



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

REVIEW S.10 CATHOLIC SCHOOL ADVISORY
COUNCIL

"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
JUNE 11, 2013	February 18, 2014	September 16, 2014
C. Marchetti, Coordinator of International Languages and Parent/Community Engagement J. Shain, Superintendent of Learning and Achievement L. Notten, Superintendent of Learning and Achievement		
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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity



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A. EXECUTIVE SUMMARY

This report provides the results and themes which emerged from the draft Revised Policy S.10 Catholic School Advisory Councils, 2013 community engagement and consultation. Based on the results, the report also provides suggested items based on feedback drafts of policy sections or operational procedures for the consideration of Trustees.

B. PURPOSE

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 February 18, 2014.

C. BACKGROUND

At its meeting held on February 18, 2014, the Board 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.

To obtain a more representative consultation the Board of Trustees approved the following board actions:

“That a Special Meeting of the Committee be held on the 25th of March 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.

1. Special interest parties to be invited.
2. Staff and Trustees suggest names of individuals to Superintendent Notten.
3. A communication be sent out to CSACs inviting them to the Special Meeting.”

D. EVIDENCE/RESEARCH/ANALYSIS

1. This section provides a summary of the results of the community engagement and consultation and identifies the themes that emerged. Suggested items for consideration for the Revised draft of the Catholic School Advisory Council policies based on the results of the community consultation are provided for the consideration of the Trustees.

2. One face to face consultation was hosted at the CEC on March 25, 2014. This consultation opportunity was publicized through a variety of means including e-mails, website, e-news, and school newsletters. The consultation was well-attended with representation from CSAC members, parents and principals. Participants were randomly assigned to one of five groups using a number count of 1 to 5. Every participant focused on one theme providing input using a pre-determined list of questions. Each group discussion was facilitated by a Trustee and notes were taken by a Superintendent or Senior Coordinator.
3. Each consultation began with a review of the importance of parental engagement and CSAC governance. The facilitator identified the 5 topic areas: role of CSAC, collaboration, communication, student achievement, self-assessment and success as a CSAC. Each group focused on one topic and they were provided with the basic tenets pertaining to their topic. Examples of the questions to be discussed were provided and participants were welcomed to engage in open and forthright sharing within the group.
4. Themes which emerged on the specific topics and questions based on the feedback which was provided follow.

SUMMARY OF CSAC CONSULTATION BASED ON FEEDBACK NOTES PROVIDED	
FEEDBACK	CONSIDERATIONS --Legislation --Practical Considerations
i) Barriers to Joining CSAC for Parents	
<ul style="list-style-type: none"> Understanding role of CSAC 	<ul style="list-style-type: none"> CSAC training sessions provided by staff in October based on Trustee motion <i>TCDSB CSAC Handbook</i> and <i>MOE School Councils: A Members Guide</i> has been distributed to all schools each year for the past three years, as well as, posted on the CSAC website. Principals and Vice-Principals in-serviced each year CPIC CSAC Summit held in November with role specific breakout sessions
<ul style="list-style-type: none"> Language/culture barrier 	<ul style="list-style-type: none"> PIC funds and central account available for translations and interpreters Board has translated many key documents in the 14 main languages with additional languages on request
<ul style="list-style-type: none"> Availability of child-minding 	<ul style="list-style-type: none"> PIC Funds and high school/university students gaining volunteer experience may be accessed
<ul style="list-style-type: none"> New members do not feel welcomed 	

ii) Reason for joining CSAC	
• Sense of community (home/school/church)	
• Volunteer and support child(ren)	
iii) Issue of Catholicity	
• Majority felt no need for CSAC Chair to be Catholic	• Due to admission policy parent <i>may</i> not be Catholic
• Catholicity is not an issue as we have good, committed parents working on behalf of school and should not have to produce a baptismal certificate	• As a Catholic Board we have parents who uphold and value our Catholic teachings and doctrine, and a baptismal certificate is not a formal requirement for a parent's participation in CSAC
• Parish priests need to be more involved within a defined role as determined in consultation with the Archdiocese	
iv) Name Catholic School Advisory Council (CSAC)	
• Simplify the name	• The council name needs to convey that it is comprised of parents, staff and community members.
• Acronym is difficult to understand	
• Change to PTA, School Council, Parent Council	• The current name is intended to highlight the vital components of the council ; we are Catholic and this is vital to our identity and we are advisory.
v) Minimum Number of Meetings per Year	
• Consensus was a minimum of 6 (including AGM)	• Legislation: a school council shall meet four times a year (O. Reg. 612/00, s. 12(1)); we could recommend a higher minimum
vi) CSAC Bank Accounts	

<ul style="list-style-type: none"> Majority wanted one umbrella banking system 	<ul style="list-style-type: none"> TCDSB Board Policy requires School bank accounts be consolidated with their respective CSAC's bank accounts for the start of the 2015-16 school year. The deadline for bank consolidation is August 31, 2015.
vii) By-Laws	
<ul style="list-style-type: none"> Uniform by-laws for all schools in plain/simple language 	<ul style="list-style-type: none"> Sample By-Laws have been provided to all principal and CSACs with a requirement that all CSACs should have had by-laws in place by September, 2012.
<ul style="list-style-type: none"> Need standard minimum number of parents to set benchmark 	<ul style="list-style-type: none"> No legislated number. Board practice is a minimum of 7 parents, but this is virtually impossible to enforce, particularly in those communities where CSAC representation may be small.
<ul style="list-style-type: none"> To include procedures to remove member for absenteeism or under-performance in role 	<ul style="list-style-type: none"> Not a legislated requirement Performance assessment may be barrier to participating in CSAC
<ul style="list-style-type: none"> Standard requirement for representation on CSAC from diverse communities such as Filipino, Portuguese and Spanish 	<ul style="list-style-type: none"> Need benchmark to determine the representation for diverse community at each school
<ul style="list-style-type: none"> Add Special Education parent representative and parent class/grade representative to CSAC composition 	
viii) Role of Principal	
<ul style="list-style-type: none"> Principal is key to successful CSAC 	
<ul style="list-style-type: none"> Needs to be welcoming, collaborative, approachable with good communication skills 	
<ul style="list-style-type: none"> Needs to be proactive in assisting CSAC to reach diverse groups 	
<ul style="list-style-type: none"> Needs to share information and involve CSAC and parents in all aspects of student achievement including SLIP, Safe Schools, EQAO using standard reporting templates 	<ul style="list-style-type: none"> Under Operational Procedures could provide topic timelines and standard templates
<ul style="list-style-type: none"> Assist CSAC to focus on mandate and not only fundraising 	
<ul style="list-style-type: none"> Work with CSAC to establish goals and to measure success based on 	<ul style="list-style-type: none"> Legislation requires an Annual Report of activities and fundraising but does not include

achievement of those goals	assessment (O. Reg. 612/00 (24(1)))
<ul style="list-style-type: none"> • Provide CSAC with policy and rationale for decisions made 	<ul style="list-style-type: none"> • In legislation that the board will consider each recommendation and advise council of the action taken in response to the recommendation. (O. Reg. 612/00 s. 21).
<ul style="list-style-type: none"> • Communicate key issues pertaining to parents that are being discussed by Board of Trustees and include Board committee meetings on school calendar 	
ix) Role of Superintendents and Trustees	
<ul style="list-style-type: none"> • Superintendents need to be more supportive of CSAC 	
<ul style="list-style-type: none"> • Superintendent and Trustee should attend CSAC meetings for important consultations 	
<ul style="list-style-type: none"> • Continue to empower CSAC to advise the Board 	
<ul style="list-style-type: none"> • CSAC to be able to bring issue to Superintendent and Trustee if feel strongly that issue is not being addressed at local level 	<ul style="list-style-type: none"> • Addressed in procedures outlined in Addressing Parent Concerns
<ul style="list-style-type: none"> • Trustee Ward CSAC sessions to share best practices 	
<ul style="list-style-type: none"> • Principal Profile should be instrumental in principal appointments and SO should meet with CSAC prior to principal appointments 	<ul style="list-style-type: none"> • Principal Profile has been recently revised and is a point of reference in the principal placement process.
<ul style="list-style-type: none"> • Better communication from Board to CSAC about key issues pertaining to parents 	
x) CSAC Access to Resources/Information Other Than the Principal	
<ul style="list-style-type: none"> • Easier access to website/school's portal page and CSAC e-mail with notifications when website is updated 	<ul style="list-style-type: none"> • IT consideration
<ul style="list-style-type: none"> • Simplified resources to assist CSAC including standard templates 	
<ul style="list-style-type: none"> • Access to resources through workshops, on-line workshops, webcasts, and videos including CSAC executive roles 	<ul style="list-style-type: none"> • Dedicated budget required.

and responsibilities, setting agendas, taking minutes, timelines and parliamentary procedures.	
<ul style="list-style-type: none"> • CSAC “Welcome Kit” and “Transition Kit” 	
<ul style="list-style-type: none"> • In-service on Board committees, Board governance structure and role and responsibilities. 	<ul style="list-style-type: none"> • May be incorporated in CSAC Training sessions
x) Communication	
<ul style="list-style-type: none"> • Board should use all modes of communication to ensure that all stakeholders will receive information 	
<ul style="list-style-type: none"> • Workshops provided on navigating and using the TCDSB portal 	<ul style="list-style-type: none"> • Staff consideration and train the trainer model
<ul style="list-style-type: none"> • Common template for principals to use to present and report on mandated consultation topics 	<ul style="list-style-type: none"> • Presently have standard financial reporting template
<ul style="list-style-type: none"> • Provide all schools with teleconferencing capabilities 	<ul style="list-style-type: none"> • Dedicated Budget required
<ul style="list-style-type: none"> • Provide SynerVoice to all elementary and secondary schools 	<ul style="list-style-type: none"> • Dedicated Budget required
<ul style="list-style-type: none"> • Videotape all CSAC meetings and post on school website 	<ul style="list-style-type: none"> • Dedicated budget required.
<ul style="list-style-type: none"> • Videotape and post all guest speaker sessions 	
<ul style="list-style-type: none"> • Board should e-mail information to parents using their personal e-mail address 	<ul style="list-style-type: none"> • Need well monitored system with IT staff to maintain a personal e-mail database
<ul style="list-style-type: none"> • Train parents and volunteers to update the school website 	
<ul style="list-style-type: none"> • Filter communications as there are too many 	
xi) Additional Items for Consultation	
<ul style="list-style-type: none"> a) Technology plans b) School capacity and demographics c) Facilities d) Health and Safety 	<ul style="list-style-type: none"> • Parents commented on a desire to see increased consultation in these areas.

ACTION PLAN

Based on the provided feedback the following items are highlighted for Policy consideration by the Board of Trustees.

S.10 CATHOLIC SCHOOL ADVISORY POLICY		
Feedback Item	Current Policy	Rationale for Consideration
Name Catholic School Advisory Council (CSAC) should be simplified and include the term parent	Reg. 1 –The school council at every school shall use the name Catholic School Advisory Council.	This name conveys that the organization is based on Catholic doctrine, comprises parents, staff and community members. Advisory denotes that its primary means of achieving its purpose is by making recommendations to the principal of the school and the board (O. Reg. 612/00 2(2)).
Issue of Catholicity Majority felt that this is not an issue when have good committed parents working on behalf of school.	Reg. 1 –The school council at every school shall use the name Catholic School Advisory Council and will comprise a majority of Roman Catholic members.	Due to TCDSB admission policy a parent does not have to be Catholic and this regulation has been difficult to enforce. Suggested Amendment: <i>“The school council at every school shall use the name Catholic School Advisory Council and will be guided by Catholic values and doctrine.”</i>
Minimum Number of Meetings per year: 6	Reg. 12—There must be a minimum of four CSAC meetings open to the public in each school year.	The AGM meeting is not included as part of the 4 required meetings. Increasing the number of meetings to 6 would comply with Reg. 612/00 and may provide the timeframe for meetings to be held on a more regular basis. If AGM counts as one, perhaps 5 meetings is a reasonable minimum and no amendment is required.
Bylaws should include standard requirement for representation from diverse communities,	Operational Procedures sec. 2 (g) under Composition of Council states that one or more community representatives appointed by the	Amending this requirement to be more prescriptive may ensure consideration for inclusion of these groups but may be

Special Education and parent grade representative.	Council.	difficult to enforce for those communities where CSAC representation may be small.
Additional items for consultation should include: technology plans; school capacity and demographics; facilities; health and safety.	Items for consultation includes: a) student achievement b) annual funding for parent involvement c) school budget d) school policies and procedures including code of conduct e) school uniform and dress code f) system issues g) school improvement plans	As these areas are of concern to parents they should be added to the list for consultation. Amendment: Items for consultation includes: a) pastoral plan b) student achievement c) annual funding for parent involvement d) school budget/student fees e) school policies and procedures including code of conduct school uniform and dress code f) system issues g) school improvement plans h) technology plans i) school capacity and demographics j) facilities k) health and safety

F. METRICS AND ACCOUNTABILITY

Amendments to the S.10 CSAC policy will be communicated to all principals, CSACs and school communities using various modalities of communication.

Regulations placed in policy need to be enforced.

Parents welcomed and were receptive to the CSAC Consultation process used to solicit feedback and, as such, can be repeated on an annual or semi-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. CONCLUDING STATEMENT

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) as amended.