

# PARENT ENGAGEMENT MATTERS

## CATHOLIC SCHOOL PARENT COUNCILS (CSPC)

### VIRTUAL TRAINING SCHEDULE

<b>The CSPC Executive</b> (Role of the Chair/Co-Chairs, Treasurer and Secretary) (Reference Documents: <a href="#">Policy S. 10</a> , <a href="#">Appendix A</a> & <a href="#">Appendix B</a> )	
Date	Time
October 19 <sup>th</sup>	4:00 – 5:30 p.m.
October 20 <sup>th</sup>	7:00 – 8:30 p.m.
Please register @ <a href="https://forms.office.com/r/VhajVBSLmt">https://forms.office.com/r/VhajVBSLmt</a>	

<b>Parent Involvement Committee (PIC) Grant</b> <b>Parent Reaching Out (PRO) Grant</b> (Reference Document: <a href="#">PIC Brochure</a> )	
Date	Time
November 16 <sup>th</sup>	4:00 – 5:15 p.m.
November 17 <sup>th</sup>	7:00 – 8:15 p.m.
Please register @ <a href="https://forms.office.com/r/WiRGcbQhuD">https://forms.office.com/r/WiRGcbQhuD</a>	

<b>Annual CSPC Activity &amp; Financial Report</b> (The Role & Responsibilities of the CSPC Executive Members) (Reference Documents: <a href="#">Policy S. 10</a> , <a href="#">Appendix A</a> & <a href="#">B</a> )	
Date	Time
May 17 <sup>th</sup>	4:00 – 5:15 p.m.
May 18 <sup>th</sup>	7:00 – 8:15 p.m.
Please register @ <a href="https://forms.office.com/r/2fXa3uqR4h">https://forms.office.com/r/2fXa3uqR4h</a>	

### Virtual Platform

Zoom Video Conferencing

## WORKSHOP CONTENT

- High-level concepts of CSPC leadership
- Roles and responsibilities of CSPC executives (i.e., chair/co-chairs, treasurer and secretary), and school administration, as per [Ontario Ministry of Education Regulation 612, School Councils and Parent Involvement Committees](#), and [TCDSB Policy S. 10, Catholic School Parent Councils](#) and Appendices A & B.
- Ministry and TCDSB, CSPC operational procedures and guidelines
- Ministry and TCDSB, CSPC reporting and corresponding timelines
- PIC and PRO grant information, reimbursement and reporting procedures and timelines.
  - If the school is applying for a PRO grant, it is strongly encouraged for the chair and/or the principal to attend one session
- Opportunities for Q & A related to the information presented

## INTENDED AUDIENCE

- CSPC executive members
- Members of CSPC
- Principals and vice-principals

## REGISTRATION AND ATTENDANCE

- Principals and CSPC chairs are asked to forward the workshop information link to all the members of CSPC
- Each workshop has a separate registration requirement
- Registration is open until 4:00 p.m. of the day before the workshop
- Conferencing link will be sent the morning of the workshop only to those that have registered

For information or assistance, please contact Manuela Sequeira @ [manuela.sequeira@tcdsb.org](mailto:manuela.sequeira@tcdsb.org) or @ 416-222-8282 Ext. 2591

[This document contains linked files](#)

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## THE CSPC CHAIR/CO-CHAIRS

On behalf of the Board, thank you in advance for your commitment to student achievement and well-being, and for your role in leading parent engagement in your local school community. To assist you in your role, please visit the [TCDSB, CSPC web page](#) and the [CSPC SharePoint](#) where you will have access to needed resources and templates.

### Chair/Co-Chairs - Roles and Responsibilities

As the official spokesperson of The Council, in consultation and collaboration with the school principal, the chair/co-chairs provide leadership and direction to The Council and its executive officers to ensure that the goals, priorities, and the procedures of The Council promote Catholic faith and Gospel values consistent with TCDSB's mission and vision. To achieve this, the chair/co-chairs:

- participate in training sessions and share information with The Council;
- ensure that the CSPC by-laws are reviewed and adhered to;
- schedule CSPC meetings in consultation with the principal;
- prepare the agenda for Council meetings based on input from CSPC;
- preside at all CSPC and sub-committee meetings;
- ensure that a yearly budget is presented and voted upon;
- ensure that the collection of meeting minutes and financial transactions are kept for a minimum of seven years and made available at the school for examination;
- communicate regularly with the school principal and the community in an effort to work co-operatively to provide enrichment opportunities and improve student achievement;
- consult with senior board staff, as required;
- prepare an annual CSPC report that summarizes The Council's activities, including a financial statement, as of May 31<sup>st</sup> of each academic year, and provide the principal, the school board and the school's trustee with a copy of the report; and
- ensure that at least 3 times per year (November, April, June) a budget report is reported to the school community.

For additional information on the roles and responsibilities of the chair/co-chairs, please review [The Roles and Responsibilities of the Chair/Co-Chairs](#).

For information on the roles and responsibilities of the treasurer and the secretary please review [Appendix A – TCDSB, CSPC By-Laws](#) and [CSPC Finances: Roles & Responsibilities](#).

### The CSPC Chair/Co-Chairs' Designated Email

The chair/co-chairs of each school is/are expected to use the assigned TCDSB email when communicating in the role representing the school community. The CSPC email address is also the primary communication method used by the Board, CPIC and OAPCE to share information with school councils, via the CSPC chair.

In addition, by using the assigned *CSPC chair/co-chairs' email* and corresponding *User ID* and *password*, the chair /co-chairs has/have access to, for example:

- [CSPC & CPIC SharePoint \(Resources\)](#)
- [Grants4\\$ - Grant Opportunities](#)
- Workshop registration links
- TCDSB survey links
- Link to submit *Annual CSPC Activity and Financial Report*

### The Chair/Co-Chairs' End of Term Checklist (May - June 2022)

- Council's By-Laws have been updated if required for ratification at the Annual General Meeting (AGM) for the upcoming year;
- CSPC meeting minutes, financial records and a copy of the *CSPC Annual Activity & Financial Report* have been stored in an accessible area and posted on-line in the school's portal page;
- CSPC Election Committee, and dates for the AGM and the Inaugural Meeting for 2022 have been selected and communicated to the school community (*CSPC elections for 2022-2023, must occur within the first 30 days of the academic year, no later than October 5th*);
- The [CSPC Annual Activity and Financial Report](#), has been submitted to the Board via the link sent by the Parent Engagement Department and a copy has been given to the principal;
- Reimbursement for [PIC Grant](#) and PRO Grant (if applicable) has been forwarded to the principal for submission to the Parent Engagement Department by June 30<sup>th</sup>, 2023.

For information or assistance, please contact Manuela Sequeira @ [manuela.sequeira@tcdsb.org](mailto:manuela.sequeira@tcdsb.org) or @ 416-222-8282 Ext. 2591

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