- Required to share budget and school account information (i.e. school block account, school ~~CSAC~~ **CSPC** account, school outside agency account, and school main bank account) with ~~CSAC's~~ **CSPC's** in the interest of accountability and transparency.
- To be the approved signing officer on the school account.
- To be one of the approved signing officers on the ~~CSAC~~ **CSPC** bank account
- Ensure that processes are in place to adequately control the funds within the school including security over cash and records.
- Review, sign and date the annual ~~CSAC~~ **CSPC** Financial Reports
- Distribute to ~~CSAC~~ **CSPC** committee and members and/or make available the annual financial reports as outlined in the Financial Reporting Requirement section.
- Notify the School Superintendent and the Senior Business Official immediately if funds are lost or stolen.
- Ensure that the ~~CSAC~~ **CSPC** Chair and Treasurer are aware and understand their roles and responsibilities.

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ii) Roles & Responsibilities of CSAC CSPC Chair and Treasurer

- Work with the Principal to ensure that the sources and uses of funds raised comply with Board policy and established guidelines.
- Ensure fundraising activities involving the students and /or the school are in compliance with Board policies and no direct or indirect benefit is derived by a member of the School Council.
- Review, sign, and date the annual CSAC CSPC Financial Reports and CSPC meeting minutes.
- Distribute and/or make available the annual CSAC CSPC Financial Reports as disclosed in the Financial Reporting Requirement section.
- Work with the Principal to ensure that processes are in place to adequately control the funds and ensure security over cash and records of the School Council.
- Review, sign and date the bank reconciliation and CSPC meeting minutes on a monthly basis.
- Ensure that the Treasurer presents the financial reports and bank reconciliation at each CSAC CSPC Meetings meeting in a timely manner.
- Record the HST details for rebate purposes.

Banking Procedures

i) Authorized Cheque Signatures for CSAC Accounts

TCDSB Policy Register S.M.04 Fund Raising in Schools Regulation #6 is very specific:

When fund raising is a joint project with the local Catholic School Advisory Council and/or Student Council, it is understood that the decision making as to the disbursement is also a joint responsibility. The following shall be authorized to sign cheques (one person from each of groups (a) and (b) must sign each cheque):

- a) two parent/student representatives on the Executive Committee of the Catholic School Advisory Council/Student Council – usually the Treasurer and the President Chair;
- b) Two staff representatives from the school, namely the Principal and designate. The Principal's signature is required on all cheques and only in the absence of the Principal will the Vice-Principal or Superintendent sign.

Policy S.M.04 has been formulated around Public Sector Accounting Board (PSAB) guidelines and principals and assumes that CSAC CSPC is under the control and influence of the Board. Furthermore, the ministry of Education's document, School Councils a Guide for Members

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(2002), states “School Councils should be aware that, because the school board is a corporate entity and the school is not, any funds raised by the School Council (and any assets purchased with those funds) belong, legally, to the board.”

ii) Procedures for School Banking Cheque Signatures

A report was approved at Education Council on March 5, 2007 that revised the procedures for cheque signing in the School Banking system. The following is a summary of the new requirements.

Cheque Amount	Required Signatures
Under \$1,000 \$5, 000	Principal
Over \$1,000 \$5, 000	Principal and Vice Principal or Superintendent Approval Form

Please note that our banks will accept one signature for all cheques including cheques which exceed ~~\$1,000~~ **\$5, 000**. However, as an internal control measure if two signatures are not used, a copy of the cheque and invoice must be forwarded to the school superintendent ~~for their signature~~. ~~After signing the copy of the cheque and invoice~~ The superintendent **will** ~~should~~ return **the approval form** ~~it~~ back to the school to be attached to the original cheque for audit purposes. Scanned documents will suffice.

Please note that school secretaries are no longer authorized to sign cheques for a CSPC or school generated bank account. In most schools the secretary is preparing the deposits, preparing the cheques for signature and preparing the bank reconciliation. By also signing the cheque there is not a clear segregation of duties and this puts both the secretary and principal at risk.

iii) Receipts

- For the security of funds and to protect anyone handling money raised through ~~CSAC~~ **CSPC** activities, all money needs to be counted and kept in the school for prompt deposit into the bank account.
- All money received at the school is to be stored on site in a designated locked and safe location as soon as possible (i.e. same day).
- All money collected is to be deposited intact to the bank account promptly. This means that expenditures must not be paid from the cash collected. The total funds are deposited to the bank account and a cheque is written to pay for expenditure.
- All staff or ~~CSAC~~ **CSPC** members collecting money must complete the attached

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“Funds Received Form” and forward both to the designated individual for deposit.

- The forms must be filed with bank deposit form.

iv) Disbursements

- All disbursements should be recorded promptly
- All cheques require 2 signatures (see authorized cheque signatures above)
- Pre-signing of cheques is not permitted. Signature stamps are not permitted.
- Payments should only be made upon the presentation of an invoice, receipts or other appropriate supporting documentation.
- Cheques made payable to cash is not permitted.

CAUTION

- Deviation from the above guidelines will leave the school and ~~CSAC~~ **CSPC** vulnerable to potential problems. The need to have guidelines in place is often not recognized until something goes wrong. The goal is to have controls that ensure money is handled appropriately, that staff are protected and that records are accurate, up to date and useful. The controls are only as good as their enforcement.

Financial Reporting Requirements

To enable the ~~CSAC~~ **CSPC** to manage and monitor School Council funds and fundraising activities, current financial information is required. To achieve this goal, monthly reports outlining the sources and uses of the funds and the current financial position of the ~~CSAC~~ **CSPC** are required.

The fiscal year for ~~CSAC~~ **CSPC** Councils is ~~September 1 to August 31~~ **June 1 to May 31st** of the following year. ~~This is the same as the boards’ fiscal year prescribed by the Province of Ontario in order to meet the Principal’s reporting responsibilities as outlined in the Ontario Regulation 612.~~ Annual financial reports shall reflect the activities undertaken during this timeframe. Sample Budget, Monthly and Yearly Financial Recording Templates can be found at <https://tcdsbcec.sharepoint.com/teams/Parents-CSPC>

~~Appendix C contains samples of Annual Report/Financial Statements~~

~~Monthly Reports should include:~~

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~~i) — A Treasurer's Report containing:~~

- ~~• Opening Balance in records (should equal last months closing balance);~~
- ~~• Deposits made during the month;~~
- ~~• Cheques issued or any other changes to the account during the period; and~~
- ~~• Closing Balance in records (The following month opening balance).~~

~~ii) — A Bank Reconciliation containing:~~

- ~~• The bank balance on the bank statement;~~
- ~~• Plus outstanding deposits, including details of deposits;~~
- ~~• Less outstanding cheques, including a detailed listing of all cheques; and~~
- ~~• The balance shown in the Treasurer's records.~~

Annual - Budget

1. A Treasurer's Budget

- Opening Balance (Same as previous year's closing balance)
- Planned revenue activities (Funds Collection)
- Planned expense activities (Funds Disbursements)
- Planned funds surplus
- Due at the start of the school year

Monthly Financial Reports

1. A Treasurer's Report

- Opening Balance (Same as the previous month's closing balance)
- Revenue received (Funds Collected)
- Expense paid (Funds Disbursed)
- Closing available balance
- Copy to be included in the monthly minutes

2. A Bank Reconciliation

- The bank balance on the bank statement
- Identifying outstanding deposits, including details of deposits
- Less outstanding cheques, including a detailed listing of all cheques
- The balance shown in the Treasurer's records
- Copy to be included in the monthly minutes

Yearly Financial Reports

1. A Treasurer's report to the Board and to the Principal

- Opening Balance (June 1st)

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- Revenue received (Funds Collected between Jun 1st and May 31st)
- Expense paid (Funds Disbursed between Jun 1st and May 31st)
- Funds committed but not yet paid
- Closing balance (May 31st)

It must be noted in the ~~CSAC~~ CSPC meeting minutes that the Treasurer's report has been received and approved.

Regulation 612, s. 24, School Councils states that “**every school council shall annually submit a written report on its activities to the Principal of the school and to the board**”. It further states “**If the school council; engages in fundraising activities, the annual report shall include a report on these activities.**” This annual report should be the sum of the monthly treasurer's reports received by the council ending on ~~August 31~~ **May 31st**.

Financial Review/Audit

Regular reviews/audits of ~~CSAC~~ CSPC Financial records help to ensure compliance with the TCDSB policies and procedures. A review/audit is an independent examination of specified activities, which is used to assist management in the assessment of whether the organizations plans are carried out; policies and procedures are observed; and accounting is accurate for assets, liabilities, revenues and expenses and reporting is done on a timely basis.

Scope of Review/Audit

The scope of the review/audit includes:

- Evaluate the adequacy and application of financial and other operating controls;
- Review compliance with related board policies;
- Evaluate the timeliness, accuracy, and usefulness of the school's records and reports;
- Ensure that the ~~CSAC~~ CSPC funds are properly accounted for and safeguarded from loss; and
- Comment on the extent to which funds raised are used efficiently, effectively, and for the purpose stated prior to the funds being raised.

Review/Audit

The review audit consists of the following elements:

- A meeting with the school principal, ~~CSAC~~ **CSPC** Chair and **CSPC** ~~CSAC~~ Treasurer
- Gathering of relevant records from the school, banking institutions and ~~CSAC~~ **CSPC**
- Examination of financial records
- Preparation of review/audit report outlining the findings and results of the review/audit

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~~CSAC~~ **CSPC** Record Retention

Regulation 612, s. 16, states that “(1) a school council shall keep minutes of its meetings and records of all its financial transactions.” It goes on to state **that** “(2) the minutes and records shall be available at school for examination without charge by any person.”

As a matter of consistency with other financial record retention requirements, all records are to be maintained on board premises for a period of seven years.

Issue:

- The Board recognizes the hard work and long hours ~~CSAC~~ **CSPC** volunteers put in to achieve their goals. Volunteers have expressed a concern that they be able to work out of their homes and create their own hours to balance their volunteer activities with family and work responsibilities.
- The Board must also maintain custody of the documentation that supports our reports to the community and the year over year continuity from one ~~CSAC~~ **CSPC** executive to the next or from one principal to the next

Recommendation

In the interest of supporting both the volunteers and the Boards responsibilities the following guidelines should be considered:

1. The ~~CSAC~~ treasurer should be able to work from home in the preparation of ~~CSAC~~ **CSPC** financial records. At some point, interim reports will be prepared and bank statements and accounts will be reconciled. At this point the historical records and analysis that supports this work must be filed and stored at the school for future reference and audit. The Principal, in consultation with the ~~CSAC~~ **CSPC** executive, should have the final say as to what the reasonable time periods should be. As a guideline, the maximum period for an un-reconciled account must not exceed 3 months.
2. All ~~CSAC~~ **CSPC** financial documents including blank cheques and bank books must be stored at the school when it closes for the summer, usually mid July. **There should be no petty cash.** All petty cash and cash receipts should be deposited in the bank account and there should be no purchase activity from the account until the school opens in the fall.
3. The Boards external auditors and the Finance Department will select 15-20 locations each year to audit their school banking, ~~CSAC~~ **CSPC** and nutrition accounts. If your school is selected, all relevant financial documentation must be brought to the school on the agreed upon date for the visit.

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4. If for any reason the historical records need to be removed from the premises then the principal should be aware of this fact and should have a timetable for their return. This may be done using a sign out system or any other method the principal feels is appropriate to remain accountable.

Change in School Principal/ €SAC €SPC Chair/ €SAC €SPC Treasurer

Changes in principals and €SAC €SPC members at schools are frequent and should not impact on the day to **day** administration of the school generated funds.

In order to ensure that when the principal changes or when there are changes in the €SAC €SPC Chair and/or Treasurer, basic information is transferred to the new principal/staff, the following form should be completed:

- The accompanying form is to be completed by the exiting principal and €SAC €SPC Treasurer.
- The new principal or the new €SAC €SPC Treasurer should verify its accuracy. Any discrepancies should be clearly identified.
- The new principal should arrange for the signing authorities to be updated with the financial institution.

Cash Donations

Please note that €SAC €SPC can not issue tax receipts. They are not registered charities.

The Toronto Catholic District School Board (“TCDSB”), which is a charitable organization, accepts donations that are used for educational purposes (i.e. board programs, school-raised funds etc). The donation cannot be reverted back to an organization or individual outside of the Toronto Catholic District school Board (e.g. €SAC €SPC, Alumni Associations etc.).

A donation (gift) is a voluntary transfer of property without valuable consideration. Generally a gift is made if all three conditions listed below are satisfied:

- Some property- usually cash – is transferred by a donor to a registered charity;
- The transfer is voluntary; and
- The transfer is made without expectation of return. No benefit of any kind may be provided to the donor or to anyone designated by the donor.

Tax receipts are issued for the donations subject to all applicable income tax laws, regulations. Interpretation bulletins, brochures and guides, and newsletters under the Canada Revenue Agency

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(“CRA”).

The preferred method of making a donation is using “Making a Donation” on KEV. Using this method offers schools the many advantages.

1. It is convenient and easy to use

- Anyone can secure donations 24/7 from the comfort of their home using various payment methods

2. It is student safe and it reduces risk

- Children will not have to carry cash or a signed cheque to school
- Reduces risks associated with cash handling

3. Tax receipts

- Tax receipts are issued automatically directly to the donor and may be reprinted
- No minimum required to receive a tax receipt

4. Saves Time

- No school involvement in the process
- Board electronically transfer donation funds directly to the account identified by the donor

Tax receipts will only be issued for individual donations of \$25.00 **\$10.00** or more. Cash donations must be in the form of a cheque made payable to “TCDSB”, except when there is more than one donor. **If there is more than one donor**, it is then best to have the cheques made payable to the school **and** deposited in the school bank account. **Then, the school submits** ~~and then~~ one cheque for the total amount ~~be submitted~~ to the Board, accompanied by an electronic excel spreadsheet outlining the donor’s name, addresses and amount of donation.

~~You may also donate through CANADA HELPS. (See section below).~~

If a ~~CSAC~~ **CSPC** wishes to provide a tax receipt for a donor, **the Council** ~~they~~ should follow the **same** procedures above. A cheque and electronic spreadsheet should be submitted to the Board. Reference should be made to the ~~CSAC~~ **CSPC**. The donation will then be deposited into the revenue cost centre for the applicable school (either Outside Agency or ~~CSAC~~ **CSPC**). The school may then use the related expenditure cost centre to make purchases against the revenue received. The cheque should be sent directly to the Toronto Catholic District School Board, 80 Sheppard Avenue East, Toronto, On, M2N 6E9, Attention: ~~Chris McRae~~, Finance Department.

The Finance Department issues an Official tax Receipt, with a thank you acknowledgement, and mails it out to the donor, unless there are numerous donations and then the official receipts and acknowledgements will be returned to the school for mailing.

Funds may be accessed by:

- a. A SAP purchase order to purchase an item through the board; or
- b. A cheque requisition signed by the principal made payable to the school for

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reimbursement of an item purchased (original invoice must be attached to cheque requisition).

CANADA HELPS

~~Canada Helps is an online donation portal that facilitates the donation process at very little cost. Canada Helps provides the secure on-line link to take a donation; they provide the means to use a credit card; they deposit the funds into the Board's bank account within days; they issue an electronic charitable tax receipt to the donor and they provide a downloadable reporting structure that can be distributed to each school. Canada Helps deducts 3% of the money collected which is used to offset the processing fees for credit cards. There are no other fixed or hidden fees for using the service. For more information you can visit their website at www.canadahelps.org.~~

~~*IMPORTANT*~~

~~Before you direct donors to the webpage you must request the Finance Department to set up your school as a selection on the "Fund/Designation" screen. After your school has been set up you must instruct your donors to select your school from the "Fund/Designation" screen. If they do not specify the school then the donation will be recorded as a general donation to the Board.~~

~~The process will work as follows:~~

- ~~1.—— The school must be registered as a choice under the "Fund/Designation" screen on the Canada Helps TCDSB website. You must request the Finance Department to complete this step.~~
- ~~2.—— You may solicit donations from your community by asking them to visit the website. The Canada Helps website can also be accessed from the TCDSB website by selecting the "Donate Now" button which will redirect you to the TCDSB selection on the Canada Helps website.~~
- ~~3.—— The donor will select the school or fund that they wish to direct their donation and will pay for this on-line using their credit card.~~
- ~~4.—— The donor will be issued a printable tax receipt immediately by email.~~
- ~~5.—— The money collected will be transferred to the schools Outside Agency account at the end of each month. On a twice monthly basis the Finance Department will distribute a report to each school itemizing each donor and amount. This will facilitate timely recognition where necessary.~~

~~This represents another option for collecting donations requiring tax receipts and reduces effort. You may still collect cash donations and send them to the Finance Department for receipts~~

Crime Insurance

School councils are involved in fundraising for their schools and collect a great deal of money. The question has come up regarding insurance coverage if those funds were to be stolen or disappear from the school. School boards purchase crime insurance to cover the board's losses of money and securities. Coverage would only be extended to monies owned by the ~~CSAC~~ **CSPC**'s in situations where the school and/or board are holding the funds in trust. In order to be considered "held in trust", funds need to be in the care, custody and control of the principal or secretary.

- **Example 1**

The school council has a bake sale and generated \$2,000. The money is given to the school secretary on Friday to put in the school safe to hold over the weekend. When the secretary goes to retrieve the funds on Monday she finds that the money is missing. A claim is forwarded to the Board's insurance provider and paid subject to the deductible amount because the funds were held in trust by the school.

- **Example 2**

Same scenario as above except that the school council member takes the \$2,000 and makes their way to the bank to make a deposit. The council member has the money stolen from their vehicle on their way to the bank. In this situation, coverage would not be extended as the funds are no longer held in trust by the school and/or board.

Recommendation

To maximize crime insurance coverage, funds should be stored securely at the school location under the care, custody and control of the school principal or school secretary wherever possible and financial records must be in place to support any loss claim.

Liability Insurance

The Board's liability insurance coverage for events held away from Board property is the same as the coverage for events held on Board property provided that the event is authorized/approved by the principal of the corresponding school.

OSBIE's Board Liability coverage is ~~\$20~~ **\$27** million per occurrence with no deductible and also includes coverage for volunteers.

Requests for a Certificate of Insurance or for a Confirmation of Coverage Certificate

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- Many outside facilities will request proof that adequate insurance is in place before they will allow a group to occupy their premises.
- These certificates can be obtained from the Finance/Risk Management Department and are usually available within two days.

Supplemental ~~CSAC~~ CSPC Liability Insurance

Supplemental liability insurance for ~~CSAC~~'s **CSPC** may be purchased at their own expense through the Board's insurer (OSBIE). This insurance would be purchased only where in the out of the ordinary situation that ~~CSAC~~ **CSPC** activities will be undertaken that are not typically considered normal educational activities and are not endorsed or approved by the principal of the school. This insurance will only be made available at the beginning of each school year and if the ~~CSAC~~ **CSPC** decides later in the year that they would like to purchase supplemental insurance then they will unfortunately be required to find their own source.

Ministry of Education -Parent Involvement **Committee (PIC) Funding**

The Ministry of Education has made the goal of increasing parental involvement in education a key strategy towards improving student achievement. To support this strategy, the Ministry continues to provide school councils with \$500 base funding from the Grants for Student Needs (GSN) school boards receive every year. This allocation is intended to assist school council's communication and engagement activities with parents and their local school community.

Typical activities listed by the Ministry that may be funded as part of this base allocation include the following:

- Broadening the number of school events that include parents and the number of parents who attend;
- Diversification of communication tools (e.g. translation of existing materials) to meet the varied needs of parents.

The Parent Involvement funds are provided to the school councils on an annual basis (Ministry funding permitting) through the ~~CSAC~~-**CSPC** Account (CC Loc 333) with the Toronto Catholic District School Board's financial system. Funds can be expended by following established purchasing procedures and/or submitting cheque requisitions with appropriate back-up and signatures for payment processing. The school council is responsible for keeping records, receipts and submitting an annual report detailing how the \$500 base funds were expended in each school year, as prescribed by the Ministry of Education.

~~APPENDIX B TCDSB Policy S. 10 – TCDSB Catholic School Parent Council Operational Procedures Protocol~~

Rationale

~~The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity. It is believed that Catholic schools must foster the spiritual, physical, intellectual, social and emotional development of all students working collaboratively in a manner consistent with the Ontario Catholic Graduate School Expectations and the Catholic social teachings. In applying Catholic Social Teachings to all that we do at TCDSB, parents will be supported in their integral role of nurturing the relationship between home, school and parish.~~

~~Schools must draw on the vast knowledge and expertise available in the community and involve its many resources, especially the family and the parish, in the education of children.~~

~~The purpose of Catholic School Parent Councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. Therefore, a Catholic School Parent Council shall function in an advisory role to the principal and shall achieve its purpose by making recommendations to the school principal and, where appropriate, to the Board on any matter in accordance with the Education Act and TCDSB Policies, Guidelines and Operating Procedures.~~

Operational Procedures:

1. Membership

~~The Toronto Catholic District School Board recognizes as members of the Catholic school community the following:~~

- ~~(a) The parents/guardians of students enrolled at the school.~~
- ~~(b) The school staff members, including teaching and non-teaching personnel.~~
- ~~(c) The Pastor and the Parish designates.~~
- ~~(d) The school trustee.~~
- ~~(e) The students.~~
- ~~(f) All Separate School ratepayer within the area serviced by the school.~~

2. Composition of Council

~~The Catholic School Parent Council shall be established during the first 30 days of each school year, be as representative as possible of the Catholic school community, be chaired by a parent/guardian of the school elected by Council members, and be composed of a majority of Roman Catholic members as defined in the Education Act:~~

- ~~(a) Parents/guardians of students enrolled in the school, who are to make up a majority of the council membership.~~
- ~~(b) The principal of the school.~~
- ~~(c) One teacher who is employed at the school, to be elected by teachers who are employed at the school.~~
- ~~(d) One person who is employed at the school, other than the principal, vice principal or any other teacher, to be elected by persons other than the principal, vice principal or any other teacher employed at the school.~~

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- ~~(e) One pupil appointed by the student council or, in the case of schools without student councils, elected by other students.~~
- ~~(f) The Pastor or Parish designate.~~
- ~~(g) One or more community representatives appointed by the Council.~~
- ~~(h) One person appointed by the local Catholic School Parent Council to act as liaison with the Ontario Association of Parents in Catholic Education Toronto.~~
- ~~(i) One person, where possible, who has a special interest in Special Education.~~
- ~~(j) The school Trustee and the school Superintendent of Education shall have standing at the Catholic School Parent Council meeting for the purposes of updating the council on relevant matters or to act as a resource person, as required.~~

3. Election of Parent Members

- ~~(a) A person is qualified to be a parent member of a Catholic School Parent Council if he or she is a parent/guardian of a pupil enrolled in the school.~~
- ~~(b) A person is not qualified to be a parent member of a Catholic School Parent Council if,
 - i. — he or she is employed at the school; or
 - ii. — he or she is an employee of the TCDSB unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.
 - iii. — a person is qualified to vote in an election of parent members of a Catholic School Council if he or she is a parent/guardian of a pupil who is enrolled in the school.~~
- ~~(c) The number of parent members elected to the Catholic School Parent Council shall be consistent with those established in the Catholic School Parent Council's bylaws. Unless otherwise stated in the by laws the minimum number of council members will be seven, and parents shall still be the majority member. Other members may include school personnel, community representatives and the pastor, (while still ensuring the majority are parents).~~
- ~~(d) An election of parent members shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co chairs of the Catholic School Parent Council after consulting with the principal of the school.~~
- ~~(e) Despite subsection (4), if a new school is established, the first election of parent members to the Catholic School Parent Council shall be held during the first 30 days of the school year, on a date that is fixed by the Board.~~
- ~~(f) The principal shall, at least 14 days before the date of the election of parent members, on behalf of the Catholic School Parent Council, give written notice of the date, time and location of the election to every parent of a pupil who is enrolled in the school.~~
- ~~(g) The election of parent members shall be by secret ballot.~~
- ~~(h) Proxy votes are not allowed.~~

4. Other Elections

- ~~(a) A person is qualified to vote in an election of one teacher representative if they are a teacher, other than the principal or vice principal, who is employed at the school.~~
- ~~(b) A person is qualified to vote in an election of a non teaching representative if they are employed at the school and are not a teacher, principal or vice principal employed at the school.~~
- ~~(c) A person is qualified to vote for an election of the student representative if they are a pupil enrolled in the school.~~

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5. Term of Office

~~The term of office for an elected or appointed Catholic School Parent Council member is one year.~~

- ~~(a) A member of a Catholic School Parent Council may be re-elected or reappointed, unless otherwise provided by the by-laws of the council.~~
- ~~(b) A vacancy in the membership of a Catholic School Council shall be filled by election or appointment in accordance with the by-laws of the Council.~~
- ~~(c) A vacancy in the membership of the Catholic School Council does not prevent the council from exercising its authority.~~

6. Officers

- ~~(a) A Catholic School Parent Council shall have a chair, who is a parent elected by members of the Council or, if the by-laws of the Council provide, two co-chairs, and may have such other officers as are provided for in the by-laws of the Council.~~
- ~~(b) **The Chair and at least one of the co-chairs of the Catholic School Parent Council must be Roman Catholic.**~~
- ~~(c) An employee of the TCDSB cannot serve as chair or co-chair of the Council.~~
- ~~(d) Vacancies in the office of chair, co-chair or any other officer shall be filled in accordance with the by-laws of the Council.~~

7. The Catholic School Parent Council

- ~~(a) The Catholic School Parent Council shall:~~
 - ~~i. Promote Catholic faith and Gospel Values.~~
 - ~~ii. Establish its goals, priorities and procedures, consistent with the Mission and Vision of the Board, the tenets of the Catholic faith and within Ministry and Board policies.~~
 - ~~iii. Hold a minimum of six meetings per year, including the Annual General Meeting. All meetings shall be accessible and open to members of the Catholic school community, the first meeting to be held within the first 35 days of the school year and after elections, on a date fixed by the principal.~~
 - ~~iv. Ensure that for each meeting:~~
 - ~~• a majority of Council members are present~~
 - ~~• a majority of the members present are parent members; and~~
 - ~~• the quorum requirement shall be established accordingly~~
 - ~~v. If necessary, establish committees to make recommendations to the Council; such committees to include at least one parent member of the Council and to be governed by the Council's by-laws.~~
 - ~~vi. Develop by-laws governing the conduct of its affairs including:~~
 - ~~• by law that governs election procedures and the filling of vacancies;~~
 - ~~• by law that establishes rules respecting participation in proceedings in cases of conflict of interest;~~

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- ~~by law that establishes a conflict resolution process, consistent with the Board's policy, for internal Council disputes.~~
- ~~by law that establishes a process for the governance of Catholic School Parent Councils and its affairs~~
- vii. ~~Keep minutes and records of all meetings and financial transactions for a minimum of 4 years, and make these available at the school for examination without charge by any person from the Catholic school community.~~
- viii. ~~Not engage in fundraising activities unless:~~
 - ~~the activities are conducted in accordance with the Board policy S.M. 04, Fundraising in Schools; and F.P. 01 Purchasing. [hyperlink to policies]~~
 - ~~The activities are to raise funds for a purpose approved by the Board through the school principal; and~~
 - ~~The funds are used in accordance with Board policy and per legislation. Fundraising revenue cannot be spent on programs, services, instruction, staffing, materials or equipment that should be provided by the board.~~
- ix. ~~Consult with parents of pupils enrolled in the school about matters under consideration by the Council and communicate regularly with parents and other members of the community to seek their views and preferences with regard to matters being addressed by the Council.~~
- x. ~~Submit on an annual basis, a written report on its activities, including fundraising, to the principal and to the Board.~~
- xi. ~~Not be incorporated.~~

B. CSPC CHAIR

The Chair of the Catholic School Parent Council shall:

- i. ~~Call Council meetings.~~
- ii. ~~Prepare the Agenda for Council meetings in consultation with the Principal.~~
- iii. ~~Chair council meetings.~~
- iv. ~~Access the Board provided e-mail account, for the function and distribution of materials to the CSC.~~
- v. ~~Ensure that the minutes of Council meetings are recorded and maintained.~~
- vi. ~~Participate in information and training sessions.~~
- vii. ~~Communicate regularly with the school principal in an effort to work cooperatively to improve student achievement and well-being.~~
- viii. ~~Ensure that there is regular communication with the Catholic school community supported by the school's principal.~~
- ix. ~~Consult with the Catholic Parent Involvement Committee, senior board staff and Trustees, as required.~~
- x. ~~Upon request, provide the local trustee with copies of the minutes of the meeting.~~

C. CSPC MEMBERS

The Members of the Catholic School Parent Council shall:

- i. ~~Participate in Council meetings.~~
- ii. ~~Participate in information and training programs.~~

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- iii. — Act as a link between the Council and the community in support of school programs to improve pupil achievement.
- iv. — Make recommendations to the principal and, where necessary, to the Board to improve student achievement and well-being, and enhance the accountability of the education system.
- v. — Make every effort to be as representative of the school community as possible
- vi. — Conduct their meetings in an invitational, harmonious manner in the context of Gospel Values.
- vii. — Be entitled to one vote, in votes taken by the Council, should the Council make recommendations to the principal and/or Board through a voting process.
- viii. — Receive reimbursement for expenses incurred in the normal course of their duties as Council members in accordance with Board policy, but shall not receive any remuneration for serving as a Council member.

8. The Principal

The Principal of the school shall:

- (a) Act as a resource person for the Catholic School Parent Council and will be a non-voting member.
- (b) Provide information and seek input on program and academic matters as well as provide information on budget and finances of the school.
- (c) Solicit the views of the Council with respect to the following:
 - i) — The establishment or amendment of school policies and guidelines and the development of implementation plans that relate to pupil achievement or to the accountability of the education system to parents including,
 - ii) — A local code of conduct governing the behaviour of all persons in the school, and
 - iii) — School policies or guidelines related to appropriate dress for pupils.
 - iv) — School action plans for improvement, based on EQAO reports on the results of tests of pupils, and the communication of those plans to the Catholic community.
- (d) Facilitate the establishment of the Catholic School Parent Council and assist in its operation.
- (e) Support and promote the Council's activities.
- (f) Present at each meeting of the Catholic School Parent Council, the current financial position and balance of all school and CSPC accounts using the TCDSB accounting template.
- (g) Provide for the prompt distribution to each member of the Council of any materials received from the Ministry that are identified by the Ministry as being for distribution to Council members.
- (h) Post any materials distributed to members of the Council in a location that is accessible to all parents.

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- (i) Give written notice of the dates, times and locations of Council meetings to every parent in accordance with the timelines established in the by-laws. Attend every meeting of the Council, unless he or she is unable to do so by reason of illness or other cause beyond his or her control.
- (j) Assist the Council to post minutes and agendas of the meetings in the school, on the school portal and sent electronically to all Council members.
- (k) Act as a resource person to the Council and assist the Council in obtaining information relevant to the functions of the Council, including information relating to relevant legislation, regulations and policies.
- (l) Consider each recommendation made by the Council and advise the Council of the action taken in response to the recommendation.
- (m) The principal shall make available to the Catholic School Parent Council sample By-laws provided by the board staff and keep them updated from time to time.
- (n) If the principal or Board does not support the advice of the Catholic School Parent Council or proposed expenditure of funds, it will be provided in writing at the next Catholic School Parent Council meeting to be included as an appendix to the minutes including the basis in Board policy, law or solid grounding that the advice was not in the best interest of the school or Board.
- (o) Report the composition of the Council to the local supervisory officer before November 1 of each year.

9. Consultation by Board

The Toronto Catholic District School Board shall consider each recommendation made to the Board by Catholic School Parent Councils, shall advise such Councils of the action taken in response to the recommendation, and shall solicit the views of local Catholic School Parent Councils with respect to the following:

- (a) The establishment or amendment of Board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
 - (i) Policies and guidelines with respect to the conduct of persons in TCDSB schools.
 - (ii) Policies and guidelines respecting appropriate dress for pupils in TCDSB schools.
 - (iii) Policies and guidelines respecting the fundraising activities of Catholic School Parent Councils.
 - (iv) Policies and guidelines respecting conflict resolution processes for internal Council disputes.
 - (v) Policies and guidelines respecting reimbursement by the Board of expenses incurred by council members.

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- ~~(b) The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including:
 - ~~(i) Implementation plans for policies and guidelines with respect to the conduct of persons in schools.~~
 - ~~(ii) Implementation plans for policies and guidelines respecting appropriate dress for pupils.~~~~
- ~~(c) Board action plans for improvement, based on the EQAO reports on the results of tests of pupils and the communication of those plans to the Catholic community.~~
- ~~(d) The process and criteria applicable to the selection and placement of principals and vice principals.~~
- ~~(e) That any Catholic School Parent Council recommendation which might impact globally on TCDSB special education programs or services be referred to the Special Education Advisory Committee for information and comments; and that any recommendation of the Special Education Advisory Committee that might impact on special education programs and services in schools be referred to the Catholic School Parent Councils of the potentially impacted schools for information and comments.~~

10. Consultation with Parents

~~A Catholic School Parent Council shall consult with parents of pupils enrolled in the school about matters under consideration by the council.~~

11. Annual Report

- ~~(a) Every Catholic School Parent Council shall annually submit a written report by May on its activities to the principal of the school and to the board that established the council.~~
- ~~(b) A report of all fundraising activities shall be included in the annual report.~~
- ~~(c) The principal shall, on behalf of the school council, give a copy of the annual report to every parent of a pupil who, on the date the copy is given, is enrolled in the school by:
 - ~~(i) giving the report to the parent's child for delivery to his or her parent; and~~
 - ~~(ii) posting the report in the school in a location that is accessible to parents.~~~~
- ~~(d) — Any and all approved recommendations from Council can be included in the annual report/~~
- ~~(e) — Any and all approved recommendations can be placed on the agenda of the Board at the request of the council at any time throughout the year~~
- ~~(f) — Utilize the template provided to Councils in the CSPC Handbook.~~



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATES TO SEAC POLICY A.23 FROM
GOVERNANCE AND POLICY AND SEAC
COMMITTEES

"So now, you Israelites, all of you, give your advice and counsel here." (Judges 20:7)

Created, Draft	First Tabling	Review
June 12, 2019	September 10, 2019	Click here to enter a date.
Linda Maselli-Jackman, Superintendent of Education, Special Services Paul Matthews, General Legal Counsel Nick D'Avella, Superintendent of Equity, Diversity, Indigenous Education, and Community Relations Cristina Fernandes, Superintendent of Student Achievement and Wellbeing and Governance and Policy Development.		
RECOMMENDATION REPORT		

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends updating the current SEAC Policy A.23 to conform to current practice and policies.

The cumulative staff time required to prepare this report was 12 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision.

C. BACKGROUND

1. The Special Education Advisory Committee (SEAC) A.23 Policy was approved in March 2014 and revised most recently in January 2016.
2. Updates to this policy reflect current legislation and committee protocols through the lens of equity and inclusion and special education.
3. This policy has been updated to include input received from GAP at the 4 June 2019 meeting, SEAC at the June 12, 2019 meeting, and Legal Services in July 2019.

D. EVIDENCE/RESEARCH/ANALYSIS

This policy has been revised in consultation with the Equity, Diversity, Indigenous Education and Community Relations Department, Legal Services, and Special Services.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.

Further reports will be brought to Board in accordance with the policy review schedule.

**F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS
AND STAKEHOLDER ENGAGEMENT PLAN**

The updated policy, as approved, will be posted on the TCDSB policy register.

G. STAFF RECOMMENDATION

It is recommended that the revised policy on the Special Education Advisory Committee A.23 be adopted.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: SPECIAL EDUCATION ADVISORY COMMITTEE

POLICY NO: A. 23

Date Approved:	Date of Next Review:	Dates of Amendments:
March 27, 2014	January 2019	January 20, 2016
September 2019	January 2024	September 2019

Cross References:

Education Act, **Section 57.1(1)**

Ontario Regulation 464/97, Special Education Advisory Committees TCDSB
Special Education Plan (current)

Provincial Parent Associations Advisory Committee (PAAC) on SEAC

Purpose:

This policy describes the process for the appointment of members to the Special Education Advisory Committee (SEAC) and, its composition, **and its terms of reference.**

Scope and Responsibility:

~~This Policy extends **applies** to Toronto Catholic District School Board (TCDSB) School Trustees and all external institutions, organizations and individuals seeking to represent **advise the Board on** the achievement and well-being of students with Special Education needs in the TCDSB. The Director of Education is responsible for this Policy.~~

This policy applies to SEAC, an advisory committee legislated by the Ontario Ministry of Education and established by the TCDSB. Its responsibility is to make purposeful and effective advisory decisions that promote the enhancement of TCDSB Special Education Programs and Services for exceptional pupils of the Board. Such decisions shall pertain to the achievement and well-being of students with Special Education needs.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: SPECIAL EDUCATION ADVISORY COMMITTEE

POLICY NO: A. 23

Alignment with MYSP:

Living Our Catholic Values

Strengthening **Enhancing** Public
Confidence

Fostering Student Achievement and Well-Being
Achieving Excellence in Governance

Policy:

The Toronto Catholic District School Board (TCDSB) shall establish a Special Education Advisory Committee (SEAC) at the Inaugural Meeting of the Board during the year that it is elected. The selection and composition of SEAC members shall adhere to the regulations, **parameters, and scope** outlined in this policy **in order to make purposeful and effective advisory decisions that promote the enhancement of TCDSB Special Education Programs and Services. The TCDSB will strive to ensure that committee membership is, to every extent possible, representative of the diverse community it serves; and in accordance with Regulation 464/97.**

Regulations:

1. Local Association Memberships:

- a. Appointments shall hold office during the term of office of the members of the Board and until a new Board is elected and organized.
- b. Appointments from local associations shall not exceed 12 members representing these five broad categories of exceptionalities as defined by the Ontario Ministry of Education:
 - i. Behaviour
 - ii. Communication



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: SPECIAL EDUCATION ADVISORY COMMITTEE

POLICY NO: A. 23

- iii. Intellectual
- iv. Multiple Exceptionalities
- v. Physical
- c. All nominations shall be made in writing by the executive of the local chapter to the Director of Education no later than October 31 in the year of the Board's election.
- d. The Superintendent of Special Services shall present the names of all nominees and the associations they represent to the Student Achievement and Well Being, Catholic Education and Human Resources Committee along with an appointments recommendation.
- e. The appointment of members will be made at the Inaugural Meeting of the Board.
- f. In the event a member is unable to complete the full term **(4 years)**, the association represented will be requested to nominate a replacement within two months.
- g. If requests for membership occur during the term of office, then a recommendation will be made to the Board through SEAC.
- h. A local association may not be represented by more than one member.
- i. **A SEAC "member vacates his/her seat if he or she:**
 - (a) is convicted of an indictable offence;**
 - (b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or**



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(c) ceases to hold the qualifications to be appointed to the committee.” 464/97 7 (1).

2. First Nations Representative:

~~Regulation 464/97 Section 2 (3) and Section 4 requires that boards appoint one or two representatives for “Indian pupils” if the school board or school authority has a Trustee representing “Indian pupils.” The regulation also says that the representative shall be nominated by the councils of the bands with which the board has agreements. First nations representatives are voting members of SEAC and do not fill one of the 12 local association SEAC memberships.~~

2. TCDSB Trustee Membership:

- a. The Board will appoint three Trustees who shall serve during the term of office of the members of the Board at its Inaugural Meeting.

3. TCDSB (Community) Members-at-Large:

- a. The Board shall appoint a minimum of 4 and/or up to a maximum calculated as 50 percent of the total number of sitting Local Association Members according to its own discretion on the advice of SEAC and in accordance with O. Reg. 464/97-(2)(5). **2 (5).**
- b. Recommendations for (community) membership will be made to the Board through SEAC and satisfy the requirements of the definition for Members at Large included with this policy, Definitions (2). **2.**

4. SEAC Alternate Members:

- a. **The Board shall appoint alternate members for SEAC members who are local association representatives, Trustees and First Nations**



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~~representatives.~~ Alternate members can ensure that a voting member is available in the absence of the SEAC member, and can assist the SEAC member in preparing for meetings and connecting with the local association and provincial parent association; and

b. Will receive agendas.

- ~~5. SEAC will be regularly allotted time on the order paper of the Regular Board meeting to address the board and provide information and advice on special education programs and improving student achievement and well-being. The Board will inform SEAC of its response to the advice given.~~
5. Information, recommendations, and advice to the Board will be **augmented through recorded in** the minutes of SEAC ~~received at the~~ **and placed on the Order Paper of** the Regular Board meeting.
6. The Board will annually determine the meeting dates for SEAC (minimum of 10), as per the process for its Standing and Statutory committees, at its regular meeting in December. All regular Committee meetings will take place at the TCDSB's Catholic Education Centre and are open for the public to attend. The Board shall ensure ~~all members are able to participate fully in committee meetings by electronic means~~ **that all meetings meet mandated AODA accessibility compliance standards.**
7. The Board will ensure that SEAC agendas and associated backup materials are distributed to members, trustees and associations at least 72 hours prior to SEAC's meeting and minutes of the meetings are recorded.
8. That the Chair and Vice-Chair of the Committee shall be a member of the committee.



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6. ~~That the associations be advised that they could appoint an alternate and that the alternates are provided with the same materials.~~
9. That SEAC be governed by the current edition of Robert's Rules of Order – Newly Revised, and the approved **operating** By-laws of the TCDSB; and that **all SEAC members shall attend an orientation and training pertaining to a variety of areas including: purpose and scope, roles and responsibilities, legislation, regulations, policy, budget, school board obligations, and Special Education** ~~an appropriate in-service be provided to SEAC on an annual basis.~~
10. **That the term of the Chair and Vice Chair be for one year and an election of the Chair and Vice Chair be conducted annually, at the December SEAC meeting.**

Definitions:

1. The five broad categories of exceptionalities as defined by the Ontario Ministry of Education **are the following:**

A. Behaviour - A learning disorder characterized by specific behaviour problems over such a period of time, and to such a marked degree and of such a nature, as to adversely affect educational performance, and that may be accompanied by one or more of the following:

- a. an inability to build or to maintain interpersonal relationships;
- b. excessive fears or anxieties;
- c. a tendency to compulsive reaction;
- d. an inability to learn that cannot be traced to intellectual,



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sensory, or other health factors;

e. or any combination thereof.

B. Communication

a. **Autism** **Autism**: A severe learning disorder that is characterized by disturbances in:

- i. rate of educational development;
- ii. ability to relate to the environment;
- iii. mobility;
- iv. perception, speech, and language; and
- v. lack of the representational, symbolic behavior that precedes language.

b. **Deaf and Hard-of-Hearing**: An impairment characterized by deficits in language and speech development because of a diminished or non-existent auditory response to sound.

c. **Language Impairment**: A Learning disorder characterized by an impairment in comprehension and/or the use of verbal communication or the written or other symbol system of communication, which may be associated with neurological, psychological, physical, or sensory factors, and which may:

- i. involve one or more of the form, content, and function of language in communication; and
- ii. include one or more of:
 - a. language delay;
 - b. dysfluency;



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- c. voice and articulation development, which may or may not be organically or functionally based.
- d. **Speech Impairment:** A disorder in language formulation that may be associated with neurological, psychological, physical, or sensory factors; that involves perceptual motor aspects of transmitting oral messages; and that may be characterized by impairment in articulation, rhythm, and stress.
- e. ~~Learning disability~~ **Learning Disability**- A learning disorder evident in both academic and social situations that involves one or more of the processes necessary for the proper use of spoken language or the symbols of communication, and that is characterized by a condition that:
 - i. Is not primarily the result of:
 - 1) impairment of vision;
 - 2) impairment of hearing;
 - 3) physical disability;
 - 4) developmental disability;
 - 5) primary emotional disturbance; or
 - 6) cultural difference.
 - ii. Results in a significant discrepancy between



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academic achievement and assessed intellectual ability, with deficits in one or more of the following:

- 1) **receptive language (listening, reading);**
- 2) **language processing (thinking, conceptualizing, integrating);**
- 3) **expressive language (talking, spelling, writing); or**

4) mathematical computations.

iii. And may be associated with one or more conditions diagnosed as:

- 1) a perceptual handicap;
- 2) a brain injury/organic brain injury;
- 3) minimal brain dysfunction;
- 4) dyslexia; or
- 5) developmental aphasia.

C. Intellectual

- a. ~~Giftedness~~ **Giftedness** - An unusually advanced degree of general intellectual ability that requires differentiated learning experiences of a depth and breadth beyond those normally provided in the regular school program to satisfy the level of educational potential indicated.
- b. ~~Mild intellectual disability~~ **Mild Intellectual Disability** - A learning disorder characterized by:
 - i. an ability to profit educationally within a regular



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class with the aid of considerable curriculum modification and supportive service;

- ii. an inability to profit educationally within a regular class because of slow intellectual development; or
- iii. a potential for academic learning, independent social adjustment, and economic self-support.

c. ~~Developmental disability~~ **Developmental Disability** - A severe learning disorder characterized by:

- i. an inability to profit from a special education program for students with mild intellectual disabilities because of slow intellectual development;
- ii. an ability to profit from a special education program that is designed to accommodate slow intellectual development; or
- iii. a limited potential for academic learning, independent social adjustment, and economic self-support.

D. Multiple eExceptionalities - A combination of learning or other disorders, impairments or physical disabilities that is of such a nature as to require, for educational achievement, the services of one or more teachers holding qualifications in special education and the provision of support services appropriate for such disorders, impairments or disabilities.



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E. Physical

- a. ~~Physical disability~~ **Physical Disability** - A condition of such severe physical limitation or deficiency as to require special assistance in learning situations to provide the opportunity for educational achievement equivalent to that of pupils without exceptionalities who are of the same age or development level.
- b. ~~Blind and low vision~~ **Blind and Low Vision** - A condition of partial or total impairment of sight or vision that even with correction affects educational performance adversely.

2. Local Associations - In Regulation 464/97, Section (1) a “local association” is defined as: “an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.”

3. ~~Members at Large~~ Members-at-Large – Members drawn from the TCDSB

community who demonstrate to the satisfaction of the Board, through SEAC, an interest and background in sSpecial eEducation and/or one or more of the categories of exceptionality.



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Evaluation and Metrics:

- ~~1. The annual Special Education Plan will serve as an assessment of the committee's work to support students with special education needs at the~~
- 1. The effectiveness of this policy will be determined by outcomes related to the advice of SEAC that is intended to enhance the delivery of Special Education programs and services, and is in keeping with the Toronto Catholic District School Board Multi-Year Strategic Plan.**
2. Advice provided to the Board of Trustees and the Director of Education, and any action arising out of this advice, will be monitored, assessed and reported back to SEAC in a timely fashion.

Terms of Reference for the Special Education Advisory Committee (SEAC)

The Special Education Advisory Committee (SEAC) shall have responsibility for advising on matters pertaining to the following:

- (a) annual SEAC planning calendar;**
- (b) annual SEAC goals and committee evaluation;**
- (c) development and delivery of TCDSB Special Education programs and services;**
- (d) TCDSB Special Education Plan;**
- (e) Board Learning and Improvement Plan (BLIP) as it relates to Special Education programs, Services, and student achievement;**
- (f) TCDSB budget process as it relates to Special Education; and**
- (g) public access and consultation regarding matters related to Special Education programs and services.**

SEAC shall also make recommendations to Board pertaining to these matters, in order to improve the lives of students with Special Education Needs and their families.

GOVERNANCE AND POLICY COMMITTEE

PENDING LIST TO SEPTEMBER 10, 2019

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Mar-2017 Governance and Policy	TBC	Governance and Policy	Report regarding consultations with CLSIT and conversations with the Archdiocese in regards to the content of the policy (Update to Chaplaincy Program Policy)	Superintendent Aguiar, Student Achievement and Well Being
2	June-2017 GAP	TBC	Governance and Policy	Staff to bring back after the Ministry of Education's Transportation report is considered (Update to Transportation Policies S.T.01, 03, 04 and 05)	Superintendent Aguiar, Student Achievement and Well Being
3	Sep-2017 Governance and Policy	TBC	Governance and Policy	Staff to look at options to improve efficiencies for Trustees, staff and the public to gain greater Order Paper, report and back-up materials (Inquiry from Trustee Crawford regarding Gaining greater Order Paper, Report, and Backup Materials Efficiencies with e-Scribe)	Director of Education
4	Jan-2018 Corporate Services	TBC	Governance and Policy	That the report and related policy be referred to the Governance and Policy Committee for consideration (Non-Qualifying Transportation Students by Trustee Ward (All Wards))	Superintendent Aguiar, Student Achievement and Well Being

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
5	Jan-2018 Governance and Policy	TBC	Board	That staff look at various lobbying policies of the City of Toronto and other school Boards and draft a lobbying policy for the TCDSB (Policy Priority Update January 2018)	Superintendent Aguiar, Student Achievement and Well Being
6	Mar-2018 Regular Board	TBC	Governance and Policy	That the matter be referred to the Governance and Policy Committee (Photographing and Filming of Individuals at Board and Committee Meetings)	Superintendent Aguiar, Student Achievement and Well Being
7	May-2018 Governance and Policy	TBC	Governance and Policy	Staff was requested to add the policy to the Governance and Policy Committee work plan for the development of an Omnibus policy (Update to School Events Communications and Invitee Protocols Policy (S.02).)	Superintendent Aguiar, Student Achievement and Well Being
8	Jun-2018 Corporate Services	TBC	Governance and Policy	That the Pupil Accommodation Review Policy and Operating Procedures be referred to the Governance and Policy Committee to be updated to reflect changes to the Pupil Accommodation Review Guidelines with extensive community and Section E Implementation, Strategic Communications and Stakeholder Engagement Plan (Ministry Memo 2018: B10 – Final Pupil	Superintendent Aguiar, Student Achievement and Well Being

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
9				Accommodation Review Guidelines and Updated on Integrated Planning and Supports for Urban Education)	
	Jan-2019 Governance and Policy	Jan-2020	Governance and Policy	Review the Director Performance Appraisal policy in one year, including the challenges during an election year and the “parked” items from the November 21, 2018 Special Board meeting, TRIPLE PRIVATE Session (Review of the Director Performance Appraisal)	Superintendent Aguiar, Student Achievement and Well Being
10	Jan-2019 Governance and Policy	TBC	Governance and Policy	That all existing and new policies be reviewed to reflect the Ontario Human Rights Commission (OHRC) Accessible Education for Students with Disabilities Policy Document and that once completed, that they be brought back to GAP Committee; and That staff develop a policy reflective of the OHRC Accessible Education for Students with Disabilities Policy Document (SEAC Minutes, 2018-09-19, Item 9g) Ontario Human Rights Commission (OHRC) Policy Document Article on Special Education Inclusion)	Superintendent Aguiar, Student Achievement and Well Being

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
11	Mar-2019 Special Board	TBC	Governance and Policy	<p>That the TCDSB establish a comprehensive policy regarding the refusal to admit special education students and those with special needs and disabilities to school; and</p> <p>That a refusal to admit policy should depend on the TCDSB ensuring that students excluded from attending school are provided an equivalent educational program; and</p> <p>That students should not be excused unless it can be demonstrated that the student presents an imminent risk to health or safety; and</p> <p>That the policy include:</p> <p>Circumstances when a refusal to admit is permitted, and when it is not permitted;</p> <p>Procedures that must be followed when refusing to admit a student;</p> <p>Timelines dictating the maximum number of consecutive days a student can be excused from school;</p>	

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
12				<p>An appeal process; and</p> <p>Data documentation and process for reporting to SEAC and Board.</p> <p>That the policy should include where the TCDSB refuses to accommodate students with special education disabilities in regular classrooms without needed supports or services, the principal be required to provide written notice and rationale of this to the family and that the Superintendent be copied; and</p> <p>That a refusal to admit policy be referred to the Governance and Policy Committee; and that staff prepare a comprehensive report on the implementation of a refusal to report policy.</p>	
	Apr-2019 Student Achievement	TBC	Governance and Policy	That staff create a policy regarding Forms of Acceleration for Gifted and Talented Students and that it be presented to the Governance and Policy Committee for consideration	Superintendent Aguiar, Student Achievement and Well Being

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
13	Apr-2019 Student Achievement	Nov-2019	Governance and Policy	That the policy and the regulations governing Admissions and French Programming be sent to the Governance and Policy Committee for revisions that more accurately reflect the delivery and availability of regional programs with equity in mind (St. Brigid Catholic School Admissions Inquiry: Junior Kindergarten French Immersion).	Superintendent Aguiar, Student Achievement and Well Being
14	Apr-2019 Student Achievement	TBC	Governance and Policy	That a policy be implemented that has direct instruction of cursive writing in Grade 3 (2019 Cursive Writing Update)	Superintendent Aguiar, Student Achievement and Well Being
15	May-2019 Governance and Policy	TBC	Governance and Policy	Report stating Staff's position on a policy on Catholic Curriculum (Recommendation from the March 26, 2019 Catholic Education and Living Our Catholic Values Sub-Committee Meeting)	Superintendent Aguiar, Student Achievement and Well Being