

## CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

<b>Date Approved:</b> April 22, 2015 November 1981	<b>Date of Next Review:</b> 2019 2024	<b>Dates of Amendments:</b> Nov. 19, 1981; Oct. 20, 1983; Nov.16, 1992; June 20, 1996; June 14, 2001; Feb. 19, 2015; April 22, 2015; Feb. 24 <sup>th</sup> 2016
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### **Cross References:**

Reg. 298 – Operation of Schools – General

Reg. 612 – School Councils **and Parent Involvement Committees**

School Councils – a Guide for Members, 2001, **Revised 2002**, Ontario Ministry of Education

H.M. 14 Harassment and Discrimination Policy and The Respectful Workplace

H.M. 19 Conflict Resolution Policy

**H.M. 24 Catholic Equity and Inclusive Education Policy**

**S.S. 09 Code of Conduct**

### **Appendices: Attachment(s):**

- **Appendix A: CSPC Constitutional Template Guidelines**
- **Appendix B: Guidelines for School Accounts and Catholic School Advisory Councils [for further consultation]**
- **Appendix C: Catholic School Parent Council Financial Operational Procedures**

### **Purpose:**

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

### **Scope and Responsibility:**

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

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

Living Our Catholic Values

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

Fostering Student Achievement and Well-Being

**Achieving Excellence in Governance**

**Providing Stewardship of Resources**

### **Policy:**

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

### **Regulations:**

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

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

The CSPC shall not be incorporated.

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

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

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

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

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

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

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

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

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

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

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

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

v. strategies for parent engagement;

vi. identifying and reducing barriers to parent engagement;

vii. creating a welcoming environment for parents; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Evaluation and Metrics:

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

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

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

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