

# GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

## AGENDA AUGUST 25, 2020

**Nancy Crawford, Chair**  
Trustee Ward 12

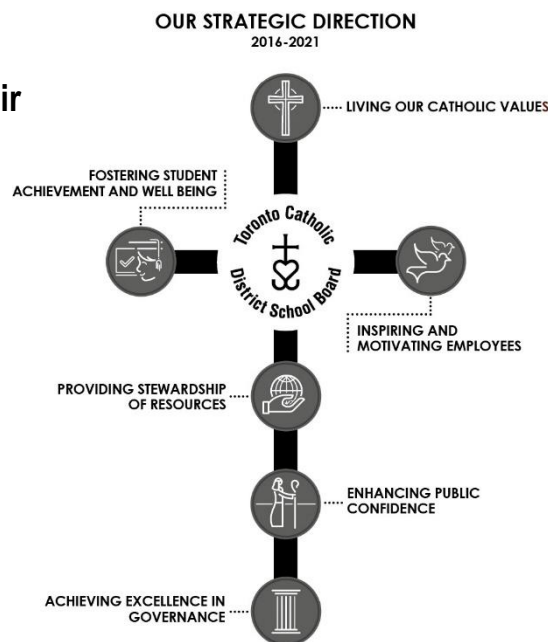
**Joseph Martino**  
Ex-Officio

**Michael Del Grande, Vice-Chair**  
Trustee Ward 7

**Angela Kennedy**  
Ex-Officio

**Teresa Lubinski**  
Trustee Ward 4

**Norman Di Pasquale**  
Trustee Ward 9



### 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: Skeeter Hinds-Barnett, 416-222-8282 Ext. 2298**  
**Assistant Recording Secretary: Sarah Pellegrini, 416-222-8282 Ext. 2207**

**Rory McGuckin**  
Director of Education

**Joseph Martino**  
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:

- i). advance the vision of the TCDSB, rooted in Catholic values and teachings.
- ii). support the achievement of our Multi-Year Plan.
- iii). conform to best practices.
- iv). provide strategic cohesion and consistency.
- v). 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

*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.*

### OUR VISION

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



## AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

### PUBLIC SESSION

Nancy Crawford, Chair

Michael Del Grande, Vice Chair

Tuesday, August 25, 2020

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 and Signing of the Minutes of the Meeting held March 2, 2020 for Public Session. 1 - 15
7. Delegations
8. Presentation
9. Notices of Motion
10. Consent and Review
11. Unfinished Business

|   |           |
|---|-----------|
| <b>12. Matters referred or deferred</b>                     |           |
| <b>13. Staff Reports</b>                                    |           |
| 13.a Update to Catholic Schools Parent Councils Policy S.10 | 16 - 72   |
| 13.b Performance Appraisal: Director of Education H.C.06    | 73 - 90   |
| 13.c Update to Trustee Code of Conduct T.04                 | 91 - 110  |
| 13.d Updates to Policy Priority Schedule                    | 111 - 117 |
| <b>14. Listing of Communications</b>                        |           |
| <b>15. Inquiries and Miscellaneous</b>                      |           |
| <b>16. Updating of Pending List</b>                         |           |
| 16.a Monthly Pending List                                   | 118 - 122 |
| 16.b Annual Policy Priority Schedule                        | 123 - 124 |
| <b>17. Adjournment</b>                                      |           |

## **OUR 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.*

## **OUR VISION**

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



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

**HELD MONDAY, MARCH 2, 2020**

## **PRESENT:**

### **Trustees:**

N. Crawford, Chair  
M. Del Grande, Vice-Chair  
N. Di Pasquale  
A. Kennedy - Ex-Officio  
T. Lubinski  
J. Martino – Ex-Officio

**Non-Voting Trustees:** M. de Domenico – via Teleconference  
D. Di Giorgio  
I. Li Preti – via Teleconference  
M. Rizzo – via Teleconference

### **Staff:**

R. McGuckin  
L. Di Marco  
C. Fernandes  
C. Caldwell  
M. Sequeira (Item 12a)  
  
S. Harris, Recording Secretary  
S. Hinds-Barnett, Assistant Recording Secretary

#### 4. Approval of the Agenda

MOVED by Trustee Di Pasquale, seconded by Trustee Martino, that the Agenda be approved.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Lubinski, that Item 13b) Update to Delegations Policy T.14 be reordered prior to 13a) Update to Trustee Code of Conduct T.04.

Results of the Vote taken on the AMENDMENT as follows:

##### **In Favour**

##### **Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Lubinski  
Martino

The AMENDMENT was declared

CARRIED

Trustee Li Preti connected via Teleconference at 7:43 pm.

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

##### **In Favour**

##### **Opposed**

Trustees Crawford  
Del Grande

Kennedy

Di Pasquale  
Lubinski  
Martino

The Motion, as amended, was declared

CARRIED

**5. Declarations of Interest**

There were none.

**6. Approval and Signing of the Minutes**

MOVED by Trustee Martino, seconded by Trustee Di Pasquale, that the Minutes of the Meeting held February 11, 2020 be approved.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Kennedy  
Lubinski  
Martino

The Motion was declared

CARRIED

**9. Consideration of Motions for Which Previous Notice Has Been Given**

MOVED by Trustee Martino, seconded by Trustee Lubinski, that Item 9a) be adopted as follows:

- 9a) From Trustee de Domenico regarding Lunchtime Supervisors** that this item be removed from the Agenda and that Staff bring a report to the March 12, 2020 Corporate Services, Strategic Planning and Property Committee Meeting:

WHEREAS: There is an imminent need for lunchtime supervisors at many TCDSB Schools;

WHEREAS: Currently, lunchtime Supervisors require a Pastoral Letter in order to get hired for this position;

WHEREAS: A Pastoral Letter is difficult to obtain and takes time especially for those who are new to the community and have the availability to work immediately at an ad hoc basis;

BE IT RESOLVED THAT: that the Toronto Catholic District School Board allow potential Lunchtime Supervisor candidates who are baptized Catholic, to apply for the position without a Pastoral Letter.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Lubinski  
Martino

Kennedy

The Motion was declared

CARRIED



## 12. Matters Referred or Deferred

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

- 12a) Update to the International Languages Elementary (ILE) Policy S.P.05** that the revised International Languages Elementary (ILE) Policy, S.P.05, provided in Appendix A of the Report, and the accompanying Operating Procedures, provided in Appendix B of the report, be approved for consultation.

Trustee de Domenico disconnected via Teleconference at 7:43 pm.

Trustee Rizzo connected via Teleconference at 7:52 pm.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Kennedy, that Regulation 3, Page 26, include staffing and financial implication considerations for viability of the existing program.

The Chair ruled the AMENDMENT out of order.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Kennedy, that Policy, Page 25, include:

1. *Notwithstanding anything outlined in this policy and related appendices, all ILE classes are subject to Toronto Catholic District School Board (TCDSB) and Ministry approval, as well as consideration of financial implications* be inserted as the fourth sentence.

Trustee Martino requested that the Question be split.

Results of the Vote taken on Part 1 of the AMENDMENT, as follows:

### **In Favour**

Trustees Crawford  
Del Grande  
Kennedy

### **Opposed**

Di Pasquale  
Lubinski

Martino

Part 1 of the AMENDMENT was declared

CARRIED

Results of the Vote taken on Part 2 of the AMENDMENT, as follows:

**In Favour**

**Opposed**

|                   |             |
|-------------------|-------------|
| Trustees Crawford | Di Pasquale |
| Del Grande        | Lubinski    |
| Kennedy           | Martino     |

Part 2 of the AMENDMENT was declared

LOST ON A TIE

Trustee Kennedy left the table at 8:55 pm and returned at 8:56 pm.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Martino, that Policy, Page 25, include that *the viability of all ILE programs is dependent upon staffing and financial implications*.

The Chair ruled the AMENDMENT out of order.

Time for business expired.

The Chair declared a 15-minute recess, as per Article 12.6, which was approved by majority votes as follows:

Results of the Vote taken, as follows:

| <b><u>In Favour</u></b>                                    | <b><u>Opposed</u></b> |
|--|-----------------------|
| Trustees Crawford<br>Del Grande<br>Di Pasquale<br>Lubinski | Kennedy<br>Martino    |

The Motion was declared

CARRIED

Trustee Crawford relinquished the Chair to Trustee Del Grande.

Trustee Crawford left the table at 9:00 pm and returned at 9:06 pm.

Trustee Kennedy left the table at 9:06 pm and returned at 9:06 pm.

Trustee Crawford reassumed the Chair.

Trustee Li Preti disconnected at 9:30 pm via Teleconference and reconnected at 9:32 pm.

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

| <b><u>In Favour</u></b>         | <b><u>Opposed</u></b> |
|---------------------------------|-----------------------|
| Trustees Crawford<br>Del Grande | Lubinski              |

Di Pasquale  
Kennedy  
Martino

The Motion, as amended, was declared

CARRIED

The Chair declared a recess.

**PRESENT:** (Following Recess)

**Trustees:** N. Crawford, Chair  
M. Del Grande, Vice-Chair  
N. Di Pasquale  
A. Kennedy - Ex-Officio  
T. Lubinski

**Non-Voting Trustees:** I. Li Preti – via Teleconference  
M. Rizzo – via Teleconference

### **13. Staff Reports**

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

#### **13b) Update to Delegations Policy T.14 received.**

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Di Pasquale, that this policy be called *Delegations and Public Participation Policy* and that the rules of public attendance and conduct be outlined.

Trustee Li Preti disconnected at 10:49 pm.

MOVED in AMENDMENT to the AMENDMENT by Trustee Del Grande, seconded by Trustee Di Pasquale, that a new regulation be added to the policy, as follows:

*No one may display signs or placards, applaud debating participants or engage in conversations or other behavior that may disrupt a meeting.*

Results of the Vote taken on the AMENDMENT to the AMENDMENT as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Lubinski

Kennedy

The AMENDMENT to the AMENDMENT was declared

CARRIED

Results of the Vote taken on the AMENDMENT as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Di Pasquale  
Lubinski

Kennedy

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Lubinski, that *A delegate who makes a public and misleading statement against a Trustee and refuses to apologize shall not be allowed to delegate until such time as a public apology is made* be added as a third sentence, Page 72, Regulation 28.

The Chair declared a recess.

**PRESENT:** (Following Recess)

**Trustees:**  
N. Crawford, Chair  
M. Del Grande, Vice-Chair  
A. Kennedy - Ex-Officio  
T. Lubinski

**Non-Voting Trustee:** M. Rizzo – via Teleconference

### **13. Staff Reports**

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

#### **13b) Update to Delegations Policy T.14 received (Continued)**

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Lubinski, that *the Chair may request the delegate to apologize in the moment* be added as a third sentence, Page 72, Regulation 25.

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

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Kennedy  
Lubinski

The AMENDMENT was declared

CARRIED

Results of the Vote taken on the AMENDMENT (prior to Recess), as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Kennedy  
Lubinski

The AMENDMENT was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Del Grande, that the Governance and Policy Committee recommend to Board that the Staff recommendation regarding the Delegation Policy T.14, as amended, be approved.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford

Del Grande  
Kennedy  
Lubinski

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Lubinski, seconded by Trustee Del Grande, that Item 13a) be adopted as follows:

- 13a) Update to Trustee Code of Conduct T.04** that this be deferred to the April 14, 2020 Governance and Policy (GAP) Committee as the sole item on the Order Paper.

Results of the Vote taken, as follows:

**In Favour**

Trustees Del Grande  
Lubinski

**Opposed**

Crawford  
Kennedy

The Motion was declared

LOST ON A TIE

MOVED by Trustee Kennedy, seconded by Trustee Lubinski, that the Policy be brought to the GAP Committee Meeting immediately following the possible in-service on the Code of Conduct for Trustees.

Results of the Vote taken, as follows:



**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Kennedy  
Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Lubinski, seconded by Trustee Crawford that the Agenda be reopened.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Kennedy  
Lubinski

The Motion was declared

LOST ON A TIE

MOVED by Trustee Lubinski, seconded by Trustee Del Grande, that the Item 12a) Update to International Languages Elementary (ILE) Policy S.P.05 be put on hold until after Collective Bargaining is concluded.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Del Grande      Crawford  
Lubinski                  Kennedy

The Motion was declared

LOST ON A TIE

**16. Updating of Pending List**

MOVED by Trustee Kennedy, seconded by Trustee Del Grande, that Items 16a) and 16b) be adopted as follows:

**16a) Monthly Pending List** received; and

**16b) Annual Policy Priority Schedule** received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
Del Grande  
Kennedy  
Lubinski

The Motion was declared

CARRIED

## 17. Adjournment

MOVED by Trustee Del Grande, seconded by Trustee Lubinski, that the meeting be adjourned.

Results of the Vote taken, as follows:

### **In Favour**

### **Opposed**

Trustees Crawford  
Del Grande  
Kennedy  
Lubinski

The Motion was declared

CARRIED

---

SECRETARY

---

CHAIR



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                                      |
|------------------|-------------------|---|
| December 9, 2019 | February 11, 2020 | <a href="#">Click here to enter a date.</a> |

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

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

C. Fernandes, Superintendent of Education, Policy Development

RECOMMENDATION REPORT

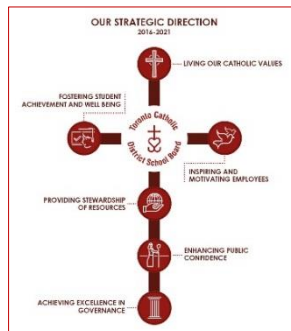
**Vision:**

*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 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 90 hours.*

## **B. PURPOSE**

1. This report is before the Governance and Policy Committee as it is part of the cyclical policy review.

## **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. An initial draft policy report was brought forward to this committee on September 10, 2019.
4. Further consultation with stakeholders on draft Regulations 1, 3, 4 and 6 took place on December 3<sup>rd</sup> to December 13<sup>th</sup>, 2019.
5. Consultation on the draft policy took place on January 20, 2020 at the regular Catholic Parent Involvement Committee meeting.
6. Further input was received on February 11, 2020 at the meeting of the Governance and Policy committee and revised as appropriate.
7. Changes to the policy reflect current legislation and practices.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

1. The policy has been revised and informed in consultation with Legal Services, the Catholic Parent Involvement Committee (CPIC), the Ontario Association for Parents in Catholic Education – Toronto (OAPCE), TCDSB’s Catholic Parent School Councils (CSPC), TCDSB administrators and with the parent/guardian community. (**Appendix A**)

2. The policy has been further updated in compliance with new procedures and policy related to procurement and reporting of budgets.
3. The TCDSB By-laws for Catholic School Parent Councils is found in **Appendix B**.
4. “Guidelines For School Accounts and Catholic School Parent Councils” is the reference for these updates, and is found in **Appendix C**.
5. **Appendix D** summarizes the revisions made to the original policy, including consultations that have taken place with stakeholders as directed by the Governance and Policy Committee.

## **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**

1. That the revised Catholic School Parent Councils (S.10) Policy in **Appendix A** be adopted.

2. That Appendices B and C of this report to the policy be approved and any further changes to the appendices be created through collaboration with staff, CPIC and OAPCE – Toronto.



**POLICY SECTION:** Schools

**SUB-SECTION:**

**POLICY NAME:** Catholic School Parent Councils

**POLICY NO:** S.10

|  |                                     |   |
|--|-------------------------------------|---|
| <b>Date Approved:</b><br>April 22, 2015  | <b>Date of Next Review:</b><br>2025 | <b>Dates of Amendments:</b><br>November 19, 1981; October 20, 1983; November 16, 1992; June 20, 1996; June 14, 2001; February 19, 2015; April 22, 2015; February 24, 2016 |
| <b>Cross References:</b><br>Reg. 298 - Operation of Schools – General<br>Reg. 612 - School Councils and Parent Involvement Committees<br><i>School Councils – A Guide for Members</i> , 2001, Revised 2002, Ontario Ministry of Education<br>H.M. 14 - Harassment and Discrimination Policy and the Respectful Workplace<br>H.M. 19 - Conflict Resolution Policy<br>S.M. 04 – Fundraising in Schools<br>H.M. 24 - Catholic Equity and Inclusive Education Policy<br>S.A.01 - Admission and Placement of Elementary Pupils<br>S.S. 09 - Code of Conduct |                                     |   |
| <b>Appendices:</b> <ul style="list-style-type: none"> <li>• Appendix A: TCDSB Catholic School Parent Council By-Laws Template</li> <li>• Appendix B: TCDSB Guidelines for School Accounts and Catholic School Parent Council (CSPC) Financial Operational Procedures</li> </ul>  |                                     |   |

**Purpose:**

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





**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

**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.

**Alignment with the Multi Year Strategic Plan (MYSP):**

Living Our Catholic Values

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 of each TCDSB school will endeavor to improve student achievement and well-being, as well as, 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, guidelines, and operating procedures.

**Regulations:**



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

1. The school council at every school shall use the name Catholic School Parent Council (hereafter the CSPC), and will be guided by, and uphold, Catholic values and doctrine.

- 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.
- ii) The chair or co-chairs are to be parent members.
- iii) The chair or at least one of the CSPC co-chairs must be Roman Catholic.
- iv) The CSPC shall not be incorporated.

2. The Board, through the principal, will provide information and solicit the views of CSPC with respect to the following matters:

2.1 The establishment or amendment of board policies and guidelines that relate to student achievement ~~and well-being~~ or to the accountability of the education system to parents, including:

- i) ~~local school policies and~~ codes of conduct;
- ii) school uniforms and appropriate dress for students in schools;
- iii) the allocation of Parent Involvement Committee (PIC) funding by the board to CSPCs; and
- iv) the fundraising activities of CSPCs. [NTD: this list does not include all the enumerated points from s. 19 of Reg 612/00]

2.2 Councils may provide their views to the Board with respect to:

- i) student achievement and well-being matters;
- ii) the establishment and amendment of **relevant** board policies and guidelines;
- iii) the development of implementation plans for new education initiatives that relate to student achievement and well-being or the accountability of the education system to parents; and
- iv) the process and criteria applicable to the selection and placement of principals and vice-principals.



POLICY SECTION: Schools

SUB-SECTION:

POLICY NAME: Catholic School Parent Councils

POLICY NO: S.10

3. 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. The recommendation will be made via written submission to the area superintendent and/or the local trustee.
4. A CSPC may make recommendations to the board's Catholic Parent Involvement Committee (CPIC) on matters relating to:
  - i) strategies for parent engagement;
  - ii) strategies to ensure CSPCs are reflective of the diversity within local school communities;
  - iii) identifying and reducing barriers to parent engagement;
  - iv) creating a welcoming environment for parents; and
  - v) strategies for parents to support their child(ren)'s learning at home and at school.
5. The principal will act as a resource person to the CSPC and shall assist the school council in obtaining information relevant to the duties and functions of the school council.
6. 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.
- ~~7. 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 any action taken and/or rationale in response to the recommendation.~~ [NTD: largely repeat of para 3]
8. Catholic School Parent Councils shall consult and take into consideration the advice of parents of students enrolled in the school, or students where appropriate, with regards to matters under consideration by the school council.



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

9. All Catholic School Parent Councils shall function in accordance with Ontario Ministry Regulation 612/00, the *Catholic School Parent Council By-laws* (Appendix A), and with the *TCDSB Guidelines for School Accounts and Catholic School Parent Council (CSPC) Financial Operational Procedures* (Appendix B).  
<https://www.tcdsb.org/FORPARENTS/CSPC/Pages/default.aspx>

10. The *TCDSB Catholic School Parent Council By-Laws Template* (Appendix A) and the *TCDSB Guidelines for School Accounts and Catholic School Parent Councils Financial Operational Procedures* (Appendix B) provided shall govern the respective activities of Catholic School Parent Councils of the TCDSB.

10.1 Each CSPC shall adopt the standard TCDSB by-laws template (Appendix A), that is written in accordance with Ontario Ministry Regulation 612/00 and TCDSB policies and procedures, which will govern the conduct of its activities.

10.2 Each CSPC shall adopt the following TCDSB by-laws in Appendix A, provided that they are in compliance with Regulation 612/00 and TCDSB policies and procedures, which will govern the conduct of its activities:

- i) the number of times that a newly elected member can consecutively hold office of chair (Appendix A: Article VII);
- ii) the number of times that the full Council shall meet (Appendix A: Article XI, S. 11.2). However, in all cases, The Council shall meet no less than 4 times annually, including the AGM;
- iii) the number of elected parents (Appendix A: Article V, S.5.1);
- iv) the number of community representatives (Appendix A: Article V, S. 5.2);
- v) the number of meetings that a member can miss (Appendix A: Article VII, S.7.2, (i)); and



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

vi) amendments and/or additions to standing committees (Appendix A: Article XII,S.12.1). [NTD: do they have to adopt the rest of the by-laws in App A? Note that s. 15 of Reg 612/00 requires certain by-laws to be adopted and the above does not cover all of these].

11. The Catholic School Parent Councils' by-laws must be distributed and verified each year at the Annual General Meeting (AGM).
12. The election of parent, teacher, school employee and student representative of the CSPC will be held within the first 30 calendar days of each school year.
13. 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.
14. The minimum number of council members is seven (7), and/or parents/guardians must form the majority.
15. The composition of the CSPC will be consistent with the Education Act, and will include:
  - i) parent members and, where possible, a parent member who has an interest in Special Education;
  - ii) the local pastor or designate;
  - iii) the principal of the school;
  - iv) an employee of the school (other than the principal, vice-principal or any teacher);
  - v) a teacher;
  - vi) a community representative;
  - vii) a parent representative from the Ontario Association of Parents in Catholic Education Toronto (OAPCE Toronto); and
  - viii) a student (if it is a secondary school or in the case of elementary schools, if the principal determines that a council should include a student).



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

16. Every effort will be made to ensure that CSPC is representative of the diversity within a school community.

17. No member of CSPC will participate in proceedings if he or she has a conflict of interest.

18. There will be no voting by proxy at CSPC elections and council meetings.

19. There must be a minimum of four (4) CSPC meetings during the school year, which includes the Annual General Meeting (AGM). All CSPC meetings are open to the public in each school year.

20. Catholic School Parent Councils shall take minutes of all its meetings and keep records of all its financial transactions.

- i) 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.
- ii) Approved minutes and financial statements shall be shared with the school community.

21. The CSPC may engage in fundraising activities related to charitable, humanitarian, educational or services consistent with the tenets of Catholicism.

- i) All fundraising must be carried out under the jurisdiction and supervision of the principal, and will be governed by TCDSB's *Fund Raising in Schools Policy*, S.M. 04, and by *Purchasing Policy F.P.01* (<https://www.tcdsb.org/Board/Policies/Pages/Default.aspx>).
- ii) All funds raised must be reported to the parent community.

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



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

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

24. An annual report on the CSPC's activities will be prepared by CSPC each year, as of May 31<sup>st</sup>, and submitted to the principal, to the board and to the local trustee. The annual report will be posted to the school's portal page.

25. All communications from CSPC intended for distribution to all parents of children in the school, will be approved by the principal prior to the communication being sent to the intended recipients.

- i) All communications will be made available if/as required in the predominant language(s) spoken in the community.
- i) The principal shall provide an opportunity for inclusion of parent council communications in the school newsletter and/or email updates from the school.

### **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.
2. The Parent Engagement Department, in consultation with the Catholic Parent Involvement Committee (CPIC) and the Ontario Association of 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).



**POLICY SECTION: Schools**

**SUB-SECTION:**

**POLICY NAME: Catholic School Parent Councils**

**POLICY NO: S.10**

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



**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

**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 (TCDSB), the Catholic School Parent Council (CSPC) shall function in an advisory role to enrich, enhance and improve student education, achievement and well-being. 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 **(Insert School's Name) Catholic School**.

**"The Council"** shall refer to the elected, appointed and ex-officio members of the Catholic School Parent Council of **(Insert School's Name) Catholic School**.

**"The Catholic School Community"** shall include the following:

The parents/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.

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

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

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

**Article IV - Membership**

All members of The Council shall be elected or appointed 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/or parents must form the majority.

**5.1 Elected Voting Members**

Such members shall be:

- Parent members, which are 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 the number of elected parents or the school)**. One parent member, where possible, who has an interest in Special Education.
- A teacher, elected by teachers employed at the school.
- An employee of the school, other than the principal, vice-principal and/or any teacher (i.e., non-teaching staff representative), to be elected by persons other than the principal, vice-principal and any teacher.
- In a secondary school without a student council, a student representative will be elected by the students in the school in an election held for that purpose.

**5.2 Appointed Voting Members**

Such members shall be:

- The Pastor or parish designate.

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

- **(Insert the number)** 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-Toronto (OAPCE-T.O.).
- One person, where possible, appointed by The Council who has a special interest in special education.
- In a secondary school with a student council, a student represented will be appointed by the student council.
- In an elementary school, a student appointed by the principal of the school, if the principal determines, after consulting with other members of the school council, that the council should include a pupil.

### **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 CSPC meetings for the purposes of updating The Council on relevant matters, and/or to act as a resource, as required.

### **5.4 The Role and Responsibility of The Council**

The Catholic School Parent Council shall:

- Represent the best interests of all students.
- Maintain ethical standards and set ground rules of respect for all meetings.
- Be informed and familiar with TCDSB policies and develop an understanding of how the policies impact the school community.
- Keep the school community informed of The Council's work, such as: meetings dates and minutes, committee work, news and survey results.
- Seek to involve the entire school community in an equitable manner through a variety of mediums, including for example, questionnaires, informal discussions or topic-specific meetings.
- Actively and accurately represent the views of the school community.
- Encourage and promote parental engagement and support.

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

## **5.5 The Role and Responsibility of the Principal**

**Subject to applicable legislation and Board approval,** the school principal shall:

- Act as a resource person to The Council and assist The Council in obtaining information relevant to its function, including information relating to relevant legislation, regulations and policies.
- Provide information and seek input from The Council, parents and community on major decisions that affect the school.
- Provide an opportunity for inclusion of parent council communications in the school newsletter and/or email updates from the school.
- Provide contextual information, as requested by The Council, on matters relating to the school, where applicable:
  - ~~i) safe school statistics and plans;~~
  - ii) school statistics, demographics and significant yearly changes;
  - iii) school policies and procedures, including local code of conduct;
  - ~~iv) health and safety practices, including lockdown protocols;~~
  - v) School Learning Improvement Plan (SLIP) and achievement results;
  - vi) technology plans and rollouts;
  - vii) key facilities and maintenance projects;
  - viii) establishment or operation of any student nutrition program; and
  - ix) overall school successes and needs.
- Facilitate the establishment of The Council and assist in its operation by:
  - i) making, maintaining and/or updating local TCDSB CSPC By-Laws, as required;
  - ii) facilitating the annual CSPC elections within the timeline set out by Ontario Regulation 612;
  - iii) updating the CSPC chair/co-chair information on the school portal;
  - iv) giving written notice of the dates, times and locations of council meetings to all parents;
  - v) working in collaboration with the chair to prepare The Council's meeting agendas;
  - vi) supporting the chair in running efficient council meetings;
  - vii) assisting The Council in posting CSPC meeting agendas and minutes on the school portal;

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

- viii) considering each recommendation made by The Council and advising the council of the action taken in response to the recommendation
- ix) presenting, at each council meeting, the current balance of all school and CSPC bank accounts, including the Student Nutrition Program, where applicable, using TCDSB accounting templates;
- x) supporting the fundraising activities of The Council;
- xi) supporting the use of CSPC fundraised funds as voted by The Council;
- xii) supporting the use of local CSPC school surveys; and
- xiii) supporting CSPC advocacy on behalf of the school community.
- Encourage and support the formation and continuous improvement of The Council.
- Interpret and share results of provincial achievement tests.
- Enable The Council to provide input into the school's learning plan, safe school plan, policies and budget.

## **Article VI - Election and Appointment Procedures**

### **6.1 General Procedures**

- All elections shall occur within the first thirty (30) days of each school year.
- Voting shall be by secret ballot. There shall be no proxies.
- Each participant eligible to vote may vote for a number of candidates equal to the total number of eligible positions (vacancies) on The Council. A ballot with more than this number shall be a spoiled ballot and shall not be counted.
- Names of the candidates shall appear on the ballot as they were submitted on the standard TCDSB nomination form.
- The order in which candidates' names appear on the ballot shall be determined by a random draw.
- All ties on the ballot shall be determined by a random draw.
- 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.
- 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 student members.
- The Election Planning Committee shall:

Page 5  
**Approved Constitution & By-Laws \_\_\_\_\_ (this will have your by-laws approved date.)**

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

- i) notify the school community of election procedures, election date(s), location, and time, at least fourteen days (14) in advance of the election;
  - ii) work with the principal to ensure the standard TCDSB nomination forms are sent home with the students. Ensure the election date, location and time are posted on the CSPC bulletin board;
  - iii) ensure that candidate profiles submitted with the nomination forms for all candidates are available to the electorate at least one week before the election;
  - iv) conduct the election;
  - v) count the ballots;
  - vi) ensure to every extent possible any barriers to participation in the election are removed; and
  - vii) help the principal notify all candidates of the results. Announce only:
    - the names of those elected;
    - the total number of ballots cast; and
    - the total number of spoiled ballots.
- The election committee will resolve appeals related to The Council's 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 Parent Members**

- Each parent of a student enrolled in the school shall be entitled to one vote of each vacant parent membership position on The Council.
- 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.
- 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.
- 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.

## **6.3 Election of the Staff and Student Representatives**

- The principal, in consultation with the election committee, will make the necessary

## **Toronto Catholic District School Board (TCDSB) Catholic School Parent Council (CSPC) By-Laws**

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.

- The principal, in consultation with the election committee, will make the necessary arrangements for the election of the non-teaching staff representative. Anyone who forms part of the non-teaching staff of the school (full or part-time), excluding the principal or vice-principal, may be a candidate.
- 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.

### **6.4 Selection of Community Representatives:**

- All appointments of community representatives to the school council are to be made by majority vote at the first regular meeting of the newly elected school council members.
- Employees of the board cannot be appointed as a community representative unless:
  - i) he/she is not employed at the same school; and
  - ii) the other members of the school council are informed of the person's employment before the appointment.

## **Article VII - Term of Office**

- The term of all elected or appointed members of The Council is one year, **subject to section 6 of Ontario Regulation 612/00.**
- If reelected by parents in the general election into The Council, a CSCP chair may only serve **(insert number of consecutive terms).**

### **7.1 Vacancies**

- No vacancy in the membership of the CSCP shall prevent The Council from exercising its authority.
- Vacancies in the membership of The Council shall be filled by election or appointment.

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

- 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:
  - i) a suitable candidate should be considered for appointment to The Council;  
or
  - ii) a by-election should be held.
- 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**

- The Council shall have the authority to suspend or expel any member from The Council for any one or more of the following grounds:
  - i) Missing more than **(Insert number)** consecutive meetings.
  - ii) Willfully violating any provision of the articles, by-laws, or written policies of The Council or of the TCDSB.
  - iii) Carrying out any conduct that may be detrimental to The Council as determined by The Council in its sole discretion.
  - iv) Persistent improper conduct at a meeting, seriously disrupting a meeting of The Council, refusing to comply with the policies of The Council or the TCDSB, 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.
  - v) Serious misconduct or dishonesty.
  - vi) 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.
- 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.
- In the event that, The Council votes that a member should be expelled or suspended from membership in The Council:
  - i) 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



**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

(10) days of the vote of The Council.

- ii) 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.
- iii) 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.
- iv) 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.

- 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.
- 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.

### **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 to 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 newly elected 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**

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

- The chair, or where applicable, one of the co-chairs shall, when present, preside at all meetings of the CSPC and of its executive.
- 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.
- The chair and/or co-chairs must be parent members of The Council.
- Employees of the board may not be chair/co-chairs of The Council.
- The duties of the chair/co-chairs of The Council shall be to:
  - i) be the official spokesperson of The Council;
  - ii) stay informed about school board policy that impacts The Council;
  - iii) ensure that the CSPC operating procedures are current and adhered to;
  - iv) call CSPC meetings in consultation with the principal;
  - v) prepare the agenda for council meetings based on input from the CSPC and in consultation and collaboration with the principal;
  - vi) chair all meetings of The Council;
  - vii) when present, preside at all meetings of the CSPC and of its executive committee;
  - viii) ensure that the minutes of The Council meetings are recorded and properly maintained;
  - ix) 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;
  - x) participate in board sponsored information and training sessions and share information with the CSPC;
  - xi) communicate regularly with the school principal in an effort to work co-operatively to provide enrichment opportunities and improve student achievement;
  - xii) ensure that there is regular communication with the Catholic school community;
  - xiii) consult with senior board staff, as required;
  - xiv) upon request, provide the local trustee with copies of the minutes of the meetings;
  - xv) comply with Ontario Regulation 612, by preparing an annual CSPC report that summarizes the school council's activities, including a financial statement, as of May 31<sup>st</sup> of each year, and providing the principal, the school board and the school's trustee with a copy of the report;
  - xvi) ensure that a yearly budget is presented and voted upon;
  - xvii) ensure that at least 3 times per year (November, April, June) a budget report is reported to the school community;
  - xviii) Ensure that the annual report from June 1<sup>st</sup> to May 31<sup>st</sup>, is submitted to the Board, the principal and to the local trustee, and presented at the AGM; and

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

xix) carry out other duties as shall be required from time to time.

### **8.3 Secretary**

- i) The secretary shall keep a record and take minutes 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.
- ii) 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.
- iii) The secretary shall perform such other duties, as may be required by The Council or the executive officers.
- iv) 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.

### **8.4 Treasurer**

- 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 Policy S. 10 and its Appendix B, *TCDSB Guidelines for School Accounts and Catholic School Parent Council Financial Operational Procedures*, concerning banking and fund disbursements, in accordance with such requirements as may be imposed by the Board or other relevant authority.
- The treasurer shall provide, at scheduled council meetings, an account of all transactions of The Council, including the current financial position.
- The treasurer shall prepare a full financial statement at least two weeks prior to submission to the principal and to the trustee, and, eventually, the Board as of May 31<sup>st</sup>.
- The treasurer shall continue to prepare full financial records from June 1<sup>st</sup> to the AGM in September, in order to prepare and provide full financial records for the newly elected CSPC.
- The treasurer shall perform such other duties as may be required by The Council or the executive officers of The Council.
- 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.

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

**Article IX - Conflict of Interest**

Anytime The Council's activity directly or indirectly places the member in a potential conflict of interest, the member shall declare their real or potential conflict of interest and shall not deliberate or vote on any such resolutions where a conflict of interest exists.

**Article X- Conflict Resolution**

The Board's, *Harassment and Discrimination Policy and the Respectful Workplace*, H.M. 14 and the *Conflict Resolution Policy*, H. M 19 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 (30) of the school year. The following business shall be conducted:

- i) annual report of chair/co-chairs to the community-at-large;
- ii) financial reports;
- iii) resolutions;
- iv) amendments to the by-laws, if applicable; and
- v) election of parents/guardians to The Council (See Article VI of this document).

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

## **11.2 The Calendar of Meetings**

The elected members of The Council, subject to future change, shall meet not less than (add number of meetings) times annually, including the AGM. However, in all cases, The Council shall meet no less than 4 times during the school year.

At the first meeting of the elected council, The Council shall set dates, times, and locations for its meetings for the academic year and ensure that they are communicated to the school community.

## **11.3 Rules of Order**

- i) All decisions of The Council shall be by motions which must be moved, seconded, and stated from the chair prior to any debate.
- ii) 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.
- iii) All votes will be by show of hands, unless a member requests a secret ballot.
- iv) No member will speak to a question once it has been decided.
- v) The chair/co-chairs shall be privileged to debate all questions on calling another member to the chair.
- vi) If two or more members wish to speak at the same time, the chair shall decide who may speak first.
- vii) A motion shall be put in writing if any member requests it.
- viii) When a member is called to order, he or she will not speak until the chair has made a ruling.
- ix) 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.
- x) 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.
- xi) 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).

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

#### **11.4 Quorum**

- A quorum is established when:
  - i) a majority of council members are present; and
  - ii) a majority of the members present are parent members.
- No business may be conducted without quorum, except to set a date and time for the next meeting.
- 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.
- The ex officio members shall not be counted to establish a quorum.

#### **11.5 Attendance**

- 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.
- 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**

- 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.
- 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:
  - i) The notice may be given to the parent's child for the delivery to the parent.
  - ii) A notice shall be posted in the school in a place accessible to parents and in monthly newsletters.

#### **Article XII - Committees**

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

## **12.1 Standing Committees**

- The Council may create the following suggested Standing Committees to make recommendations to The Council on matters under study in the current school year:
  - i) Academic Affairs
  - ii) Community Relations
  - iii) Fund Raising
  - iv) Elections/By-laws
  - v) Finance
  - vi) Parent Class Representatives
  - vii) Communications
- 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.
- 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.
- The work of the committee shall be governed by The Council's by-laws.
- The chair/co-chairs of each committee shall report on the progress of the committee at regular council meetings.
- 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.

- i) The Council shall appoint the chair/co-chairs of each special committee.
- ii) Members of the committee may be recruited and appointed by the committee chair subject to the approval of The Council.
- iii) At least one member of the special committee must be a parent member of the Council.
- iv) A person not a member of The Council may be a member of the special committee.
- v) Special committees shall cease to exist when they have achieved their mandate or on a decision from The Council.

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

**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.

CSPC members are entitled to have legitimate expenses reimbursed that have been authorized by the CSPC through an approved motion.

**13.2 Signing Authority**

The following people shall be authorized to sign cheques (one person from each of group (i) and (ii) shall sign each cheque:

- i) two parents on the executive committee of The Council, one of whom must be the treasurer; and
- ii) two staff representatives from the school namely, the principal ~~or~~ and designate.

Regardless, the principal must be one of the two people signing all cheques.

**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 The 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.



## **Toronto Catholic District School Board (TCDSB) Catholic School Parent Council (CSPC) By-Laws**

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**

Subject to legislative requirements and/or changes to the *TCDSB Catholic School Parent Council By-Laws* template, amendments to the by-laws will be done in accordance with this article.

- i) Amendments to The Council's by-laws may only be done at the AGM in September of each year.
- ii) 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 twenty (20) school days before the A.G.M.
- iii) The majority of the members constituting quorum must approve amendments, and the majority of the members constituting the quorum must be parent members.
- iv) Copies of amendments shall be distributed to the school community at least ten (10) 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 Council's by-laws in order to be available at the September AGM for a full vote by the parent body.

### **Article XVII - Incorporation**

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

### **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 **(Insert School's Name)** ceases to operate as a school.

**Toronto Catholic District School Board (TCDSB)  
Catholic School Parent Council (CSPC) By-Laws**

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 **(Insert School's Name)** Catholic school community at least fourteen (14) days prior to the date of the special general meeting.

**School Name:**

**Address:**

**Dated:**

## Toronto Catholic District School Board (TCDSB) Guidelines for School Accounts and Catholic School Parent Councils (CSPC) Financial Operational Procedures

### Origin, Nature of Role and Purpose

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 612/00 (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 612/00** 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~~ Catholic School Parent 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**

**Toronto Catholic District School Board (TCDSB)**  
**Guidelines for School Accounts and Catholic School Parent Councils (CSPC)**  
**Financial Operational Procedures**

~~the local Catholic School Advisory Council~~ **Catholic School Parent Council.**

## **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 fundraising 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 fundraising activity without the involvement of the ~~CSAC~~ **CSPC**.
3. ~~CSAC~~ **CSPC generated fund raising for charities and/or specific events/initiatives/activities.** In this category, funds are raised for the same purpose as in **category** # 2 above, however, the direct involvement of the ~~CSAC~~ **CSPC** is evident. This category is identified separately because board policy S.M.04 requires ~~CSAC~~ **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's 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 *Fundraising in Schools Policy, S.M.04*, and the board's *Purchasing Policy, FP01*.

**Toronto Catholic District School Board (TCDSB)**  
**Guidelines for School Accounts and Catholic School Parent Councils (CSPC)**  
**Financial Operational Procedures**

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 ~~CSAC~~ **CSPC** input.

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**

The principal must:

- ensure that the guidelines relating to school accounts and ~~Catholic School Advisory Councils~~ **Catholic School Parent Councils** are implemented and in compliance with board policy;
- share budget and school account information (i.e., school block account, school ~~CSAC~~ **CSPC** account, school outside agency account, school main bank account, and student

**Toronto Catholic District School Board (TCDSB)**  
**Guidelines for School Accounts and Catholic School Parent Councils (CSPC)**  
**Financial Operational Procedures**

nutrition program account, if applicable) with ~~CSAC's~~ **CSPC's** in the interest of accountability and transparency;

- be the approved signing officer on the school account;
- 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; and
- ensure that the ~~CSAC~~ **CSPC** chair and treasurer are aware and understand their roles and responsibilities.

ii) **Roles & Responsibilities of ~~CSAC~~ CSPC Chair and Treasurer**

The CSPC chair and treasurer must:

- 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 CSPC~~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; and
- **record the HST details for rebate purposes.**

## **Banking Procedures**

i) **Authorized Cheque Signatures for ~~CSAC~~ CSPC Accounts**

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

**Toronto Catholic District School Board (TCDSB)**  
**Guidelines for School Accounts and Catholic School Parent Councils (CSPC)**  
**Financial Operational Procedures**

When fundraising is a joint project with the local ~~Catholic School Advisory Council~~ **Catholic School Parent Council** and/or Student Council, it is understood that the decision making as to the disbursement is also a joint responsibility. The following **people** 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~~ **Catholic School Parent Council**/Student Council – usually the treasurer and the ~~President~~ **chair**; and
- 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 principles, 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* (2002), states that "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.

| <b>Cheque Amount</b>          | <b>Required Signatures</b>  |
|-------------------------------|---|
| Under \$1,000 <b>\$5, 000</b> | Principal   |
| Over \$1,000 <b>\$5, 000</b>  | Principal and Vice Principal or Superintendent <b>Approval Form</b> |

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.

**Toronto Catholic District School Board (TCDSB)**  
**Guidelines for School Accounts and Catholic School Parent Councils (CSPC)**  
**Financial Operational Procedures**

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 “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.



**Toronto Catholic District School Board (TCDSB)**  
**Guidelines for School Accounts and Catholic School Parent Councils (CSPC)**  
**Financial Operational Procedures**

- 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://tcdsbceec.sharepoint.com/teams/Parents-CSPC>

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

### **~~Monthly Reports should include:~~**

~~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.~~

**Toronto Catholic District School Board (TCDSB)**  
**Guidelines for School Accounts and Catholic School Parent Councils (CSPC)**  
**Financial Operational Procedures**

**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)
- Expenses 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)
- Revenue Received (Funds collected between June 1st and May 31st)
- Expenses Paid (Funds disbursed between June 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.

**Toronto Catholic District School Board (TCDSB)**  
**Guidelines for School Accounts and Catholic School Parent Councils (CSPC)**  
**Financial Operational Procedures**

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 May-31<sup>st</sup>.

### **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

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

**Toronto Catholic District School Board (TCDSB)**  
**Guidelines for School Accounts and Catholic School Parent Councils (CSPC)**  
**Financial Operational Procedures**

*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 Board’s 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 three (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 Board’s external auditors and the Finance Department will select 15 - 20 locations

**Toronto Catholic District School Board (TCDSB)  
Guidelines for School Accounts and Catholic School Parent Councils (CSPC)  
Financial Operational Procedures**

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.

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/ ~~CSAC~~ **CSPC** Chair/ ~~CSAC~~ **CSPC** Treasurer**

Changes in principal and ~~CSAC~~ **CSPC** 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 ~~CSAC~~ **CSPC** 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 ~~CSAC~~ **CSPC** treasurer.
- The new principal or the new ~~CSAC~~ **CSPC** 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 ~~CSAC~~ **CSPC** 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 TCDSB (e.g., ~~CSAC~~ **CSPC**, Alumni Associations etc.).

**Toronto Catholic District School Board (TCDSB)**  
**Guidelines for School Accounts and Catholic School Parent Councils (CSPC)**  
**Financial Operational Procedures**

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 (“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, address and amount of donation.

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

## Toronto Catholic District School Board (TCDSB) Guidelines for School Accounts and Catholic School Parent Councils (CSPC) Financial Operational Procedures

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 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](http://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.~~

## Toronto Catholic District School Board (TCDSB) Guidelines for School Accounts and Catholic School Parent Councils (CSPC) Financial Operational Procedures

~~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



**Toronto Catholic District School Board (TCDSB)**  
**Guidelines for School Accounts and Catholic School Parent Councils (CSPC)**  
**Financial Operational Procedures**

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**

- 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.

**Toronto Catholic District School Board (TCDSB)**  
**Guidelines for School Accounts and Catholic School Parent Councils (CSPC)**  
**Financial Operational Procedures**

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~~ **PIC** 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.

## Catholic School Parent Councils, Policy S.10

### Comparative Chart of Revisions Made to Original Policy

| Existing Policy  | Revised Policy   |
|--|--|
| <p>Cross References:</p> <p>Reg. 298 - Operation of Schools – General</p> <p>Reg. 612 - School Councils and Parent Involvement Committees</p> <p>School Councils – A Guide for Members, 2001, Revised 2002, Ontario Ministry of Education</p> <p>H.M. 14 - Harassment and Discrimination Policy and the Respectful Workplace</p> <p>H.M. 19 - Conflict Resolution Policy</p> | <p><b>Cross References:</b></p> <p>Reg. 298 - Operation of Schools – General</p> <p>Reg. 612 - School Councils <b>and Parent Involvement Committees</b></p> <p><i>School Councils – A Guide for Members</i>, 2001, <b>Revised 2002</b>, Ontario Ministry of Education</p> <p>H.M. 14 - Harassment and Discrimination Policy and the Respectful Workplace</p> <p>H.M. 19 - Conflict Resolution Policy</p> <p><b>S.M. 04 – Fundraising in Schools</b></p> <p><b>H.M. 24 - Catholic Equity and Inclusive Education Policy</b></p> <p><b>S.A.01 - Admission and Placement of Elementary Pupils</b></p> <p><b>S.S. 09 - Code of Conduct</b></p> |
| <p>Attachments(s): Catholic School Parent Council Operational Procedures</p>   | <p><b>Appendices: Attachment(s):</b></p> <ul style="list-style-type: none"> <li>• <b>Appendix A: TCDSB Catholic School Parent Council By-Laws Template</b></li> <li>• <del>Appendix B: Guidelines for School Accounts and Catholic School Advisory Councils</del></li> <li>• <b>Appendix B: TCDSB Guidelines for School Accounts and Catholic School Parent Council Financial Operational Procedures</b></li> </ul>  |

|   |   |
|---|---|
| <p><b>Purpose:</b><br/>This Policy provides the regulations by which Catholic School Parent Councils shall operate within the Toronto Catholic District School Board. This is consistent with the Education Act and Ontario Regulation 612/00.</p>  | <p><b>Purpose:</b><br/>This policy provides the regulations by which Catholic School Parent Councils (CSPC) shall operate within the Toronto Catholic District School Board (TCDSB), This is consistent with the Education Act and Ontario Ministry Regulation 612/00.</p>  |
| <p><b>Scope and Responsibility:</b><br/>The Policy extends to all schools of the Toronto Catholic District School Boards. The Director of Education is responsible for this Policy.</p>   | <p><b>Scope and Responsibility:</b><br/>The policy extends to all schools of the Toronto Catholic District School Boards. The director of education is responsible for this policy.</p>   |
| <p><b>Alignment with MYSP:</b><br/>Living our Catholic Values<br/>Fostering Student Achievement and Well Being<br/>Strengthening Public Confidence</p>  | <p><b>Alignment with the MYSP Multi Year Strategic Plan (MYSP):</b><br/>Living Our Catholic Values<br/>Strengthening Public Confidence Enhancing Public Confidence<br/>Fostering Student Achievement and Well-Being<br/>Achieving Excellence in Governance<br/>Providing Stewardship of Resources</p>   |
| <p><b>Policy</b><br/>The Catholic School Parent Council (CSPC) of each school in the TCDSB will, through the active participation of parents, endeavor to improve student achievement and well-being 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.</p> | <p><b>Policy:</b><br/><del>Through the active participation of parents/guardians, the Catholic School Parent Council of each school in the TCDSB school will, through the active participation of parents</del> will endeavor to improve student achievement and well-being, <b>as well as,</b> <del>and to</del> 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, <del>and</del> guidelines, and operating procedures.</p> |
| <p>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. The CSPC shall not be incorporated.</p>  | <p>1. The school council at every school shall use the name Catholic School Parent Council (hereafter the CSPC), and will be guided by, and uphold, Catholic values and doctrine.</p> <p><b>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.</b></p> <p><b>ii) The chair or co-chairs are to be parent members.</b></p>  |

|   |  |
|---|--|
|   | <p><b>iii)</b> The chair or at least one of the CSPC co-chairs must be Roman Catholic.</p> <p><b>iv)</b> The CSPC shall not be incorporated.</p>   |
| 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.  | 7. 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 <del>the</del> <b>any</b> action taken <b>and/or rationale</b> 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.   | 5. The principal will act as a resource person to the CSPC and shall assist the <b>school</b> council in obtaining information relevant to the duties and functions of the <b>school</b> council.  |
| <p>4. The principal will provide information and solicit the views of CSPC on matters concerning:</p> <p>i. student achievement and the School Learning Improvement Plan;</p> <p>ii. annual funding for parent involvement;</p> <p>iii. the school budget;</p> <p>iv. school policies and procedures including the code of conduct;</p> <p>v. school uniform or dress code.</p> | <p><b>2. The Board, through the</b> The principal, will provide information and solicit the views of CSPC <b>with respect to the following matters:</b> <del>on matters concerning:</del></p> <p><del>i) student achievement and the School Learning Improvement Plan;</del></p> <p><del>ii) annual funding for parent involvement;</del></p> <p><del>iii) the school budget;</del></p> <p><del>iv) school policies and procedures including the code of conduct; and</del></p> <p><del>v) school uniform or dress code.</del></p> <p>2.1 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:</p> <p>i) local school policies and codes of conduct;</p> <p>ii) school uniforms and appropriate dress for students in schools;</p> <p>iii) the allocation of Parent Involvement Committee (PIC) funding by the board to CSPCs; and</p> <p>iv) the fundraising activities of CSPCs.</p> <p>2.2 Councils may provide their views to the Board with respect to:</p> <p>i) student achievement and well-being matters;</p> <p>ii) the establishment and amendment of board policies and guidelines;</p> |

|   |  |
|---|--|
|   | <p>iii) the development of implementation plans for new education initiatives that relate to student achievement or the accountability of the education system to parents; and</p> <p>iv) the process and criteria applicable to the selection and placement of principals and vice-principals.</p>  |
| 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. 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.  | 3. 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. <b>The recommendation will be made via written submission to the area superintendent and/or the local trustee.</b>  |
| <p>7. The Board shall solicit the views of CSPCs with respect to the:</p> <p>i. establishment or amendment of Board policies or guidelines;</p> <p>ii. development of implementation plans for new initiatives that relate to student achievement or to the accountability of the education system to parents;</p> <p>iii. Board action plans for improvement based on EQAO reports;</p> <p>iv. Principal Profile, to assist in the selection and placement of principals and vice-principals</p> | <i>Incorporated and revised in Regulation 2</i>  |
| <p>8. A CSPC may make recommendations to the Board's Catholic Parent Involvement Committee (CPIC) on matters relating to:</p> <p>i. strategies for parent engagement;</p> <p>ii. identifying and reducing barriers to parent engagement;</p> <p>iii. creating a welcoming environment for parents;</p>  | <p>4. A CSPC may make recommendations to the board's Catholic Parent Involvement Committee (CPIC) on matters relating to:</p> <p>i) strategies for parent engagement;</p> <p><b>ii) strategies to ensure CSPCs are reflective of the diversity within local school communities;</b></p> <p>iii) identifying and reducing barriers to parent engagement;</p> <p>iv) creating a welcoming environment for parents; and</p> |

|  |   |
|--|---|
| iv. strategies for parents to support their child(ren)'s learning at home and at school.   | v) strategies for parents to support their child(ren)'s learning at home and at school.   |
| 9. The election of parent members to CSPC will be held within the first 30 days of each school year. The 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. | 12. The election of parent, <b>teacher, school employee and student members</b> <del>to</del> <b>of the</b> CSPC will be held within the first 30 calendar days of each school year.<br><del>Other members include school personnel, community representatives and the local pastor. That said, parents shall still be the majority member.</del><br>13. On behalf of the CSPC, the principal will <del>communicate information about elections to the parent community of the</del> give written notice of the date, time and location of the elections to every to parent of a pupil who is enrolled in the school, at least 14 days prior to the election <b>of parent members.</b><br><br>14. The minimum number of council members is seven (7) and parents must form the majority |
| 10. There will be no proxy votes at Council meetings.  | 18. There will be <b>no voting</b> by proxy <del>votes at Council meetings</del> <b>at CSPC elections and council meetings.</b>   |
| 11. Every effort will be made to ensure that CSPC is representative of the diversity within a school community, where possible.  | 16. Every effort will be made to ensure that CSPC is representative of the diversity within a school community. <del>where possible.</del>  |
| 12. Composition of the CSPC will be consistent with the Education Act, and will also include the local pastor or designate, parent representative from the Ontario Association of Parents in Catholic Education Toronto (OAPCE Toronto) and, where possible, a person who has a special interest in Special Education.   | 15. The composition of the CSPC will be consistent with the Education Act, and will include: <ul style="list-style-type: none"> <li>i) <b>parent members</b> and, where possible, a parent member who has an interest in Special Education;</li> <li>ii) the local pastor or designate;</li> <li>iii) the principal of the school;</li> <li>iv) an employee of the school (other than the principal, vice-principal or any teacher) <del>non-teaching representative</del>;</li> <li>v) a teacher <del>teaching representative</del>;</li> </ul>  |

|   |   |
|---|---|
|   | <p>vi) a community representative;</p> <p>vii) a parent representative from the Ontario Association of Parents in Catholic Education Toronto (OAPCE Toronto); and</p> <p>viii) a student (if it is a secondary school or in the case of elementary schools, if the principal determines that a council should include a student).</p>   |
| 13. There must be a minimum of six CSPC meetings, which includes the Annual General Meeting. All CSPC meetings are open to the public in each school year.  | 19. There must be a minimum of <b>four</b> <del>six</del> CSPC meetings <b>during the school year</b> , which includes the Annual General Meeting ( <b>AGM</b> ). All CSPC meetings are open to the public in each school year.   |
| 14. 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.                               | 8. <del>CSPC</del> <b>Catholic School Parent Councils shall consult</b> <del>may solicit</del> and take into consideration the advice of parents of students enrolled in the school, <b>or students where applicable</b> , with regards to matters under consideration by the <b>school council</b> .   |
| 15. All communications from CSPC intended for distribution to parents of children in the school will be approved by the Principal prior to the communication being sent to the intended recipients. | <p>25. All communications from CSPC intended for distribution to parents of children in the school, will be approved by the <b>principal</b> prior to the communication being sent to the intended recipients.</p> <p>i) <b>All communications will be made available if/as required in the predominant language(s) spoken in the community.</b></p> <p>ii) <b>The principal shall provide an opportunity for inclusion of parent council communications in the school newsletter and/or email updates from the school.</b></p> |



|   |   |
|---|---|
| <p>16. All CSPC shall function and will be governed by Ontario Regulation 612/00 (found in Operational Procedures in Appendix A)</p>  | <p><b>9. All Catholic School Parent Councils</b> <del>CSPC</del> shall function and will be governed by <b>in accordance with</b> Ontario <b>Ministry</b> Regulation 612/00, (found in Operational Procedures in Appendix A <b>the Catholic School Parent Council By-laws (Appendix A), and by</b> <b>and with the Guidelines for School Accounts and Catholic School Advisory Councils (Appendix B)-</b><br/> <a href="https://www.tcdsb.org/FORPARENTS/CSPC/Pages/default.aspx">https://www.tcdsb.org/FORPARENTS/CSPC/Pages/default.aspx</a></p>  |
| <p>17. Each CSPC will develop by-laws governing the conduct of its activities and must include the following by-laws:</p> <ul style="list-style-type: none"> <li>i. a by-law governing election procedures and the filling of vacancies in the membership of the CSPC</li> <li>ii. a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest</li> <li>iii. a by-law that establishes a conflict resolution process for internal Council disputes, consistent with TCDSB policy H.M.19 Conflict Resolution. [hyperlink to policies]. CSPC by-laws must be distributed and verified each year at the Annual General Meeting.</li> <li>iv. A by-law that establishes a process for the governance of Catholic School parent councils and its affairs.</li> </ul> | <p>10. Each CSPC will develop a constitution governing, the conduct of its activities including: with the following local must include the following by-laws:</p> <ul style="list-style-type: none"> <li>i) a by-law governing election procedures and the filling of vacancies in the membership of the CSPC;</li> <li>ii) a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest;</li> <li>iii) a by-law that establishes a conflict resolution process for internal Council disputes, consistent with TCDSB Policy H.M.19 (Conflict Resolution) <a href="https://www.tcdsb.org/FORPARENTS/Pages/Conflict-Resolution-Resources.aspx">https://www.tcdsb.org/FORPARENTS/Pages/Conflict-Resolution-Resources.aspx</a>; CSPC by-laws must be distributed and verified each year at the Annual General Meeting ;</li> <li>iv) a by-law that establishes a process for the governance of Catholic School Parent Councils and its affairs;</li> </ul> <p><b>The TCDSB Catholic School Parent Council By-Laws Template (Appendix A) and the TCDSB Guidelines for School Accounts and Catholic School Parent Councils (Appendix B) provided shall govern the respective activities of Catholic School Parent Councils of the TCDSB.</b></p> <p><b>10.1 Each CSPC shall adopt the standard TCDSB by-laws</b></p> |

|   |  |
|---|--|
|   | <p><b>template (Appendix A), that is written in accordance with Ontario Ministry Regulation 612/00 and TCDSB policies and procedures, and which will govern the conduct of its activities.</b></p> <p><b>10.2 Each CSPC shall adopt the following TCDSB by-laws in Appendix A, provided that they are in compliance with Regulation 612/00 and TCDSB policies and procedures, and which will govern the conduct of its activities:</b></p> <ul style="list-style-type: none"> <li><b>i) the number of times that a newly elected member can consecutively hold office of chair (Appendix A: Article VII).</b></li> <li><b>ii) the number of times that the full Council shall meet (Appendix A: Article XI, S. 11.2). However, in all cases, The Council shall meet no less than 4 times annually, including the AGM;</b></li> <li><b>iii) the number of elected parents (Appendix A: Article V, S.5.1);</b></li> <li><b>iv) the number of community representatives (Appendix A: Article V,S. 5.2);</b></li> <li><b>v) the number of meetings that a member can miss (Appendix A: Article VII, S.7.2, (i)); and</b></li> <li><b>vi) amendments and/or additions to standing committees (Appendix A: Article XII,S.12.1).</b></li> </ul> |
| 18. Per Regulation 17 ii) no member of the school parent council will participate in proceedings if they have a conflict of interest. | 17. <del>Per Regulation 17 ii)</del> No member of CSPC will participate in proceedings if he or she has a conflict of interest.  |
| 19. All funds collected by CSPCs shall be retained at the school for preparation and deposit to a CSPC account.                       | 23. All funds collected by CSPCs shall be retained at the school for preparation and deposit to a CSPC account.  |
| 20. CSPC may maintain a bank account, separate from the school account, under the name of the CSPC.                                   | 20. <del>CSPC</del> Catholic School Parent Councils may maintain a bank account, separate from the school account, under the name of the <i>(Name of School)</i> CSPC.   |

|   |  |
|---|--|
| <p>21. 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, and F.P.01 Purchasing. [hyperlink to policies] All funds raised will be reported to the parent community.</p> | <p>21. The CSPC may engage in fundraising activities related to charitable, humanitarian, educational or services consistent with the tenets of Catholicism. All fundraising must be carried out under the jurisdiction and supervision of the principal, and will be governed by TCDSB's policies S.M.04 Fund Raising in Schools Policy, S.M. 04, and <b>by F.P.01 Purchasing Policy</b> F.P.01(<a href="https://www.tcdsb.org/Board/Policies/Pages/Default.aspx">https://www.tcdsb.org/Board/Policies/Pages/Default.aspx</a>). All funds raised <del>will</del> <b>must</b> be reported to the parent community.</p>   |
| <p>22. Per legislation an annual report will be submitted by May of every year to the principal and local trustee. Trustees will determine if this should be shared with the board. The annual report will be posted to the website.</p>  | <p>24. <del>Per legislation</del> An annual report <b>on the CSPC's activities</b> will <b>be prepared by CSPC</b> by <b>as of</b> May <b>31<sup>st</sup></b> and submitted to the principal, <b>to the board</b> and <b>to the</b> local trustee. <del>Trustees will determine if this should be shared with the board.</del> The annual report will be posted to the <b>school's portal page</b> <del>website</del>.</p>   |
| <p>23. CSPC shall create minutes of all its meetings and records of all its financial transactions and retain those records for a minimum of four years. The principal will retain these minutes and records and make them available at the school for examination without charge for any member of the Catholic community.</p>   | <p>20. <del>CSPC</del> <b>Catholic School Parent Councils</b> shall <del>create</del> <b>take</b> minutes of all its meetings and <b>keep</b> records of all its financial transactions. <del>and retain those records for a minimum of four years.</del></p> <ul style="list-style-type: none"> <li>i) The principal will retain these minutes and records <b>for a minimum period of seven years</b> and <b>will</b> make them available at the school for examination without charge <b>to any person.</b> <del>for any member of the Catholic community</del></li> <li>ii) Approved minutes and financial statements shall be shared with the school community.</li> </ul> |

|  |   |
|--|---|
| <p>24. Operational Procedures and Financial Procedures provided will govern the respective activities of Catholic School Parent Councils of the TCDSB.</p>   | <p><del>10. Operational Procedures and Financial Procedures</del> <b>The TCDSB Catholic School Parent Council By-Laws Template (Appendix A) and TCDSB Guidelines for School Accounts and Catholic School Parent Councils (Appendix B)</b> provided will govern the respective activities of Catholic School Parent Councils of the TCDSB</p>  |
| <p><b>Evaluation and Metrics:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The utilization of parent involvement funds and Parent Reaching-Out (PRO) grants will be monitored.</li> </ol> | <p><b>Evaluation and Metrics:</b></p> <p><b>The effectiveness of the policy will be determined by measuring the following:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. <b>The Parent Engagement Department, in consultation with the Catholic Parent Involvement Committee (CPIC) and the Ontario Association of 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).</b></li> <li><del>2.</del> <b>3</b> The utilization of parent engagement funds, such as <b>the</b> Parent Involvement <b>Committee (PIC)</b> funds Grant and <b>the</b> Parent Reaching Out (PRO) Grant, <b>if applicable</b>, will be monitored.</li> </ol> |



REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE

PERFORMANCE APPRAISAL: DIRECTOR OF  
EDUCATION H.C.06

“and they put him in custody, until the decision of the Lord should be made clear to them.”  
Leviticus 24:12

| Created, Draft   | First Tabling   | Review                      |
|--|-----------------|-----------------------------|
| August 19, 2020  | August 25, 2020 | Click here to enter a date. |
| C. Caldwell, Legal Counsel<br>P. Matthews, General Legal Counsel<br>C. Fernandes, Superintendent of Education and Policy Development |                 |                             |

RECOMMENDATION REPORT

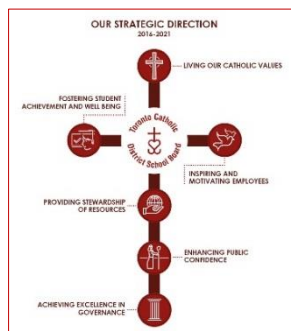
**Vision:**

*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 Policy on Performance Appraisal: Director of Education H.C.06 to conform to current practice and policies.

*The cumulative staff time required to prepare this report was 6 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 Performance Appraisal: Director of Education H.C.06 was first approved on October 4, 2006 and was last amended on May 31, 2018.
2. Changes to this policy reflect current practice 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, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

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

## **G. STAFF RECOMMENDATION**

Staff recommends that the revised Policy on Performance Appraisal: Director of Education H.C.06 and Guiding Principles provided in Report Appendix A be adopted.



**POLICY SECTION:** HUMAN RESOURCES  
**SUB-SECTION:** COMPENSATION  
**POLICY NAME:** PERFORMANCE APPRAISAL:  
 DIRECTOR OF EDUCATION  
**POLICY NO:** H.C.06

|   |   |  |
|---|---|--|
| <b>Date Approved:</b><br>October 4, 2006  | <b>Date of Next Review:</b><br>May 2022<br>(biennial) | <b>Dates of Amendments:</b><br>May 2013; September 2013;<br>February 25, 2016-Board;<br>May 31, 2018 |
| <b>Cross References:</b><br>Multi-year Strategic Plan<br>Director of Education's Term Employment Contract<br>Trustee Code of Conduct<br>Executive Search Committee Recommendation Report to Board, March, 2017<br>Education Act, Section 283 (2) and 283.1, Section 169.1 |   |  |
| Appendix A - TCDSB Performance Review Process for the Director of Education<br>Appendix B - Director of Education Candidate Profile, 2017   |   |  |

## Purpose

The Board of Trustees and the Director of Education collaborate to provide each student at the Toronto Catholic District School Board with meaningful Catholic faith development experiences and exemplary education. This policy will establish a standardized, fair and transparent framework for the annual performance review process of the Director by the Board of Trustees. The **Performance Review Process ("Process")** will measure the degree to which the **Director** is fulfilling this mandate, and will provide a structured opportunity for the Director to receive **constructive** feedback and **commendation** ~~identify concerns~~ in a timely and supportive way ~~to facilitate resolution~~.

## Scope and Responsibility

This policy applies to the Director of Education and is managed by the elected Trustees. The Board of Trustees is responsible for this policy.





**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: COMPENSATION**  
**POLICY NAME: PERFORMANCE APPRAISAL:  
DIRECTOR OF EDUCATION**  
**POLICY NO: H.C.06**

### **Alignment with MYSP**

Living Our **Catholic** Values

Achieving Excellence in Governance

Fostering Student Achievement and Well Being

### **Policy**

The Director of Education is responsible for implementing the Toronto Catholic District School Board's Vision, Mission and Multi-Year Strategic Plan. The Board of Trustees shall conduct an annual performance review of the Director through a fair process, providing constructive feedback **and commendation** in a manner that supports and strengthens the integrity of the roles performed by the Director and the Board.

### **Regulations**

1. The Trustees and the Director of Education will jointly develop the content, process and the methods of data collection and review. The **Performance Review Process** is not intended to encompass every aspect of the Director's work, but to focus on the goals determined for the year under review. (Appendix A)
2. The **Performance Review** Process will be developmental in its nature, providing for a joint learning opportunity between the Director and the Board of Trustees to affirm success and improve identified areas of need.



POLICY SECTION: HUMAN RESOURCES  
SUB-SECTION: COMPENSATION  
POLICY NAME: PERFORMANCE APPRAISAL:  
DIRECTOR OF EDUCATION  
POLICY NO: H.C.06

3. The process by which the Director's performance is reviewed and the occurrence of the review will be made known to the public.
4. The content of the review surveys, the **constructive** feedback to the Director, discussions with the Trustees and subsequent documentation will be held in confidence **and will occur in private pursuant to section 207(2) of the Education Act.** The review surveys shall be based on the Director's areas of responsibility as outlined in the following sources:
  - i. the Education Act;
  - ii. the Ontario Leadership Framework for Supervisory Officers-five leadership practices;
  - iii. the Candidate Profile from the recruitment of the Director of Education (Appendix **B-A**);
  - iv. the goals established jointly for the year based on the above and the Multi-Year Strategic Plan
5. The **annual performance review** Process will alternate between a limited reviewer pool and a more fulsome reviewer pool:
  - (a) Internal staff and external community reviewers are limited to twenty individuals, chosen randomly from selected groups.
  - (b) The fulsome reviewer format will include an expanded reviewer pool and may involve a 360 degree format.
- 6. The results of each annual review are linked to any salary changes in compliance with the Director's Term Employment contract.**
7. The Director will be provided with a written copy of his/her performance review and will be permitted an opportunity to respond to it **within 10 business**



**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: COMPENSATION**  
**POLICY NAME: PERFORMANCE APPRAISAL:  
DIRECTOR OF EDUCATION**  
**POLICY NO: H.C.06**

**days of receiving their written review.** Should any significant disagreement concerning the performance review arises between the Director and the Board, the Director will provide the Chair of the Board with a written response outlining the area(s) of disagreement **within 20 business days.** Upon receipt of the Director's response, the Chair would present this response to the Trustees in order to come to a reasonable resolution **within 20 business days.**

8. The Board of Trustees will approve a public motion confirming that the Director's performance review process has been completed in accordance with this Policy.
9. Before the review occurring at the end of the second to last year of the Director's contract, the Chair will initiate separate succession planning discussions with the Board of Trustees and with the Director to determine preliminary interest in extending the Director's Term Employment Contract. This will provide direction on the requirement to initiate an executive search process in sufficient time. (Appendix B)

## **Definitions**

### **Board of Trustees**

The twelve elected officials charged with governing the TCDSB.

### **Chair of the Board**

The Trustee elected by the Board of Trustees to serve as Chair of the Board for the year, shortened to The Chair.

### **Director of Education**

The Chief Executive Officer and Secretary to the Board, shortened to The Director.



**POLICY SECTION: HUMAN RESOURCES**  
**SUB-SECTION: COMPENSATION**  
**POLICY NAME: PERFORMANCE APPRAISAL:**  
**DIRECTOR OF EDUCATION**  
**POLICY NO: H.C.06**

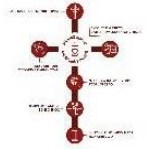
### **Term Employment Contract**

The terms and conditions of the Director of Education's employment, shortened to Contract.

### **Evaluation and Metrics**

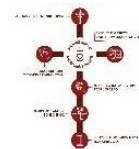
The effectiveness of this Policy will be evaluated by the Board of Trustees after each performance review cycle in October of each year. The criteria will include ease of implementation and achievement of the Policy objectives.

## Director of Education Performance Review

**Guiding Principles**

1. The Performance Review Process (**“Process”**) is developmental in nature, it is a joint learning opportunity between the Director and the Board of Trustees to affirm success and improve identified areas of need.
2. The Process and its annual occurrence are transparent and available for public information **in accordance with the Policy**. The Process is well understood and communicated to stakeholders.
3. The content of the review surveys, the **constructive** feedback to the Director and discussions with the Trustees are held in confidence and the documents are stored confidentially
4. The Process is conducted in a respectful and collaborative manner.
5. The Director and the Trustees jointly develop the content (the goals to be reviewed each year), the process and the methods of data collection and review.
6. The Director and the Trustees share information frequently and schedule at least two formal updates throughout the year.
7. Limited Number of Goals to be reviewed each year: The Performance Review will focus on a limited number of results-oriented goals determined for the year under review.
8. Evidence, both qualitative and quantitative, is to be observed by Trustees and internal and external reviewers throughout the year.

## Director of Education Performance Review



### Performance Review Process

The Annual Performance Appraisal period is considered to be the calendar year from October 1 to September 30. The review cycle is conducted yearly, with the formal review activities occurring within the first two weeks of October. The following process will form the basis of the Director of Education's Performance Review:

#### First Week of October – Progress Report and Questionnaires

- Director will provide a progress report in a meeting with Trustees
- Questionnaire based on previously-established goals for the Director's performance is distributed to Trustees
- Questionnaires will be completed anonymously on the evening of distribution
- Different, parallel performance appraisal provided to selected staff members at various levels in the organization and community members (including external, prominent Catholic community leaders) for completion
- One week later, the Chair provides the Director with a copy of the different Questionnaires



#### Middle of October – Review of Questionnaire Results

- Chair summarizes the results of both sets of Questionnaires and presents results to the Trustees
- Chair meets with the Director to discuss the performance feedback
- Director presents Performance Goals for the upcoming year to Trustees and consensus about the nature of the performance Goals is sought



#### May – Ad Hoc Director Performance Appraisal Committee

- Ad Hoc Committee Composition: Chair, Vice-Chair, Chairs of the Standing Committees, and one Trustee elected at the May Board meeting
- Design the next Performance Review Questionnaire based on the Director's performance goals established in October, previous

## Catholic Director of Education Profile 2017

The following profile represents the qualities and competencies sought for a Director of Education at the Toronto Catholic District School Board. The profile has been adapted from the following sources:

- Council of Ontario Directors of Education, *Role of Director*, 2005
- Ontario Education Services Corporation Trustee Development Program Modules
- Institute for Catholic Education, Profile for a Catholic Director of Education in 21<sup>st</sup> Century
- Odgers Berndtson, Executive Search Firm, *Candidate Profile*
- Ontario Catholic Leadership Framework for System Leadership

### **Role of the Toronto Catholic District School Board Director of Education**

The Toronto Catholic District School Board Director of Education is called upon to be an exemplary Catholic educator with a deep and abiding commitment to the Catholic faith, community and culture. The role requires the knowledge, skills and political acuity to lead the learning of trustees, senior staff, school and system leaders, parents, students, and the broader community in an environment informed by the Ontario Catholic School Graduate Expectations and Ministry of Education curriculum through the lens of faith, hope, love, community, dignity of persons, excellence, justice and stewardship for creation.

Under the *Education Act* the director is the “chief education officer” and “chief executive officer” and is required to “develop and maintain an effective organization and programs required to implement board policies” (s.283).

### **Responsibilities of the Director of Education**

The director is hired by and responsible to the board of elected trustees of the TCDSB. The director is accountable to the Ministry to ensure compliance with provincial law and curriculum. In addition, the Director of the TCDSB has a responsibility to ensure faithfulness to the teachings of the Catholic Church throughout the board and to maintain a positive and effective relationship with the Archdiocese.

The director is the sole employee who reports directly to the elected board. All authority delegated by the elected board to staff is delegated through the Director of Education.

## Job Description

The following template offers a job description for the role of Director of Education. The criteria **we** expected in a system leader is one who supports 21<sup>st</sup> century learning, demonstrates a commitment to Catholic education and equity of outcomes, is a practicing Catholic and will facilitate achievement of the Toronto Catholic District School Board's current and future priorities.

**The Director of Education and Chief Executive Officer of the Toronto Catholic District School Board, as outlined in the *Education Act*: **283** and **283.1**, will fulfill the following roles:**

- within policies established by the board, develop and maintain an effective organization and the programs required to implement such policies;
- annually review with the board the multi-year plan;
- ensure that the multi-year strategic plan developed establishes the board's priorities and identifies specific measures and **resources** that will be applied in achieving those priorities and in carrying out its duties under the *Education Act*, in particular its responsibility for student achievement;
- implement and monitor the implementation of the multi-year plan;
- report periodically to the board on the implementation of the multi-year plan;
- act as secretary to the board;
- immediately upon discovery bring to the attention of the board any act or omission by the board that in the opinion of the director of education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the *Education Act*; and
- if a board does not respond in a satisfactory manner to an act or omission brought to its attention advise the Deputy Minister of the Ministry of Education of the act or omission.

In addition to the requirements of the Education Act, the ideal candidate will have demonstrated expertise, experience, knowledge, leadership skills in providing Catholic leadership, commitment, and direction in the following areas by focusing on:

- Catholic faith, Community and Culture;



## Catholic Director of Education Profile 2017

- Leading Vision into Organizational Practice;
- Effective and Proactive Media Relations;
- Building Relationships Among Staff and Internal and External Stakeholders;
- An innovative approach to problem solving.

**Student Achievement and Well-being**

The Director of Education:

- builds and communicates a shared vision of Catholic education, rooted in Gospel values and focused on improving the achievement and well-being of all students, staff and parents in the TCDSB community.
- promotes, protects and provides excellence in academic, physical and spiritual well-being of students.
- inspires, motivates and encourages trustees, senior staff and all members of the TCDSB community to continually learn and innovate and strive for excellence in Catholic education.
- takes the necessary steps to provide a safe, caring, ~~ee~~—inclusive learning environment that promotes a sense of collective responsibility for the worth and dignity of all members of the community.
- ~~p~~Provides advice and leadership to the board in setting goals for leading practices in student achievement and in promoting the value that all children can learn.
- ensures that every student has the opportunity to work toward meeting the Ontario Catholic School Graduate Expectations and the standards of education mandated by the Ministry of Education.
- ensures a consistent and continuous board-wide focus on student achievement, using system and school data to monitor progress, and supports and encourages the same for schools.
- ensures that the student is at the centre of planning and resource management.
- develops Catholic learning communities in collaborative and growth-oriented cultures.
- recruits, hires and retains staff with the interest and capacity to further the Board's goals.

## Catholic Director of Education Profile 2017

- provides resources in support of curriculum instruction and the Ontario Catholic School Graduate Expectations.
- allocates resources so that superintendents and principals can implement strategies which secure high standards of behaviour and attendance.
- takes the necessary steps to provide facilities to accommodate students.

### **Educational Leadership**

The Director of Education:

- provides leadership and direction in all matters relating the Catholic education in the district.
- develops and maintains positive and effective relations with staff at the provincial and local government levels.
- establishes and facilitates a process that promotes systematic and comprehensive program links that support school, parish and family life.
- ensures policies and procedures **and are** embedded with the fundamental concepts of human dignity, social justice and environmental stewardship reflective of our Catholic beliefs and traditions.
- in accordance with the director's responsibility to the Ministry of Education through the Deputy Minister provides a director's annual report to the Ministry.
- promotes and encourages the use of new and emerging technologies to support teaching and learning.
- demonstrates a strong vision that supports 21<sup>st</sup> century learning.

### **Director/Board Relations**

The Director of Education:

- establishes and maintains positive working relations with the Board of Trustees
- provides leadership in ensuring effective governance practices that foster excellence in Catholic education.
- supports the Board of Trustees in performing its role and facilitates the implementation of its role as outlined in board policy.
- provides ongoing learning opportunities for trustees to deepen their knowledge and skills regarding their governance role.

## Catholic Director of Education Profile 2017

- supports the role of trustees in advocacy role for excellence in publically funded Catholic education.
- provides opportunities for ongoing faith formation of trustees.
- communicates effectively with the governing board and individual trustees.

### System Leadership

The Director of Education:

- demonstrates visionary and strategic leadership that has support of the senior staff, school and system leaders, parents, students and the larger community.
- develops effective approaches for succession planning at all levels of the system beginning with the Directorship.
- demonstrates a willingness to participate on provincial executive committee to execute the vision of the board.

### Fiscal Responsibility

The Director of Education:

- ensures that the fiscal management of the district is in accordance with the Ministry's Student Focused Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.
- ensures that the fiscal management of the district is in alignment with the elected board's multi-year strategic plan and the mandate of a Catholic school system.

### Organizational Management

The Director of Education:

- demonstrates effective organizational skills that result in district compliance with all legal, Ministerial and Board mandates and timelines.
- reports to the Minister with respect to matters identified in and required by the *Education Act* and Regulations.
- brings to the attention of the board any act or omission by the board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made

## Catholic Director of Education Profile 2017

under the Act; and if the board does not respond in a satisfactory manner to an act or omission brought to its attention, advises the Deputy Minister of the Ministry of the act or omission.

- nurtures partnership with organizations to benefit student achievement and the goals of the board.

### Planning

The Director of Education:

- provides leadership for the development of the board's multi-year plan and annual review of the multi-year plan.
- ensures the multi-year plan establishes board priorities rooted in the gospel and Catholic social teachings as well as evidenced based and exemplary educational practices.
- identifies specific actions that will be taken to achieve those priorities, specifically with regard to the board's responsibility for student achievement.
- ensures appropriate involvement of the board of trustees (approval of process and timelines, establishment of board strategic priorities, key results and final board approval).
- reports regularly on implementation and results achieved in relation to the board's multi-year strategic plan and district improvement plans.

### Personnel Management

The Director of Education:

- models acceptance of the responsibility to spiritual leadership and pastoral care and situations within the context of a Catholic faith community and school system.
- demonstrates respect for the dignity of all through inclusive practices, whereby each individual is valued, diversity is celebrated, and belonging is nurtured.
- understands the director's overall authority and responsibility for all hiring, monitoring, evaluation and termination of personnel.
- ensures effective systems are in place for the recruitment, selection, supervision, development and performance review of all staff.

## Catholic Director of Education Profile 2017

- ensures ongoing capacity building, professional learning and succession planning throughout the organization.
- utilizes performance appraisal process to foster ongoing formation and growth in Catholic leadership practices.
- ensures compliance with human rights and labour relations legislation.

### Policy

The Director of Education:

- provides leadership in the planning, development, implementation and evaluation of board policies.
- ensures policies reflect the *Education Act*, other pertinent legislation and are anchored in evidence based best practices and Catholic social teachings.
- ensures policies and procedures **and are** embedded with the fundamental concepts of human dignity, equity, social justice and environmental stewardship.

### Communications and Community Relations

The Director of Education:

- establishes effective communication strategies to **deep keep** the district informed of key monitoring reports, student and staff success, local issues and board decisions.
- ensures that open, transparent and positive internal and external communications are in place.
- ensures that Catholic School Advisory Councils, the Catholic Parent Involvement Committee and the Special Education Advisory Committee have the opportunity to provide appropriate advice and support as required in the regulations and/or board policy.
- ensures positive relationship with Archdiocese and supports school communities in nurturing close relationships with local parishes.
- participates in community affairs in order to enhance and support the district.
- develops and maintains strong community presence through strategic planning, use of social media communication tools.
- establishes **a** strong communications protocol and successfully executes **a** strategy.

## Catholic Director of Education Profile 2017

**Student, Staff and District Recognition/Public Relations**

The Director of Education:

- establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, staff and district successes.

**Leadership Practices**

Within the context of the requirements set out in legislation, Ministry of Education policy and guidelines, and the director's local job description, the six leadership practices ~~with from~~ **which form** the basis of the Catholic director's performance review are:

- Catholic faith, community and culture
- Setting directions
- Building relationships and developing people
- Developing the organization
- Leading the instructional program
- Securing accountability

**Accountability of the Board of Trustees under Provincial Interest Regulation**

The Director of Education for the Toronto Catholic District School Board must also be knowledgeable about the Provincial Interest **in Education** Regulation (PIR). This regulation sets out actions that can be taken by the Minister of Education if the Minister has concerns about a school board in one or more of the following areas:

- Academic achievement of students
- Student health and safety
- Good governance of the school board
- Performance of the board and of the Director of Education in carrying out their responsibilities under the *Education Act*
- Parent involvement



REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE

UPDATE TO TRUSTEE CODE OF CONDUCT T.04

*Good will come to those who are generous and lend freely, who conduct their affairs with justice – Psalm 112:5*

| Created, Draft  | First Tabling | Review                      |
|-----------------|---------------|-----------------------------|
| January 2, 2020 | March 2, 2020 | Click here to enter a date. |

M. Eldridge, General Legal Counsel (Acting)  
C. Caldwell, Legal Counsel  
C. Fernandes, Superintendent of Education, Area 4 and Policy Development

RECOMMENDATION REPORT

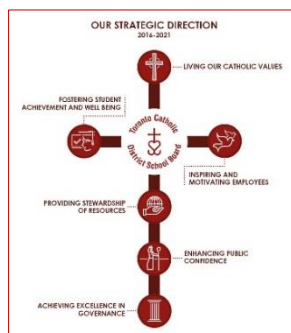
**Vision:**

*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 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 5 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 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.
3. This policy appeared at the January 2020 Governance meeting but was deferred.

## **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

|   |   |  |
|---|---|--|
| <b>Date Approved:</b><br>September 29, 2010 | <b>Date of Next Review:</b><br><b>February 2019</b> | <b>Dates of Amendments:</b><br>April 4, 2012<br><b>February 24, 2016</b> |
|---|---|--|

### Cross References:

*Municipal Conflict of Interest Act, R.S.O. 1990, CHAPTER c.M.50*

*Education Act, R.S.O. 1990, c. E. 2*

~~T.04~~ Conflict of Interest : Trustees **Policy T.01**

*Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. m. 56*

*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**

**The Respectful Workplace Guidelines, H.M.14**

### **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.

**This policy is interpreted through the lens of the Catholic faith as articulated by the teachings of the Church, having due regard for the following:**

- **Teachings of the Catholic Church, as expressed through various documents of the Universal Church, the Bishops of Canada, the Bishops of Ontario, and the Archdiocese of Toronto.**
- **Education Act, Sections 1 (4); 169.1; 301**
- **Program Policy memorandum (PPM) 128 Provincial Code of Conduct and School Board Codes of Conducts, August 29, 2019.**
- **Ontario Human Rights Code, Sections 1; 19.**



**POLICY SECTION:** TRUSTEES

**SUB-SECTION:**

**POLICY NAME:** Trustees Code of Conduct

**POLICY NO:** T.04

### 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:

Living Our Catholic Values

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

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Providing Stewardship of Resources

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.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

## **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;
- 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; ~~;~~ **and**
- 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



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

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**Expectations.

**The following requirements do not adversely affect any right or privilege guaranteed under the Constitution Act 1867: the Canadian Charter of Rights and Freedoms, or the Ontario Human Rights Code.**

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;
- 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: **text messaging and other social media communication**; 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.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

~~Subject to the duty of a Trustee under~~ **In accordance with** section 218.1(e) of the *Education Act* ~~to~~ **Trustees shall** 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.

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** ~~familiarize themselves with their~~ **the** 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~~



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

~~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 **[strategic]** 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
- 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.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

## 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:

- 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 c) above, the trustee shall forthwith** leave the meeting or the part of the meeting during which the matter is under consideration.





**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

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.

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:



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

- 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.**

~~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 ~~b~~**B**oard. 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.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

- 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, 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



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

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).

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:



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

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 Rite Catholics may petition to the Board of Trustees directly.~~ This is done through the Chair of the Board. In the case of an allegation of a breach by the Chair, this section shall be modified where appropriate to read the Vice-Chair of the Board.

Any allegation of a breach of this Code of Conduct must be brought to the attention of the Chair no later than six (6) weeks after the breach comes to the attention of the Trustee reporting the breach. Notwithstanding the foregoing, the Chair and the Director of Education may agree to extend this timeline in extenuating circumstances.

The Trustee making the complaint may bring the breach to the attention of the Board by providing the Chair with a written, signed complaint setting out the following:

- i. the name of the Trustee who is alleged to have breached this Code of Conduct;
- ii. the alleged breach(es) of the Code;
- iii. information as to when the breach came to the Trustee's attention;
- iv. the grounds for belief by the Trustee that a breach has occurred; and
- v. the names and contact information of any witnesses to the breach or any other persons who may have information regarding the alleged breach.

The complaint and any response to the complaint and the investigation of the complaint shall remain confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code of Conduct.

If an alleged breach is brought to the attention of the ~~Board Chair~~, the ~~Board Chair and the Director of Education~~, shall ~~make inquiries~~ retain an independent, external investigator or Integrity Commissioner to investigate ~~into~~ the matter and shall, based on the results of the ~~inquiries~~ investigation, determine whether there has been a breach.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

**Procedural fairness will govern the investigation. The investigation will be conducted in private. The investigation may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.**

**The Trustee who is alleged to have breached the Code shall have an opportunity to respond to the allegations if an investigation is conducted, A trustee who is subject to a Board inquiry to determine whether the trustee has breached the Code of Conduct and 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.**

**If the Trustee who is alleged to have breached the Code refuses to participate in the investigation, the investigation will continue in his/her absence.**

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.

**Nothing in this Policy prevents the Chair of any meeting of the Board or Committee of the Board from exercising their power pursuant to s. 207(3) of the Education Act**



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

**to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. For greater clarity, this can be done at the sole discretion of the Chair without the necessity of completing an investigation.**

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 appropriate, the original sanction may be stayed pending reconsideration.**

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:



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

- 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;
- 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.

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.

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

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above. **A Trustee who is alleged to have breached this Code of Conduct may be present during the deliberations, but shall not participate in the deliberations and shall not be required to answer any questions at that meeting. Further, the Trustee alleged to have breached the Code shall not improperly try to influence the vote on the decision of the breach or sanction.**





POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

~~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. **If the subject-matter of the investigation is being investigated by police, a charge has been laid, or if the matter is being dealt with in accordance with a procedure established under another Act, the investigation may be suspended until the police investigation, charge or matter under another Act has been finally disposed of.**

~~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.~~

## 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.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: Trustees Code of Conduct**

**POLICY NO: T.04**

**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  
COMMITTEE

## UPDATES TO POLICY PRIORITY SCHEDULE

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

| Created, Draft  | First Tabling   | Review |
|-----------------|-----------------|--------|
| <i>Verse</i>    |                 |        |
| Created, Draft  | First Tabling   | Review |
| August 19, 2020 | August 25, 2020 |        |

C. Fernandes, Superintendent of Education, 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 provides an update to the policy priority list for the rest of the 2020 school year.

*The cumulative staff time required to prepare this report was 1 hour.*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance and Policy Committee to update the list of policies to be reviewed until December 2020.

## **C. BACKGROUND**

1. Due to the cancellation of the Governance and Policy Committee meetings in March, April, May and June in response to the Covid-19 Pandemic, this report provides an update to the policies that would need to be rescheduled for the remainder of 2020.

## **D. METRICS AND ACCOUNTABILITY**

1. Appendix A outlines the new dates to address policies that would have been addressed in the months of March, April, May and June.

## **E. STAFF RECOMMENDATION**

Staff recommends that the new policy schedule for the remainder of 2020 be adopted.

| Governance and Policy Committee<br>2020 Policy Priority Schedule (Rev. Jan 2020)<br>Policy titles are linked to policy documents |  |          |                           |  |
|--|--|----------|---------------------------|--|
| GAP Date   | Policy   | Policy # | Key Contact (s)           |  |
| <b>January 7</b>   | <a href="#">Trustees Code of Conduct</a>   | T.04     | M. Eldridge/C. Caldwell   |  |
|  | <a href="#">Delegations</a>  | T.14     | M. Eldridge/C. Caldwell   |  |
|  | <a href="#">Catholic Parent Involment Committee</a>  | P.04     | J. Wujek                  |  |
|  | <a href="#">Caretaker Deployment (Rescindment)</a>   | H.S.03   | C. Fernandes/C.Caldwell   |  |
|  |  |          |                           |  |
| <b>February 11</b>   | Strategic Reserves Policy (NEW)  | TBD      | L.Noronha/P.De Cock       |  |
|  | Acceleration and Retention of Students (NEW)   | TBD      | L.Maselli-Jackman         |  |
|  | <a href="#">Catholic School Parent Councils</a>  | S.10     | J. Wujek                  |  |
|  |  |          |                           |  |
| <b>March 3</b>   | <a href="#">Workplace Accommodation for Employees with Disabilities</a>                          | H.M.38   | C. Caldwell/A. Della Mora |  |
|  | <a href="#">Accessibility Standards for Services and Facilities</a>                              | A.36     | C. Caldwell/F.Cifelli     |  |
|  | <a href="#">Alcohol, Cannabis and Other Drugs</a>  | S.S.03   | L.DiMarco/M. Caccamo      |  |
|  |  |          |                           |  |
| <b>April 14</b>  | <a href="#">Guidelines For Trustees, Parents and Staff in Addressing School Related Concerns</a> | A.33     | J. Wujek                  |  |
|  | <a href="#">Meta-Policy</a>  | M.01     | M. Eldridge/C. Caldwell   |  |

|                    |  |        |                         |  |  |  |
|--------------------|--|--------|-------------------------|--|--|--|
|                    | ICod Policy (NEW)  | TBD    | M. Eldridge/C. Caldwell |  |  |  |
|                    |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |
| <b>May 12</b>      | <a href="#">Performance Appraisal: Director of Education</a> | H.C.06 | M. Eldridge/C. Caldwell |  |  |  |
|                    | <a href="#">Complaint Against a Staff Member</a>             | H.M.30 | A. Della Mora           |  |  |  |
|                    | <a href="#">Harassment and Discrimination</a>                | H.M.14 | A. Della Mora           |  |  |  |
|                    |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |
| <b>June 2</b>      | <a href="#">Fresh Start</a>                                  | S.S.12 | M. Caccamo              |  |  |  |
|                    | <a href="#">Board Recognized Charitable Foundations</a>      | A.09   | P. De Cock              |  |  |  |
|                    |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |
| <b>September 8</b> |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |
| <b>October 6</b>   |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |
| <b>November 10</b> |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |
| <b>December 7</b>  | <a href="#">Pupil Accommodation Review</a>                   | S.09   | M. Loberto              |  |  |  |
|                    |  |        |                         |  |  |  |
|                    |  |        |                         |  |  |  |

| <p style="text-align: center;"><b>Governance and Policy Committee</b><br/> <b>2020 Policy Priority Schedule (Rev. Aug 2020)</b><br/> Policy titles are linked to policy documents</p> |   |                 |                         |  |  |
|---|---|-----------------|-------------------------|--|--|
| <b>GAP Date</b>   | <b>Policy</b>   | <b>Policy #</b> | <b>Key Contact (s)</b>  |  |  |
| <b>January 7</b>  | <a href="#">Trustees Code of Conduct</a>              | T.04            | M. Eldridge/C. Caldwell |  |  |
|   | <a href="#">Delegations</a>                           | T.14            | M. Eldridge/C. Caldwell |  |  |
|   | <a href="#">Catholic Parent Involvement Committee</a> | P.04            | J. Wujek                |  |  |
|   | <a href="#">Caretaker Deployment (Rescindment)</a>    | H.S.03          | C. Fernandes/C.Caldwell |  |  |
|   |   |                 |                         |  |  |
| <b>February 11</b>  | Strategic Reserves Policy (NEW)                       | F. M.09         | L.Noronha/P.De Cock     |  |  |
|   | Acceleration and Retention of Students (NEW)          | S.P.03          | L.Maselli-Jackman       |  |  |
|   | <a href="#">Catholic School Parent Councils</a>       | S.10            | J. Wujek                |  |  |
|   | <a href="#">International Languages (Elementary)</a>  | S.P.05          | L.DiMarco               |  |  |
|   | <a href="#">Trustees Code of Conduct</a>              | T.04            | M. Eldridge/C. Caldwell |  |  |
| <b>March 2</b>  | <a href="#">International Languages (Elementary)</a>  | S.P.05          | L. DiMarco              |  |  |
|   | <a href="#">Delegations</a>                           | T.14            | M. Eldridge/C. Caldwell |  |  |
|   | <a href="#">Trustees Code of Conduct</a>              | T.04            | M. Eldridge/C. Caldwell |  |  |
|   |   |                 |                         |  |  |
| <b>April 14</b>   | Cancelled Due to COVID-19                             |                 |                         |  |  |

|                    |   |        |                        |  |  |  |  |  |  |
|--------------------|---|--------|------------------------|--|--|--|--|--|--|
|                    |   |        |                        |  |  |  |  |  |  |
|                    |   |        |                        |  |  |  |  |  |  |
| <b>May 12</b>      | Cancelled Due to COVID-19                                       |        |                        |  |  |  |  |  |  |
|                    |   |        |                        |  |  |  |  |  |  |
|                    |   |        |                        |  |  |  |  |  |  |
| <b>June 2</b>      | Cancelled Due to COVID-19                                       |        |                        |  |  |  |  |  |  |
|                    |   |        |                        |  |  |  |  |  |  |
|                    |   |        |                        |  |  |  |  |  |  |
| <b>August 25</b>   | Update to By-Laws to Address Integrity Commissioner             |        | P. Matthews            |  |  |  |  |  |  |
|                    | <a href="#">Catholic School Parent Councils</a>                 | S.10   | J. Wujek               |  |  |  |  |  |  |
|                    | <a href="#">Performance Appraisal: Director of Education</a>    | H.C.06 | P.Matthews/C. Caldwell |  |  |  |  |  |  |
|                    | <a href="#">Trustees Code of Conduct</a>                        | T.04   | P.Matthews/C. Caldwell |  |  |  |  |  |  |
|                    |   |        |                        |  |  |  |  |  |  |
|                    |   |        |                        |  |  |  |  |  |  |
|                    |   |        |                        |  |  |  |  |  |  |
| <b>September 8</b> | <a href="#">Board Recognized Charitable Foundations</a>         | A.09   | P. De Cock             |  |  |  |  |  |  |
|                    | <a href="#">Delegations</a>                                     | T.14   | P.Matthews/C. Caldwell |  |  |  |  |  |  |
|                    | <a href="#">International Languages (Elementary)</a>            | S.P.05 | L. DiMarco             |  |  |  |  |  |  |
|                    |   |        |                        |  |  |  |  |  |  |
|                    |   |        |                        |  |  |  |  |  |  |
| <b>October 6</b>   | <a href="#">Meta-Policy</a>                                     | M.01   | P.Matthews/C. Caldwell |  |  |  |  |  |  |
|                    | Acceleration and Retention of Students (NEW)                    | S.P.03 | M. Meehan              |  |  |  |  |  |  |
|                    | <a href="#">Electronic Communication System- Acceptable Use</a> | A.29   | S. Camacho             |  |  |  |  |  |  |
|                    | <a href="#">Permits</a>   | B.R.05 | M. Loberto             |  |  |  |  |  |  |



|                        |  |        |                           |  |  |  |  |  |  |
|------------------------|--|--------|---------------------------|--|--|--|--|--|--|
| <b>November<br/>10</b> | <a href="#">Guidelines For Trustees, Parents and Staff in Addressing School Related Concerns</a> | A.33   | J. Wujek                  |  |  |  |  |  |  |
|                        | <a href="#">Alcohol, Cannabis and Other Drugs</a>  | S.S.03 | L.DiMarco/M. Caccamo      |  |  |  |  |  |  |
|                        | ICod Policy (NEW)  | TBD    | M. Eldridge/C. Caldwell   |  |  |  |  |  |  |
|                        | <a href="#">Complaint Against a Staff Member</a>   | H.M.30 | A. Della Mora             |  |  |  |  |  |  |
|                        | <a href="#">Harassment and Discrimination</a>  | H.M.14 | A. Della Mora             |  |  |  |  |  |  |
|                        |  |        |                           |  |  |  |  |  |  |
|                        |  |        |                           |  |  |  |  |  |  |
|                        |  |        |                           |  |  |  |  |  |  |
| <b>December<br/>7</b>  | <a href="#">Pupil Accommodation Review</a>   | S.09   | M. Loberto                |  |  |  |  |  |  |
|                        | <a href="#">Accessibility Standards for Services and Facilities</a>                              | A.36   | C. Caldwell/F.Cifelli     |  |  |  |  |  |  |
|                        | <a href="#">Workplace Accommodation for Employees with Disabilities</a>                          | H.M.38 | C. Caldwell/A. Della Mora |  |  |  |  |  |  |

## GOVERNANCE AND POLICY COMMITTEE

### PENDING LIST TO AUGUST 25, 2020

| # | Date Requested & Committee/Board  | Report Due Date | Destination of Report Committee/Board | Subject  | Delegated To             |
|---|-----------------------------------|-----------------|---------------------------------------|--|--------------------------|
| 1 | Mar-2017<br>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 ( <b>Update to Chaplaincy Program Policy</b> )  | Superintendent Fernandes |
| 2 | June-2017<br>GAP                  | TBC             | Governance and Policy                 | Staff to bring back after the Ministry of Education's Transportation report is considered ( <b>Update to Transportation Policies S.T.01, 03, 04 and 05</b> )   | Superintendent Fernandes |
| 3 | Mar-2018<br>Regular Board         | TBC             | Governance and Policy                 | That the matter be referred to the Governance and Policy Committee ( <b>Photographing and Filming of Individuals at Board and Committee Meetings</b> )   | Superintendent Fernandes |
| 4 | May-2018<br>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 ( <b>Update to School Events Communications and Invitee Protocols Policy (S.02).</b> ) | Superintendent Fernandes |

| # | Date Requested & Committee/Board  | Report Due Date | Destination of Report Committee/Board | Subject   | Delegated To             |
|---|-----------------------------------|-----------------|---------------------------------------|---|--------------------------|
| 5 | Jun-2018<br>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 ( <b>Ministry Memo 2018: B10 – Final Pupil Accommodation Review Guidelines and Updated on Integrated Planning and Supports for Urban Education</b> )   | Superintendent Fernandes |
| 6 | Jan-2019<br>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<br><br>That staff develop a policy reflective of the OHRC Accessible Education for Students with Disabilities Policy Document ( <b>SEAC Minutes, 2018-09-19, Item 9g) Ontario Human Rights Commission (OHRC) Policy Document Article on Special Education Inclusion</b> ) | Superintendent Fernandes |

| # | Date Requested & Committee/Board | Report Due Date   | Destination of Report Committee/Board | Subject  | Delegated To                |
|---|----------------------------------|---|---------------------------------------|--|-----------------------------|
| 7 | Mar-2019<br>Special Board        | TBC<br><br><i>Subject to NEW Ministry policy/regulation dealing with student exclusions</i> | 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> | Superintendent<br>Fernandes |

| # | Date Requested & Committee/Board  | Report Due Date                                | Destination of Report Committee/Board | Subject   | Delegated To             |
|---|-----------------------------------|--|---------------------------------------|---|--------------------------|
| 8 |                                   |  |                                       | <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 Fernandes |
|   | February 2020 Governance & Policy | Date changed to October due to interruption to | Governance and Policy                 | That the Policy be provided to the Catholic Schools Parent Council (CSPC) Chairs and invite their feedback by March 30, 2020,   | Superintendent Fernandes |

| #  | Date Requested & Committee/Board | Report Due Date                             | Destination of Report Committee/Board | Subject  | Delegated To             |
|----|----------------------------------|---|---------------------------------------|--|--------------------------|
| 10 |                                  | GAP as a result of Covid-19 emergency pause |                                       | and that feedback be shared by Staff at the April 14, 2020 Governance and Policy Meeting ( <b>New Policy on Age Appropriate Placement - Curriculum and Program Supports</b> ).   |                          |
|    | March 2020 Regular Board         | TBC   | Governance and Policy                 | That the Permits Policy (Policy B.R.05) be referred to the next Governance and Policy Meeting to revise the policy as set out above ( <b>From Trustee Di Pasquale regarding Support for Local School events</b> )                                  | Superintendent Fernandes |
|    | July 2020 Special Board          | TBC   | Governance and Policy                 | That the Strategic Reserves Policy be directed to the Governance and Policy Committee to consider a revision to this policy to allow for increased funding of the playground Reserve ( <b>2020-21 Budget Estimates Overall and Instructional</b> ) | Superintendent Fernandes |

**Governance and Policy Committee**  
**2020 Policy Priority Schedule**  
Policy titles are linked to policy documents

| <b>GAP Date</b>    | <b>Policy</b>  | <b>Policy #</b> | <b>Key Contact (s)</b>  |
|--------------------|--|-----------------|-------------------------|
| <b>January 7</b>   | <a href="#">Trustees Code of Conduct</a>                     | T.04            | M. Eldridge/C. Caldwell |
|                    | <a href="#">Delegations</a>                                  | T.14            | M. Eldridge/C. Caldwell |
|                    | <a href="#">Catholic Parent Involvement Committee</a>        | P.04            | J. Wujek                |
|                    | <a href="#">Caretaker Deployment (Rescindment)</a>           | H.S.03          | C. Fernandes/C.Caldwell |
|                    |  |                 |                         |
| <b>February 11</b> | Strategic Reserves Policy (NEW)                              | F. M.09         | L.Noronha/P.De Cock     |
|                    | Acceleration and Retention of Students (NEW)                 | S.P.03          | L.Maselli-Jackman       |
|                    | <a href="#">Catholic School Parent Councils</a>              | S.10            | J. Wujek                |
|                    | <a href="#">International Languages (Elementary)</a>         | S.P.05          | L.DiMarco               |
|                    | <a href="#">Trustees Code of Conduct</a>                     | T.04            | M. Eldridge/C. Caldwell |
| <b>March 2</b>     | <a href="#">International Languages (Elementary)</a>         | S.P.05          | L. DiMarco              |
|                    | <a href="#">Delegations</a>                                  | T.14            | M. Eldridge/C. Caldwell |
|                    | <a href="#">Trustees Code of Conduct</a>                     | T.04            | M. Eldridge/C. Caldwell |
|                    |  |                 |                         |
| <b>April 14</b>    | Cancelled Due to COVID-19                                    |                 |                         |
|                    |  |                 |                         |
| <b>May 12</b>      | Cancelled Due to COVID-19                                    |                 |                         |
|                    |  |                 |                         |
| <b>June 2</b>      | Cancelled Due to COVID-19                                    |                 |                         |
|                    |  |                 |                         |
| <b>August 25</b>   | Update to By-Laws to Address Integrity Commissioner          |                 | P. Matthews             |
|                    | <a href="#">Catholic School Parent Councils</a>              | S.10            | J. Wujek                |
|                    | <a href="#">Performance Appraisal: Director of Education</a> | H.C.06          | P.Matthews/C. Caldwell  |
|                    | <a href="#">Trustees Code of Conduct</a>                     | T.04            | P.Matthews/C. Caldwell  |
|                    |  |                 |                         |
|                    |  |                 |                         |
| <b>September 8</b> | <a href="#">Board Recognized Charitable Foundations</a>      | A.09            | P. De Cock              |
|                    | <a href="#">Delegations</a>                                  | T.14            | P.Matthews/C. Caldwell  |
|                    | <a href="#">International Languages (Elementary)</a>         | S.P.05          | L. DiMarco              |
|                    |  |                 |                         |
|                    |  |                 |                         |
| <b>October 6</b>   | <a href="#">Meta-Policy</a>                                  | M.01            | P.Matthews/C. Caldwell  |
|                    | Acceleration and Retention of Students (NEW)                 | S.P.03          | M. Meehan               |

|                    |  |        |                           |
|--------------------|--|--------|---------------------------|
|                    | <u>Electronic Communication System- Acceptable Use</u>       | A.29   | S. Camacho                |
|                    | <u>Permits</u>   | B.R.05 | M. Loberto                |
|                    |  |        |                           |
| <b>November 10</b> | <u>Guidelines For Trustees, Parents and Staff in Address</u> | A.33   | J. Wujek                  |
|                    | <u>Alcohol, Cannabis and Other Drugs</u>                     | S.S.03 | L.DiMarco/M. Caccamo      |
|                    | ICod Policy (NEW)  | TBD    | M. Eldridge/C. Caldwell   |
|                    | <u>Complaint Against a Staff Member</u>                      | H.M.30 | A. Della Mora             |
|                    | <u>Harassment and Discrimination</u>                         | H.M.14 | A. Della Mora             |
|                    |  |        |                           |
|                    |  |        |                           |
|                    |  |        |                           |
| <b>December 7</b>  | <u>Pupil Accommodation Review</u>                            | S.09   | M. Loberto                |
|                    | <u>Accessibility Standards for Services and Facilities</u>   | A.36   | C. Caldwell/F.Cifelli     |
|                    | <u>Workplace Accommodation for Employees with Disab</u>      | H.M.38 | C. Caldwell/A. Della Mora |