

CURRENT	PROPOSED
<p>Policy:</p> <p>The Toronto Catholic District School Board believes:</p> <ul style="list-style-type: none">• That schools must foster the spiritual, physical, intellectual, social and emotional development of all students by using the various resources of the community of which they are a part;• That schools must draw on the vast knowledge and expertise available in the community and involve its many resources, especially the family and the parish, in the education of children;• That working together collaboratively is a way of living which is deeply rooted in God's Word;• That the principal of the school is responsible and is in charge of the instruction and the discipline of students and for the organization and management of the school;• That the purpose of Catholic School Advisory Councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents;	<p>Policy</p>

Therefore, a Catholic School Advisory Council shall function in an advisory role to the principal and shall achieve its purpose by making recommendations to the school principal and, where appropriate, to the Board on any matter in accordance with the Education Act and TCDSB Policies, Guidelines and Operating Procedures.

REGULATION:

1. Membership

The Toronto Catholic District School Board recognizes as members of the Catholic school community the following:

- The parents/guardians of students enrolled at the school;
- The school staff members, including teaching and non-teaching personnel;
- The Pastor and the Parish designates;
- The school trustee;
- The students.
- All Separate School ratepayer within the area

The Catholic School Council (CSC) of each school in the TCDSB will, through the active participation of parents, endeavour to improve student achievement and well-being and to enhance the accountability of the education system to parents. Each CSC 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.

1. The school council at every school shall use the name Catholic School Council, and will be guided by Catholic values and doctrine. The CSC Chair and at least one of the Co-Chairs must be Roman Catholic. The CSC shall not be incorporated.

served by the school

2. Composition of the Council

The Catholic School Advisory Council shall be established during the first 30 days of each school year, shall be as representative as possible of the Catholic school community, shall be chaired by a parent/guardian of the school elected by Council members, and shall be composed of a majority of Roman Catholic members as defined in the Education Act:

- (a) Parents/guardians of students enrolled in the school (to make up a majority of council membership).
- (b) The principal of the school.
- (c) One teacher who is employed at the school, to be elected by teachers who are employed at the school.
- (d) One person who is employed at the school, other than the principal, vice-principal or any other teacher, to be elected by persons other than the principal, vice principal or any other teacher employed at the school.
- (e) One pupil appointed by the student council or, in the case of schools without student councils, elected by other students (mandatory in secondary schools; in elementary schools, appointed by the principal after consultation with the other

members of the council).

(f) The Pastor or Parish designate.

(g) One or more community representatives appointed by the Council.

(h) One person appointed by the local Catholic School Advisory Council to act as liaison with the Ontario Association of Parents in Catholic Education, if the school is affiliated with the Association by virtue of school and/or TCDSB membership.

3. Election of Parent Members

(a) A person is qualified to be a parent member of a Catholic School Advisory Council if he or she is a parent/guardian of a pupil enrolled in the school.

(b) A person is not qualified to be a parent member of a Catholic School Advisory Council if,

(i) he or she is employed at the school; or

(ii) he or she is an employee of the TCDSB unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.

(c) A person is qualified to vote in an election of parent members of a Catholic School Advisory Council if he or she is a parent/guardian of a pupil

who is enrolled in the school.

(d) An election of parent members shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the Catholic School Advisory Council after consulting with the principal of the school.

(e) Despite subsection (4), if a new school is established, the first election of parent members to the Catholic School Advisory Council shall be held during the first 30 days of the school year, on a date that is fixed by the Board.

(f) The principal shall, at least 14 days before the date of the election of parent members, on behalf of the Catholic School Advisory Council, give written notice of the date, time and location of the election to every parent of a pupil who is enrolled in the school.

(g) The election of parent members shall be by secret ballot.

4. Term of Office

(a) The term of office for an elected or appointed Catholic School Advisory Council member is one year, renewable by election or appointment, unless otherwise provided by the by-laws of the Council.

(b) A vacancy in the membership of a Catholic School Advisory Council shall be filled by election or

appointment in accordance with the by-laws of the Council.

5. Officers

- (a) A Catholic School Advisory Council shall have a chair, who is a parent elected by members of the Council or, if the by-laws of the Council provide, two co-chairs, and may have such other officers as are provided for in the by-laws of the Council.
- (b) An employee of the TCDSB cannot serve as chair or co-chair of the Council.
- (c) Vacancies in the office of chair, co-chair or any other officer shall be filled in accordance with the by-laws of the Council.

6. The Catholic School Advisory Council

- (a) The Catholic School Advisory Council shall:
 - (i) Promote Catholic faith and Gospel Values.
 - (ii) Establish its goals, priorities and procedures, consistent with the Mission and Vision of the Board.
 - (iii) Hold a minimum of four meetings per year which shall be accessible and open to members of the Catholic school

community, the first meeting to be held within the first 35 days of the school year after elections on a date fixed by the principal.

(iv) Ensure that for each meeting:

- a majority of Council members are present
- a majority of the members present are parent members; and
- a majority of the members present are Roman Catholic;

and the quorum requirement shall be established accordingly;

(v) If necessary, establish committees to make recommendations to the Council; such committees to include at least one parent member of the Council and to be governed by the Council's by-laws.

(vi) Develop by-laws governing the conduct of its affairs including:

- A by-law that governs election procedures and the filling of vacancies;
- A by-law that establishes rules respecting participation in proceedings in cases of conflict of

interest;

- A by-law that establishes a conflict resolution process, consistent with the Board's policy, for internal Council disputes.

(vii) Keep minutes and records of all meetings and financial transactions for a minimum of 4 years, and make these available at the school for examination without charge by any person from the Catholic school community.

(viii) Not engage in fundraising activities unless:

- The activities are conducted in accordance with the Board policy S.M. 04, Fundraising in Schools; and
- The activities are to raise funds for a purpose approved by the Board through the school principal; and
- The funds are used in accordance with Board policy.
- Consult with parents of pupils enrolled in the school about matters under consideration by the Council and communicate regularly with parents and other members of the

community to seek their views and preferences with regard to matters being addressed by the Council.

- Submit on an annual basis, a written report on its activities, including fundraising, to the principal and to the Board.
- Not be incorporated.

(b) The Chair of the Catholic School Advisory Council shall:

- Call Council meetings.
- Prepare the Agenda for Council meetings in consultation with the Principal.
- Chair Council meetings.
- Ensure that the minutes of Council meetings are recorded and maintained.
- Participate in information and training sessions.
- Communicate regularly with the school principal in an effort to work cooperatively to improve pupil achievement.
- Ensure that there is regular communication with the Catholic school community.

(viii) Consult with senior board staff and trustees, as required.

(ix) Upon request, provide the local trustee with copies of the minutes of the meetings.

(c) The Members of the Catholic School Advisory Council shall:

(i) Participate in Council meetings.

(ii) Participate in information and training programs.

(iii) Act as a link between the Council and the community in support of school programs to improve pupil achievement.

(iv) Make recommendations to the principal and, where necessary, to the Board to improve student achievement and enhance the accountability of the education system.

(v) Make every effort to be as representative of the school community as possible.

(vi) Conduct their meetings in an invitational, harmonious manner in the context of Gospel Values.

(vii) Be entitled to one vote, in votes taken by the Council, should the Council make

2. A CSC may make recommendations to the principal of the school on any matter, and the principal shall consider each recommendation and advise the CSC of the action taken in response to the recommendation.

recommendations to the principal and/or Board through a voting process.

- (viii) Receive reimbursement for expenses incurred in the normal course of their duties as Council members in accordance with Board policy, but shall not receive any remuneration for serving as a Council member.

7. The Principal

The Principal of the school shall:

- (a) provide information and seek input on program and academic matters as well as provide information on budget and finances of the school.
- (b) Solicit the views of the Council with respect to the following:
- The establishment or amendment of school policies and guidelines and the development of implementation plans that relate to pupil achievement or to the accountability of the education system to parents including,
 - (i) A local code of conduct or of the Act governing the behaviour of all persons in the school, and

3. The principal will act as a resource person to the CSC 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 CSC 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

<p>(ii) School policies or guidelines related to appropriate dress for pupils.</p> <ul style="list-style-type: none"> • School action plans for improvement, based on EQAO reports on the results of tests of pupils, and the communication of those plans to the Catholic community. <p>(c) Facilitate the establishment of the Catholic School Advisory Council and assist in its operation.</p> <p>(d) Support and promote the Council's activities.</p> <p>(e) Provide for the prompt distribution to each member of the Council of any materials received from the Ministry that are identified by the Ministry as being for distribution to Council members.</p> <p>(f) Post any materials distributed to members of the Council in a location that is accessible to all parents.</p> <p>(g) Give written notice of the dates, times and locations of Council meetings to every parent and attend every meeting of the Council, unless he or she is unable to do so by reason of illness or other cause beyond his or her control.</p> <p>(h) Act as a resource person to the Council and assist the Council in obtaining information relevant to the functions of the Council, including information</p>	<p>conduct;</p> <p>(v) school uniform or dress code.</p> <p>5. The principal of a school may delegate any of his or her powers or duties as a member of CSC to a vice-principal of the school.</p>
--	---

relating to relevant legislation, regulations and policies.

- (i) Consider each recommendation made by the Council and advise the Council of the action taken in response to the recommendation.
- (j) Report the composition of the Council to the local supervisory officer before November 1 of each year.

8. Consultation by Board

The Toronto Catholic District School Board shall consider each recommendation made to the Board by Catholic School Advisory Councils, shall advise such Councils of the action taken in response to the recommendation, and shall solicit the views of local Catholic School Advisory Councils with respect to the following:

- (a) The establishment or amendment of Board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,

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

<p>(i) Policies and guidelines with respect to the conduct of persons in TCDSB schools.</p> <p>(ii) Policies and guidelines respecting appropriate dress for pupils in TCDSB schools.</p> <p>(iii) Policies and guidelines respecting the fundraising activities of Catholic School Advisory Councils.</p> <p>(iv) Policies and guidelines respecting conflict resolution processes for internal Council disputes.</p> <p>(v) Policies and guidelines respecting reimbursement by the Board of expenses incurred by Council members.</p> <p>(b) The development of implementation plans for new</p>	<p>recommendation.</p> <p>7. The Board shall solicit the views of CSCs 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>8. A CSC 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;
---	--

education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including,

(i) Implementation plans for policies and guidelines with respect to the conduct of persons in schools.

(ii) Implementation plans for policies and guidelines respecting appropriate dress for pupils.

(c) Board action plans for improvement, based on the EQAO reports on the results of tests of pupils and the communication of those plans to the Catholic community.

(d) The process and criteria applicable to the selection and placement of principals and vice-principals.

(e) That any CSAC recommendation which might impact globally on TCDSB special education programs or services be referred to SEAC for information and comments; and that any recommendation of SEAC that might impact on special education programs and services in schools be referred to the CSACs of the potentially impacted schools for information and comments.

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

9. The election of parent members to **CSC** will be held within the first 30 days of each school year, with parents constituting the majority of the members. Unless otherwise stated in the by-laws the minimum number of parent members will be seven. On behalf of the **CSC**, the principal will communicate information about elections to the parent community of the school at least 14 days prior to the election. (Corresponds to Section 3, subsections (d), (e), (f)).

10. Every effort will be made to ensure that **CSC** is representative of the diversity within a school community. (Corresponds to Section 2).

11. Composition of the **CSC** will be consistent with the Education Act, and will also include the local pastor or designate, parent representative from the Toronto Association of Parents in Catholic Education (TAPCE), as derived from the Ontario Association of Parents in Catholic Education (OAPCE), and where possible a person who has a special interest in Special Education. (Corresponds to Section 2 (f), (h)).

12. There must be a minimum of six **CSC** meetings, which includes the Annual General Meeting, open to the public in each school year. (Corresponds to Section 6, (iii)).

13. **CSC** 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. (Corresponds to Section 6, subsection (viii) item 4).

14. All communications from CSC 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.

15 All CSC shall function and will be governed by Ontario Regulation 612/00 (found in Operational Procedures in Appendix A)

16. Each CSC 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 CSC.
- 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. [\[hyperlink to policy\]](#) CSC by-laws must be distributed and verified each year at the Annual General Meeting. (Corresponds to Section 6, subsection (vi)).

17. All funds collected by CSCs shall be retained by the school principal in the school banking account. CSCs will advise the principal about spending funds collected by CSCs consistent with TCDSB policies. (Corresponds to Section 6, subsection (viii)).

18. Where CSC bank accounts are maintained separate from the school account, all CSC accounts must be merged with

the school account by no later than August 31, 2015.

19. The CSC 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]

20. Each CSC will annually submit a written report on its activities to the principal of the school and the principal will post the report to the school's portal site. Upon request, the report will be made available to members of the Board. (Corresponds to Section 6, subsection (j)).

21. CSC shall create minutes of all its meetings and records of all its financial transactions 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. (Corresponds to Section 6, subsection (g)).

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

Evaluation and Metrics:

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

APPENDIX A TWO way Side by Side S10 CSAC Policy Sept 2014 (1).docx

	<p>2. The utilization of parent involvement funds and Parent Reaching Out (PRO) grants, where applicable, will be monitored.</p>
--	--