

TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING

PUBLIC SESSION

AGENDA
APRIL 23, 2015

Michael Del Grande, Chair
Trustee Ward 7

Nancy Crawford, Vice Chair
Trustee Ward 12

Ann Andrachuk
Trustee Ward 2

Patricia Bottoni
Trustee Ward 4

Frank D'Amico
Trustee Ward 6

Jo-Ann Davis
Trustee Ward 9

Hannah McGroarty
Student Trustee

Angela Kennedy
Trustee Ward 11

Joseph Martino
Trustee Ward 1

Sal Piccininni
Trustee Ward 3

Barbara Poplawski
Trustee Ward 10

Maria Rizzo
Trustee Ward 5

Garry Tanuan
Trustee Ward 8

Christopher MacDonald
Student Trustee



MISSION

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

VISION

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

Recording Secretary: Lalita Fernandes 222-8282 extension 2293

Angela Gauthier
Director of Education

Michael Del Grande
Chair of the Board



OUR MISSION

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

OUR VISION

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through witness, faith, innovation and action.*



ADDENDUM THE REGULAR MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION

Michael Del Grande, Chair

Nancy Crawford, Vice-Chair

Thursday, April 23, 2015

7:00 P.M.

	Pages
9. Presentations	
9.c Monthly Report from Student Trustee(s)	1 - 2
14. Matters Recommended by Special/Ad Hoc or Sub-Committees	
14.b Recommendations from the Governance and Policy Committee of March 10, 2015	
14.b.2 Report of the Governance and Policy Committee on Catholic School Parent Council Policy S.10 follow up	3 - 31
<i>That the Board adopt the revised Policy S. 10 Catholic School Advisory Council (Appendix A) and the revised TCDSB Catholic School Council Operational Procedures Protocol (Appendix B) with the amendments identified in the Action Plan above.</i>	

April 2015 Student Trustee Monthly Report

Standing Committee Updates

Social Affairs

It's the time of year again for our annual CSLIT Gala. This year we are taking a little bit of a different focusing more on raising funds for the Angel Foundation for Learning. It will be held in Bishop Allen's gym to save costs on banquet hall fees. It will take place on May 22nd from 6:30-11:00. Tickets are only \$25.00 and all proceeds will go to AFL. We are aiming for at least 200 students to attend. If you are interested in attending, please email Hannah McGroarty at hannah.mcgroarty@tcdsb.org.

Angel Council

On Easter Monday, about fifteen members from the Angel Council volunteered at the Good Shepherd Refuge. They served meals, organized canned goods and more. While there, they learned that there is a need for adult T-Shirts this summer. So we asked members of CSLIT's General Assembly to bring a minimum of two t-shirts to the meeting. Also, they are organizing another volunteering on April 25th at L'Amoreaux North Park planting trees.

Faith Action Team

Last year under the direction of the TCDSB student trustees and the Catholic Board Council at OSTA-AECO, a province wide mass and religious discussion to celebrate Catholic Education week was initiated. We are very excited to announce that this initiative is continuing under the direction of this year's Student Trustees, the Religion, Faith Action Team and Student Leadership Departments on Thursday, May 7. This year, the mass will be followed by a Peace Walk downtown.

Equity Committee

In collaboration with Pan Am and Parapan Games, we will be organizing a wheelchair tennis tournament. More details are to come.

Social Justice Committee

A very successful 2nd Annual Dodging for Justice Tournament was held on April 10th at Cardinal Carter Academy for the Arts. In partnership with Development and Peace, we raised awareness for small family farmers who struggle to keep their own seeds to feed their families, their communities, and the world without being controlled by privatized by multinational companies who limit seed biodiversity.

President's Council

During May we will be gathering with all secondary student councils in the TCDSB. Here student council members will share best practices, learn about different initiatives in the board, and have open forums discussing different problems within our schools. We will also be inviting future student

council members (if they have been elected) for a small orientation. The goal of the day will be to produce a Student Council Handbook for future student councils to use.

Student Trustee Elections

After applications were handed out during our February General Assembly of the CSLIT, we have had 9 candidates step forward, 6 of whom are running in grade 10 for the two-year term, with the other 3 being in grade 11 running for the one-year term, as per our new policy. The elections will be held on Tuesday, April 21st at the CEC, with student representatives from each school attending to listen to the candidates speeches and vote on whom they would like to have representing them as student trustee.

Camp Olympia Leadership Weekends

The first Camp Olympia leadership weekend will be held on April 24th-26th by Jean Vanier at Olympia Sports Camp, with the following two weekends being hosted by Marshal McLuhan and Blessed Mother Theresa. The focus of each weekend is to build leadership skills within each participating student, and to bring schools from all across the board together in a fun-filled event promoting Catholic social teachings. Special thanks to Greg Rogers and the host schools for organizing these amazing events.



REPORT TO

REGULAR BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON CATHOLIC SCHOOL PARENT COUNCIL POLICY S. 10 FOLLOW UP

For as in one body we have many members, and the members do not all have the same function, so we though many, are one body in Christ, and individually members of one another.
Romans 12:4-5

Created, Draft	First Tabling	Review
March 10, 2015	March 26, 2015	Click here to enter a date.
Ann Andrachuk, Chair, Governance and Policy Committee Loretta Notten, Superintendent Governance and Policy		
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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



Members of the Committee:

Ann Andrachuk, Chair
Angela Kennedy, Vice Chair
Maria Rizzo, Trustee Ward 5
Mike Del Grande, Trustee Ward 7
Gary Tanuan, Trustee Ward 8
Jo-Ann Davis, Trustee Ward 9
Nancy Crawford, Ex-Officio

A. COMMITTEE RECOMMENDATIONS

At the March 10th meeting of the Governance and Policy Committee the revised TCDSB Catholic School Parent Council Policy and Operational Procedures were approved with the following editorial changes:

1. Operational Procedures Protocol, #6b) to read “The Chair or at least one of the co-chairs of the Catholic School Parent Council must be Roman Catholic
2. Under Policy Cross Reference: add the Policies regarding Respectful Workplace, Conflict Resolution and any others that may apply.
3. Under Evidence/Research/Analysis, #4, amend the words “The minimum number of council members is 7 and parents must form the majority.
4. Page 52 Under Evidence/Research/Analysis, 5b) add the words “of the Board”
5. Page 54, Under Evidence/Research/Analysis #10, recommend that staff communicate to schools that “*After delegations from CPIC and OAPCE, trustees passed an amendment to the Catholic School Parent council policy. Schools and CSAC’s will now maintain separate bank accounts, at the same banking institution, and the merging of bank accounts is no longer required.*”

And that staff:

Add a new fourth bullet under Operational Procedures 7 vi – “A by-law that establishes a process for the governance of the CSPC and its affairs” and further provide a template to all CSACs to assist with their governance and that the template be added to the Parent Council Handbook

B. ORIGIN

The Catholic School Advisory Policy S.10 and the corresponding Operational Procedures were presented to Board for approval on February 19th, 2015. At that time twenty-three different amendments were approved. The amendments approved were not linked or identified specifically to a particular document. That is, there is a CSAC Policy, Operational Procedures and CSACs also have a CSAC handbook and By-Laws. For clarity and to ensure the amendments are both implemented as intended and also that they are not contradictory, this report presents staff's suggested action in terms of the amendment. Further, the amendments approved requested that the process for removing a member of a Catholic School Parent Council be brought back to Governance for review. This report presented to Governance offered staff's follow up on that request.

C. EXECUTIVE SUMMARY

Catholic School Parent Councils have a presence in all of our TCDSB schools and have an important role to play in parent engagement. The councils have their foundation in Ontario Regulation 612/00, which provides significant guidance and parameters for related policy. In an effort to support schools, the TCDSB has, over time, also provided school councils with a number of support tools/resources to assist them in their governance and operation. In addition to the policy and operational procedures, there is a CSAC handbook (to be renamed and re-distributed) and by—laws. The 23 amendments suggested at the February 19th, 2015 meeting of the Board need to be situated in one of the 4 referenced documents and for clarity and precision, this report offered commentary on how amendments were incorporated and where further clarity was requested.

At the Governance Committee there was discussion regarding the request for criteria to remove a parent council member. Staff indicated that criteria and assessment of the criteria can be subjective and potentially difficult to arbitrate. Further there was the caution that it could lead to legal challenges and staff noted that no other GTA board has such a stipulation. Trustees requested a provision that all councils write a by-law in regards to governance and that the revised Catholic School Parent Council handbook include a template that could guide councils in such a by-law. Finally, trustees reiterated that all schools should unmerge their bank accounts per the amendment they authored to the CSPC policy.

D. APPENDICES

1. Appendix A: Catholic School Parent Council Side by Side Feb 2015 to March 2015 (with all amendments from February 19th Board highlighted)
2. Appendix B: Catholic School Parent Council Operational Procedures (with all amendments from February 19th Board highlighted)
3. Appendix C: Report to Governance on CSPC Policy Update.

E. MOTIONS

That the Board adopt the revised Policy S. 10 Catholic School Advisory Council (Appendix A) and the revised TCDSB Catholic School Council Operational Procedures Protocol (Appendix B) with the amendments identified in the Action Plan above.

Motion as amended was declared carried.

CURRENT

Date Approved:	Review Cycle: 2018	Dates of Amendment: 14 June 01; 20 June 96; 16 Nov.92;20 Oct 83; 19 Nov 81
Cross Reference: <ul style="list-style-type: none"> • Reg. 298 – Operation of Schools – General • Reg. 612 – School Councils School Councils – a Guide for Members, 2001, Ontario Ministry of Education <p>==</p> Attachment(s): Catholic Schools Council Operational Procedures		

Purpose:

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

PROPOSED

Date Approved: February 19 th , 2015	Review Cycle: 2018	Dates of Amendment: 14 June 01; 20 June 96; 16 Nov.92;20 Oct 83; 19 Nov 81
Cross Reference: <ul style="list-style-type: none"> • Reg. 298 – Operation of Schools – General • Reg. 612 – School Councils School Councils – a Guide for Members, 2001, Ontario Ministry of Education • H.M. 14 Harassment and Discrimination Policy and The Respectful Workplace • H.M. 19 Conflict Resolution Policy 		
Attachment(s): Catholic School Parent Council Operational Procedures		

Purpose:

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.

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 MYSP:

Living our Catholic Values
Fostering Student Achievement and Well Being
Strengthening Public Confidence

Policy

The Catholic School Council (CSC) 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 CSC shall function in an advisory role by making recommendations to the principal of the school and, where necessary, to the Board, on any matter in accordance with the Education Act, TCDSB policies and, guidelines and operating procedures.

Regulations:

1. The school council at every school shall use the name Catholic School Council (CSC), and will be guided by Catholic values and doctrine. The CSC Chair and at least one of the Co-Chairs must be Roman Catholic. The CSC shall not be incorporated.

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 MYSP:

Living our Catholic Values
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Policy

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.

Regulations:

1. The school council at every school shall use the name Catholic School Parent Council (hereafter the CSPC), and will be guided by Catholic values and doctrine. The Chair or at least one of the CSPC Co-Chairs must be Roman Catholic. The CSPC shall not be incorporated.

2. A CSC may make recommendations to the principal of the school on any matter, and the principal shall consider each recommendation and advise the CSC of the action taken in response to the recommendation.
3. The principal will act as a resource person to the CSC and shall assist the Council in obtaining information relevant to the duties and functions of the Council.
4. The principal will provide information and solicit the views of CSC on matters concerning:
 - i. student achievement and the School Learning Improvement Plan;
 - ii. annual funding for parent involvement;
 - iii. the school budget;
 - iv. school policies and procedures including the code of conduct;
 - v. school uniform or dress code.
5. The principal of a school may delegate any of his or her powers or duties as a member of CSC to a vice-principal of the school.
6. A CSC may make recommendations to the Board on any matter, and the Board shall consider each recommendation and advise the CSC of the action taken in response to the recommendation.
7. The Board shall solicit the views of CSCs with

2. A CSPC may make recommendations to the principal of the school on any matter, and the principal shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation.
3. The principal will act as a resource person to the CSPC and shall assist the Council in obtaining information relevant to the duties and functions of the Council.
4. The principal will provide information and solicit the views of CSPC on matters concerning:
 - i. student achievement and the School Learning Improvement Plan;
 - ii. annual funding for parent involvement;
 - iii. the school budget;
 - iv. school policies and procedures including the code of conduct;
 - v. school uniform or dress code.
5. The principal of a school may delegate any of his or her powers or duties as a member of CSPC to a vice-principal of the school.
6. A CSPC may make recommendations to the Board on any matter, and the Board shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation.
7. The Board shall solicit the views of CSPCs with

respect to the:

- i. establishment or amendment of Board policies or guidelines;
- ii. development of implementation plans for new initiatives that relate to student achievement or to the accountability of the education system to parents;
- iii. Board action plans for improvement based on EQAO reports;
- iv. Principal Profile, to assist in the selection and placement of principals and vice-principals.

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

- i. strategies for parent engagement;
- ii. identifying and reducing barriers to parent engagement;
- iii. creating a welcoming environment for parents;
- iv. strategies for parents to support their child(ren)'s learning at home and at school.

9. The election of parent members to CSC will be held within the first 30 days of each school year, with parents constituting the majority of the members. Unless otherwise stated in the by-laws the minimum number of parent members will be seven. On behalf of the CSC, the principal will communicate information about elections to the parent community of the school at least 14 days prior to the election.

respect to the:

- i. establishment or amendment of Board policies or guidelines;
- ii. development of implementation plans for new initiatives that relate to student achievement or to the accountability of the education system to parents;
- iii. Board action plans for improvement based on EQAO reports;
- iv. Principal Profile, to assist in the selection and placement of principals and vice-principals.

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

- i. strategies for parent engagement;
- ii. identifying and reducing barriers to parent engagement;
- iii. creating a welcoming environment for parents;
- iv. 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

10. Every effort will be made to ensure that CSC is representative of the diversity within a school community.
11. Composition of the CSC will be consistent with the Education Act, and will also include the local pastor or designate, parent representative from the Toronto Association of Parents in Catholic Education (TAPCE), as derived from the Ontario Association of Parents in Catholic Education (OAPCE), and, where possible, a person who has a special interest in Special Education.
12. There must be a minimum of six CSC meetings, which includes the Annual General Meeting, open to the public in each school year.
13. CSC 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.
14. All communications from CSC 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.
15. All CSC shall function and will be governed by Ontario Regulation 612/00 (found in Operational Procedures in Appendix A)

elections to the parent community of the school at least 14 days prior to the election.

10. There will be no proxy votes at Council meetings.
11. Every effort will be made to ensure that **CSPC** is representative of the diversity within a school community, **where possible**.
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 (OAPCE Toronto)**, as derived from the Ontario Association of Parents in Catholic Education (OAPCE), and, where possible, a person who has a special interest in Special Education.
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.
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.
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

16. Each CSC will develop by-laws governing the conduct of its activities and must include the following by-laws:

- i. a by-law governing election procedures and the filling of vacancies in the membership of the CSC
- ii. a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest
- iii. a by-law that establishes a conflict resolution process for internal Council disputes, consistent with TCDSB policy H.M.19 Conflict Resolution. [hyperlink to policies]. CSC by-laws must be distributed and verified each year at the Annual General Meeting.

17. All funds collected by CSCs shall be retained by the school principal in the school banking account. CSCs will advise the principal about spending funds collected by CSCs consistent with TCDSB policies.

18. Where CSC bank accounts are maintained separate from the school account, all CSC accounts must be merged with the school account by no later than August 31, 2015.

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

being sent to the intended recipients.

16. All **CSPC** shall function and will be governed by Ontario Regulation 612/00 (found in Operational Procedures in Appendix A)

17. Each **CSPC** will develop by-laws governing the conduct of its activities and must include the following by-laws:

- i. a by-law governing election procedures and the filling of vacancies in the membership of the **CSPC**
- ii. a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest
- iii. a by-law that establishes a conflict resolution process for internal Council disputes, consistent with TCDSB policy H.M.19 Conflict Resolution. [hyperlink to policies]. **CSPC** by-laws must be distributed and verified each year at the Annual General Meeting.

iv. A by-law that establishes a process for the governance of Catholic School parent Councils and its affairs.

18. Per Regulation 17.ii) no member of the school parent council will participate in proceedings if they have a conflict of interest.

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

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]

20. Each CSC will annually submit a written report on its activities to the principal of the school and the principal will post the report to the school's portal site. Upon request, the report will be made available to members of the Board.
21. CSC shall create minutes of all its meetings and records of all its financial transactions 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.
22. Operational Procedures and Financial Procedures provided will govern the respective activities of Catholic School Councils of the TCDSB.

account.

20. CSPC will maintain a bank account, separate from the school account, under the name of the CSPC. The school and CSPC accounts will be held at the same institution and location.
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.
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.
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.
24. Operational Procedures and Financial Procedures

provided will govern the respective activities of Catholic School **Parent** Councils of the TCDSB.

Evaluation and Metrics:

1. The annual report of CSC activities will serve as an assessment of the Council's work to support student achievement and well-being at the school.
2. The utilization of parent involvement funds and Parent Reaching Out (PRO) grants, where applicable, will be monitored.

Evaluation and Metrics:

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 utilization of parent involvement funds and Parent Reaching Out (PRO) grants will be monitored.

Rationale

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

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

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

Operational Procedures:

1. Membership

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

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

2. Composition of Council

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

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

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

3. Election of Parent Members

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

4. Other Elections

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

5. Term of Office

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

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

6. Officers

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

7. The Catholic School Council

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

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

B. CSPC CHAIR

The Chair of the Catholic School Parent Council shall:

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

C. CSPC MEMBERS

The Members of the Catholic School Parent Council shall:

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

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

8. The Principal

The Principal of the school shall:

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

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

9. Consultation by Board

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

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

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

10. Consultation with Parents

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

11. Annual Report

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



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

APPENDIX C CATHOLIC SCHOOL PARENT COUNCIL POLICY S.10 FOLLOW-UP (REPORT).DOCX

For as in one body we have many members, and the members do not all have the same function, so we though many, are one body in Christ, and individually members one of another. Romans 12:4-5

Created, Draft	First Tabling	Review
March 2, 2015	March 10, 2015	Click here to enter a date.
Loretta Notten, Superintendent Governance, Policy and Strategic Planning Carla Marchetti, Coordinator of International Languages and Parent/Community Engagement John Shain, Superintendent of Learning, Achievement and Parental Engagement		

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



G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and
Facilities

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

The Catholic School Advisory Policy S.10 and the corresponding Operational Procedures were presented to Board for approval on February 19th, 2015. At that time eighteen different amendments were approved. The amendments approved were not linked or identified specifically to a particular document. That is, there is a CSAC Policy, Operational Procedures and CSACs also have a CSAC handbook and By-Laws. For clarity and to ensure the amendments are both implemented as intended and also that they are not contradictory, this report presents staff's suggested action in terms of the amendment. Further, the amendments approved requested that the process for removing a member of a Catholic School Parent Council be brought back to Governance for review. This report presents staff's follow up on that request.

B. PURPOSE

Catholic School Parent Councils have a presence in all of our TCDSB schools and have an important role to play in parent engagement. The councils have their foundation in Ontario Regulation 612/00, which provides significant guidance and parameters for related policy. In an effort to support schools, the TCDSB has, over time, also provided school councils with a number of support tools/resources to assist them in their governance and operation. In addition to the policy and operational procedures, there is a CSAC handbook (to be renamed and re-distributed) and by—laws. The 23 amendments suggested at the February 19th, 2015 meeting of the Board need to be situated in one of the 4 referenced documents and for clarity and precision, this report offers commentary in that regard. Further, it specifically follows up on the Board motion:

That Criteria be established to remove a member of Council that may include: A member of the school Parent Council may be removed based on criteria to be developed by staff and sent to the Governance committee for review. The criteria may include considerations of attendance, non-performance of duties, conflict of interest.

C. BACKGROUND

1. At the Board meeting held on February 19th, 2015, trustees considered the report, *Policy S.10 Catholic School Advisory Council Consultation Feedback*, along with the Operational Procedures to support CSACs in their work at TCDSB schools. The policy was approved with 23 proposed amendments.
2. For clarity and to ensure the amendments are both implemented as intended and also that they are not contradictory, this report presents staff's suggested action in terms of the amendment.

D. EVIDENCE/RESEARCH/ANALYSIS

1. At the Board meeting of February 19th, 2015, the following amendments were made to the S. 10 Catholic School Council Policy. Following each amendment is commentary regarding how staff recommends proceeding on the amendment.

Amendment	Proposed Action / Analysis
1. That the name change to Catholic School Parent Council from Catholic School Advisory Council and that at least one of the co-chairs must be Roman Catholic	<p>Policy Regulation 1 amended. (<i>Note this still allows for Chair – if there is only one – to be non-Catholic. Please confirm intent has been captured.</i>)</p> <p>Operational Procedures, (new) 6 (b) added in section on Officers.</p> <p>Title of council amended in all locations where it is used.</p>
<p>2. That Criteria be established to remove a member of Council that may include:</p> <p>A member of the school Parent Council may be removed based on criteria to be developed by staff and sent to the Governance committee for review. The criteria may include considerations of attendance,</p>	<p>Concern: Please see analysis that follows this table.</p>

non-performance of duties, conflict of interest.	
3. That the composition of the Council will be consistent with the Education Act and will also include the local pastor or designate, a parent representative from the Ontario Association of Parents in Catholic Education (OAPCE) Toronto	<p>This is consistent with what was already in the operational Procedures under Composition of Council (#2). It is also cross-referenced in Policy – regulation 9.</p> <p>Concern:</p> <p>It might be prudent to use the language “where possible” as in other regulations, as it may not be possible to always enforce the participation of the identified members.</p>
4. That a minimum number of members on the committee shall be seven. (This number includes school personnel, community representatives and the pastor)	<p>This has been incorporated in Regulation 9 of the policy and 3 c) of the Operational Procedures, but it needs to be noted that it is problematic.</p> <p>Concern:</p> <p>Per Regulation 612, the majority of council members must be parents. If the minimum number of council members is 7 inclusive of all of the various roles, it is entirely possible parents would be in the minority.</p>
5. That as 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>A revised regulation 22 has been included in Policy and a revision has been made to #11 in Operational Procedures.</p> <p>Concerns:</p> <p>May is early in the year for the report. In order to be ready for a May CSAC meeting, the report may have to be completed in April, but in any event is likely to exclude any events or funds spent/used in the months of May, June, July or August. May and June can be busy months of school activity. It is</p>

	<p>recommended that the report be given at the Annual General Meeting in September so as to give a full report on the previous year.</p> <p>The second part of the motion is somewhat unclear - suggested wording: The local trustee will determine if this should be shared with the full Board of trustees. (or that the intent be given greater clarity).</p>
<p>a) Any and all approved recommendations from Council can be included in this report.</p> <p>b) Any and all approved recommendations can be placed on the agenda at the request of the council at any time throughout the year.</p> <p>c) As per legislation the board will consider each recommendation and advise council of the action taken in response to the recommendation.</p> <p>d) That a template be developed and distributed to Councils on preparing an annual report.</p>	<p>Each of these can be included in #11 of Operational Procedures (and CSAC handbook)</p> <p>OK</p> <p>Need to clarify which “agenda” – School Council agenda or Board agenda (or CPIC or OAPCE)</p> <p>Already in #9 in Operational Procedures.</p> <p>Already available; will be located in the revised TCDSB CSPC Handbook, in addition to on Board website.</p>
6. That at the start of each school year, the information package provided to CSACs will include links to the board and committee	<p>This is an established practice, but will be embedded in the TCDSB CSPC Handbook</p>

minutes and agendas, their local trustees page and public consultations pages.	
7. That the TCDSB policies, operational and financial procedures will govern the respective activities of all school councils.	Guidelines will be consolidated and provided within the TCDSB CSPC Handbook. (Financial Guidelines currently housed on the Budget/Financial Page of the Board website will also be consolidated in the CSPC handbook)
a) The Parent School Council will govern their activities within the ministry, board policies, school mission and the tenets of the Catholic faith.	Language was in Operational Procedures 7 (a) iii but has been augmented.
b) There shall be no proxy votes at Council meetings	Added as new Regulation 10 in Policy and 3.h) in Operational Procedures.
c) No member of the school parent council will participate in proceedings if they have a conflict of interest	Language was already embedded in Policy Regulation 17 ii) but a stand- alone regulation (#18) has been added to the Policy.
d) All activities of the council will be reported to the parents on an annual basis.	Was embedded in policy; wording revised and found in Regulation 22 of Policy.
e) The parent school council may engage in fundraising activities related to charitable foundations, educational or services consistent with the tenets of Catholicism.	Was already present in policy. See Regulation 21.
f) As per legislation, fundraising revenue cannot be spent on programs, services, instruction, staffing, materials or equipment that should be provided by the Board.	The revision as been amended to Operational Procedure 7 viii) (adding additional detail to what was already present). Will also be embedded in CSPC Handbook.

g) All funds raised will be reported to the parent community.	Amendment added to Regulation 21 in Policy; also cross-references Operational Procedures 11 on Annual Report.
h) Consolidate to one document	Financial Guidelines will be placed in the revised CSPC Handbook.
8. Under Diversity Include " <i>Where possible</i> " to Regulation 10	Included – see Regulation 11 (one new regulation above has affected numbering)
All meetings including inaugural meeting are open to the public.	Was in policy (former regulation 12). See revised wording – Policy Regulation 13.
9. Under Regulation 17 All funds collected by the CSC shall be retained at the school for preparation and deposit to a CSC account.	See Policy Regulation 19 (two new regulations above have affected numbering)
10. Under Regulation 18 CSC will maintain a bank account, separate from a school account, under the name of the school CSC. The school and CSC accounts will be held at the same institution & location.	See Policy Regulation 20 (two new regulations above have affected numbering) Note – staff understand that there is no obligation for the 40% of schools who have already merged bank accounts to reverse that action, if they are satisfied with the merged accounts.

2. Staff would like to highlight some additional considerations before acting on the recommendation that *Criteria be established to remove a member of Council that may include: A member of the school Parent Council may be removed based on criteria to be developed by staff and sent to the Governance committee for review. The criteria may include considerations of attendance, non-performance of duties, conflict of interest.*

Regulation 7 vi) of the Operational procedures mandates a by-law that establishes rules respecting participation in proceedings in cases of conflict of

interest. Those rules would govern non-participation but do not currently contemplate removal.

Regulation 3 b) of the Operational Procedures identifies those persons who may not be qualified to be a parent member of the Council and Regulations 1, 2, 4 and 6 of the Operational Procedures give additional qualifications for members of council. Thus it is felt that the criteria for removal due to “conflict of interest” is sufficiently addressed in the existing Operational Procedures.

Criteria for removal due to non-attendance is not contemplated in Regulation 612, however nor does the regulation preclude such a consideration. A possible guideline in this regard might be failure to attend 3 meetings, similar to the obligation for Trustees. This is a clear guideline that can be enforced, while potentially leaving room for discretion in an extenuating circumstance such as illness. That said – the current CSAC By-Laws on attendance (7.2) indicate that council member “*may be asked by Council to forfeit his/her position within the council. This request may occur if the members missed attendance seriously impacts the present year CSAC business.*” This By-Law is recommended as sufficient.

Determining non-performance of duties and any other criteria for removal will be challenging and is not recommended. Challenges include identifying who will be the arbiter of “non-performance” and against what standard? Catholic School Council members are assuming voluntary positions. Catholic School Parent Councils can involve complex personality dynamics and opening a door to “removal of a member” could exacerbate some local tensions. It also opens the door to legal challenges and costs associated with such challenges.

The board has policies dealing with conflict resolution which continue to be the recommended avenue for dealing with local relationship dynamics that might become aggravated.

Further, it should be noted that developing such criteria for removal would require consultation with stakeholders.

E. ACTION PLAN

1. The CSAC Policy and Operational Procedures are now ready to move forward to the policy register with the amendments approved by Board.

The table above identifies where the amendments will be found. The following additional actions/(amendments to the amendments) coming out of the analysis above are recommended:

- a. Do not provide criteria for removal of a member, or if the board approves such a regulation, limit it to non-attendance (eg., missing 3 meetings).
 - b. Amendment 3 regarding Composition – use the language “where possible”.
 - c. Amendment 4 regarding minimum number of members – change language to reflect “minimum number of council members is 7 and parents must form the majority”. (Do not list various roles in this regulation)
 - d. Amendment 5 regarding Annual report – change month report is presented to September and clarify who will determine if the report is shared with the board.
 - e. Amendment 5b) regarding approved recommendation on agendas – clarify which agenda is being referenced.
 - f. Amendments 9 and 10 – communicate to schools that while Policy allows for separate bank accounts, there is nothing to prevent schools which have merged their accounts from continuing to do so.
2. The CSAC Handbook will be revised to include TCDSB Financial Procedures, as well as templates for annual reports.
 3. It is recommended that schools use a consistent banking program, for example “Quick Books”, if they have not merged their bank accounts with school bank accounts. In cases where this has been done, templates are provided and assistance in reconciliation at the local school and from the board level can be provided.

F. METRICS AND ACCOUNTABILITY

1. Amendments to the S.10 CSAC policy will be communicated to all principals, CSACs and school communities using various modalities of communication.
2. Regulations placed in policy need to be enforced.

3. Parents welcomed and were receptive to the CSAC Consultation process used to solicit feedback and, as such, can be repeated on an annual basis in order to solidify successes and target challenges. A Board report based on subsequent consultations and recommendations based on the feedback would be provided.

G. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Once the revised Policy and Operational Procedures are approved in their entirety, a broad-based communication strategy to all stakeholders will ensure awareness regarding the updates. This can include Communication Department e-Blasts, tweets, e-News, as well as email communication to all CSAC Chairs and updates at Principal Meetings.

H. STAFF RECOMMENDATION

That the Board adopt the revised Policy S. 10 Catholic School Advisory Council (Appendix A) and the revised TCDSB Catholic School Council Operational Procedures Protocol (Appendix B) with the amendments identified in the Action Plan above.