TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC)

REGULAR MEETING
January 20, 2020

Elementary Parent Members

Jennifer Di Francesco  
Ward 1

Natalia Marriott  
Ward 2

Joe Fiorante  
Ward 3

A.J. Hepburn  
Ward 4

Daniel Oliveira  
Ward 5 West

Gus Gikas  
Ward 6

Dan Kajioka  
Ward 7

Ruth Oliveros  
Ward 8 East

Wendell Labrador  
Ward 8 West

Secondary Parent Members

Jennifer Traer  
Ward 9

Annalisa Crudo-Perri  
Ward 10

Ben Xavier  
Ward 11 North

Isabel Starck  
Ward 11 South

John Del Grande  
Anthony Antonucci  
Ward 12

Community Members

Katie Piccinnini  
(1) OAPCE-Toronto

VACANT  
(2 & 3)

Trustee Representatives

Geoffrey Feldman  
West - (Wards 1,2,3 & 4)

Kathleen McGinnis  
Central – (Wards 5,6,9 & 10)

Melanie Stoll  
East – (Wards 7,8,11 &12)

Garry Tanuan  
Norm Di Pasquale (Alternate)

Board Representatives

John Wujek  
Director Designate

Manuela Sequeira  
Parent Engagement Coordinator

Emmy Szekeres-Milne  
Communications

PURPOSE

CPIC is the legislated parent voice at the Toronto Catholic District School Board for parents of students in TCDSB schools.

MISSION

To improve student academic achievement and the emotional, spiritual and physical well-being of students by supporting, encouraging and enhancing meaningful parent engagement.

Rory McGuckin  
Director of Education

Joseph Martino  
Chair of The Board
ONTARIO EDUCATION ACT – REGULATION 612 (PART III)
PARENT INVOLVEMENT COMMITTEES

PURPOSE

27. (1) The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. O. Reg. 330/10, s. 6.

(2) A parent involvement committee of a board shall achieve its purpose by,

(a) providing information and advice on parent engagement to the board;
(b) communicating with and supporting school councils of schools of the board; and
(c) undertaking activities to help parents of pupils of the board support their children’s learning at home and at school. O. Reg. 330/10, s. 6.

28. A parent involvement committee of a board shall,

(a) develop strategies and initiatives that the board and the board’s director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
(b) advise the board and the board’s director of education on ways to use the strategies and initiatives referred to in clause (a);
(c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;
(d) work with school councils of schools of the board and, through the board’s director of education, with employees of the board to,
   (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children’s learning,
   (ii) identify and reduce barriers to parent engagement,
   (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and
   (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and
(e) determine, in consultation with the board’s director of education and in keeping with the board’s policies, how funding, if any, provided under the Education Act for parent involvement as described in section 27 and clauses (a) to (d), is to be used. O. Reg. 330/10, s. 6.
AGENDA
REGULAR MEETING
OF THE
TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

PUBLIC SESSION

John Del Grande, Chair                                   Joe Fiorante, Vice Chair

Monday January 20, 2020                                 Public Teleconference Line
7:00 P.M.                                                  416-915-3615     #438223

1. Call to Order
2. Opening Prayer
3. Roll Call & Apologies
4. Approval of the Agenda
5. Declarations of Interest
6. Approval & Signing of the Minutes
   a) December 16, 2019 Regular Meeting
7. Presentations & Reports from Committee Officers
   a) Chair
      i. Monthly Update
      ii. CPIC Newsletter Draft (to be distributed)
   b) Treasurer – Financial Report
8. Delegations
9. Unfinished Business & Matters Arising Out of Minutes
   a) CPIC Logo Refresh – Colour Pallet
   b) TCDSB Finance Staff [David Bilenduke / Lucy LePera]
      i. Follow up - School Cash Online/KEV discussion
c) Notice of Motion From J. Del Grande re: Labour Relations Impact

10. Notices of Motion

11. Communications Received

12. Program/Policy Consultation (Committee of The Whole)
   a) TCDSB Catholic School Parent Council Policy (S.10) Revision
   Addendum
   a) CSPC Annual Report Comments Review
12-16

13. Subcommittee & Special Committee Reports
   a) Executive Subcommittee – January 8, 2020
17-18

14. Matters Referred to the Committee by the Board or Other Committees
   a) TCDSB PRO Grant 2020 Distribution & Project Ideas
19-21

15. Reports from TCDSB Board Officials
   a) Director-Designate for CPIC – Superintendent Wujek
      i. Monthly Verbal Update
      ii. Central Workshops & CSPC Training

16. Report from Trustee or Trustee Alternate

17. Parent Member & Community Member Reports
   a) OAPCE Commissioning & CSPC Policy Consultation
   b) FOIC-Ward 8 Parent Event Report

18. Update from the Board on prior CPIC resolutions recommended

19. Pending List
   a) Policy Review A.33
Feb2020

20. Adjournment
DRAFT MINUTES OF THE INAUGURAL MEETING OF THE CATHOLIC PARENT INVOLVEMENT COMMITTEE
PUBLIC SESSION

HELD MONDAY DECEMBER 16, 2019

1. Call to Order

The Chair called the Meeting to Order at 7:07PM and opened the teleconferencing bridge.

The Chair indicated that the Board is still pending appointing a Recording Secretary to CPIC. Minutes are being captured by the Chair.

3. Roll Call & Apologies

Trustees:  M. Rizzo (W5)
          G. Tanuan (W8) – Via Teleconference
          N. Di Pasquale (W9)

Elementary Parent Members:
          John Del Grande (W12), Chair
          Joe Fiorante (W3), Vice-Chair
          Jennifer Di Francesco (W1)
          Natalia Marriott (W2)
          A.J. Hepburn (W4)
          Daniel Oliveira (W5/W)
          Gus Gikas (W6)
          Jennifer Traer (W9)
          Annalisa Crudo-Perri (W10) – Via Teleconference
          Ben Xavier (W11/N)
          Isabel Starck (W11/S)
          Anthony Antonucci (W12)

Secondary Parent Members:
          Geoffrey Feldman (West)
Community Members:  
Katie Piccinnini (OPACE-Toronto) – Via Teleconference

Staff:  
J. Wujek (Director Designate)  
S. Vlahos (Communications)  
E. Szekeres-Milne (Communications)  
S. Camacho  
B. Shannon  
E. Au  
J. Brighton

Guests:  
Dennis Hastings

Apologies were extended on behalf of Dan Kajioka (W7), Ruth Oliveros (W8/E), Wendell Labrador (W8/W), Kathleen McGinnis (Central) and M. Sequeira.

5. Approval of the Agenda

MOVED by Isabel Starck, seconded by Gus Gikas, that the Agenda be approved with the addition of a request for Community Member Status to be included as new item 17b)

By Unanimous consent, the Motion was declared  
CARRIED

6. Approval & Signing of the Minutes of the Inaugural Meeting Held November 11, 2019 for Public Session

MOVED by Anthony Antonucci, seconded by Ben Xavier that the minutes of the meeting held November 11, 2019 be approved

By Unanimous consent, the Motion was declared  
CARRIED

7. Presentations & Reports from Committee Officials

7a) Chair Report

MOVED by Gus Gikas, seconded by Natalia Marriott that the Report from the Chair for the period of November 12 to December 7 be received with the
added note that the CPIC/FIOC Ward 8 Event held November 22nd was successful will report back in January.

By Unanimous consent, the Motion was declared CARRIED

7b) **Treasurer Report**

MOVED by Joe Fiorante, seconded by Natalia Marriott that the Report from the Treasurer as of November 30, 2019 be received.

By Unanimous consent, the Motion was declared CARRIED

9. **Unfinished Business & Matters Arising Out of Minutes**

9a) **CPIC Subcommittee Membership List**

The Chair indicated that each Member is to be on at least one subcommittee, and to let the Chair know if they would like to be added. Subcommittee Chairs will start calling meetings starting in January.

9b) **CPIC Logo Refresh**

MOVED by Gus Gikas, seconded by Ben Xavier that CPIC adopt the new logo as presented with colour to be confirmed before the next meeting. Communications staff will provide colour pallets in early January to the Chair.

10 **Notices of Motion**

Joe Fiorante assumed the Chair

10a) **From J. Del Grande re: School Cash Online**

MOVED by John Del Grande, seconded by Ben Xavier, that Item 10a) be adopted as follows:

WHEREAS: The Board has invested in School Cash Online to facilitate easier payments by parents and for facilitating donations to schools.
WHEREAS: CSPCs are being encouraged to use School Cash Online for their fundraisers.

WHEREAS: Various improvements would provide value to schools and parent councils for expanded and ease of use.

BE IT RESOLVED THAT CPIC recommend to the Director of Education review options in the TCDSB school cash online – system configuration to allow:

a. Options to specify a fundraiser/event when donating to a School CSPC.
b. Mandatory entry of a student name when external donations are being made to a school CSPC fundraiser or event.
c. Proper access for CSPC Chairs to pull reports for activities related to CSPC co-sponsored activities.

MOVED in AMENDMENT by Jennifer DiFrancesco seconded by Geoffrey Feldman that an expert from the Finance Department be invited to the next CPIC meeting to review these items and others CPIC members may solicit from school councils.

The AMENDMENT was declared CARRIED

The Motion, as amended, was declared CARRIED

The Meeting continued with John Del Grande in the Chair

12. Program/Policy Consultation

12a) Proposed TCDSB Social Media Guideline

S. Vlahos addressed the Committee to solicit input from Members. Members agreed with proposed naming conventions and registration of active
accounts. Members recommended that staff propose a policy rather than a guideline to enforce compliance and to ensure official social media accounts are linked to a @tcdsb.org email account for continuity purposes.

Communications staff will return a future CPIC meeting when a draft has been prepared after consultations with other stakeholders.

12b) **TCDSB Acceptable Use Policy Revision**

B. Shannon addressed the Committee to solicit input from Members on the draft policy as presented. Feedback from Parent Members is due January 22, 2020.

12c) **TCDSB Student Information System (SIS) Family Portal Project**

J. Brighton addressed the Committee to solicit input from Members on the Family Portal Project and Trillium System Replacement. Members recommended the survey be re-opened, that additional context be provided to parents on the outcomes expected and that staff investigate single sign on between systems.

12d) **TCDSB Catholic Parent Involvement Committee Policy (P.04) Revision**

J. Wujek presented the revised CPIC Policy to the Committee.

MOVED by Jennifer Traer seconded by Natalia Marriott that the policy as presented be referred and recommended from CPIC to the Governance & Policy Committee for approval.

By Unanimous consent, the Motion was declared CARRIED

The Chair declared a 10-minute recess at 8:50PM

The meeting resumed with John Del Grande in the Chair.

13 **Subcommittee & Special Committee Reports**
Moved by Gus Gikas seconded by Joe Fiorante that item 13a) be adopted as follows:

13a) **Proposed CPIC Policy #7: External Event Funding** be approved and enacted as of January 1, 2020.

By Unanimous consent, the Motion was declared **CARRIED**

The Chair will update the policy manual by next meeting.

15 **Reports from TCDSB Board Officials**

MOVED by Geoffrey Feldman, seconded by Joe Fiorante that item 15a[i] be adopted as follows:

15a[i]) **Draft Annual CPIC Metrics Report** be recommended by CPIC to the Student Achievement Committee of the Board and that the Chair present the CPIC Annual Report as a presentation.

By Unanimous consent, the Motion was declared **CARRIED**

MOVED by Natalia Marriott, seconded by Daniel Oliveria that item 15a[ii] be adopted as follows:

15a[ii] **Draft Annual CSPC Metrics Report** be recommended by CPIC to the Student Achievement Committee of the Board with the added note that 100% of Catholic School Parent Committee’s email accounts have been activated for the first time.

By Unanimous consent, the Motion was declared **CARRIED**
MOVED by Isabel Starck, seconded by AJ Hepburn that item 15a[iii] be adopted as follows:

15a[iii] Draft Parents Reaching Out (PRO) Grant Report that the report be recommended by CPIC to the Student Achievement Committee of the Board as presented with the following amendments:

a) That no central monies for CPIC-OAPCE be allocated from PRO Grant Funds for this year so that $41,000 be allocated for Ward/Ward Cluster activities to be locally facilitated by the corresponding CPIC representative and Ward Trustee.

b) Priority be given to schools identified as EPAN schools

c) Local schools utilize or have plans for their remaining PIC (Parent Involvement Funds) before PRO grant monies are requested

d) That all proposed projects be identified and planned by the February CPIC meeting.

e) That CPIC will consider topping up requests that exceed the available PRO grant allocations per ward/ward cluster.

By Unanimous consent, the Motion was declared CARRIED

20. Adjournment

MOVED by Gus Gikas seconded by Geoffrey Feldman that the meeting be adjourned and that all items not considered be deferred to the next meeting of the Committee.

By Unanimous consent, the Motion was declared CARRIED

The Meeting adjourned at 10:45PM

_____________________________  ________________________________
SECRETARY                      CPIC CHAIR
CHAIR REPORT
[Period of December 17, 2019 to January 15, 2020]

- Discussed CPIC operational items with Executive Members
- Discussions with Director of Education and Director Designate on various items
- Reviewed reports & fielded questions re: 2020 PRO Grant applications
- Reviewed TCDSB Board Agendas on behalf of the Committee
- Attended Executive Subcommittee meeting & prepared reports
- Prepared draft CPIC newsletter
- Prepared January agenda, prepared draft minutes and discussions with various members
## CPIC Grant & Expenditure Summary

*As at December 31, 2019*

<table>
<thead>
<tr>
<th></th>
<th>CPIC 2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FR 1590</strong></td>
<td></td>
</tr>
<tr>
<td><strong>APPROVED FUNDING</strong></td>
<td>21,381.00</td>
</tr>
<tr>
<td><strong>CARRYOVER FROM PREVIOUS YEAR</strong></td>
<td>44,167.50</td>
</tr>
<tr>
<td><strong>TOTAL FUNDING</strong></td>
<td>65,548.50</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
</tr>
<tr>
<td>Childcare &amp; Supplies</td>
<td></td>
</tr>
<tr>
<td>Election-Parent Recruitment Expenses</td>
<td></td>
</tr>
<tr>
<td>Media Advertising</td>
<td></td>
</tr>
<tr>
<td>Transcriptions</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>118.13</td>
</tr>
<tr>
<td>Parent Resources</td>
<td></td>
</tr>
<tr>
<td>Printing &amp; Supplies</td>
<td>320.67</td>
</tr>
<tr>
<td>Promotional Materials</td>
<td></td>
</tr>
<tr>
<td>Refreshments - Events</td>
<td>132.70</td>
</tr>
<tr>
<td>Refreshments - Meeting</td>
<td>1,391.26</td>
</tr>
<tr>
<td>Speaker Expenses</td>
<td></td>
</tr>
<tr>
<td>Telecommunication</td>
<td>313.63</td>
</tr>
<tr>
<td>Translation Services</td>
<td></td>
</tr>
<tr>
<td>TTC Tokens - Buses</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>2,276.39</td>
</tr>
<tr>
<td><strong>CARRYOVER TO NEW YEAR</strong></td>
<td>63,272.11</td>
</tr>
</tbody>
</table>
MOTION FOR CONSIDERATION – December 16, 2019

From: John Del Grande W12

Whereas: There is potential for labour action from Teachers Unions

Whereas: Actions will adversely affect students, parents & families

Whereas: Parents need timely information in order to prepare & make appropriate arrangements

THAT CPIC RECOMMEND TO THE BOARD OF TRUSTEES THAT:

a. The Board ensure timely information to parents & guardians about possible & potential labour action and its impact.

b. In the event of a withdrawal of services, the Board advise parents opportunities where they may be able to volunteer to continue to make some extra-curricular activities available.

c. In the event of a strike - The Board make pre-arrangements where feasible with organizations that may be able to provide programs or child minding in schools, during the school day with reduced permit fees
CSPC Support Needed as Identified by the CSPC Chair in the CSPC Year End Activity Report 2018-2019

The following information was inputted by the local school:

- We need to recruit more parents to attend our council. We have a small number of hard working parents that do a lot for the community, but greater numbers are welcomed
- Cancel year end reports for parent council or give us a board report regarding parent councils once you go through information submitted we can just easily submit our minutes and board can figure out activities of the council.
- Parents are volunteers we do not get paid to spend time on giving board information - Took at least half hour to fill out
- What strategy/techniques are effective in promoting parent engagement and participation in CSPC meetings and events
- List of topics/key resource speakers that was well attended in other schools
- Teachers could support CSPC by providing more advertising within the school (posters in pickup areas, physical copies of flyers, notes for teachers to pass out during interviews, etc.). Also by sharing CSPC goals, and volunteer opportunities for parents to help with in the school community
- CSPC Parent Engagement Seminars
- Identifying new ways to improve parent engagements and parent involvement in school events as well as participating in CSPC meetings
- Better schedule for CSPC workshops with an online option. Holding workshops throughout the year is ineffective given that this information is needed at the beginning of the term especially for new members. Online option to provide access for more members. Better time manage mentor for workshops, topics of interest are not always covered as the timelines are not always adhered to
- More direct access to school board staff and the opportunity to speak directly with them to acquire the information we need to make informed decisions (with prior consent from the Principal)
- The release of parent email addresses to Council
- Web based parent resources that assist parents in support their children with the TCDSB STEM curricula
- Flexibility regarding dates and location around any type of parent workshops, seminars and conferences. By live streaming these events for parents to access at their convenience
- Have CPIC come out to CSPC meeting to explain to parents their role, goals, mandates, etc...
- More Parent council consultation
- Better communication between parents, the school and board
- If the board could provide manuals for CSPC executive re roles and responsibilities with timelines -then the manual binder can be passed from year to year to the new CSPC executive
- We need to continue to find ways, new initiatives and structure resources and school events that increases family involvement and continues to support our students (not just academically. We need to continue supporting students and families emotionally and socially
- More literature about Parent Involvement being sent directly to parents from the board
- User-friendly board website and navigation tools
- Move toward online/electronic payments for school-related activities. De-monetize
- Centralized website of relevant information for CSPC is a good initiative
- Government Initiatives and their impact on the board Provide the PC with summary information of the impact that the latest government initiatives (e.g. funding cuts) will have on the board so we better understand their impact and how to react to them
- Recruitment ideas to support more parents joining CSPC.
- Continued information on available grants like the Pro Grant system would be greatly beneficial to every school, not just ours. Programs like Pro Grant offer schools that can’t get parent involvement in CSPC and thus limit their ability to raise funds. At least they can have some funding available to them to offer programs over and above their curriculum
- Continued collaboration between staff and CSPC to encourage parent engagement at school
- Participation from CPIC members, Trustees and Superintendents at CSPC meetings so that there is collaboration from all parties in the education of our children, and an understanding of the needs/concerns of each individual school community
- Make the CSPC Year End Activity and Financial Report due after May 31 when the Financial reports are based upon. We do not get the reports until Mid to end June
- Resources and guidelines
- Our council struggles with parent involvement. Any information on how to motivate parents to come out to meetings and give input and feedback would be extremely helpful
- Forms that are required should coincide with the current school year that the council is in. For example, these forms should be from September until June, not June-May 31
- Continue to update the CSPC information on the TCSDDB website, including all form and documents important to parents (ie. S. 10, A. 33, by-laws, etc) and have the ability for these documents to be translated
- Continue to host workshops so new members can learn the different roles, become more comfortable and make succession planning more effective
- Help create a vetted list of presenters and suppliers so CSPC can bring in more experiences and goods into the school and get the best price
- How to write grants to access larger amounts of funding for very large projects like greening the playground
- How to recruit more CSPC members
- How to engage more parents who have difficulty attending meeting as most parents in our community work
- Awareness of board and other CSPC initiatives regarding areas of interest to parents (e.g. Mental Wellness, etc.). It would be great to be able to have greater communication and coordination amongst CSPC (as was done for the CPIC Alyson Schafer presentation)
- Awareness of interpreting CSPC Budget reports.
- Resource bank – Strategies and success stories from other CSPC’s so we can leverage each other’s lessons learned
- Available grants and funding opportunities outside PIC and PRO
- Supported strategies to engage parents
- CSPC would benefit from IT support in accessing and cataloging in KEV Cash online, and in the properly accessing Chair Login and Email
- CSPC would like to see a user-friendly breakdown of the financial budget with updated reports, outlining what the school, board and CSPC is responsible to finance in any given school year (ie. Buses, trips, school supplies, etc.)
- Accessible sites and times for CSPC executive workshops would benefit parent volunteers on CSPC
- A suggestion was made to hold the workshops at various different schools in the wards to allow for parents to easily access and participate.
- Pro grant - more clear information on how to apply and quicker turn around time for reimbursement
- Shared ideas from other schools on activities, pro grant topics, etc. to help with different ideas to gear more parent participation
- Instructions on how to complete the year-end Financial Activity would be helpful.
- Access to more training around budgeting
- More training workshops for CSPC chairs that are new to the job
- Having one-on-one counseling and confidential conversations with more experienced CSPC and OAPCE members to share concerns and receive advice including how to handle events/difficult conversations, etc.
- Continue with workshops
- At workshops, give more time to hands-on work/activities (i.e. online reporting, chairing a meeting)
- How to engage parents in school activities
- Strategies to encourage parent participation
- fundraising opportunities and ideas
- Board approved guest speakers
- resources on how to engage larger groups of parents.
- Grants - details on grants available, specifically for upgrades to play ground, sports field
- More parental participation
- More support for grant applications
- The OAPCE meetings are very informative and provide a lot of guidance to school CSPCs. However, the location is difficult to get to.
- Remote access (web conference or web playback) might be useful for those that cannot drive/travel across the city and meet a 6 or 7pm meeting time
CSPC Support Needed as Identified by the CSPC Chair in the CSPC Year End Activity Report 2018-2019

- It might also be useful if more people on council had access to the documentation provided to CSPCs (share point).
- Outline of all important dates and deadlines that the council needs to meet including different form submissions, activities and others.
- List of recommended companies/speakers that the parent council can engage for parent engagement events, community events, etc.
- Different ways/initiatives that the council can take on to further support student achievement.
- We would like the CSPC workshops to continue. We would like to know more about the various roles on CSPC, how to do the financial reports, how CSPC can support academic achievement and well being for our students.
- It would be helpful to have CSPC Board Training & Workshops available locally rather than just at the Catholic Education Centre.
- It will encourage more participation from CSPC Executives and Members.
- Continued sharing of best practices and new initiatives that CSPC’s can become involved in.
- Information on any grants available to fund SCPC initiatives.
- It would be great if there was an easy way to provide tax receipts for donations to the school to parents who donate over a certain amount of money toward our fundraisers.
- It would be great if we could be provided a comprehensive list of what the CSPC budget can pay for or should not pay for.
- Access to parent emails would be ideal to communicate CSPC related information (i.e. looking for volunteers, communicating about CSPC related activities).
- Strategies for getting more parents involved in Parent Council.
- We have very limited parent engagement.
- We held one meeting and only two people came. There was never an interest after the September meeting.
- The same monies are in the account from year end last year.
- Ways to encourage people to join CSPC without the responsibility falling on the Principal’s shoulders.
- Greater parent participation and involvement.
- It would be helpful if the TCDSB provided alternative access to the current yearly seminars on how to efficiently and confidently function in selected Parent Council roles. Geography regularly makes it difficult to attend/access in person, but using virtual/video/audio technology may increase participation.
- Consider offering customized school workshops for our student community and balanced but meaningful alternatives to recognizing student achievement in all areas of academics, sportsmanship, spirituality and service. Options are nice.
- We could use supports or information on how to build the size of a CSPC and the engagement of parents, especially in a community with a very high number of Newcomer families, who do not necessarily know the language or how the school system runs in Ontario.
- Certificates to CSPC from school board.
- Simple on-line training with templates for secretary and chair, in order to prepare meeting agendas, minutes and so forth.
- Simplified template for By-laws for smaller CSPCs.
- On-line format for submitting PRO and PIC grant receipts and reports.
- Child care/supervision for children during CSPC workshops.
- Workshops, if during school days to begin after 9:30 (to assist parents bringing children to school then taking TTC).
- Greater clarity regarding the School Improvement Plan and how the CSPC can support its outcomes.
- Greater clarity re: the block grant funding and what it supports.
- Greater clarity regarding what types of initiatives the CSPC can and cannot support.
- More timely communication of key information from the TCDSB to CSPC, particularly as it relates to matters that have potential for significant impact on the school community such as budget related cuts, changes to school services etc.
- Timely information ensures that the parent community, including CSPC, can determine to the extent of these impacts and to be able to respond to the Board or make informed decisions based on this information. Two specific instances, both related to communications regarding school bus cuts for last year and this year, were not communicated timely or effectively i.e. information received with little time for parents to respond and/or not all parents impacted were contacted by the Board with this information.
Better Cash Online cash management reporting functionality from the CSPC user perspective. In particular, reporting that would support easier reconciliation of cash online deposits to CSPC bank accounts to cash online activities. Currently, electronic deposits from the Board into our Bank Account have generic descriptions so there is no way to easily reconcile each deposit to the corresponding cash event.

- Better CSPC Board Bank account reporting, not very user friendly right now. Often deposit and withdrawal transactions are missing proper descriptions making it challenging from a financial management perspective.
- We struggle to get volunteers to take on executive roles and/or lead roles on committees.
- It would be useful to have the annual report show Sept to end of June. This would make the report more accurate to the year in question.
- More information regarding available grants for technology.
- More information regarding available subsidized programs for extra-curricular opportunities (ex. dance, STEM, art programs).
- Other ideas/contacts for easy fundraising initiatives.

It would be very useful to have a CSPC support number or email, a place to contact when there are questions about policies or procedures.

- Advice on how to handle certain situations.
- FAQ's or forums for CSPC exec committees to get answers on common questions or share ideas.
- Fundraising ideas.
- Additional communication tools and being in-serviced on how to best use them (e.g. accessing board email, creation of reports using a template, etc.).
- Money management/Banking assistance - E.g. Possibility of using onsite credit card processing.
- It would be appreciated if the TCDSB could start hosting information sessions locally, rather than at the CEC.
- It really impedes our participation when we have to travel such a far distance and in traffic.
- More consultation before the fact. Cashless KEV system. We continue to find this a struggle. More training needed.
- CSPC Year End Reporting -- too much work. It should also be noted that the "deadline" provided to CSPC Co-Chairs for report submission was too early and we felt the timeline was unfair and created additional unnecessary pressure for busy volunteers at this point in the year.

We need more information on how to increase more participation on the CSPC and parent engagement.

- Having our Principal walk us through the SLIP - which didn't happen last fall.
- A year-over-year list of initiatives from CSPC around the board to get and share ideas.
- This year was the first full-year operation, and challenges continue around funding, volunteers, variety of healthy food, lunch conflicts, and possible disruption with classroom time.
- Need to address raffle licenses and the need for any "lottery" type of fundraising with the City of Toronto. Recommended at least 2 years in a row but yet to receive any feedback or support.
- Continuing supply of support contacts to help with already researched and vetted resources to aid with school fundraising and various other initiatives that other schools may have used and willing to share.
- Regularly attend parent council meetings at the school.
- Share fundraising ideas via email that other schools do share new ideas/resources for school activities and participating in them i.e. purchase fundraising items for the school.
- Suggestions for parent engagement in a community where the majority of parents can’t get to the school easily.
- Guidance on fundraising without creating competition with Student Council fundraising efforts.
- How to continue to increase parent participation.
- Assistance in finding community agencies/resources for Newcomers to our community.
- Assisting parents whose first language is other than English at home. We have many grandparents who are primary caregivers in our school community.
- Continue to provide CSPC in-services for parents.
- More CSPC access to Helpdesk in a timely efficient way.
- Mandatory training for newly elected members so they understand their roles and the limitations of the CSPC more clearly.
- Parents do not know what they do not know. Information is typically on the Board website; however, parents learn and appreciate in various forms of learning and so it would be good to have materials in very simple language, videos, etc.
- The Board is great at providing materials in multiple languages.
CSPC Support Needed as Identified by the CSPC Chair in the CSPC Year End Activity Report 2018-2019

<table>
<thead>
<tr>
<th>CSPC Support Needed as Identified by the CSPC Chair in the CSPC Year End Activity Report 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Parent Engagement</td>
</tr>
<tr>
<td>• Fundraising Initiatives</td>
</tr>
<tr>
<td>• Board approved vendors</td>
</tr>
<tr>
<td>• Clearer information on the election process</td>
</tr>
</tbody>
</table>

Please Note:

- Centrally, the primary use of this list is for the Parent Engagement Department to identify patterns of resources and professional development needed by councils for central planning purposes specific to supporting the operation of Catholic School Parent Councils, as per Ministry Regulation 612 and TCDSB, S 10 Policy;
- At the school level, the primary use of the requested support is for the principal in collaboration with the chair, to identify the supports needed to continuously improve parent engagement that supports the specific local school needs.
Executive Subcommittee meeting held on Wednesday January 8, 2020 6:30PM – 7:40PM

PRESENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Subcommittee Role</th>
<th>CPIC Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Del Grande</td>
<td>Chair</td>
<td>Chair</td>
</tr>
<tr>
<td>Joe Fiorante</td>
<td>Vice-Chair</td>
<td>Vice-Chair</td>
</tr>
<tr>
<td>Gus Gikas</td>
<td>Member</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Geoffrey Feldman</td>
<td>Member</td>
<td>Secretary</td>
</tr>
<tr>
<td>Isabel Starck</td>
<td>Member</td>
<td>Events Coordinator</td>
</tr>
</tbody>
</table>

ABSENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Subcommittee Role</th>
<th>CPIC Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer DiFranceso</td>
<td>Member</td>
<td>Digital Coordinator</td>
</tr>
</tbody>
</table>

PRIORITIES FOR 2020

1. CPIC RE-BRANDING
   a. Complete Rebranding (Logo/Materials)
   b. Produce One-Time Newsletter
   c. Execute surplus reduction plan
      i. Central Conference & PRO Grant Augmentation
      ii. CSPC Recognition

2. PRO GRANT
   a. Solicit Full Member participation
   b. Roll over unused funds into Conference or other Ward Cluster events

3. CONFERENCE & WORKSHOPS

4. REFERENCE LISTS & DIGITAL LIBRARY
   a. Speaker & Event Lists
   b. CSPC Materials
   c. CPIC-Parent Materials
TIMELINES & GOALS

<table>
<thead>
<tr>
<th>MONTH</th>
<th>Goals &amp; Planned Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>CPIC Meeting #3 – Initial PRO Grant Reviews</td>
</tr>
<tr>
<td>February</td>
<td>CPIC Newsletter Distribution</td>
</tr>
<tr>
<td></td>
<td>Conference Planning</td>
</tr>
<tr>
<td>March</td>
<td>CPIC Meeting #4 – Final PRO Grant Review</td>
</tr>
<tr>
<td>April</td>
<td>CPIC Meeting #5</td>
</tr>
<tr>
<td></td>
<td>Finalized Conference Planning</td>
</tr>
<tr>
<td>May</td>
<td>CPIC Meeting #6</td>
</tr>
<tr>
<td></td>
<td>Saturday CPIC Conference – tentative date of May 23rd</td>
</tr>
<tr>
<td>June</td>
<td>Pro Grant activities must be concluded by June 5, 2020</td>
</tr>
<tr>
<td></td>
<td>CPIC Meeting #7</td>
</tr>
<tr>
<td>July</td>
<td>CPIC Website Refresh</td>
</tr>
<tr>
<td>August</td>
<td>Digital Library Refresh – CSPC Reference Materials</td>
</tr>
<tr>
<td>September</td>
<td>CPIC Meeting #8</td>
</tr>
<tr>
<td>October</td>
<td>CPIC Elections for 2020/2021</td>
</tr>
</tbody>
</table>
## PARENT REACHING OUT (PRO) REGIONAL GRANT 2019-2020

<table>
<thead>
<tr>
<th><strong>Guidelines</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Timeline</strong></td>
</tr>
<tr>
<td>o Project must be completed by June 5, 2020</td>
</tr>
<tr>
<td><strong>Reimbursement Requirements</strong></td>
</tr>
<tr>
<td>o Completed PRO Grant Reporting Template with: Completed Cheque Requisition(s) with attached original receipts/invoices</td>
</tr>
<tr>
<td>o Please submit reimbursement package via courier, no later than <strong>June 15, 2020</strong>, to: CEC, Parent Engagement: Manuela Sequeira</td>
</tr>
<tr>
<td><strong>Themes</strong></td>
</tr>
<tr>
<td>The project must demonstrate a commitment to respecting the role of parents in students' educational experiences by working with parents or seeking parent input on how schools can:</td>
</tr>
<tr>
<td>o Provide a safe and welcoming school environment;</td>
</tr>
<tr>
<td>o Maintain open communication with teachers;</td>
</tr>
<tr>
<td>o Respect parents as valued partners within the education system in relation to decisions about their child's education; and</td>
</tr>
<tr>
<td>o Ensure parents are informed about the content of the Ontario Curriculum Guidelines</td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
</tr>
<tr>
<td>o Parents have increased awareness of school activities and initiatives</td>
</tr>
<tr>
<td>o Parents are more involved in their local school environment and child's education</td>
</tr>
<tr>
<td>o Parents feel like valued partners in the education system</td>
</tr>
<tr>
<td>o Parents have increased confidence in public education</td>
</tr>
<tr>
<td><strong>Exit Survey</strong></td>
</tr>
<tr>
<td>Each project must include an exit survey that must be completed by participating parents, that will measure:</td>
</tr>
<tr>
<td>o Number and/or percentage of parents who have increased awareness of school activities;</td>
</tr>
<tr>
<td>o Number and/or percentage of parents who felt more comfortable in the school environment; and</td>
</tr>
<tr>
<td>o Number and/or percentage of parents who learned new skills that will be beneficial for their child's achievement as a result of the project/event.</td>
</tr>
<tr>
<td><strong>Funding Restrictions</strong></td>
</tr>
<tr>
<td>The following list does not qualify for PRO Grant funding:</td>
</tr>
<tr>
<td>o Activities that have already taken place</td>
</tr>
<tr>
<td>o Payment to school board staff or volunteers, including salaries, honoraria, gifts</td>
</tr>
<tr>
<td>o Purchase of goods and services for which the ministry currently provides funding (e.g., textbooks, library books, school furniture, computers, cameras, projectors, student transportation)</td>
</tr>
<tr>
<td>o Activities, resources, or speakers for students</td>
</tr>
<tr>
<td>o Capital items such as televisions, sports equipment, shelving</td>
</tr>
<tr>
<td>o Portable/handheld devices such as tablets or laptops, unless devices are to be used as part of a parent lending library and the cost does not exceed 50% of the approved funding</td>
</tr>
<tr>
<td>o Computer software or applications, online subscriptions, voice messaging</td>
</tr>
<tr>
<td>o systems, website maintenance</td>
</tr>
<tr>
<td>o Entertainment activities such as barbecues, fun fairs, volunteer teas, dinners,</td>
</tr>
<tr>
<td>o Movies nights, dances, concerts, and performances</td>
</tr>
<tr>
<td>o Field trips</td>
</tr>
<tr>
<td>o School signs, announcement boards/screens</td>
</tr>
<tr>
<td>o Landscaping or creation/equipping of outdoor classrooms</td>
</tr>
<tr>
<td>o Prizes or incentives to parents and/or students</td>
</tr>
<tr>
<td>o Lessons for parents (e.g., French, English as a Second Language, computer, CPR)</td>
</tr>
<tr>
<td>o Fundraising events</td>
</tr>
</tbody>
</table>
# TCDSB E-PANs 2019-20 - 61 Schools: 50 Elementary & 11 Secondary

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Elementary/Secondary</th>
<th>Equity Score 2018/19</th>
<th>Trustee Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fr Henry Carr</td>
<td>Mary Varacalli-Sturino</td>
<td>Secondary</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Holy Child</td>
<td>Ana Pires</td>
<td>Elementary</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Msgr John Corrigan</td>
<td>Sandra Flicetti</td>
<td>Elementary</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Msgr Percy Johnson</td>
<td>Rita Mammone</td>
<td>Secondary</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>St Andrew</td>
<td>Monica Rohel</td>
<td>Elementary</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>St Angela</td>
<td>Julia Manini *</td>
<td>Elementary</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>St Dorothy</td>
<td>Toni Pucci</td>
<td>Elementary</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>St John Vianney</td>
<td>Herminio Pires</td>
<td>Elementary</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>St Maurice</td>
<td>Joe Bucci *</td>
<td>Elementary</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>St Stephen</td>
<td>Lee Burnie *</td>
<td>Elementary</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>St Marcellus</td>
<td>Stephen Patel</td>
<td>Elementary</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>James Cardinal McGuigan</td>
<td>Tony Bisceglia</td>
<td>Secondary</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>St Andre</td>
<td>Joseph Gagliardi *</td>
<td>Elementary</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>St Augustine</td>
<td>Rob De Lorenzo</td>
<td>Elementary</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>St Basil-the-Great</td>
<td>Sandra Mudryj *</td>
<td>Secondary</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>St Charles Garnier</td>
<td>Enza Maggiacomo</td>
<td>Elementary</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>St Francis de Sales</td>
<td>Nick Netta</td>
<td>Elementary</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>St Jane Frances</td>
<td>Lillian Kurnik</td>
<td>Elementary</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>St Jude</td>
<td>Rosa Tucci</td>
<td>Elementary</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>St Roch</td>
<td>Paul DiNizio *</td>
<td>Elementary</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>St Wilfrid</td>
<td>Linda Memmo</td>
<td>Elementary</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Holy Family</td>
<td>Isilda Attridge</td>
<td>Elementary</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>St James</td>
<td>Joanne Saragosa</td>
<td>Elementary</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>St Leo</td>
<td>Robert Rivers *</td>
<td>Elementary</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>St Margaret</td>
<td>Susanna Ranalli *</td>
<td>Elementary</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Madonna</td>
<td>Caroline Falzon</td>
<td>Secondary</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>OL Assumption</td>
<td>Teresa Silva *</td>
<td>Elementary</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>St Paschal Baylon</td>
<td>Vince Stellato</td>
<td>Elementary</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>St Mary Catholic Academy</td>
<td>Laila Velocci</td>
<td>Secondary</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>St Rita</td>
<td>Waldo Aristizabal</td>
<td>Elementary</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Epiphany of Our Lord</td>
<td>Dale Martil</td>
<td>Elementary</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Holy Spirit</td>
<td>Anne Martin</td>
<td>Elementary</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>School Name</td>
<td>Teacher Name</td>
<td>Type</td>
<td>Grade</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------</td>
<td>------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Jean Vanier</td>
<td>Robert Noble</td>
<td>Secondary</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Precious Blood</td>
<td>Cheryliane Gomes</td>
<td>Elementary</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>St Aidan</td>
<td>Sal Lofranco</td>
<td>Elementary</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>St Albert</td>
<td>Ryan Peterson *</td>
<td>Elementary</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>St Nicholas</td>
<td>Leslie Karra</td>
<td>Elementary</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>St Bed</td>
<td>Annemarie Muir</td>
<td>Elementary</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>St Columba</td>
<td>John Pasia</td>
<td>Elementary</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>St Mother Teresa</td>
<td>Jose Flores</td>
<td>Secondary</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Msgr Fraser - Norfinch</td>
<td>Susan Laidlaw</td>
<td>Secondary</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>OL Lourdes</td>
<td>Kimberly Dixon *</td>
<td>Elementary</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>St Paul</td>
<td>Patrick Cleary</td>
<td>Elementary</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Immaculate Conception</td>
<td>Nick Biagini</td>
<td>Elementary</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>OL Victory</td>
<td>George Danfulani *</td>
<td>Elementary</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Santa Maria</td>
<td>Ana Carreiro-Neto</td>
<td>Elementary</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>St Bernard</td>
<td>Maria Aloisi</td>
<td>Elementary</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>St John the Evangelist</td>
<td>Antonietta Grossi *</td>
<td>Elementary</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Blessed Trinity</td>
<td>Nanssi Chahine</td>
<td>Elementary</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>OL Guadalupe</td>
<td>Fernanda Pires</td>
<td>Elementary</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>St Isaac Jogues</td>
<td>Carol Ann LeMoine</td>
<td>Elementary</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>St John XXIII</td>
<td>Pershia Nelson</td>
<td>Elementary</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>St Patrick</td>
<td>Timothy McGrenere *</td>
<td>Secondary</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>St Timothy</td>
<td>Cathy Crispo *</td>
<td>Elementary</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>St Boniface</td>
<td>Melanie Wyatt *</td>
<td>Elementary</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Neil McNeil</td>
<td>Brian Hunt</td>
<td>Secondary</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>St Barbara</td>
<td>Paul Cane *</td>
<td>Elementary</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>St Dunstan</td>
<td>Sharon Gardiner-Hunt *</td>
<td>Elementary</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>St Joachim</td>
<td>Nicole Peres</td>
<td>Elementary</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>St Maria Goretti</td>
<td>Denise Canning</td>
<td>Elementary</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>St Martin de Porres</td>
<td>Paddy Morgan</td>
<td>Elementary</td>
<td>9</td>
<td>12</td>
</tr>
</tbody>
</table>

Note - Schools highlighted in yellow were added in 2019/2020 school year.
<table>
<thead>
<tr>
<th>Motion</th>
<th>Date</th>
<th>Follow-Up</th>
<th>Motion Type</th>
<th>Amount</th>
<th>Title</th>
<th>Comments - Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/02-11</td>
<td>11-Feb-19</td>
<td>Action</td>
<td>Financial</td>
<td>$600.00</td>
<td>CPIC Fund FIOC for Event &quot;Faith in Family Life for Student Achievement and Well-Being&quot;</td>
<td>Date Changed to Oct - Await Report Back</td>
</tr>
<tr>
<td>19/02-12</td>
<td>11-Feb-19</td>
<td>Action</td>
<td>Subcommittee</td>
<td>n/a</td>
<td>Making Your Voice Heard subC to decide on presented Options for Web plus Paper format</td>
<td>Subcommittee Action</td>
</tr>
<tr>
<td>19/04-05a</td>
<td>08-Apr-19</td>
<td>Action</td>
<td>Trustee-Board</td>
<td>n/a</td>
<td>TCDSB Communicates a Monthly Summary of Board of Trustee desclions and parent relevant matters to be considered and a Schedule of Policies to be reviewed</td>
<td>Await Report Back</td>
</tr>
<tr>
<td>19/04-05b</td>
<td>08-Apr-19</td>
<td>Action</td>
<td>Staff Request</td>
<td>n/a</td>
<td>TCDSB Staff review the current CSPC communicatuons content, readability and value to a parent</td>
<td>Await Report Back</td>
</tr>
<tr>
<td>19/04-07</td>
<td>08-Apr-19</td>
<td>Action</td>
<td>Staff Request</td>
<td>n/a</td>
<td>Review CSPC Communications Process, for content and timely updates; permit the CPC Chair to post document snd other resources; encourage Principal to post CSPC Agenda, Minutes and other related information on school sites.</td>
<td>Await Report Back</td>
</tr>
<tr>
<td>19/06-06</td>
<td>17-Jun-19</td>
<td>Action</td>
<td>Recommendation</td>
<td>n/a</td>
<td>Parent Resource Library Implementation &amp; How to Increase Access &amp; Awareness</td>
<td>Await Staff Report Back</td>
</tr>
<tr>
<td>19/06-09</td>
<td>17-Jun-19</td>
<td>Action</td>
<td>Newsletter</td>
<td>$3,620.00</td>
<td>Newsletter with digital direction for distribution by Principals</td>
<td>Await Newsletter</td>
</tr>
<tr>
<td>19/09-04</td>
<td>16-Sep-19</td>
<td>Action</td>
<td>PIC Funds</td>
<td>n/a</td>
<td>Staff to report on unused PIC Funds to this Committee</td>
<td>Await Staff Report Back</td>
</tr>
</tbody>
</table>
AGENDA ADDENDUM
REGULAR MEETING
OF THE
TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

PUBLIC SESSION

John Del Grande, Chair                                  Joe Fiorante, Vice Chair
Monday January 20, 2020         Public Teleconference Line
7:00 P.M.                                                            416-915-3615     #438223

12. Program/Policy Consultation (Committee of The Whole)

a) TCDSB Catholic School Parent Council Policy (S.10) DRAFT Report  1-3
   i) Appendix A – CSPC Policy DRAFT Revision  4-13
   ii) Appendix B – CSPC Standard Bylaws Revision  14-30
   iii) Appendix C – CSPC Banking Guidelines Revision  31-48

1. Matters Referred to the Committee by the Board or Other Committees

   a) TCDSB PRO Grant 2020 Distribution & Project Ideas
      i) Proposals from Schools and/or CPIC Members (to be distributed)

17. Parent Member & Community Member Reports

   a) FOIC/CPIC - Ward 8 Parent Event Report (Nov 22, 2019)  56
UPDATE TO CATHOLIC SCHOOL PARENT COUNCILS POLICY S.10

“He rules the world in righteousness and judges the peoples with equity.” Psalm 9:8

<table>
<thead>
<tr>
<th>Created, Draft</th>
<th>First Tabling</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 9, 2019</td>
<td>February 11, 2020</td>
<td>Click here to enter a date.</td>
</tr>
</tbody>
</table>

J. Wujek, Superintendent of Schools (Area 5) & Parent Engagement
M. Sequeira, Coordinator-International Languages, Parent Engagement and Community Relations

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 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.

Rory McGuckin
Director of Education

D. Koenig
Associate Director of Academic Affairs

L. Noronha
Associate Director of Facilities, Business and Community Development, and Chief Financial Officer
A. EXECUTIVE SUMMARY

This report recommends updating the current Catholic School Parent Councils (S. 10) as per the five year review cycle in the Meta Policy (M.01).

The cumulative staff time required to prepare this report was 55 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance Policy Committee.

C. BACKGROUND

1. The Catholic School Parent Councils Policy (S.10) was first approved on November 19, 1981.
2. The last amendment to the policy was on February 24, 2016.
3. An initial draft policy report was brought forward to this committee on September 10, 2019
4. Further consultation with stakeholders has taken place December 3rd to December 13th, 2019
5. Changes to the policy reflect current legislation and practices.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The policy has been amended and informed in consultation with Legal Services, the Catholic Parent Involvement Committee (CPIC), the Ontario Association for Parents in Catholic Education – Toronto (OAPCE), TCDSB’s Catholic Parent School Councils (CSPC), TCDSB administrators and with the parent/guardian community.

2. Appendix E offers a summary of the consultation that took place in December 2019 regarding key aspects of the proposed revision in accordance with direction from the September 10, 2019 meeting of the Governance and Policy Committee.
E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by the Director with the support of the Superintendent of Parent Engagement, and reported on the Annual Catholic Schools Parent Council Metrics Report. Further reports will be brought to the Board in accordance with the policy review schedule.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. The updated policy, and accompanying appendices, as approved will be posted on the TCDSB policy register.
2. Principals will be informed of changes to this policy at K-12 meetings.
3. CPIC, OPACE and CSPCs will be informed of changes through their regular meetings.

G. STAFF RECOMMENDATION

Staff recommends that the revised Catholic School Parent Councils (S.10) Policy (Appendix A of this report) be adopted.

It further recommends that B, C and D of this report to the policy be approved and any further changes to the appendices be created through collaboration with staff, CPIC and OAPCE – Toronto. It is intended, consistent with appropriate Regulations and Policies that parents, CSPCs and staff find these appendices useful as reference for best procedures and practices.
POLICY SECTION: Schools

SUB-SECTION: Catholic School Parent Councils

POLICY NAME: Catholic School Parent Councils

POLICY NO: S.10

Date Approved: April 22, 2015
Date of Next Review: 2019

Dates of Amendments:
November 19, 1981; October 20, 1983; November 16, 1992;
June 20, 1996; June 14, 2001;
February 19, 2015; April 22, 2015;
February 24, 2016

Date of Next Review: 2024

Cross References:
Reg. 298 – Operation of Schools – General
Reg. 612 – School Councils and Parent Involvement Committees
H.M. 14 Harassment and Discrimination Policy and The Respectful Workplace
H.M. 19 Conflict Resolution Policy
H.M. 24 Catholic Equity and Inclusive Education Policy
S.S. 09 Code of Conduct
S.A.01 Admission and Placement of Elementary Pupils

Appendices: Attachment(s):
- Appendix A: TCDSB Catholic School Parent Council By-Laws Template
- Appendix B: Guidelines for School Accounts and Catholic School Advisory Councils
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.

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.

Alignment with 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

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.

Regulations:

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. The Chair or at least one of the CSPC Co-Chairs must be Roman Catholic. In elementary schools, the Chair must be Catholic or the spouse of a Catholic parent.
   
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.

The CSPC shall not be incorporated.

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.

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.
POLICY SECTION: Schools

SUB-SECTION:

POLICY NAME: Catholic School Parent Councils

POLICY NO: S.10

---

4. **The Board, through the principal**, will provide information and solicit the views of CSPC with respect to the following matters 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 conduct; and  
   v) school uniform or dress code.

i) 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:

   a. Policies and guidelines with respect to the conduct of persons in schools;  
   b. Policies and guidelines respecting school uniforms and appropriate dress for students in schools;  
   c. Policies and guidelines respecting the allocation of funding by the board CSPC(s);  
   d. Policies and guidelines respecting the fundraising activities of CSPC(s);  
   e. Policies and guidelines respecting conflict resolution processes for internal CSPC disputes; and  
   f. Policies and guidelines respecting reimbursement by the board for expenses incurred by members and officers of CSPCs.

ii) The development of implementation plans for new education initiatives that relate to student achievement or the accountability of the education system to parents including:

   a. Board action plans for improvement, based on the Education Quality and Accountability Office (EQAO) reports on the
results of student tests, and the communication of those plans to the public; and

b. The process and criteria applicable to the selection and placement of principals and vice-principals.

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.

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.

7. The Board shall solicit the views of CSPCs with respect to:

   i) the establishment or amendment of Board policies or guidelines;

   ii) the 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; and

   iv) to the Principal Profile, to assist in the selection and placement of principals and vice-principals.

7. A CSPC may make recommendations to the board’s Catholic Parent Involvement Committee (CPIC) on matters relating to:

   i) strategies for parent engagement;

   ii) identifying and reducing barriers to parent engagement;

   iii) creating a welcoming environment for parents; and

   iv) strategies for parents to support their child(ren)’s learning at home and at school.
8. The election of parent, teacher, school employee and student members of the CSPC will be held within the first 30 calendar 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.

9. On behalf of the CSPC, the principal will give written notice of the date, time and location of the elections to every parent of a pupil who is enrolled in the school, at least 14 days before the date of the election of parent members.

9. 10. The minimum number of council members is 7, and parents/guardians must form the majority.

11. The composition of the CSPC will be consistent with the Education Act. In addition to parent members, it will also include the local pastor or designate, a teacher teaching representative, an employee of the school (other than the principal, vice-principal or teacher) a non-teaching representative, a community representative, a parent representative from the Ontario Association of Parents in Catholic Education Toronto (OAPCE Toronto) and, where possible, a person parent member who has a special interest in Special Education.

11. 12. Every effort will be made to ensure that CSPC is representative of the diversity within a school community, where possible.

13. There will be no voting proxy by proxy at CSPC elections and/or at CSPC scheduled meetings.
13. There must be a minimum of four CSPC meetings, which includes the Annual General Meeting (AGM). All CSPC meetings are open to the public in each school year.

14. CSPC Catholic School Parent Councils 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.

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. All communications will be made available if/as required in the language(s) spoken in the community.

16. All Catholic School Parent Councils shall function and will be governed by in accordance with Ontario Ministry Regulation 612/00, (found in Operational Procedures in Appendix A) and with the Catholic School Parent Council By-laws (Appendix A) and by- and with the Guidelines for School Accounts and Catholic School Advisory Councils (Appendix C)-https://tcdsbcecc.sharepoint.com/teams/Parents-CSPC).

17. Each CSPC will adopt by-laws that will govern the conduct of its activities and must include the following matters 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; and,

iv) a by-law that establishes a process for the governance of Catholic School Parent Councils and its affairs.

19. (iii) CSPC Catholic School Parent Councils’ by-laws must be distributed and verified each year at the AGM.

18. Per Regulation 17 ii) 20. As per Section 10 (ii), no member of the school parent council—CSPC will participate in proceedings if they he/she has a conflict of interest.

19. 21. All funds collected by CSPCs shall be retained at the school for preparation and deposit to a CSPC account.

20.22. 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. 23. 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 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 on the CSPC’s activities will be submitted by May 31st of every year to the principal and to the TCDSB Board of Trustees 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 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. 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 examination without charge for any member of the Catholic community.

24. Operational Procedures and Financial Procedures 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 for 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.
Catholic School Parent Council By-Laws

Article I Name of the organization

The name shall be Your School’s Name Catholic School Parent Council herein referred to as ‘The Council’.

Article II Purpose of the Organization

In the spirit of the Mission and Vision Statements of the Toronto Catholic District School Board, the Catholic School Parent Council shall function in an advisory role to enrich, enhance and improve student education and achievement. As well, the Council will enhance the accountability of the education system to parents by making recommendations to the Principal and, where appropriate, the Board on any matter in accordance with the Education Act and the Policies, Guidelines and Operating Procedures of the Board.

Article III Definitions

For the purposes of these By-Laws, the following definitions shall apply:

“AGM” shall refer to the Annual General Meeting.

“Board” shall refer to the Toronto Catholic District School Board.

“CSPC” shall refer to Catholic School Parent Council.

“Ex officio” means “by virtue of the office” and refers to persons who are members of the Council by virtue of another position or office they hold.

“School” shall refer to Your School’s Name Catholic School.

“The Council” shall refer to the elected, appointed and ex officio members of the Catholic School Parent Council of Your School’s Name School.

“The Catholic School Community” shall include the following:

- The parent/guardians of students enrolled in the school;
- The school staff, including teaching and non-teaching personnel;
- The Pastor and the Parish designate;
- The school trustee;
- The students;
- All Catholic school ratepayers within the area serviced by the school.
Business and/or community organizations, which The Council may recognize for specific purposes.

“Parent” means a natural or adoptive parent and includes a legal guardian who has lawful custody of a child.

“Pastor” refers to the recognized parish priest an can be the pastor, associate priest or curate.

“Quorum” shall refer to the minimum number of voting members present for a meeting to be official. That number would consist of the majority of voting members.

**Article IV Membership**

All members of ‘The Council’ shall be elected or appointed by their constituent group as defined in **Article III, The Catholic School Community**, in accordance with the elections procedures in this document. The Council shall endeavor to have its membership reflect the diversity of the school community.

**Article V Composition of the Council**

The elected or appointed members shall carry out the business of The Council on behalf of the Catholic school community. The minimum number of council members is seven (7) and parents must form the majority.

5.1 **Elected Voting Members**

Such members shall be:

- Parents/guardians of students enrolled in the school, elected by parents/guardians in such numbers as to form the majority of The Council. The number of elected parent members will be *(insert number).*
- A teaching staff representative, elected by teachers employed at the school.
- A non-teaching staff representative, 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.
- Where applicable, a student representative appointed by the student council or in schools without a student council, a student elected by the students in an election held for that purpose.
5.2 **Appointed Voting Members**

Such members shall be:

- The Pastor or parish designate.
- One or more community representatives to represent segments of the Catholic school community not represented.
- One person appointed by The Council to act as liaison with the Ontario Association of Parents in Catholic Education (OAPCE T.O.).
- One person, where possible, appointed by The Council who has a special interest in special education.

5.3 **Non-Voting Ex Officio Members**

Such members shall be:

- The principal or vice-principal of the school.
- The TCDSB trustee for the school.
- The school’s superintendent of education who shall have standing at Catholic School Parent Council meetings for the purposes of updating the council on relevant matters, and/or to act as a resource, as required.

5.4 **The Role and Responsibility of The Council**

The Catholic School Parent Council shall:

- Represent the best interests of all students.
- Maintain ethical standards and set ground rules of respect for all meetings.
- Be informed and familiar with TCDSB policies and develop an understanding of how the policies impact the school community.
- Keep the school community informed of The Council’s work, such as: meetings dates and minutes, committee work, news and survey result.
- Seek to involve the entire school community in an equitable manner through a variety of mediums, as for example, questionnaires, informal discussions or topic-specific meetings.
POLICY SECTION: Schools
SUB-SECTION:
POLICY NAME: Catholic School Parent Councils
POLICY NO: S.10

APPENDIX A : Catholic School Parent Council By-Laws

- Actively and accurately, represent the views of the school community.
- Encourage and promote parental engagement and support.

5.5 The Role and Responsibility of the Principal

The school principal shall:

- Act as a resource person to The Council and assist The Council in obtaining information relevant to the functions of The Council, including information relating to relevant legislation, regulations and policies.
- Provide information and seek input from The Council, parents and community on major decisions that affect the school.
- Provide contextual information, as requested by The Council, on matters relating to the school.
- Facilitate the establishment of The Council and assist in its operation by:
  - Making maintaining and updating local TCDSB CSPC By-Laws, as required.
  - Facilitating the annual CSPC elections within the timeline set out by Ontario Regulation 612.
  - Updating the CSPC chair/co-chair information on the school portal.
  - Giving written notice of the dates, times and locations of council meetings to all parents.
  - Working in collaboration with the chair to prepare The Council’s meeting agendas.
  - Supporting the chair in running efficient council meetings.
  - Assisting The Council in posting CSPC meeting agendas and minutes on the school portal.
  - Presenting at each council meeting the current balance of all school and CSPC accounts using TCDSB accounting templates.
  - Considering each recommendation made by The Council and advising the council of the action taken in response to the recommendation.
- Encourage and support the formation and continuous improvement of The Council.
- Interpret and share results of provincial achievement tests.
• Enable The Council to provide input into the school’s learning plan, safe school plan, policies and budget.

**Article VI  Election Procedures**

### 6.1 Election of Parent Members

1. Elections shall occur within the first thirty (30) days of the start of each school year. Each parent of a student enrolled in the school shall be entitled to one vote for each vacant parent membership position on The Council.

2. Employees of the Board who work at the school where their children attend, cannot be a parent member or a community representative on The Council.

3. Employees of the Board who do not work at the school must have disclosed their employment on their parent member nomination form or informed The Council of their employment before being elected as a parent member or appointed as a community representative.

4. Each parent seeking elections as a parent member must have a child registered at the school, and must declare if he or she is employed by the Board.

5. Voting shall be by secret ballot. There shall be no proxies.

6. Each participant eligible to vote may vote for a number of candidates equal to the total number of legible position on the Council. A ballot with more than this number shall be a spoiled ballot and shall not be counted.

7. Names of the candidates shall appear on the ballot as they were submitted on the standard TCDSB nomination form.

8. The order in which candidates’ names appear on the ballot shall be determined by a random draw.

9. All ties on the ballot shall be determined by a random draw.

10. If there are fewer candidates than the total number of eligible positions, all qualified candidates who have submitted their standard TCDSB nomination forms shall be acclaimed.

11. In consultation with the principal. The Council shall strike a School Election Committee, in May, to plan the election process, to gather nominations, and to run the election. No candidate standing for election, or the spouse of anyone standing for election, shall be a member of this election committee. The committee should have representation from parent, teaching staff, non-teaching staff and students.
12. The Election Planning Committee shall:

a) Notify the school community of election procedures, election date(s), location, and time, at least fourteen days in advance of the election.
b) Work with the principal to ensure the standard TCDSB nomination forms are sent home with the students. Ensure the election date(s), location and time are posted on the CSPC bulletin board.
c) Ensure that candidate profiles submitted with the nomination forms for all candidates are available to the electorate at least one week before the election.
d) Conduct the election
e) Count the ballots.
f) Ensure to every extent possible any barriers to participation in the election are removed.
g) Help the principal notify all candidates of the results. Announce only:
   i. the names of those elected;
   ii. the total number of ballots cast; and
   iii. the total number of spoiled ballots.

13. The election committee will resolve appeals related to The Council’s election process or results. If the committee is unable to resolve an appeal, the principal and the chair of the out-going council shall jointly make a ruling.

6.2 Election of the Staff and Student Representatives

1. The principal, in consultation with the election committee, will make the necessary arrangements for the election of the teaching staff representative. Anyone assigned to the teaching staff of the school (full or part-time) other than the principal or a vice-principal may be a candidate.

2. The principal, in consultation with the election committee, will make the necessary arrangements for the election of the non-teaching staff representative. Anyone assigned to the non-teaching staff of the school (full or part-time) may be a candidate.

3. If the school has a student council, it will appoint a student representative to The Council. Otherwise, the principal, in consultation with the election committee, will make the necessary arrangements for the election of a student representative.
6.3 Selection of Community Representatives:

1. All appointments of community representatives to the school council are to be by majority vote at the first regular meeting of the new school council members.
2. At the first meeting of the new council, The Council shall set dates, times and locations for its meetings for the academic year and ensure that they are communicated to the community.

Article VII Term of Office

The term of an elected or appointed member of The Council is one year.

7.1 Vacancies

1. No vacancy in the membership of the CSPC shall prevent The Council from exercising its authority.
2. Vacancies in the membership of The Council shall be filled by election or appointment.
3. The School Council Election Committee, through a review of the most recent election records, and based on other considerations such as time in the year, attendance of other parents at CSPC meetings, and new parents enrolling their children at the school may recommend that:
   a) a suitable candidate should be considered for appointment to The Council; or
   b) a by-election should be held.
4. The CSPC, having considered the report of the School Council Election Committee shall, in its sole discretion resolve by motion either to appoint replacement members, or to proceed with an election per Article VI.

7.2 Discipline of Members

1. The Council shall have the authority to suspend or expel any member from The Council for any one or more of the following grounds:
   a) Missing more than ______________ consecutive meetings.
APPENDIX A : Catholic School Parent Council By-Laws

2. A member may be suspended or expelled only on the affirmative vote of 2/3 of all Council members. The member whose conduct is under consideration may vote on such a question.

3. In the event that, The Council votes that a member should be expelled or suspended from membership in The Council, the chair, or such other officer as may be designated by the Council, shall provide notice of consideration of the suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion within ten (10) days of the vote of The Council. The member may make written submissions to the chair, or such other officer as may be designated by The Council, in response to the notice received within such ten (10) day period. In the event that no written submissions are received by the chair, the chair, or such other officer as may be designated by The Council, may proceed to notify the member that the member is suspended or expelled from membership in The Council. If written submissions are received in accordance with this section, The Council will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further ten (10) days from the date of receipt of the submissions.

4. On appeal by a suspended or expelled member, the suspension or expulsion may be altered or rescinded only on a 2/3 vote of all council members, not including the suspended or expelled member.
5. The Council’s decision shall be final and binding on the elected member, without any further right of appeal and his or her position will be declared vacant.

7.3 Consultation

- The Council shall communicate regularly with parents within the school community to seek the views on matters addressed by The Council, so that the advice and recommendation provided to the principal and the Board is representative of the whole school community.

Article VIII Executive Officers

The officers of The Council may be chair, secretary and treasurer. However, The Council may choose to have two co-chairs.

8.1 Election of Executive Officers

The executive officers of the CSPC shall be elected by the voting members of the CSPC at the first regular meeting following the AGM. Voting shall be conducted by the Principal and may, at the request of any member, be conducted by secret ballot.

8.2 Chair/Co-Chairs

1. The chair, or where applicable, one of the co-chairs shall, when present, preside at all meetings of the CSPC and of its executive.

2. It is the responsibility of the chair/co-chairs, in collaboration with the school principal, to provide leadership and direction to The Council and executive officers to ensure that goals, priorities, and procedures of The Council promote Catholic faith and gospel values consistent with the Mission and Vision of the TCDSB.

3. Employees of the Board may not be chair/co-chairs of The Council.

4. The duties of the chair/co-chairs of The Council shall be:
   - To be the official spokesperson of The Council.
   - To stay informed about school board policy that impacts The Council.
   - To ensure that the CSPC operating procedures are current and adhered to.
   - To call Council meetings in consultation with the Principal.
   - To prepare the agenda for council meetings based on input from the CSPC and
POLICY SECTION: Schools
SUB-SECTION:
POLICY NAME: Catholic School Parent Councils
POLICY NO: S.10

APPENDIX A: Catholic School Parent Council By-Laws

8.3 Secretary

1. The secretary shall keep a record of all meetings of The Council and of the executive officers and shall deal with all correspondence or communications directed or required of The Council and the executive.

2. In addition, the Secretary shall collaborate with the chair/co-chairs to ensure that all minutes and records of The Council are available at the school for examination by any
3. The secretary shall perform such other duties as may be required by The Council or the executive officers.

4. In the absence of the chair/co-chairs in the event of their inability, the secretary shall assume the duties of the chair or such other duties, as may be, required by The Council or the executive officers.

8.4 Treasurer

1. The treasurer shall keep full and accurate accounts for all receipts and disbursements of The Council in accordance with generally accepted accounting principles, and shall be guided by Board Policy SM.04 Fund Raising in schools concerning banking and fund disbursements, in accordance with such requirements as may be imposed by the Board or other relevant authority.

2. The Treasurer shall provide at regular meetings of The Council an account of all transactions of The Council, including the financial position.

3. The Treasurer shall prepare a full financial statement at least two weeks prior to submission to the principal and the trustee, and, eventually, the Board for May of each year and the Annual General Meeting (AGM) in September.

4. The treasurer shall perform such other duties as may be required by The Council or the executive officers of The Council.

5. In the absence of the chair/co-chairs in the event of their inability to serve, the Treasurer shall assume the duties of the chair/co-chairs.

Article IX Conflict of Interest

Anytime The Council is doing business with a member of The Council or a member of any committee of The Council whether with the member directly or with a business enterprise with which the member is directly or indirectly associated, the member shall declare a conflict of interest and shall not deliberate or vote on any such resolutions.

Article X Conflict Resolution

The Board’s Conflict Resolution Policy Regulation and Guidelines shall govern conflict resolution between staff and the community and among members of the community at large.
The resolution of disagreements between members of The Council on any issue, for which no specific provision is made in these by-laws, shall be governed by the rules and practices of Roberts Rules of Order. The Council may also contact the Conflict Resolution Department at the TCDSB.

Article XI  Meetings

The Council shall conduct its business at meetings held at the school. Meetings shall be accessible and open to all members of the Catholic school community.

11.1 Annual General Meeting (AGM)

The AGM of The Council shall be held within the first thirty days of the school year. The following business shall be conducted:

- Annual Report of chair/co-chairs to the community-at-large;
- Financial reports;
- Resolutions;
- Amendments to the by-laws; and
- Election of parents/guardians to The Council (See Article VI of this document).

11.2 The Calendar of Meetings

The elected members of The Council shall meet not less than four (4) times annually, including the AGM. The calendar of meetings for the year shall be established at the first meeting of the elected council.

11.3 Rules of Order

1. All decisions of The Council shall be by motions which must be moved, seconded, and stated from the chair prior to any debate.
2. A simple majority in favour, unless otherwise stated herein, shall be required. In the event of an equality of votes on any issue, the matter is lost and the motion is not
POLICY SECTION: Schools
SUB-SECTION:
POLICY NAME: Catholic School Parent Councils
POLICY NO: S.10

APPENDIX A: Catholic School Parent Council By-Laws

3. All votes will be by show of hands, unless a member requests a secret ballot.
4. No member will speak to a question once it has been decided.
5. The chair/co-chairs shall be privileged to debate all questions on calling another member to the chair.
6. If two or more members wish to speak at the same time, the chair shall decide who may speak first.
7. A motion shall be put in writing if any member requests it.
8. When a member is called to order, he or she will not speak until the chair has made a ruling.
9. An appeal to the meeting from the ruling of the chair shall at all times be in order provided that it is seconded by another member. In the event of an appeal, the chair shall say: “The ruling of the chair has been appealed. Is it the will of the meeting that the ruling of the chair shall be the decision of the meeting?” but shall not otherwise speak to the appeal. A 2/3 vote of the members shall be required to overturn the ruling of the chair.
10. The Council may determine additional rules of order to be used at all meetings of The Council, at the first meeting provided that they are circulated in writing to all of the members of the CSPC.
11. The current edition of Robert’s Rules of Order (Newly Revised) shall be the authority to decide all questions not provided for in these Rules or adopted per Section 9 (above).

11.4 Quorum

1. A quorum is established when:
   i. a majority of council members are present; and
   ii. a majority of the members present are parent members.
2. No business may be conducted without Quorum, except to set a date and time for the next meeting.
3. If a quorum is not possible because of parent vacancies, a quorum shall consist of a simple majority of the remaining membership until such times as the vacancies may be filled.
4. The Ex Officio members shall not be counted to establish a quorum.
11.5 Attendance

1. All members of The Council are entitled to attend Standing or Special Committee meetings and to participate to the extent permitted by these by-laws.

2. All members of the Catholic school community, subject to the Board’s policies, may attend all meetings of The Council and participate fully; however, they do not have a vote.

11.7 Notice of Meetings

1. The secretary shall provide written notice of the dates, times and locations of Council meetings to every parent in the school community to be placed on the CSPC bulletin board and in the monthly newsletters in the school. The Secretary will co-ordinate with the principal on behalf of The Council to ensure notice is sent home to the parents.

2. In collaboration with The Council, the principal shall give written notice of the date, time and location of meetings of The Council to every parent of pupils enrolled in the school. The notice may be given to the parent’s child for the delivery to the parent. A notice shall be posted in the school in a place accessible to parents and in monthly newsletters.

Article XII Committees

12.1 Standing Committees

1. The Council may create the following suggested Standing Committees to make recommendations to The Council on matters under study in the current school year:
   - Academic Affairs
   - Community Relations
   - Fund Raising
   - Elections/By-laws
   - Finance
   - Parent Class Representatives
   - Communications
APPENDIX A: Catholic School Parent Council By-Laws

2. The Council shall appoint the chair/co-chairs of each Standing Committee. Members of the Standing Committees may be recruited and appointed by the Standing Committee chair.

3. A person not a member of The Council may be a member of a Standing Committee. Each committee must have a least one parent member of The Council.

4. The work of the committee shall be governed by The Council’s by-laws.

5. The chair/co-chairs of each Committee shall report on the progress of the committee at regular council meetings.

6. The chair/co-chairs of The Council and the principal shall be Ex Officio members of each Standing Committee.

12.2 Special Committees

The Council may strike Special Committees from time to time to meet specific objectives and to make recommendation to The Council. The Council shall appoint the chair/co-chairs of each Special Committee. Members of the committee may be recruited and appointed by the Committee chair subject to the approval of The Council. At least one member of the Special Committee must be a parent member of the Council. A person not a member of The Council may be a member of the Special Committee. Special committees shall cease to exist when they have achieved their mandate or on a decision from the Council.

Article XIII Financial Matters

13.1 Remuneration

Members of The Council and members of Standing or Special Committees of The Council shall receive no remuneration for execution of their duties to The Council. Reimbursement for expenses incurred in the normal course of duty as a member of The Council shall be made in accordance with Board policy when such policy is established.

13.2 Signing Authority
The following shall be authorized to sign cheques (one person from each of group (a) and (b) shall sign each cheque):

a) Two parents on the executive committee of The Council, one of which must be the treasurer.

b) Two staff representatives from the school namely, the principal or designate.

### Article XIV  Recommendations to the Principal and the Board

The Council may make recommendations to the principal and where appropriate to the Board on any matter.

When, after consideration and study of the issue, The Council determines it wishes to make a formal recommendation, it shall do so in writing using a format provided by the Board for the purpose or one of its own design. The Council will note the action taken in response to the recommendation.

### Article XV  Consultation with the Council

Where the Board or the principal are required to seek the views of The Council in developing and revising policies, The Council shall refer the matter to the appropriate Standing Committee for study and recommendations. In situations where there is no appropriate Standing Committee of The Council, a Special Committee will be established for the purpose of study and recommendations.

In order to consult with the Catholic community effectively, reasonable time and means must be given to allow for communication and consultation at the local level in order to provide a response, which is representative of the views of the community.

### Article XVI  Amendments to the Constitution and By-laws

Amendments to The Council’s by-laws may only be done at the AGM in September of each year. The proposed amendments may be placed on the agenda of the AGM provided; notice in writing of the proposed amendment(s) shall have reached the Secretary or the chair/co-chairs of The Council 20 school days before the A.G.M. The majority of the members constituting quorum must approve amendments and the majority of the members constituting the quorum must be parent members. Copies of amendments shall be distributed to the
APPENDIX A : Catholic School Parent Council By-Laws

Approved Constitution & By-Laws       _____ (this will have your by-laws approved date.)

school community at least ten days before the A.G.M. Defeated amendments may not be re-proposed for one year from the date of the meeting.

The May/June meeting must have time dedicated to prepare amendments to The Council’s by-laws in order to be available at the September AGM for a full vote by the parent body.

Article XVII   Incorporation

The Catholic School Advisory Council shall not incorporate.

Article XVIII   Repeal and Dissolution

18.1 Repeal

Previous by-laws of The Council are hereby repealed and replaced by this by-law and any amendments thereto.

18.2 Dissolution

The Council shall be dissolved and cease to exist in the event that Your School’s Name ceases to operate as a school.

In the event of dissolution of The Council, the disposal of funds and assets will be in accordance with the direction of members in attendance at a Special General Meeting of The Council called for the purpose of dissolution. Written notice of the purpose of such meeting shall include disclosure of the amounts and assets to be dispersed at such meeting. The notice shall have been sent to all members of the Your School’s Name Catholic school community at least 14 days prior to the date of the Special General Meeting.

School Name:

Address:

Dated:
### TCDSB Guidelines for School Accounts and Catholic School Parent Councils (CSAC's)

**Guidelines for School Accounts and CSAC's**

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSAC CSPC Origin, Nature of Role, Purpose and Duties</td>
<td>3</td>
</tr>
<tr>
<td>Sources and Uses of School Generated Funds</td>
<td>4</td>
</tr>
<tr>
<td>Accountability Roles and Responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>Banking Receipts and Disbursements</td>
<td>7</td>
</tr>
<tr>
<td>Financial Reporting Requirements</td>
<td>9</td>
</tr>
<tr>
<td>Financial Review/Audit</td>
<td>10</td>
</tr>
<tr>
<td>Record Retention</td>
<td>11</td>
</tr>
<tr>
<td>Change in School Principal</td>
<td>12</td>
</tr>
<tr>
<td>Donations</td>
<td>13</td>
</tr>
<tr>
<td>CSAC CSPC Insurance</td>
<td>15</td>
</tr>
<tr>
<td>Ministry of Education Parent Involvement Funds</td>
<td>17</td>
</tr>
<tr>
<td>Education Act Regulation 612</td>
<td>Appendix A</td>
</tr>
<tr>
<td>TCDSB Policy Register S.M.04 Fundraising in Schools</td>
<td>Appendix B</td>
</tr>
<tr>
<td>Sample of Annual Reports Financial Statements</td>
<td>Appendix C</td>
</tr>
</tbody>
</table>

TCDSB Guidelines for School Accounts and Catholic School Parent Councils (CSAC)
Guidelines for School Accounts and Catholic School Parent Councils

CSAC CSPC Origin, Nature of Role and Purpose

CSAC’s Catholic School Parent Councils (CSPC) evolved from parent councils in the mid to late 1990’s in response to the Ministry’s attempt to encourage increased parental involvement in our schools. Under the Education Act, Ontario Regulation 612 (Appendix A), school boards in Ontario are required to establish a school council for each school within the board. These councils are advisory bodies that make recommendations to the school Principal or the board on any matter.

The Education Act, Ontario Regulation 612 outlines the Purpose of a CSAC CSPC:

(i) Through active participation of parents, to improve achievement and to enhance the accountability of the education system to parents.
(ii) Primary means of achieving this purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council.

Many school councils perform fundraising activities in the name of the school and as such are required to conform to the appropriate sections of Regulation 612 to the Education Act that deal with fundraising issues. The principal is ultimately responsible for activities related to the school and therefore is responsible for all school council activities.

Ownership of Catholic School Advisory Council Catholic School Parent Council Funds

The Ministry of Education’s document, School Councils a Guide for Members (2002), states that “School councils should be aware that, because the school Board is corporate entity and the school is not, any funds raised by the school council (and any assets purchased with those funds) belong, legally to the board.” Fundraising for schools by school councils is a partnership between the school, the board and the fundraising group. This document can be viewed at http://www.edu.gov.on.ca/eng/general/elemsec/council/.
All fundraising activities and expenditures must be conducted in accordance with Board policies. This is clearly stated in Regulation 612, s. 22 of the Education Act. Under the TCDSB Policy Register, Fundraising in Schools S.M.04 (Appendix B), all fundraising must be carried out under the jurisdiction and supervision of the principal and may be a joint project with the local Catholic School Advisory Council/Catholic School Parent Council.

Sources and Uses of School Generated Funds

Funds are generated in schools from a number of different sources and used in a number of different ways. As per Regulation 612, these funds are under the direction and control of the school principal.

Categories of School Generated Funds

1. **School generated fees for services, athletics, etc.**
2. **School generated fund raising for charities and/or specific events/initiatives.** In this category schools hold special fundraising drives to either assist a local or well known charity (i.e. Terry Fox Run) or to provide funds to support a specific event in the school, such as an excursion, or to support a specific initiative in the school such as the purchase of playground equipment. In this category, the staff in the school organizes and runs the fundraising activity without the involvement of the CSAC/CSPC.
3. **CSAC/CSPC generated fund raising for charities and/or specific events/initiatives/activities.** In this category, funds are raised for the same purpose as in category # 2 above; however, the direct involvement of the CSAC/CSPC is evident. This category is identified separately because Board policy S.M.04 requires CSAC/CSPC involvement in expenditure decisions and disbursements when funds are raised jointly.
4. **Funds raised through a Board wide initiative.** In this category, funds are raised through Board wide initiatives such as a beverage-vending contract.
5. **Funds raised through local school initiatives.** In this category, where approved by the Board, schools raise funds from such things as cafeteria services. Any contracts entered into must conform to Board’s purchasing policy.
6. **Funds donated to schools.** This category deals strictly with donations made to a particular school either for a specific purpose or for general use. Such donations may be
Acceptable and Unacceptable Uses of School Generated Funds

All purchases made using school generated funds must comply with board policy and procedures. Relevant board policies with which to ensure compliance would include the fund raising policy S.M.04, and the board purchasing policy.

Funds raised for a specific purpose must be used for the intended purpose. For example, student activity fees charged for locks, yearbooks and agendas should be used for the purchase of these items. The accounting records must track each category separately.

Funds raised for general purpose with no specific intent must be used for school related activities, at the discretion of the school Principal, and as per category 3 above, may require CSAC/CSPC input.

As a general principle CSAC/CSPC funds raised in a particular school year should be used to benefit the students in the same year unless they have been earmarked for a specific intent (i.e., the purchase of playground). In this case the carry-forward of funds should be a joint decision of both the principal and the CSAC committee/CSPC.

A list of unacceptable uses of school generated funds would include:
- Items that are to be purchased from the Board’s budget (i.e., textbooks)
- Mileage reimbursements to staff
- Monetary payments to staff for services
- Gifts to staff
- Cell phones for staff
- Out of school parties for staff
- Principal professional membership fees
- Principal/vice principal conference fees

CAUTION
POLICY SECTION: Schools
SUB-SECTION:
POLICY NAME: Catholic School Parent Councils
POLICY NO: S.10

APPENDIX B: TCDSB Guidelines for School Accounts and Catholic School Parent Councils

• Expenditures made from school generated funds that do not directly benefit the students in the school are subject to greater scrutiny and may require further justification.

i) Roles & Responsibilities of the Principal
• Ensure that the Guidelines/Policies and Regulations relating to school accounts and Catholic School Advisory Councils Catholic School Parent Councils are implemented and in compliance with Board policy.
• Required to share budget and school account information (i.e., school block account, school CSAC CSPC account, school outside agency account, and school main bank account) with CSAC’s CSPC’s in the interest of accountability and transparency.
• To be the approved signing officer on the school account.
• To be one of the approved signing officers on the CSAC CSPC bank account
• Ensure that processes are in place to adequately control the funds within the school including security over cash and records.
• Review, sign, and date the annual CSAC CSPC financial reports
• Distribute to CSAC CSPC committee and members and/or make available the annual financial reports as outlined in the financial reporting requirement section.
• Notify the school superintendent and the senior business official immediately if funds are lost or stolen.
• Ensure that the CSAC CSPC chair and treasurer are aware and understand their roles and responsibilities.

ii) Roles & Responsibilities of CSAC CSPC Chair and Treasurer
• Work with the principal to ensure that the sources and uses of funds raised comply with Board policy and established guidelines.
• Ensure fundraising activities involving the students and/or the school are in compliance with Board policies and no direct or indirect benefit is derived by a member of the School council.
• Review, sign, and date the annual CSAC CSPC financial reports and CSPC meeting minutes.
• Distribute and/or make available the annual CSAC CSPC financial reports as disclosed in the financial reporting requirement section.
POLICY SECTION: Schools  
SUB-SECTION:  
POLICY NAME: Catholic School Parent Councils 
POLICY NO: S.10 

APPENDIX B: TCDSB Guidelines for School Accounts and Catholic School Parent Councils

- Work with the principal to ensure that processes are in place to adequately control the funds and ensure security over cash and records of the school council.
- Review, sign and date the bank reconciliation and CSPC meeting minutes on a monthly basis.
- Ensure that the treasurer presents the financial reports and bank reconciliation at each CSAC/CSPC Meetings in a timely manner.
- Record the HST details for rebate purposes.

Banking Procedures

i) Authorized Cheque Signatures for CSAC Accounts

TCDSB Policy Register S.M.04 Fund Raising in Schools Regulation #6 is very specific:

When fundraising is a joint project with the local Catholic School Advisory Council and/or Student Council, it is understood that the decision making as to the disbursement is also a joint responsibility. The following people shall be authorized to sign cheques (one person from each of groups (a) and (b) must sign each cheque):

a) Two parent/student representatives on the Executive Committee of the Catholic School Advisory Council – usually the treasurer and the President chair;

b) Two staff representatives from the school, namely the principal and designate. The principal’s signature is required on all cheques and only in the absence of the principal will the vice-principal or superintendent sign.

Policy S.M.04 has been formulated around Public Sector Accounting Board (PSAB) guidelines and principals and assumes that CSAC/CSPC is under the control and influence of the Board. Furthermore, the Ministry of Education’s document, School Councils a Guide for Members (2002), states that “School councils should be aware that, because the school board is a corporate entity and the school is not, any funds raised by the school council (and any assets purchased with those funds) belong, legally, to the board.”

ii) Procedures for School Banking Cheque Signatures
A report was approved at Education Council on March 5, 2007 that revised the procedures for cheque signing in the School Banking system. The following is a summary of the new requirements.

<table>
<thead>
<tr>
<th>Cheque Amount</th>
<th>Required Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $1,000</td>
<td>$5,000 Principal</td>
</tr>
<tr>
<td>Over $1,000</td>
<td>$5,000 Principal and Vice Principal or Superintendent Approval Form</td>
</tr>
</tbody>
</table>

Please note that our banks will accept one signature for all cheques including cheques which exceed $4,000 $5,000. However, as an internal control measure if two signatures are not used, a copy of the cheque and invoice must be forwarded to the school superintendent for their signature. After signing the copy of the cheque and invoice, the superintendent will return the approval form to the school to be attached to the original cheque for audit purposes. Scanned documents will suffice.

Please note that school secretaries are no longer authorized to sign cheques for a CSPC or school generated bank account. In most schools the secretary is preparing the deposits, preparing the cheques for signature and preparing the bank reconciliation. By also signing the cheque there is not a clear segregation of duties and this puts both the secretary and principal at risk.

**iii) Receipts**

- For the security of funds and to protect anyone handling money raised through CSAC CSPC activities, all money needs to be counted and kept in the school for prompt deposit into the bank account.
- All money received at the school is to be stored on site in a designated locked and safe location as soon as possible (i.e., same day).
- All money collected is to be deposited intact to the bank account promptly. This means that expenditures must not be paid from the cash collected. The total funds are deposited to the bank account and a cheque is written to pay for expenditure.
- All staff or CSAC CSPC members collecting money must complete the attached
iv) Disbursements

- All disbursements should be recorded promptly
- All cheques require 2 signatures (see authorized cheque signatures above)
- Pre-signing of cheques is not permitted. Signature stamps are not permitted.
- Payments should only be made upon the presentation of an invoice, receipts or other appropriate supporting documentation.
- Cheques made payable to cash is not permitted.

CAUTION

- Deviation from the above guidelines will leave the school and CSAC CSPC vulnerable to potential problems. The need to have guidelines in place is often not recognized until something goes wrong.
- The goal is to have controls that ensure money is handled appropriately, that staff are protected and that records are accurate, up to date and useful. The controls are only as good as their enforcement.

Financial Reporting Requirements

To enable the CSAC CSPC to manage and monitor school council funds and fundraising activities, current financial information is required. To achieve this goal, monthly reports outlining the sources and uses of the funds and the current financial position of the CSAC CSPC are required.

The fiscal year for CSAC CSPC Councils is September 1 to August 31. June 1 to May 31st of the following year. This is the same as the boards’ fiscal year prescribed by the Province of Ontario. In order to meet the Principal’s reporting responsibilities as outlined in the Ontario Regulation 612. Annual financial reports shall reflect the activities undertaken during
this timeframe. Sample budget, monthly and yearly financial recording templates can be found at
https://tdsbcec.sharepoint.com/teams/Parents-CSPC

Appendix C contains samples of Annual Report/Financial Statements

**Monthly Reports should include:**

i) **A Treasurer’s Report containing:**
   - Opening Balance in records (should equal last month’s closing balance);
   - Deposits made during the month;
   - Cheques issued or any other changes to the account during the period; and
   - Closing Balance in records (the following month opening balance).

ii) **A Bank Reconciliation containing:**
   - The bank balance on the bank statement;
   - Plus outstanding deposits, including details of deposits;
   - Less outstanding cheques, including a detailed listing of all cheques; and
   - The balance shown in the Treasurer’s records.

**Annual - Budget**

1. A Treasurer’s Budget
   - Opening balance (same as previous year’s closing balance)
   - Planned revenue activities (Funds Collection)
   - Planned expense activities (Funds Disbursements)
   - Planned funds surplus
   - Due at the start of the school year

**Monthly Financial Reports**

1. A Treasurer’s Report
   - Opening balance (same as the previous month’s closing balance)
   - Revenue received (Funds Collected)
   - Expense paid (Funds Disbursed)
POLICY SECTION: Schools
SUB-SECTION:
POLICY NAME: Catholic School Parent Councils
POLICY NO: S.10

APPENDIX B: TCDSB Guidelines for School Accounts and Catholic School Parent Councils

- Closing available balance
- Copy to be included in the monthly minutes

2. A Bank reconciliation
   - The bank balance on the bank statement
   - Identifying outstanding deposits, including details of deposits
   - Less outstanding cheques, including a detailed listing of all cheques
   - The balance shown in the treasurer’s records
   - Copy to be included in the monthly minutes

Yearly Financial Reports

1. A Treasurer’s report to the Board and to the Principal
   - Opening balance (June 1st)
   - Revenue received (Funds Collected between Jun 1st and May 31st)
   - Expense paid (Funds Disbursed between Jun 1st and May 31st)
   - Funds committed but not yet paid
   - Closing balance (May 31st)

It must be noted in the CSAC CSPC meeting minutes that the treasurer’s report has been received and approved.

Regulation 612, s. 24, School councils states that “every school council shall annually submit a written report on its activities to the principal of the school and to the board”. It further states “If the school council; engages in fundraising activities, the annual report shall include a report on these activities.” This annual report should be the sum of the monthly treasurer’s reports received by the council ending on August 31st.

Financial Review/Audit

Regular reviews/audits of CSAC CSPC financial records help to ensure compliance with the TCDSB policies and procedures. A review/audit is an independent examination of specified activities, which is used to assist management in the assessment of whether the organizations plans are carried out; policies and procedures are observed; and accounting is accurate for
assets, liabilities, revenues and expenses and reporting is done on a timely basis.

**Scope of Review/Audit**

The scope of the review/audit includes:
- Evaluate the adequacy and application of financial and other operating controls;
- Review compliance with related Board policies;
- Evaluate the timeliness, accuracy, and usefulness of the school’s records and reports;
- Ensure that the CSAC CSPC funds are properly accounted for and safeguarded from loss; and
- Comment on the extent to which funds raised are used efficiently, effectively, and for the purpose stated prior to the funds being raised.

**Review/Audit**

The review audit consists of the following elements:
- A meeting with the school principal, CSAC CSPC chair and CSPC CSAC treasurer
- Gathering of relevant records from the school, banking institutions and CSAC CSPC
- Examination of financial records
- Preparation of review/audit report outlining the findings and results of the review/audit

**CSAC CSPC Record Retention**

*Regulation 612, s. 16,* states that “(1) a school council shall keep minutes of its meetings and records of all its financial transactions.” It goes on to state that “(2) the minutes and records shall be available at school for examination without charge by any person.”

As a matter of consistency with other financial record retention requirements, all records are to be maintained on board premises for a period of seven years.

**Issue:**
- The Board recognizes the hard work and long hours CSAC CSPC volunteers put in to
achieve their goals. Volunteers have expressed a concern that they be able to work out of their homes and create their own hours to balance their volunteer activities with family and work responsibilities.

- The Board must also maintain custody of the documentation that supports our reports to the community and the year over year continuity from one CSAC CSPC executive to the next or from one principal to the next

**Recommendation**

In the interest of supporting both the volunteers and the Board’s responsibilities the following guidelines should be considered:

1. The CSAC treasurer should be able to work from home in the preparation of CSAC CSPC financial records. At some point, interim reports will be prepared and bank statements and accounts will be reconciled. At this point the historical records and analysis that supports this work must be filed and stored at the school for future reference and audit. The Principal, in consultation with the CSAC CSPC executive, should have the final say as to what the reasonable time periods should be. As a guideline, the maximum period for an un-reconciled account must not exceed 3 months.

2. All CSAC CSPC financial documents including blank cheques and bank books must be stored at the school when it closes for the summer, usually mid-July. **There should be no petty cash.** All petty cash and cash receipts should be deposited in the bank account and there should be no purchase activity from the account until the school opens in the fall.

3. The Board’s external auditors and the Finance Department will select 15-20 locations each year to audit their school banking, CSAC CSPC and nutrition accounts. If your school is selected, all relevant financial documentation must be brought to the school on the agreed upon date for the visit.

4. If for any reason the historical records need to be removed from the premises then the principal should be aware of this fact and should have a timetable for their return. This may be done using a sign out system or any other method the principal feels is appropriate to remain accountable.
Change in School Principal/CSAC CSPC Chair/CSAC CSPC Treasurer

Changes in principal and CSAC CSPC members at schools are frequent and should not impact on the day to day administration of the school generated funds.

In order to ensure that when the principal changes or when there are changes in the CSAC CSPC chair and/or treasurer, basic information is transferred to the new principal/staff, the following form should be completed:

- The accompanying form is to be completed by the exiting principal and CSAC CSPC treasurer.
- The new principal or the new CSAC CSPC Treasurer should verify its accuracy. Any discrepancies should be clearly identified.
- The new principal should arrange for the signing authorities to be updated with the financial institution.

Cash Donations

Please note that CSAC CSPC can not issue tax receipts. They are not registered charities.

The Toronto Catholic District School Board (TCDSB), which is a charitable organization, accepts donations that are used for educational purposes (i.e., board programs, school-raised funds etc.). The donation cannot be reverted back to an organization or individual outside of the Toronto Catholic District School Board (e.g., CSAC CSPC, Alumni Associations etc.).

A donation (gift) is a voluntary transfer of property without valuable consideration. Generally a gift is made if all three conditions listed below are satisfied:

- Some property - usually cash – is transferred by a donor to a registered charity;
- The transfer is voluntary; and
POLICY SECTION: Schools
SUB-SECTION:
POLICY NAME: Catholic School Parent Councils
POLICY NO: S.10

APPENDIX B: TCDSB Guidelines for School Accounts and Catholic School Parent Councils

- The transfer is made without expectation of return. No benefit of any kind may be provided to the donor or to anyone designated by the donor.

Tax receipts are issued for the donations subject to all applicable income tax laws, regulations. Interpretation bulletins, brochures and guides, and newsletters under the Canada Revenue Agency (“CRA”).

The preferred method of making a donation if using “Making a Donation” on KEV. Using this method offers schools the many advantages.

1. It is convenient and easy to use
   - Anyone can secure donations 24/7 from the comfort of their home using various payment methods
2. It is student safe and it reduces risk
   - Children will not have to carry cash or a signed cheque to school
   - Reduces risks associated with cash handling
3. Tax receipts
   - Tax receipts are issued automatically directly to the donor and may be reprinted
   - No minimum required to receive a tax receipt
4. Saves Time
   - No school involvement in the process
   - Board electronically transfer donation funds directly to the account identified by the donor

Tax receipts will only be issued for individual donations of $25.00 or more. Cash donations must be in the form of a cheque made payable to TCDSB, except when there is more than one donor. If there is more than one donor, it is then best to have the cheques made payable to the school and deposited in the school bank account. Then, the school submits and then one cheque for the total amount be submitted to the Board, accompanied by an electronic excel spreadsheet outlining the donor’s name, address and amount of donation.

You may also donate through CANADA HELPS. (See section below).

If a CSAC CSPC wishes to provide a tax receipt for a donor, they should follow the same procedures above. A cheque and electronic spreadsheet should be submitted to the
Board. Reference should be made to the CSAC–CSPC. The donation will then be deposited into the revenue cost centre for the applicable school (either Outside Agency or CSAC–CSPC). The school may then use the related expenditure cost centre to make purchases against the revenue received. The cheque should be sent directly to the Toronto Catholic District School Board, 80 Sheppard Avenue East, Toronto, On, M2N 6E9, Attention: Chris McRae, Finance Department.

The Finance Department issues an official tax receipt, with a thank you acknowledgement, and mails it out to the donor, unless there are numerous donations and then the official receipts and acknowledgements will be returned to the school for mailing.

Funds may be accessed by:

a. A SAP purchase order to purchase an item through the board; or
b. A cheque requisition signed by the principal made payable to the school for reimbursement of an item purchased (original invoice must be attached to cheque requisition).

CANADA HELPS

Canada Helps is an online donation portal that facilitates the donation process at very little cost. Canada Helps provides the secure online link to take a donation; they provide the means to use a credit card; they deposit the funds into the Board’s bank account within days; they issue an electronic charitable tax receipt to the donor and they provide a downloadable reporting structure that can be distributed to each school. Canada Helps deducts 3% of the money collected which is used to offset the processing fees for credit cards. There are no other fixed or hidden fees for using the service. For more information you can visit their website at www.canadahelps.org.

*IMPORTANT*

Before you direct donors to the webpage you must request the Finance Department to set up your school as a selection on the “Fund/Designation” screen. After your school has been set up you must instruct your donors to select your school from the
The process will work as follows:

1. The school must be registered as a choice under the “Fund/Designation” screen on the Canada Helps TCDSB website. You must request the Finance Department to complete this step.
2. You may solicit donations from your community by asking them to visit the website. The Canada Helps website can also be accessed from the TCDSB website by selecting the “Donate Now” button which will redirect you to the TCDSB selection on the Canada Helps website.
3. The donor will select the school or fund that they wish to direct their donation and will pay for this online using their credit card.
4. The donor will be issued a printable tax receipt immediately by email.
5. The money collected will be transferred to the schools Outside Agency account at the end of each month. On a twice monthly basis the Finance Department will distribute a report to each school itemizing each donor and amount. This will facilitate timely recognition where necessary.

This represents another option for collecting donations requiring tax receipts and reduces effort. You may still collect cash donations and send them to the Finance Department for receipts.

**Crime Insurance**

School councils are involved in fundraising for their schools and collect a great deal of money. The question has come up regarding insurance coverage if those funds were to be stolen or disappear from the school. School boards purchase crime insurance to cover the board’s losses of money and securities. Coverage would only be extended to monies owned by the CSAC CSPC’s in situations where the school and/or board are holding the funds in trust. In order to be considered “held in trust”, funds need to be in the care, custody and control of the principal or secretary.

- Example 1
The school council has a bake sale and generated $2,000. The money is given to the school secretary on Friday to put in the school safe to hold over the weekend. When the secretary goes to retrieve the funds on Monday, she finds that the money is missing. A claim is forwarded to the Board’s insurance provider and paid subject to the deductible amount because the funds were held in trust by the school.

- Example 2
  Same scenario as above except that the school council member takes the $2,000 and makes their way to the bank to make a deposit. The council member has the money stolen from their vehicle on their way to the bank. In this situation, coverage would not be extended as the funds are no longer held in trust by the school and/or board.

**Recommendation**

To maximize crime insurance coverage, funds should be stored securely at the school location under the care, custody and control of the school principal or school secretary wherever possible and financial records must be in place to support any loss claim.

**Liability Insurance**

The Board’s liability insurance coverage for events held away from Board property is the same as the coverage for events held on Board property provided that the event is authorized/approved by the principal of the corresponding school.

OSBIE’s Board Liability coverage is $20 million per occurrence with no deductible and also includes coverage for volunteers.

**Requests for a Certificate of Insurance or for a Confirmation of Coverage Certificate**

- Many outside facilities will request proof that adequate insurance is in place before they will allow a group to occupy their premises.
- These certificates can be obtained from the Finance/Risk Management Department and are usually available within two days.

**Supplemental CSAC CSPC Liability Insurance**
Supplemental liability insurance for CSAC’s CSPC may be purchased at their own expense through the Board’s insurer (OSBIE). This insurance would be purchased only where in the out of the ordinary situation that CSAC CSPC activities will be undertaken that are not typically considered normal educational activities and are not endorsed or approved by the principal of the school. This insurance will only be made available at the beginning of each school year and if the CSAC CSPC decides later in the year that they would like to purchase supplemental insurance then they will unfortunately be required to find their own source.

Ministry of Education -Parent Involvement Committee (PIC) Funding

The Ministry of Education has made the goal of increasing parental involvement in education a key strategy towards improving student achievement. To support this strategy, the Ministry continues to provide school councils with $500 base funding from the Grants for Student Needs (GSN) school boards receive every year. This allocation is intended to assist school council’s communication and engagement activities with parents and their local school community.

Typical activities listed by the Ministry that may be funded as part of this base allocation include the following:

- Broadening the number of school events that include parents and the number of parents who attend;
- Diversification of communication tools (e.g., translation of existing materials) to meet the varied needs of parents.

The Parent Involvement PIC funds are provided to the school councils on an annual basis (Ministry funding permitting) through the CSAC CSPC account (CC Loc 333) with the Toronto Catholic District School Board’s financial system. Funds can be expended by following established purchasing procedures and/or submitting cheque requisitions with appropriate back-up and signatures for payment processing. The school council is responsible for keeping records, receipts and submitting an annual report detailing how the $500 base funds were expended in each school year, as prescribed by the Ministry of Education.

Rationale

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. It is believed that Catholic schools must foster the spiritual, physical, intellectual, social and emotional development of all students working collaboratively in a manner consistent with the Ontario Catholic Graduate School Expectations and the Catholic social teachings. In applying Catholic Social Teachings to all that we do at TCDSB, parents will be supported in their integral role of nurturing the relationship between home, school and parish.

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.

The purpose of Catholic School Parent Councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. Therefore, a Catholic School Parent 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.

Operational Procedures:

1. Membership

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

(a) The parents/guardians of students enrolled at the school.
(b) The school staff members, including teaching and non-teaching personnel.
(c) The Pastor and the Parish designates.
(d) The school trustee.
(e) The students.
(f) All Separate School ratepayer within the area serviced by the school.

2. Composition of Council

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

(a) Parents/guardians of students enrolled in the school, who are to make up a majority of the 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.
(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 Parent Council to act as liaison with the Ontario Association of Parents in Catholic Education Toronto.
(i) One person, where possible, who has a special interest in Special Education.
(j) The school Trustee and the school Superintendent of Education shall have standing at the Catholic School Parent Council meeting for the purposes of updating the council on relevant matters or to act as a resource person, as required.

3. Election of Parent Members

(a) A person is qualified to be a parent member of a Catholic School Parent 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 Parent 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.
   iii. a person is qualified to vote in an election of parent members of a Catholic School Council if he or she is a parent guardian of a pupil who is enrolled in the school.
(c) The number of parent members elected to the Catholic School Parent Council shall be consistent with those established in the Catholic School Parent Council’s bylaws. Unless otherwise stated in the by-laws the minimum number of council members will be seven, and parents shall still be the majority member. Other members may include school personnel, community representatives and the pastor, (while still ensuring the majority are parents).
(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 Parent 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 Parent 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 Parent 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.
(h) Proxy votes are not allowed.

4. Other Elections

(a) A person is qualified to vote in an election of one teacher representative if they are a teacher, other than the principal or vice principal, who is employed at the school.
(b) A person is qualified to vote in an election of a non-teaching representative if they are employed at the school and are not a teacher, principal or vice principal employed at the school.
(c) A person is qualified to vote for an election of the student representative if they are a pupil enrolled in the school.
5. Term of Office
The term of office for an elected or appointed Catholic School Parent Council member is one year.
(a) A member of a Catholic School Parent Council may be re-elected or reappointed, unless otherwise provided by the by-laws of the council.
(b) A vacancy in the membership of a Catholic School Council shall be filled by election or appointment in accordance with the by-laws of the Council.
(c) A vacancy in the membership of the Catholic School Council does not prevent the council from exercising its authority.

6. Officers
(a) A Catholic School Parent 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) The Chair and at least one of the co-chairs of the Catholic School Parent Council must be Roman Catholic.
(c) An employee of the TCDSB cannot serve as chair or co-chair of the Council.
(d) Vacancies in the office of chair, co-chair or any other officer shall be filled in accordance with the by-laws of the Council.

7. The Catholic School Parent Council
(a) The Catholic School Parent 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, the tenets of the Catholic faith and within Ministry and Board policies.
   iii. Hold a minimum of six meetings per year, including the Annual General Meeting. All meetings 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 and 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
      • 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:
      • by-law that governs election procedures and the filling of vacancies;
      • by-law that establishes rules respecting participation in proceedings in cases of conflict of interest;

- by-law that establishes a conflict resolution process, consistent with the Board’s policy, for internal Council disputes.
- by-law that establishes a process for the governance of Catholic School Parent Councils and its affairs.

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 F.P. 01 Purchasing.[hyperlink to policies]
- 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 and per legislation. Fundraising revenue cannot be spent on programs, services, instruction, staffing, materials or equipment that should be provided by the board.

ix. 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.

x. Submit on an annual basis, a written report on its activities, including fundraising, to the principal and to the Board.

xi. Not be incorporated.

B. CSPC CHAIR

The Chair of the Catholic School Parent Council shall:

i. Call Council meetings.

ii. Prepare the Agenda for Council meetings in consultation with the Principal.

iii. Chair council meetings.

iv. Access the Board provided e-mail account, for the function and distribution of materials to the CSC.

v. Ensure that the minutes of Council meetings are recorded and maintained.

vi. Participate in information and training sessions.

vii. Communicate regularly with the school principal in an effort to work cooperatively to improve student achievement and well-being.

viii. Ensure that there is regular communication with the Catholic school community supported by the school’s principal.

ix. Consult with the Catholic Parent Involvement Committee, senior board staff and Trustees, as required.

x. Upon request, provide the local trustee with copies of the minutes of the meeting.

C. CSPC MEMBERS

The Members of the Catholic School Parent 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 well-being, 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 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.

8. The Principal

The Principal of the school shall:

(a) Act as a resource person for the Catholic School Parent Council and will be a non-voting member.

(b) Provide information and seek input on program and academic matters as well as provide information on budget and finances of the school.

(c) Solicit the views of the Council with respect to the following:

i) 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,

ii) A local code of conduct governing the behaviour of all persons in the school, and

iii) School policies or guidelines related to appropriate dress for pupils.

iv) 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.

(d) Facilitate the establishment of the Catholic School Parent Council and assist in its operation.

(e) Support and promote the Council’s activities.

(f) Present at each meeting of the Catholic School Parent Council, the current financial position and balance of all school and CSPC accounts using the TCDSB accounting template.

(g) 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.

(h) Post any materials distributed to members of the Council in a location that is accessible to all parents.

(i) Give written notice of the dates, times and locations of Council meetings to every parent in accordance with the timelines established in the by-laws. 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.

(j) Assist the Council to post minutes and agendas of the meetings in the school, on the school portal and sent electronically to all Council members.

(k) Act as a resource person to the Council and assist the Council in obtaining information relevant to the functions of the Council, including information relating to relevant legislation, regulations and policies.

(l) Consider each recommendation made by the Council and advise the Council of the action taken in response to the recommendation.

(m) The principal shall make available to the Catholic School Parent Council sample By-laws provided by the board staff and keep them updated from time to time.

(n) If the principal or Board does not support the advice of the Catholic School Parent Council or proposed expenditure of funds, it will be provided in writing at the next Catholic School Parent Council meeting to be included as an appendix to the minutes including the basis in Board policy, law or solid grounding that the advice was not in the best interest of the school or Board.

(o) Report the composition of the Council to the local supervisory officer before November 1 of each year.

9. Consultation by Board

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

(i) Policies and guidelines with respect to the conduct of persons in TCDSB schools.

(ii) Policies and guidelines respecting appropriate dress for pupils in TCDSB schools.

(iii) Policies and guidelines respecting the fundraising activities of Catholic School Parent Councils.

(iv) Policies and guidelines respecting conflict resolution processes for internal Council disputes.

(v) Policies and guidelines respecting reimbursement by the Board of expenses incurred by council members.
(b) The development of implementation plans for new 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 Catholic School Parent Council recommendation which might impact globally on TCDSB special education programs or services be referred to the Special Education Advisory Committee for information and comments; and that any recommendation of the Special Education Advisory Committee that might impact on special education programs and services in schools be referred to the Catholic School Parent Councils of the potentially impacted schools for information and comments.

10. Consultation with Parents

A Catholic School Parent Council shall consult with parents of pupils enrolled in the school about matters under consideration by the council.

11. Annual Report

(a) Every Catholic School Parent Council shall annually submit a written report by May on its activities to the principal of the school and to the board that established the council.

(b) A report of all fundraising activities shall be included in the annual report.

(c) The principal shall, on behalf of the school council, give a copy of the annual report to every parent of a pupil who, on the date the copy is given, is enrolled in the school by:

(i) giving the report to the parent’s child for delivery to his or her parent; and

(ii) posting the report in the school in a location that is accessible to parents.

(d) Any and all approved recommendations from Council can be included in the annual report.

(e) Any and all approved recommendations can be placed on the agenda of the Board at the request of the council at any time throughout the year.

(f) Utilize the template provided to Councils in the CSPC Handbook.
CPIC Parent Engagement event report for 'The Catholic Understanding of the Human Person, Love and Sexuality' symposium held on 2019 Nov. 22 at St. Barnabas Parish, Scarborough.

CPIC, FiOC, MFC, & FCPACE volunteers arrived as early as 4 pm. to setup and coordinate with St. Barnabas parish and school staff. We had to work with the Parish Youth Minister and Secretary to deal with their regular EDGE Teens Friday meeting that had to be accommodated for space by switching them to our reservation at St. Barnabas School gymnasium since we needed the Church parish hall as a fellowship area and in order to serve the refreshments before the start of the event inside the church.

Doors opened promptly at 6:15 pm for light refreshments and registration. Around 275 attended, mostly parents of adolescent students and also teachers and priests from the Archdiocese, some from as far away as Waterloo. After the informative presentation and talk by Father Peter Turrone, Ph.D, Pastor and Executive Director of the Newman Centre, U. of Toronto, there were at least 100 questions submitted, with Fr. Peter addressing more than a dozen of them. Many participants lined up afterward to speak to Fr. Turrone personally up to 10 pm. Trustee Garry Tanuan, Trustee Nancy Crawford; CPIC Chair John Del Grande, CPIC Secretary Geoff Feldman; FiOC Coordinator Mary Laframboise, Joaquim & Ann Alphonso addressed the audience at the start and end of the symposium. Former CPIC W11 member Lalit Lobo served as the Master of Ceremonies and CPIC Ward 8 Representatives Ruth Oliveros & Bruce Labrador were in attendance to ensure everything went well and interacted with many parents, students, and participants before, during, and after the event. A student of fifteen from our school Board who attended with his father told an organizer that the youth need to hear and understand the information presented that evening.

The full power-point presentation and taped video material will be made available to CPIC through the Chair. Any CPIC reps. or Parent Councils who wish to sponsor the same or similar symposium can contact Mary Laframboise, Faith in Our Child coordinator to plan and schedule the event.

Expenses amounted to $864.22 and with a strong attendance of around 275, the cost per participant is $3.14, a record-low and most effective & efficient cost for hosting any CPIC-sponsored event.

Report submitted by:
Mary Laframboise, Faith in Our Child Coordinator
Ruth Oliveros & Wendell 'Bruce' Labrador, CPIC Ward 8 Reps.