

Catholic School Parent Councils, Policy S.10

Comparative Chart of Revisions Made to Original Policy

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

<p>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.</p>	<p>Purpose: 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>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.</p>	<p>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.</p>
<p>Alignment with MYSP: Living our Catholic Values Fostering Student Achievement and Well Being Strengthening Public Confidence</p>	<p>Alignment with the 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</p>
<p>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.</p>	<p>Policy: 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 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.</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> <ul style="list-style-type: none"> 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.

	<p>iii) The chair or at least one of the CSPC co-chairs must be Roman Catholic.</p> <p>iv) The CSPC shall not be incorporated.</p>
<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.</p>	<p>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 the any action taken and/or rationale in response to the recommendation.</p>
<p>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.</p>	<p>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.</p>
<p>4. The principal will provide information and solicit the views of CSPC on matters concerning:</p> <ol style="list-style-type: none"> 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. 	<p>2. The Board, through the The principal, will provide information and solicit the views of CSPC with respect to the following matters: on matters concerning:</p> <ol style="list-style-type: none"> 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. <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> <ol style="list-style-type: none"> 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. <p>2.2 Councils may provide their views to the Board with respect to:</p> <ol style="list-style-type: none"> i) student achievement and well-being matters; ii) the establishment and amendment of board policies and guidelines;

	<ul style="list-style-type: none"> 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 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.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>
<p>7. The Board shall solicit the views of CSPCs with respect to the:</p> <ul style="list-style-type: none"> 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 	<p><i>Incorporated and revised in Regulation 2</i></p>
<p>8. A CSPC may make recommendations to the Board's Catholic Parent Involvement Committee (CPIC) on matters relating to:</p> <ul style="list-style-type: none"> i. strategies for parent engagement; ii. identifying and reducing barriers to parent engagement; iii. creating a welcoming environment for parents; 	<p>4. A CSPC may make recommendations to the board's Catholic Parent Involvement Committee (CPIC) on matters relating to:</p> <ul style="list-style-type: none"> 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

<p>iv. strategies for parents to support their child(ren)'s learning at home and at school.</p>	<p>v) strategies for parents to support their child(ren)'s learning at home and at school.</p>
<p>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.</p>	<p>12. The election of parent, teacher, school employee and student members to of the CSPC will be held within the first 30 calendar days of each school year. Other members include school personnel, community representatives and the local pastor. That said, parents shall still be the majority member.</p> <p>13. On behalf of the CSPC, the principal will communicate information about elections to the parent community of the 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 of parent members.</p> <p>14. The minimum number of council members is seven (7) and parents must form the majority</p>
<p>10. There will be no proxy votes at Council meetings.</p>	<p>18. There will be no voting by proxy votes at Council meetings at CSPC elections and council meetings.</p>
<p>11. Every effort will be made to ensure that CSPC is representative of the diversity within a school community, where possible.</p>	<p>16. Every effort will be made to ensure that CSPC is representative of the diversity within a school community. where possible.</p>
<p>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.</p>	<p>15. The composition of the CSPC will be consistent with the Education Act, and will include:</p> <ul style="list-style-type: none"> 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) non-teaching representative; v) a teacher teaching representative;

	<ul style="list-style-type: none"> 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).
<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.</p>	<p>19. There must be a minimum of four six 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.</p>
<p>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.</p>	<p>8. CSPC Catholic School Parent Councils shall consult may solicit and take into consideration the advice of parents of students enrolled in the school, or students where applicable, with regards to matters under consideration by the school council.</p>
<p>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>	<p>25. 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> <ul style="list-style-type: none"> i) All communications will be made available if/as required in the predominant language(s) spoken in the community. ii) The principal shall provide an opportunity for inclusion of parent council communications in the school newsletter and/or email updates from the school.

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.

9. All Catholic School Parent Councils CSPC shall function and will be governed by in accordance with Ontario Ministry Regulation 612/00, (found in Operational Procedures in Appendix A the Catholic School Parent Council By-laws (Appendix A), and by) and with the Guidelines for School Accounts and Catholic School Advisory Councils (Appendix B)-

<https://www.tcdsb.org/FORPARENTS/CSPC/Pages/default.aspx>

10. Each CSPC will develop a constitution governing, the conduct of its activities including: with the following local 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) <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 ;
- iv) a by law that establishes a process for the governance of Catholic School Parent Councils and its affairs;

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.

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, and 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, and 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**
- vi) amendments and/or additions to standing committees (Appendix A: Article XII,S.12.1).**

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

17. ~~Per Regulation 17 ii)~~ 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. ~~CSPC~~ Catholic School Parent Councils may maintain a bank account, separate from the school account, under the name of the *(Name of School)* 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.

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 **by F.P.01 Purchasing Policy** F.P.01 (<https://www.tcdsb.org/Board/Policies/Pages/Default.aspx>). All funds raised ~~will~~ **must** 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.

24. ~~Per legislation~~ An annual report **on the CSPC's activities** will **be prepared by CSPC** by **as of** May **31st** and submitted to the principal, **to the board** and **to the** 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. 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.

20. ~~CSPC~~ **Catholic School Parent Councils** 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.~~

- 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.** ~~for any member of the Catholic community~~
- ii) Approved minutes and financial statements shall be shared with the school 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.

~~10. Operational Procedures and Financial Procedures~~ **The TCDSB Catholic School Parent Council By-Laws Template (Appendix A) and TCDSB Guidelines for School Accounts and Catholic School Parent Councils (Appendix B)** 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.
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).**
- ~~2.~~ **3** The utilization of parent engagement funds, such as **the** Parent Involvement **Committee (PIC)** funds Grant and **the** Parent Reaching Out (PRO) Grant, **if applicable**, will be monitored.