

CSPC Policy & Bylaw Changes

Presented by Toronto Catholic Parent Involvement Committee

September 22, 2020



Who We Are



- CPIC is a provincially mandated and funded committee. The focus of the committee is to support student academic achievement through increased parent involvement.
- CPIC is a parent-led committee of volunteers who work both at the Board and at the Ward level. CPIC members provide information and advice on parent engagement to the school board, create initiatives that promote and facilitate parent engagement, and educate parents to support them in their children's learning at home and/or at school. They collect information and ideas from wards, discuss the information at meetings and disseminate it to parents.

Agenda

History

Policy Changes

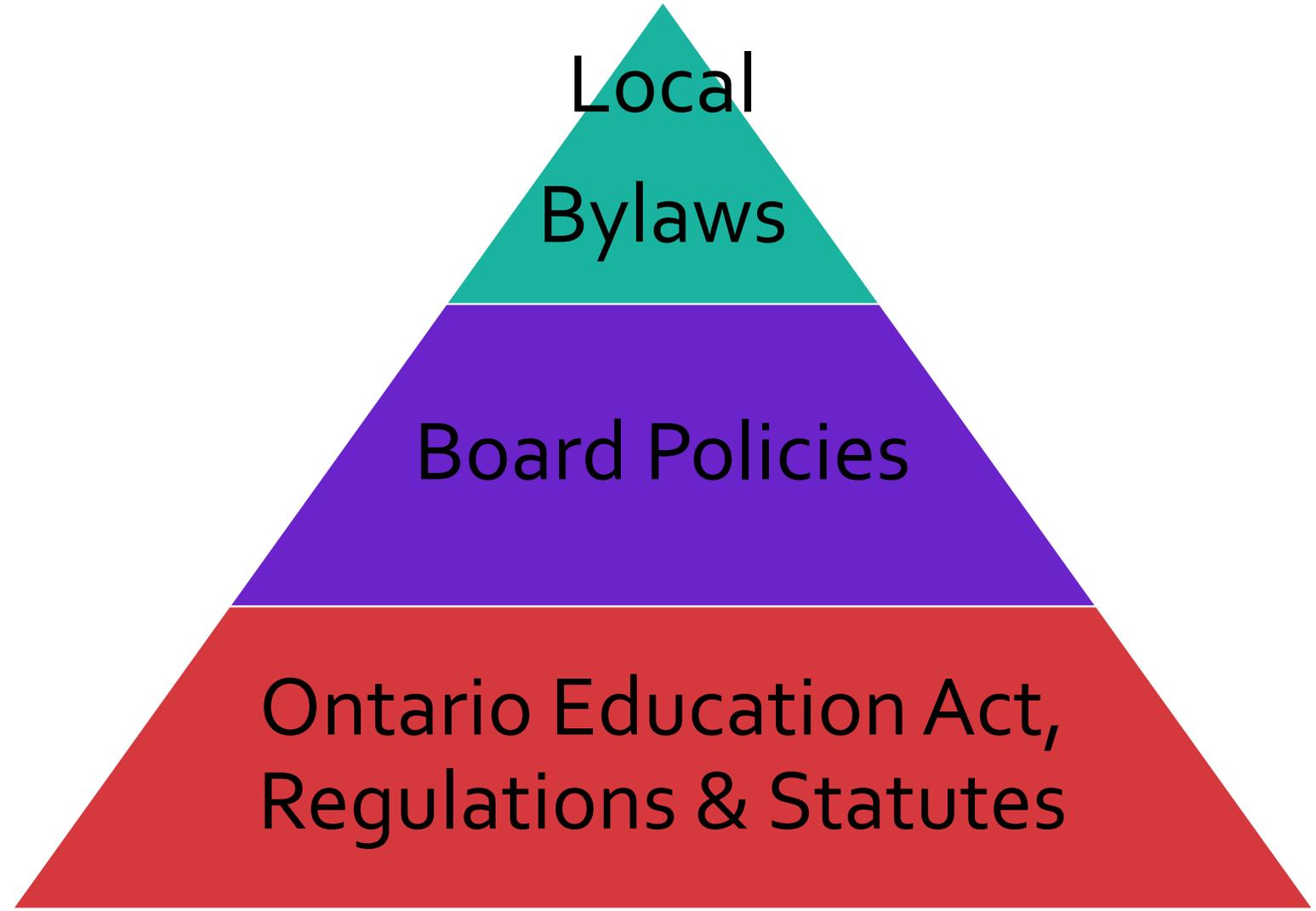
Bylaws Changes

Local School
Impact

Options for
Implementation

Q&A

Parent
Councils are
Governed by
Multiple
Authorities



Board Policy S.10



POLICY SECTION: Schools

SUB-SECTION:

POLICY NAME: Catholic School Parent Councils

POLICY NO: S.10

Date Approved: April 22, 2015	Review Cycle: 2019	Dates of Amendment: 14 June 01; 20 June 96; 16 Nov.92;20 Oct 83; 19 Nov 81; Feb 19 th , 2015; Feb 24, 2016
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Cross Reference:

- Reg. 298 – Operation of Schools – General
- Reg. 612 – School Councils
School Councils – a Guide for Members, 2001, Ontario Ministry of Education
- H.M. 14 Harassment and Discrimination Policy and The Respectful Workplace
- H.M. 19 Conflict Resolution Policy

Attachment(s): Catholic School Parent Council Operational Procedures

Work that went into Policy Change



Why were changes made

- Simplify the policy – redundancy and ease of read
- Expand sections that needed more clarity
- Enshrine expectations of different Members of the Council
- Ensure consistent function between schools and communities

Components of the CSPC Policy

Policy Regulations

- High level framework, rights and expectations

Bylaws Template

- Detailed function
- Locally adaptable components

Financial Operational Procedures

- Accounting Practices
- Financial Controls

Key Policy Changes

Old

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

New

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. **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. iii) The chair or at least one of the CSPC co-chairs must be Roman Catholic. iv) The CSPC shall not be incorporated

Key Policy Changes

Old	New
<p>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.</p>	<p>7. 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 any action taken and/or rationale in response to the recommendation. That the principal respond in a reasonable time back to CSPC if the matter cannot be addressed immediately.</p>
<p>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.</p>	<p>3. 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. The recommendation will be made via written submission to the area superintendent and/or the local trustee.</p>

Key Policy Changes

Old

4. The principal will provide information and solicit the views of CSPC 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; v. school uniform or dress code.

New

2. The Board, through the principal, will provide information and solicit the views of CSPC with respect to the following matters:

2.1 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: i) local school policies and codes of conduct; ii) school uniforms and appropriate dress for students in schools; iii) the allocation of Parent Involvement Committee (PIC) funding by the board to CSPCs; and iv) the fundraising activities of CSPCs. **2.2 Councils may provide their views to the Board with respect to: i) student achievement and well-being matters; ii) the establishment and amendment of board policies and guidelines; iii) the development of implementation plans for new education initiatives that relate to student achievement or the accountability of the education system to parents; and iv) the process and criteria applicable to the selection and placement of principals and vice-principals.**

Key Policy Changes

Old	New
<p>8. 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; iv. strategies for parents to support their child(ren)'s learning at home and at school.</p>	<p>4. A CSPC may make recommendations to the board's Catholic Parent Involvement Committee (CPIC) on matters relating to: i) strategies for parent engagement; ii) strategies to ensure CSPCs are reflective of the diversity within local school communities; iii) identifying and reducing barriers to parent engagement; iv) creating a welcoming environment for parents; and v) strategies for parents to support their child(ren)'s learning at home and at school</p>
<p>[Did not exist]</p>	<p>17.CSPC Meetings, including the AGM, may be held virtually where access to school premises is not available or to increase participation of parents.</p>

Key Policy Changes

Old	New
10. There will be no proxy votes at Council meetings.	18. There will be no voting by proxy at CSPC elections and council meetings.
13. There must be a minimum of six CSPC meetings, which includes the Annual General Meeting. All CSPC meetings are open to the public in each school year.	19. There must be a minimum of four CSPC meetings during the school year, which includes the Annual General Meeting (AGM). All CSPC meetings are open to the public in each school year.
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	25. 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. i) All communications will be made available if/as required in the predominant language(s) spoken in the community. ii) The principal shall provide an opportunity for inclusion of parent council communications in the school newsletter and/or email updates from the school

Key Policy Changes

Old	New
<p>23. CSPC shall create minutes of all its meetings and records of all its financial transactions and retain those records for a minimum of four years. The principal will retain these minutes and records and make them available at the school for examination without charge for any member of the Catholic community.</p>	<p>Catholic School Parent Councils shall create take minutes of all its meetings and keep records of all its financial transactions. i) 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. ii) Approved minutes and financial statements shall be shared with the school community.</p>
<p>16. All CSPC shall function and will be governed by Ontario Regulation 612/00 (found in Operational Procedures in Appendix A)</p>	<p>9. All Catholic School Parent Councils CSPC shall function in accordance with Ontario Ministry Regulation 612/00, (the Catholic School Parent Council By-laws (Appendix A), and with the Guidelines for School Accounts (Appendix B)</p>

Key Components of the Standard Bylaw

I - Name

II – Purpose

III – Definitions

IV – Membership

V – Composition

VI – Election
Procedures

VII –Term of Office

VII – Executive
Officers

IX – Conflict of
Interest

X – Conflict
Resolution

XI – Meetings

XII – Committees

XIII – Financial
Matters

XIV –
Recommendations
(Principal/Board)

XV – Consultation

XVI –
Amendments to
Bylaws

XVII –
Incorporation

XVIII - Dissolution

Bylaw Additions

Defining Community Members

Role & Responsibility of Principal

Election Procedures

AGM vs Types of CSPC Meetings

*All meetings are public

AGM

- Annual General Meeting
- Requires notice and must take place within 30 days of school start
- The only meeting where changes to bylaws can be made
- All parents are voters and elect their council representatives

Inaugural Meeting

- Where the elected council members elect their executive members and appoint other members
- Chaired by the Principal until a Chair is elected
- Can take place immediately following the AGM

Regular Meeting

- Elected Council members vote on matters

Committee Meeting

- Subsection of Council Members or others meet
- Reports to whole CSPC

Bylaw Template



Toronto Catholic District School Board
***Your School's Name* Catholic School Parent Council**
By-laws

You can add your
school Logo ...here

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*

5.1 Elected Voting Members

Such members shall be:

- Parent members, which are 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 the number of elected parents or the school)**. One parent member, where possible, who has an interest in Special Education.
- A teacher, elected by teachers employed at the school.
- An employee of the school, other than the principal, vice-principal and/or any teacher (i.e., non-teaching staff representative), to be elected by persons other than the principal, vice-principal and any teacher.
- In a secondary school without a student council, a student representative will be elected by the students in the school in an election held for that purpose.

Local Choices for Adaptation within Bylaws

-  # of Elected Parents
-  # of times the Council will meet (≥ 4)
-  # of times a Chair can consecutively hold the position
-  # of Community Representatives
-  # of Meetings a Member can miss
-  Determination of # and types of standing Committees
-  If Chairs of Committees (and their role) are executive members

Considerations for Local Bylaw Adaptions



Number of Elected Parents

- Consider size of school community (representation)
- Large numbers of Members can affect meeting times and order
- Will affect Quorum (more members mean higher number must be present at meetings to conduct business)

Considerations for Local Bylaw Adaptions



of Times Council will meet

- Consider volume of issues and activity in school.
- Basic functions (budget, school learning plan, consultation can use up a few meetings on their own)
- Willingness of parents to meet often
- Scheduling over school year (Christmas, March Break, end of year)



of times a Chair can
consecutively hold the position

- Consider those willing to serve as Chair
- Need to cycle leadership and giving others opportunity

Considerations for Local Bylaw Adaptions



of Community Representatives

- Consider those willing to serve
- Brining distinct unique voices to Council
- Overall membership size



of Meetings a Member can miss

- Consider those willing to serve as Chair
- Need to cycle leadership and giving others opportunity

Considerations for Local Bylaw Adaptions



Determination of # and types of
standing Committees

- Consider # of parents & Members that want to help.
- If activities can be offloaded (ie: budget, fundraising)



If Chairs of Committees (and their
role) are executive members

- Consider those willing to serve in larger capacities.
- Roles they can fulfill or take responsibility for.

Effective Dates

- **POLICY IS EFFECTIVE IMMEDIATELY.**
- **ELECTION PROCEDURES (WHICH WILL BE DISTRIBUTED BY BOARD) ARE EFFECTIVE IMMEDIATELY.**
- **BYLAW IMPLEMENTATION CHANGES CAN BE PHASED INTO THE LATEST OF OCTOBER 2021.**

Timing Options on Bylaws

ASAP

NOW

- Implement for this coming AGM
- Fill in template and share with community



LATER

- Call a special AGM later in the school year
- Lack of time based on pre-scheduled AGM
- Want to consider impact and assess



DELAY

- Implement at next years AGM
- Like to propose changes or changes are dramatic

Navigating the Changes with Ease

Using Board Bylaws Template

- 95% is unchanged
- Most items requiring local adaptation have already been covered

Using Independent Bylaws

- Core framework is consistent
- May be variations in process and responsibilities
- Likely local adaptations have been considered

Thank you

