The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. 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 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 as a key stakeholder group by advising 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 Ministry of Education School Council Guidelines, Regulation 612, TCDSB Parent Engagement Policy S. 10 and Appendix B.

**Catholic School Parent Councils (CSPC)**

In accordance with TCDSB CSPC Policy, Appendix B, s. 7 (C) a chair shall:

- Participate in Council meetings;
- Participate in information and training programs;
- Act as a link between the Council and the community in support of school programs to improve pupil achievement;
- 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;
- Make every effort to equitably represent all members of the parent community;
- Conduct all meetings in an invitational, harmonious manner in the context of Gospel Values;
- And 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.

**The Role of the Principal**

In accordance with TCDSB CSPC Policy, S.10, Appendix B, s. 8 all CSPC the principal shall:

- Act as a resource for CSPC;
- Provide information and seek input on program, facilities and academic matters, as well as provide information to CSPC on budget and finances of the school;
- Solicit the views of the Council with respect to the establishment or amendment of school policies/guidelines and the development of implementation plans that relate to pupil achievement or to the accountability of the education system to parents;
- Facilitate the establishment of the Catholic School Parent Council and assist in its operation;
- Support and promote the Council’s activities;
- 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;
- And work in partnership with the Chair to plan and report the use of PIC and PRO(if school applied/received) Funds to continue to increase parent engagement at the local level.

**CSPC Fundraising Activities**

In accordance with TCDSB CSPC Policy, S.10, Appendix B, s. 7 (Viii) all CSPC fundraising activities must:

- Be conducted in accordance with TCDSB Policy S.M. 04, Fundraising in Schools, F.F.02 Donation and Sponsorship and F.P. 01, Purchasing Policy.

Please visit:

https://www.tcdsb.org/Board/Policies/Pages/Default.aspx

- Raise funds for a purpose approved by the Board through the school principal;
- And, must be 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.

**Communication**

- An effective School council communicates well with its stakeholders and establishes goals that reflect the interests, concerns and priorities of the parent community.
- All TCDSB CSPC chairs have access to a Board assigned email address two-way communication between the Board and the Chair, and vice-versa. The email is also an effective tool for the parent community to communicate with the Chair, and vice-versa.

“When parents are engaged and involved, everyone benefits, and our schools become increasingly rich and positive places to teach, learn and grow.”

( Ontario Leadership Strategy, 2012)

Rory McGuckin Maria Rizzo
Director of Education Chair of the Board
The school council shall:

- Promote Catholic faith and Gospel Values. (TCDSB, CSPC Policy, S.10, Appendix B, s. 7 (i))
- Establish goals, priorities and procedures, consistent with TCDSB Mission and Vision, the tenets of the Catholic faith and within Ministry and Board policies. (TCDSB, CSPC Policy, S. 10, Appendix B, s. 7 (ii))
- Be an advisory body, that makes recommendations to the principal of the school or the Board on any matter. (O. Reg.612, s. 20)
- Consult with parents/guardians of students enrolled in the school about matters under consideration by the council. (O. Reg.612/613)
- Develop By-laws governing the conduct of its affairs: election procedures, filling vacancies and a conflict resolution process. (O. Reg. 612,s.15)
- Keep minutes of all its meetings and financial records for a period of four years, making them available at the school for examination. (O. Reg.612, s.16)
- Produce an annual written report of the council activities, including financial activities, to be submitted to the principal and the Board and shared with parent community by May 30th of the academic year. (O. Reg.612, s. 24) (TCDSB Policy, CSPC Policy, S.10, Appendix B, s. 11)

Membership

The CSPC 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. (TCDSB, CSPC Policy, S.10, Appendix B & (O. Reg. 612, s.3 (3)

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>PROCESS</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Designated Member</td>
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<tr>
<td>7 Parents/Guardians</td>
<td>Elected by parents/guardians</td>
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<tr>
<td>1 Teaching Rep.</td>
<td>Elected by Teachers</td>
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<tr>
<td>1 Non-Teaching Rep.</td>
<td>Elected by Non-Teaching Staff</td>
</tr>
<tr>
<td>1 Parent with Interest in Special Education</td>
<td>Appointed by Council</td>
</tr>
<tr>
<td>Pastor/Parish Designate</td>
<td>Designated Member</td>
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<tr>
<td>1 Community Rep.</td>
<td>Appointed by Board</td>
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<tr>
<td>1 OAPCE Rep.</td>
<td>Appointed by Council</td>
</tr>
<tr>
<td>1 Student (Secondary)</td>
<td>Elected by students</td>
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</tbody>
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Elections

- An election of parent members of a school council shall be held during the first 30 days of each school year. (O. Reg.612., s. 4 (4))
- The principal shall, at least 14 days before the date of the election of parent members, on behalf of CSPC, give written notice of the date, time and location of the election to every parent of a pupil who is enrolled in the school. (O. Reg.612 . s. 4 (6))
- Parents/guardians of a student enrolled in the school can vote in a school election and run as a parent representative. (O. Reg. 612, s.4)
- Employees who work at their child’s school are not eligible for election as school council parent members in that school. (O. Reg. 612, S. 3.5, 4.2)
- Board employees are not eligible to be chair or co-chair of any school council in the Board. (O. Reg. 612, s. 8(3))
- The Chair and at least one of the co-chairs of the Catholic School Parent Council must be Roman Catholic. (TCDSB, CSPC Policy, S. 10, Appendix B, s. 6 (b))
- Board employees cannot be appointed as a community representative, unless he/she works at another school and has informed the members of the school council of his/her employment. (O. Reg. 612, s. 3 (5))
- Committees may include non-elected members of the school community and must include at least one parent member of the school council. (O. Reg. 612, s. 13 (2) (3))
- If all elected positions are not filled, the council can appoint additional people or choose to operate with vacancies.
- A vacancy shall be filled by election or in accordance with the by-laws of the council. . (TCDSB, CSPC Policy, S.10, Appendix B, s. 5 (b))
- The election of parent members shall be by secret ballot. (TCDSB, CSPC Policy, S.10, Appendix B, s. 3(g)
- Proxy votes are not allowed. (TCDSB, CSPC Policy, S. 10, Appendix B, s. 3(h))
- A vacancy in the membership of a council does not prevent the council from exercising its authority. (O. Reg. 612, s. 7 (3))

Term of Office

- A person elected or appointed as a member of a school council holds office for one year from the date that he/she is elected or appointed. (O. Reg.612, s. 6)

Meetings

- 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. (TCDSB, CSPC Policy, Appendix B, s. 7 (iii))
- Each elected member of the school council is entitled to one vote. The Principal or the Principal Designate is not eligible to vote. (O. Reg. 612, s. 14)
- All school council meetings shall be open to the public. (O. Reg. 612, s. 12 (4))

Role of the CSPC Chair

In accordance with TCDSB, CSPC Policy, Appendix B, s. 7 (B) a chair shall:

- Call and chair council meetings;
- Prepare the agenda for council meetings in consultation with the Principal;
- Access the agenda for council meetings in consultation with the Principal;
- Ensure that minutes of Council meetings are recorded and maintained;
- Participate in information and training sessions;
- Communicate regularly with the school principal in an effort to work cooperatively to improve student achievement and well-being;
- Ensure that there is regular communication with the Catholic school community supported by the school’s principal;
- Consult with the Catholic Parent Involvement Committee, senior board staff and Trustees, as required;
- And, upon request, provide the local trustee with copies of the minutes of the meeting.