



REPORT TO

REGULAR BOARD

CATHOLIC SCHOOL ADVISORY COUNCIL POLICY S. 10 CONSULTATION FEEDBACK

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
February 9, 2015	February 19, 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 has been under revision for approximately 16 months. It has gone out to consultation with parents in three different manners. The first time in the fall of 2013 through an electronic survey tool, the second time in the spring of 2014 through a face to face consultation and for a third time through the late fall and winter of 2014-15, through all of the local CSACs, OAPCE and CPIC, with responses being gathered on an open-ended web-based survey site. Responses and trends have been summarized and the CSAC Policy and Operational Procedures are presented in this report for approval.

B. PURPOSE

The Catholic School Advisory Council Policy S. 10 has its foundation in Regulation 612. The purpose of this report is to provide a summary and suggested items of consideration for the revised draft policy for Catholic School Advisory Councils, taking into account the results of the community consultation and engagement plan which was approved by the Board at its meeting on October 23rd, 2014.

C. BACKGROUND

1. At the Governance Committee meeting held on February 18, 2014, trustees considered the report, *Policy S.10 Catholic School Advisory Council*, along with appendixes to support CSACs in their work at TCDSB schools. This included the consultation statistical results and responses on the revised draft policy which was distributed to the Catholic School Advisory Council Chairs on October 2, 2013 with a time period ending November 30, 2014.

Twenty four schools responded to the survey with suggested changes and comments in reference to both the policy and the operational procedures.

2. To obtain a more representative consultation the Governance Committee approved the following board actions:

“That a Special Meeting of the Committee be held on the 25th of March, 2014 to deal with the CSAC Policy. That the Regular Meeting commence at 5:30 p.m. and that the Special Meeting be held at 7:00 p.m.

- *Special interest parties to be invited.*

- *Staff and Trustees suggest names of individuals to Superintendent Notten.*
 - *A communication be sent out to CSACs inviting them to the Special Meeting.”*
3. The feedback from the Spring Consultation was considered by the Governance Committee on September 16th, 2014. At that same meeting, Trustees amended the Policy and Operational procedures and referred it to Board.
 4. At the October 23rd, 2014 meeting of the Board, staff presented the CSAC Policy for approval, based on the revisions made by the Governance Committee on September 16th, 2014, accompanied with analysis of the two previous consultations (see Appendix D). Staff were instructed to consult further on the policy, allowing individual CSACs to consider the policy and provide feedback.
 5. Throughout the months of November, December, January and early February local CSACs consulted on the CSAC Policy. The Policy was previewed at all K-12 Principal meetings, with instructions to principals to place the policy as a consultation topic on the local CSAC agenda. The consultation was further publicized through various TCDSB electronic communication tools and feedback was provided, which was primarily captured on a webpage specifically set up for the purpose of tracking consultation feedback. The Joint CPIC and OAPCE Parent Engagement evenings also profiled the policy consultation in their January meeting.

D. EVIDENCE/RESEARCH/ANALYSIS

1. **Appendix D** presents the feedback and staff analysis of the commentary from the March 25th, 2014 Parent Consultation evening.
2. **Appendix A** presents the Catholic School Advisory policy as currently amended by the Governance Committee at its meeting of September 16th, 2014. This is the policy parents reviewed when offering feedback during the current round of consultation.
3. **Appendix B** presents the Operational Procedures as currently amended by the Governance Committee at its meeting of September 16th, 2014. These

are the Operational Procedures parents reviewed when offering feedback during the current round of consultation.

4. There was a good response from schools and parents in the most recent round of consultation. In total, 115 open-ended written responses of varying lengths, covering a broad range of regulations were received. In many cases the responses were representative of a full (CSAC) council response. The summary of response themes is found in **Appendix C**.
5. While there was a broad range of responses certain critical themes emerged in the responses that are worthy of being highlighted:

- **Regulation 1: Name of Council:** Opinions were split on this topic. 18 responses favoured leaving Advisory in the title of the council and 14 also indicated they were opposed to the name change, but favoured a title such as “parent council” or “school council” or “parent advisory council”.

Analysis: O.Regulation 612/00 2(2) does identify the role of the council as advisory.

- **Regulation 1: Requirement of Chair to be Catholic:** 15 respondents felt that it should not be a requirement that the Chair or Co-Chair be Catholic and another 7 expressed concern regarding how one would enforce the majority of council members being Catholic.

Analysis: Parents do not have to be Catholic.

Suggested Amendment: *The school council at every school shall use the name Catholic School Advisory Council and will be guided by Catholic values and doctrine.*

- **Regulations 17 and 18: School Bank Accounts:** These two regulations garnered the most activity. A total of 40 parents wrote responses indicating that they disagree with the merging of school bank accounts. Many cited the Board’s recent financial difficulties. Concerns were expressed about losing CSAC control and feeling less empowered.

Analysis: The Board of Trustees unanimously approved the following motion on March 27th, 2013: *“That school and CSAC accounts for each community, where separate accounts exist, shall be merged into one banking account maintained by the school no later*

than August 31, 2015 in order to achieve administrative efficiencies and provide effective stewardship of resources by minimizing duplicate banking charges and fees.”

Contrary to a widely held belief by parents, CSAC’s *will not lose control* on how the CSAC funds are being raised and how they are being spent. As was the case prior to the policy change, CSAC’s *will have a voice* in how the funds are invested in their schools. It should be noted that the CSAC account is still a stand-alone line in the overall summary of the school accounts, and that both the principal and the CSAC chair are currently proposed as signatories, and both are required as signatories for any purchase in excess of \$1000, per Operational Procedures of Policy F.M. 08 (*Effective Management and Control of Operations; TCDSB Finance and Accounting Operating Procedures*). Thus there is no provision for the principal to spend the CSAC money without the knowledge of the CSAC.

In the 2004-2005 fiscal year, the Ministry of Education put forth a requirement under the Public Sector Accounting Board "PSAB" guidelines to consolidate school generated funds (i.e. school bank account and school council funds) into the TCDSB Financial Statements. Since then, ALL school bank account financial activity and ALL school council financial activity continue to be included in the TCDSB Financial Statements. For the year ended 2013-2014, school generated revenues and expenses were in excess of \$27 million. Although these funds are widely held across all sites, the Board has a responsibility for their safekeeping and security and must exercise due diligence in this process. The August 31, 2014 consolidated school balances amounted to approximately \$8 million.

The primary advantages to combining CSAC and School banking accounts include the following:

- **Efficiency** - Administrative efficiencies achieved through standard accounting processes and reports, greater stewardship of resources and eliminating the occurrence of duplicate banking fees and charges.
- **Continuity** - Every year, the composition of the CSAC changes and the one consolidated bank account ensures the

smooth transfer of funds from one school year to the next school year.

-
- **Insurance** - The Board's insurance policy will protect CSAC funds only if they are stored securely within the school and do not leave the school property except to be deposited into a bank.

It should also be noted that this Best Business Practice of consolidating CSAC Bank accounts with the School Bank accounts has already been put into place by most School Boards in Ontario.

Suggested Action: Maintain Regulations 17 and 18

E. ACTION PLAN

1. The CSAC Policy and Operational Procedures have now seen multiple opportunities for consultation, in a variety of different modes. The policy is ready to move forward for approval.
2. Multiple points have been made in relation to the policy and procedures, but given the size of the system and the response, only three topics can be seen to represent a theme for consideration:
 - a. Title of the Council
 - b. Catholicity as a criteria for Chair or Co-Chair and as a requirement for the majority of the council
 - c. Merging of CSAC Banking accounts

The first two concerns can be best addressed with the following amendment to Regulation 1:

The school council at every school shall use the name Catholic School Advisory Council and will be guided by Catholic values and doctrine.

Staff do not recommend that the Board reverse its decision regarding the merging of school bank accounts for the reasons outlined in the Analysis section of this report (Item #5).

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, 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 following amendment: *Regulation 1: The school council at every school shall use the name Catholic School Advisory Council and will be guided by Catholic values and doctrine.*