



REPORT TO

## STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE

### METRICS REPORT ON THE CATHOLIC SCHOOL PARENT COUNCIL, POLICY S.10, 2020-2021

*"May he give you the desire of your heart and make all your plans succeed." Psalm 20:4*

Created, Draft	First Tabling	Review
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#### INFORMATION REPORT

**Vision:**

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

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



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## **A. EXECUTIVE SUMMARY**

This report provides metrics on the activities and valued contributions of the Toronto Catholic District School Board (TCDSB) Catholic School Parent Councils (CSPCs) for the academic year of 2020-2021 at the local level.

This report also includes the engagement and learning opportunities provided by staff to parents and to Catholic School Parent Councils.

*The cumulative staff time required to prepare this report was 16 hours*

## **B. PURPOSE**

1. The purpose of this report is to comply with the TCDSB Catholic School Parent Council Policy, S. 10, metrics requirements that 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.*”

## **C. BACKGROUND**

1. Consistent with Ontario Regulation 612 on *School Councils and Parent Involvement Committees*, the purpose of [Catholic] school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.”
2. The TCDSB’s Parent Engagement and Communications Departments play a guiding and supportive role to Catholic School Parent Councils and staff in the promotion and enhancement of effective parent engagement that is in harmony with TCDSB’s shared vision of transforming the world through witness, faith, innovation and action.
3. At the system level, staff from these and other departments worked closely with TCDSB’s Catholic Parent Involvement Committee (CPIC) and the Ontario Association for Parents in Catholic Education - Toronto (OAPCE-Toronto) to maximize support to the local Catholic School Parent Councils.

## D. EVIDENCE/RESEARCH/ANALYSIS

### **Catholic School Parent Council Activities and Parent Engagement Initiatives**

1. Consistent with Ontario Regulation 612, s.24 (1) and (2) every school council must submit an annual report on its activities, including a financial report.
2. For 2020-2021 academic year, 127 school councils complied with the regulatory requirement by electronically submitting a CSPC annual report.

The chart below provides some highlights from the reports submitted in comparison to the previous year:

<b>2019-2020 Metrics</b>	<b>2020-2021 Metrics</b>
52% of councils submitted a report	64% of councils submitted a report
100% of councils met the minimum frequency requirements	100% of councils met minimum meeting frequency requirements
98% of the councils had a designated OAPCE-Toronto representative	96% of the councils had a designated OAPCE-Toronto representative
78% of CSPCs raised funds to support the purchase of learning materials	68% of CSPCs raised funds to support the purchase of learning materials
75% of CSPCs raised funds to support the Arts	34% of CSPCs raised funds to support the Arts
56% of CSPCs raised funds to support the sports	19% of CSPCs raised funds to support the sports
63% of CSPCs raised funds to support the transportation for events/excursions	Not measured
74% of CSPCs raised funds to support celebrations (graduation/sacraments)	65% of CSPCs raised funds to support celebrations (graduation/sacraments)
48% of CSPCs raised funds to support humanitarian /charity organizations	35% of CSPCs raised funds to support humanitarian /charity organizations

### 3. Details of CSPC data and activities for the 2020-2021 school year:

<b>CSPC Statistics</b>		
<b>Item</b>	<b>Number of Schools</b>	<b>Percentage</b>
Schools with active Councils	190	96%
Schools without a Council	7	4%
Councils in compliance with Ministry and Board reporting mandate (i.e., CSPC Annual Activity and Financial Report)	127	64%
Councils that held the minimum number of meetings	190	100%
Councils with an OAPCE representative	190	96%
<b>Activities/Initiatives Supported by CSPC Fundraising</b> (Based on the information provided by the 127 schools that submitted the CSPC Annual Activity and Financial Report)		
<b>Activity</b>	<b>Number of Schools</b>	<b>Percentage</b>
<b>Arts</b> (e.g., musical instrument repairs; dance workshops; classroom materials for arts & crafts)	43	34%
<b>Buses</b>	12	9%
<b>Celebrations</b> (e.g., Halloween; Christmas; graduation, sacraments)	82	65%
<b>Humanitarian Causes</b> (e.g., charity drives; Terry Fox Foundation; donations to local church)	44	35%
<b>Learning Materials</b> (e.g., technology; Smart TVs; classroom and art supplies; math manipulatives; Scientists in the Schools presentations; coding workshops; student virtual workshops; Raz Kids reading program; Mathletics app.; physical education equipment; virtual book fair; gardening supplies; student agendas; playground improvement; virtual excursions; library books; STEM materials)	86	68%
<b>Sports</b>	24	19%

<b>Other</b> (e.g., spirit wear; PPE; water bottle filling stations; school yard/field filed revitalization; handwashing stations; additional signage and desks shield; SNP; log t-shirts)	63	50%
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#### 4. Summary of Inquiry Topics Supported by Parent Engagement Department

<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Multilingual resources (school messenger, school correspondence, etc.)</li> <li>• Continue to provide parents with up-to-date information on new initiatives and board policies through on-line communication</li> <li>• Clear directions on the appropriate channels for parents to contact with concerns (i.e.. what concerns go to the trustee, principal, etc.,)</li> <li>• CSPC access of School Messenger to communicate with school community</li> <li>• Additional funding for technology</li> <li>• Timely notice of consultations and information of Board decisions that impact school communities</li> <li>• Learning opportunities for parent council and the parent community at large to build an equitable school environment for students</li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Information and training sessions for chair/ treasurer/secretary early in the school year to ensure all parties are aligned with roles, responsibilities and submission requirements</li> <li>• Continuation of CSPC workshops and information sessions virtually (more accessible to parents)</li> <li>• Training for CSPCs – School Cash Online and School Cash Express</li> </ul> <p><b>Material Resources:</b></p> <ul style="list-style-type: none"> <li>• Continue to update and add resources in CSPC Share Point</li> <li>• CSPC package with checklists of what is expected of CSPC at the beginning of the year</li> <li>• Continued access to grants for planning parent engagement events (PIC, PRO) and other grants available to support parent engagement and student learning</li> </ul>
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- List of speakers to address racism
- Resources on how the parent council can work to support equity at the local level
- Resources to broaden representation from various diversity groups, recruit and increase parent engagement
- List of board approved vendors/companies/speakers that the parent council can engage for parent engagement events, community events, etc.
- Resources on mental health and wellness
- Resources to support Catholic learning
- Resources to support chairs/co-chairs in effective management of CSPC funds, running meetings and reporting to board
- Best practices for parent engagement, fundraising and school community involvement

**Human Resources:**

- Central CSPC staff to attend more CSPC meetings
- Ongoing support and communication from parent engagement coordinator

Participation from CPIC members, trustees, and superintendents at CSPC meetings

**Parent Reaching Out (PRO) Grants**

1. In 2020-2021 the Ministry continued to provide the Board with a Regional PRO grant for a total of \$50,326.89.
2. All schools were eligible to apply for a \$500.00 grant.
3. **The following chart outlines data for the Regional PRO grant for 2020-2021:**

<b>PRO Grant Data</b>	
Total Grant	\$50, 326.89
• School Projects	\$38, 893.48
• Parent Resources	\$11, 200.00
• Amount Returned to the Ministry	\$11, 433.41

<b>Projects Planned by Catholic School Parent Councils (CSPC)</b>		
<b>Item</b>	<b>Number</b>	<b>Percentage</b>
Total number of schools that applied	84	43%
Number of schools that held the parent engagement event	62	74%
Number of schools that requested reimbursement	62	74%
Number of schools that completed the Ministry report	62	100%
Number of schools that conducted an exit survey	23	37%
Number of participants	6, 377	N/A
<b>Project Objectives</b>		
To improve perception of a welcoming school climate where parents' perspectives are encouraged, valued and heard		6 %
To increase awareness of school initiatives		3%
To involve parents in the local school environment and child's education		16%
To provide parents with the knowledge, skills and tools they need to support their child's learning at home and at school		72 %
To reduce barriers to participation in child's learning		3%
<b>Parent Resources for Schools' Parent Lending Library</b> Central Purchase in Consultation with Catholic Parent Involvement Committee (CPIC)		
<b>Title</b>	<b>Quantity</b>	
<i>Hold on to Your Kids: Why Parents Matter More than Peers</i>	200	
<i>The Whole Brain Child</i>	200	
<i>Mindset</i>	200	
<b>Project Objectives</b>		
To provide parents with the knowledge, skills and tools they need to support their child's mental health at home and at school		

## **Parent Involvement Committee (PIC) Grant**

1. The Ministry of Education provides each school board with funds to be allocated to local CSPCs to support school-based parent engagement initiatives.
2. These funds are earmarked to find local solutions that lessen barriers to parent engagement and enhance the participation of parents, with the goal of equity of outcomes for all students.
3. In September, each school was allocated an annual PIC grant of \$500.
4. Appendix A is a listing of all TCDSB schools by Ward. The data is from October 2021 but indicates the carryover of available PIC funding.

The chart below summarizes the funds spent in PIC funds for parent engagement activities in 2020-2021:

<b>Parent Involvement Committee (PIC) Funds</b>	
Total Funding and Carryover Balances from 2019-2020	\$351,205.39
Remaining Balance as of August 31, 2021	\$314,914.92
Total PIC Funds Use in 2020-2021	\$36,290.47

5. The chart below provides recurring themes in parent engagement activities funded by PRO and PIC grants:

<ul style="list-style-type: none"> <li>• Conversations about race and stereotypes</li> <li>• Equity and inclusion in the school community</li> <li>• Building inclusivity in schools and examining the language and stereotypes home and at school</li> <li>• Unpacking the language and identities of 2SLGBTQ+</li> <li>• Mental health and caring</li> <li>• Mental health and wellness</li> <li>• Mental health and wellbeing in young women</li> </ul>	<ul style="list-style-type: none"> <li>• Developing resilience in children</li> <li>• Supporting emotional well-being</li> <li>• Developing personal happiness</li> <li>• Childhood anxiety and stress</li> <li>• Mindfulness and well-being</li> <li>• Minimizing the effects of the pandemic on children's sense of self</li> <li>• Online/Internet safety and protocols</li> <li>• Cyberbullying</li> </ul>
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<ul style="list-style-type: none"> <li>• Identifying and addressing anxiety and stress in children</li> <li>• Supporting emotions and resiliency</li> <li>• Understanding youth and teaching resiliency</li> <li>• Helping families 'bounce back' from challenging circumstances</li> <li>• Regulating emotions</li> <li>• Parenting as a reflective practice</li> </ul>	<ul style="list-style-type: none"> <li>• Identifying, addressing and supporting bullying</li> <li>• Science family night</li> <li>• Spiritual and mental health night</li> <li>• Family math night</li> <li>• Family STEM night</li> <li>• Skills for parenting in pandemic times</li> <li>• Healthy eating through a pandemic</li> <li>• Identifying and addressing current parenting challenges</li> </ul>
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**System Activities and Resources Supporting and Promoting Parent Leadership**

1. Based on support request from the Annual CSPC Activity and Financial report, the following virtual executive training workshops were provided:

Topic	Date	Time	Number of Participants	Total Number of Participants
CSPC Policy S. 10 & CSPC By-Laws	January 25 <sup>th</sup>	7:00 – 8:15 p.m.	24	122
	January 26 <sup>th</sup>	4:00 – 5:15 p.m.	19	
	February 2 <sup>nd</sup>	4:00 – 5:15 p.m.	37	
	February 3 <sup>rd</sup>	7:00 – 8:15 p.m.	42	
The Role & Responsibility of the Chair/Co-Chairs	February 23 <sup>rd</sup>	4:00 – 5:15 p.m.	33	123
	February 24 <sup>th</sup>	7:00 – 8:15 p.m.	35	
	March 2 <sup>nd</sup>	7:00 – 8:15 p.m.	23	
	March 3 <sup>rd</sup>	7:00 – 8:15 p.m.	32	
CSPC Annual Activity & Financial Reporting &	April 20 <sup>th</sup>	4:00 – 5:15 p.m.	31	143
	April 21 <sup>st</sup>	7:00 – 8:15 p.m.	50	
	April 26 <sup>th</sup>	7:00 – 8: 15 p.m.	36	
	April 29 <sup>th</sup>	4:00 – 5:15 p.m.	26	

KEV Banking System				
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2. Outreach and collaboration between the Parent Engagement Department, CSPC, CPIC and OAPCE has resulted in increased two-way communication with parents.
3. CSPC, TCDSB website and CSPC SharePoint was regularly updated to provide CSPC chairs and administration with resources to assist in the operational activities of councils.

The following resources were available on the CSPC SharePoint to CSPC, CPIC and school administration

<b>Title of Folder</b>	<b>Content</b>
AGM and CSPC Elections	<ul style="list-style-type: none"> <li>• CSPC &amp; CPIC election timelines</li> <li>• Information on CSPC elections</li> <li>• Information on running CSPC elections</li> <li>• Templates of election nomination forms and ballots</li> </ul>
CSPC Annual Activity and Financial Report	<ul style="list-style-type: none"> <li>• Reporting activity and financial templates</li> </ul>
CSPC Chair	<ul style="list-style-type: none"> <li>• Resource – Role and responsibilities of the chair/co-chairs</li> <li>• Resource – Using TCDSB designated email address</li> <li>• Resource – Accessing email on a personal device</li> <li>• Tips for running an effective meeting</li> </ul>
CSPC Finances - Templates	<ul style="list-style-type: none"> <li>• Resource: CSPC Finances - Roles and Responsibilities – KEV Accounting System</li> <li>• CSPC Budget, monthly and annual reporting templates</li> <li>• CSPC Bank reconciliation form</li> <li>• Standardized funds collection form</li> <li>• Standardized funds disbursement form</li> <li>• Confidentiality form for volunteers</li> <li>• CSPC HST template</li> </ul>

CSPC Meeting & Minutes	<ul style="list-style-type: none"> <li>• Sample meeting templates: <ul style="list-style-type: none"> <li>○ Inaugural meeting</li> <li>○ AGM</li> <li>○ Elections</li> <li>○ CSPC meetings</li> </ul> </li> </ul>
CSPC Policy S. 10 & CSPC By-Laws	<ul style="list-style-type: none"> <li>• Policy S. 10</li> <li>• Mandated CSPC By-Law template, Appendix A</li> </ul>
CSPC Fundraising – Information	<ul style="list-style-type: none"> <li>• Resource -Fundraising in Schools</li> <li>• Ministry Fundraising Guidelines</li> <li>• Information on charitable donations</li> <li>• Confidential form for volunteers</li> </ul>
IT Assistance	<ul style="list-style-type: none"> <li>• Accessing TCDSB email on a personal device</li> <li>• Managing exchange ActiveSync</li> </ul>
Parent Lending Resources	<ul style="list-style-type: none"> <li>• Parent books sent to all schools for parent lending library</li> </ul>
Parent Resources	<ul style="list-style-type: none"> <li>• Articles: <ul style="list-style-type: none"> <li>○ <i>Capacity Building Series – Parent Engagement</i></li> <li>○ <i>Bringing Marginalized Parents and Caregivers into their Children’s Schools</i></li> <li>○ <i>Capacity Building Series -Culturally Responsive Pedagogy</i></li> <li>○ <i>French Immersion in Ontario</i></li> <li>○ <i>Parents in Partnership – A Parent Engagement Policy for Ontario Schools</i></li> <li>○ <i>Parents Matter</i></li> <li>○ <i>People in Education – Parent Involvement</i></li> <li>○ <i>School Administrator’s Guide to Parent Engagement</i></li> <li>○ <i>Supporting Students with Refugee Backgrounds</i></li> <li>○ <i>Too Busy for PTA</i></li> </ul> </li> </ul>
PIC Grant	<ul style="list-style-type: none"> <li>• PIC grant information brochure</li> <li>• PIC frequently asked questions</li> <li>• PIC reporting template (principal &amp; chair)</li> <li>• TCDSB cheque requisition (principal)</li> </ul>
School Cash Online	<ul style="list-style-type: none"> <li>• FAQ – School cash online</li> <li>• What is School Cash Online</li> </ul>

	<ul style="list-style-type: none"> <li>• School Cash Online – guide for CSPCs</li> <li>• Making donation using School Cash Online</li> <li>• School Cash Express</li> </ul>
Signage for Schools	<ul style="list-style-type: none"> <li>• Elementary school contact information templates</li> <li>• Secondary school contact information templates</li> </ul>

4. In 2020-2021, 100% of schools with active school councils updated the CSPC chair/co-chairs' information providing chairs/co-chairs with a TCDSB email and credentials, allowing for greater communication and access to internal CSPC sites (e.g., CSPC Share Point; Grants 4 You).
5. Several CPIC Motions associated with improving parent access and communication were approved at Board for further implementation with the goal to improve parent engagement.
6. The coordinator of the Parent Engagement Department provided resources/reminders via email with regards to the operation requirements and timelines of CSPCs, as well as, responding daily, via phone and/or email, to council executives' and staffs' inquiries.
7. The Superintendent of Parent Engagement provided updates, information and direction to superintendent colleagues through regular Education Council updates of CSPC matters.
8. System-wide initiatives that require parent consultation were often fostered and managed through the PE Department. Examples of such consultations were Multi-year Strategic Plan and Equity Action Plan.
9. The Superintendent and Coordinator of Parent Engagement offered regular CSPC and parent engagement information and updates at bi-weekly system principals' meetings

## **E. METRICS AND ACCOUNTABILITY**

1. The metrics and accountability framework as outlined in Catholic School Parent Council, Policy S. 10, will be the basis for this report and for assessing parent engagement impact.

2. The data in this report will continue to serve as the benchmark for strategy improvement to enhance and support continued parent engagement, and partnership enhancement.

## **F. CONCLUDING STATEMENT**

This report is for the information of the Board.