

Date Approved: April 22, 2015	Review Cycle: 2019	Dates of Amendment: 14 June 01; 20 June 96; 16 Nov.92;20 Oct 83; 19 Nov 81; Feb 19 th , 2015; Feb 24, 2016
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 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 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 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 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 Toronto (OAPCE Toronto) 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 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 account.
20. CSPC may maintain a bank account, separate from the school account, under the name of the CSPC.
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 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.