



*A community
of Faith*



*With Heart
in Charity*



*Anchored in
Hope*



*Faith, Hope
and Charity*



CATHOLIC SCHOOL ADVISORY COUNCIL

RESOURCE HANDBOOK

Bruce Rodrigues
Director of Education

Ann Andrachuk
Chair of the Board



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OUR MISSION

*“In a school community formed by
Catholic beliefs and traditions,
our Mission is to educate students
to their full potential.”*

www.tcdsb.org/csac/index.htm

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Bruce Rodrigues
Director of Education

Ann Andrachuk
Chair of the Board

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TORONTO CATHOLIC DISTRICT SCHOOL BOARD
TRUSTEES 2011 - 2012

Wards

| | |
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| 1. Peter Jakovic | 416-512-3401 |
| 2. Ann Andrachuk, Chair | 416-512-3402 |
| 3. Sal Piccininni, Vice-Chair | 416-512-3403 |
| 4. Patrizia Bottoni | 416-512-3404 |
| 5. Maria Rizzo | 416-512-3405 |
| 6. Frank D'Amico | 416-512-3406 |
| 7. John Del Grande | 416-512-3407 |
| 8. Tobias Enverga | 416-512-3408 |
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| 10. Barbara Poplawski | 416-512-3410 |
| 11. Angela Kennedy | 416-512-3411 |
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This is a draft document for use by local CSACs to assess its comprehensiveness and is subject to final approval by the Board.

MISSION STATEMENT

OUR MISSION

In a school community formed by Catholic beliefs and traditions, our Mission is to educate students to their full potential by providing:

- a safe and welcoming learning environment that is an example of Christian community
- role models of Gospel values and Catholic doctrines, teachings and beliefs
- integration of Catholic, Christian beliefs into the total learning experience
- leadership in the shared responsibility for education that exists among schools, students, families, parishes and the community
- feedback on students' proficiency and performance
- religious, academic and technological instruction
- guidance in what students need to learn
- instruction in the learning process itself

VISION OF OUR STUDENTS

We envision students who:

- are formed in the Catholic faith
- pursue academic excellence
- demonstrate relevant knowledge and ability
- display self-esteem and self-respect
- strive to be the best they can be
- demonstrate skills for developing and maintaining personal and family wellness
- apply Christian values to life's opportunities, challenges and choices
- demonstrate global perspective and community responsibility

VISION OF TCDSB

To provide students with the qualities they will require, our Vision of TCDSB is a school system that:

- is Christ-centered
- is student-focused
- is innovative
- demonstrates a clear sense of purpose
- is visibly and demonstrably Catholic
- reflects empowering leadership
- applies collaborative decision-making
- provides role models among all stakeholders for all these qualities

OUR VISION OF THE LEARNER

THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD'S GRADUATE IS EXPECTED TO BE:

1. A discerning believer formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
2. An effective communicator who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
3. A reflective, creative and holistic thinker who solves problems and makes responsible decisions with an informed moral conscience for the common good.
4. A self-directed, responsible, lifelong learner who develops and demonstrates their God-given potential.
5. A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
6. A caring family member who attends to family, school, parish, and the wider community.
7. A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

Expectations of Toronto Catholic District School Board Graduate

Distinctive expectations for graduates of the Toronto Catholic District School Board are determined and shaped by the vision and destiny of the human person emerging from our faith tradition.

This Christian anthropology or world view, reveals the dignity and value of the person. Our tradition tells us God creatively and lovingly calls each of us into the wonder of life, sustaining us by power of the Holy Spirit, throughout the human journey, into life eternal. We acknowledge that the journey includes moments of brokenness and sin. We recognize in the person of Jesus, the risen Christ, the human face of God sharing our life in order to heal us of our brokenness and liberate us from sin.

This Christian vision of the human journey is best understood within the context of relationship. It is accomplished in the community, in solidarity with brothers and sisters in the Church and beyond.

Catholic education views human life as an integration of body, mind, and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. The expectations of the Toronto Catholic District School Board's graduates, therefore, are described not only in terms of knowledge and skills, but in terms of values, attitudes and actions.

PRIORITY: NURTURING OUR CATHOLIC COMMUNITY

GOALS: FAITH DEVELOPMENT

To create and celebrate Catholic community where all proclaim the Good News of the Gospel and where Catholic beliefs are modelled and integrated into the whole learning experience.

SAFE, INCLUSIVE AND HEALTHY LEARNING ENVIRONMENT

To enhance the quality of the working and learning experience through improving schools and workplaces so that they contribute to positive health and respectful relationships.

INCREASING ENROLMENT AND RETENTION IN GRADES JK - 12

To support and implement a variety of local and system initiatives that actively enhance the school profile and promote the benefits of Catholic education.

PRIORITY: IMPROVING STUDENT LEARNING and ACHIEVEMENT

GOALS: LITERACY

To improve the overall level of students' literacy skills by enhancing their reading and writing proficiency through an interdisciplinary approach.

NUMERACY

To improve the overall level of students' Mathematical literacy skills through problem solving experiences that involve the application and communication of concepts in Mathematics.

STUDENT SUCCESS

To improve opportunities for all our students to achieve their desired destinations through a variety of programs, supports, assessment strategies and pathways (apprenticeship, college, community living, university and the workplace).

PRIORITY: BUILDING CAPACITY TO LEAD and LEARN

GOALS: EMPOWERING CATHOLIC LEADERSHIP

To develop and support Catholic Educational Leaders who are energizing, caring, visionary, student-focused and collaborative role models in building a Catholic professional learning community.

PROFESSIONAL DEVELOPMENT

To provide job-embedded professional development that focuses on broadening the range of skills, practices and attitudes needed to create sustainable improvement and better results.



OUR MISSION

IN A SCHOOL COMMUNITY FORMED BY CATHOLIC BELIEFS AND TRADITIONS, OUR MISSION IS TO EDUCATE STUDENTS TO THEIR FULL POTENTIAL.

TORONTO CATHOLIC DISTRICT SCHOOL BOARD TRUSTEES 2011 - 2012

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CATHOLIC SCHOOL ADVISORY COUNCIL S. 10

The Toronto Catholic District School Board believes:

- That schools must foster the spiritual, physical, intellectual, social and emotional development of all students by using the various resources of the community of which they are a part;
- That 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;
- That working together collaboratively is a way of living which is deeply rooted in God's Word;
- That the principal of the school is responsible and is in charge of the instruction and the discipline of students and for the organization and management of the school;
- That the purpose of Catholic School Advisory 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 Advisory 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.

REGULATION

1. Membership

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

- The parents/guardians of students enrolled at the school;
- The school staff members, including teaching and non-teaching personnel;
- The Pastor or the Parish designate;
- The school trustee;
- The students.
- All Separate School ratepayers within the area serviced by the school

2. Composition of the Council

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

1. Parents/guardians of students enrolled in the school (to make up a majority of council membership).
2. The principal of the school.
3. One teacher who is employed at the school, to be elected by teachers who are employed at the school.
4. 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.

5. One pupil appointed by the student council or, in the case of schools without student councils, elected by other students (mandatory in secondary schools; in elementary schools, appointed by the principal after consultation with the other members of the council).
6. The Pastor or Parish designate.
7. One or more community representatives appointed by the Council.
8. One person appointed by the local Catholic School Advisory Council to act as liaison with the Ontario Association of Parents in Catholic Education, if the school is affiliated with the Association by virtue of school and/or TCDSB membership.

3. Election of Parent Members

1. A person is qualified to be a parent member of a Catholic School Advisory Council if he or she is a parent/guardian of a pupil enrolled in the school.
2. A person is not qualified to be a parent member of a Catholic School Advisory Council if,
 - a) he or she is employed at the school; or
 - b) 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.
3. A person is qualified to vote in an election of parent members of a Catholic School Advisory Council if he or she is a parent/guardian of a pupil who is enrolled in the school.
4. 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 Advisory Council after consulting with the principal of the school.
5. Despite subsection (4), if a new school is established, the first election of parent members to the Catholic School Advisory Council shall be held during the first 30 days of the school year, on a date that is fixed by the Board.
6. The principal shall, at least 14 days before the date of the election of parent members, on behalf of the Catholic School Advisory 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.
7. The election of parent members shall be by secret ballot.

4. Term of Office

1. The term of office for an elected or appointed Catholic School Advisory Council member is one year, renewable by election or appointment, unless otherwise provided by the by-laws of the Council.
2. A vacancy in the membership of a Catholic School Advisory Council shall be filled by election or appointment in accordance with the by-laws of the Council.

5. Officers

1. A Catholic School Advisory Council shall have a chair, who is a parent/guardian 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.
2. An employee of the TCDSB cannot serve as chair or co-chair of the Council.
3. Vacancies in the office of chair, co-chair or any other officer shall be filled in accordance with the by-laws of the Council.

OBLIGATIONS

6. The Catholic School Advisory Council

1. The Catholic School Advisory Council shall:
 - a) Promote Catholic faith and Gospel Values.
 - b) Establish its goals, priorities and procedures, consistent with the Mission and Vision of the Board.
 - c) Hold a minimum of four meetings per year which 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 after elections on a date fixed by the principal.
 - d) Ensure that for each meeting:
 - i. A majority of Council members are present.
 - ii. A majority of the members present are parent members; and
 - iii. A majority of the members present are Roman Catholic; and the quorum requirement shall be established accordingly
 - e) 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.
 - f) Develop by-laws governing the conduct of its affairs including:
 - i. A by-law that governs election procedures and the filling of vacancies;
 - ii. A by-law that establishes rules respecting participation in proceedings in cases of conflict of interest;
 - iii. A by-law that establishes a conflict resolution process, consistent with the Board's policy, for internal Council disputes.
 - g) 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.
 - h) Not engage in fundraising activities unless:
 - i. The activities are conducted in accordance with the Board policy S.M. 04, Fundraising in Schools; and
 - ii. The activities are to raise funds for a purpose approved by the Board through the school principal; and
 - iii. The funds are used in accordance with Board policy.

- i) 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.
 - j) Submit on an annual basis, a written report on its activities, including fundraising, to the principal and to the Board.
 - k) Not be incorporated.
2. The Chair of the Catholic School Advisory Council shall:
- a) Call Council meetings.
 - b) Prepare the Agenda for Council meetings in consultation with the Principal.
 - c) Chair Council meetings.
 - d) Ensure that the minutes of Council meetings are recorded and maintained.
 - e) Participate in information and training sessions.
 - g) Communicate regularly with the school principal in an effort to work cooperatively to improve pupil achievement.
 - h) Ensure that there is regular communication with the Catholic school community.
 - i) Consult with senior board staff and trustees, as required
 - j) Upon request, provide the local trustee with copies of the minutes of the meetings.
3. The Members of the Catholic School Advisory Council shall:
- a) Participate in Council meetings.
 - b) Participate in information and training programs.
 - c) Act as a link between the Council and the community in support of school programs to improve pupil achievement.
 - d) Make recommendations to the principal and, where necessary, to the Board to improve student achievement and enhance the accountability of the education system.
 - e) Make every effort to be as representative of the school community as possible.
 - f) Conduct their meetings in an invitational, harmonious manner in the context of Gospel Values.
 - g) 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.
 - h) 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.

7. The Principal

The Principal of the school shall:

1. Provide information and seek input on program and academic matters as well as provide information on budget and finances of the school.
2. Solicit the views of the Council with respect to the following:
 - a) 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,
 - i) A local code of conduct or of the Act governing the behaviour of all persons in the school, and
 - ii) School policies or guidelines related to appropriate dress for pupils.
 - b) 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.
3. Facilitate the establishment of the Catholic School Advisory Council and assist in its operation.
4. Support and promote the Council's activities.
5. 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.
6. Post any materials distributed to members of the Council in a location that is accessible to all parents.
7. Give written notice of the dates, times and locations of Council meetings to every parent and 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.
8. 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.
9. Consider each recommendation made by the Council and advise the Council of the action taken in response to the recommendation.
10. Report the composition of the Council to the local supervisory officer before November 1 of each year.

8. Consultation By Board

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

1. 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,
 - a) Policies and guidelines with respect to the conduct of persons in TCDSB schools.
 - b) Policies and guidelines respecting appropriate dress for pupils in TCDSB schools.
 - c) Policies and guidelines respecting the allocation of funding by the Board to local Catholic School Advisory Councils.
 - d) Policies and guidelines respecting the fundraising activities of Catholic School Advisory Councils.
 - e) Policies and guidelines respecting conflict resolution processes for internal Council disputes.
 - f) Policies and guidelines respecting reimbursement by the Board of expenses incurred by Council members.
2. 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,
 - a) Implementation plans for policies and guidelines with respect to the conduct of persons in schools.
 - b) Implementation plans for policies and guidelines respecting appropriate dress for pupils.
3. 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.
4. The process and criteria applicable to the selection and placement of principals and vice-principals.
5. That any CSAC recommendation which might impact globally on TCDSB special education programs or services be referred to SEAC for information and comments; and that any recommendation of SEAC that might impact on special education programs and services in schools, be referred to the CSACs of the potentially impacted schools for information and comments.

END OF BOARD POLICY S. 10

WHAT MAKES A TEAM STRONG?

Here are ten traits that are essential to a strong, happy team.

Trait 1: Commitment

The most important trait in strong, happy teams is commitment. Commitment to the team – putting the team first – and commitment to each individual on the team in helping him or her become everything he or she can... With commitment comes the desire to help team members reach their potential. A winning attitude is “I’ll forgo my own immediate gratification to help a team member succeed, because I know the personal joy that I experience when I help another team member.”

Trait 2: Appreciation

Do you let your team members know that they are appreciated? Do you give them positive attention?... Strong teams focus on the strengths of each other – not the faults.

If you think your team needs improvement in this area, try serving a compliment at each practice... “I really like the way that you...” “One of the things I like best about you is...” “You make me happy when you...” “You have real talent when it comes to...” “You make me proud when you...”

Trait 3: Time Together

Healthy teams enjoy being together. They work together, play together, and enjoy leisure times together. They may be very busy, but they... plan time together.

Trait 4: Communication

To understand each other, a team has to be willing to invest the time necessary to share their feelings and opinions. Because you are a product of your experiences, each day you are a new person. Without talking and listening to each other, team members can soon become strangers.

Trait 5: Religion

Praying together, as well as, praying for one another are extremely important for a strong, happy team. Worshiping together is a bonding experience.

Trait 6: Sense of Humour

Happy teams have fun together, they play together; they laugh together. Having a sense of humour during tense, troublesome moments... defuses the tension and has an immediate calming effect.

Trait 7: Share Responsibility

Flexibility is an important trait in strong teams, especially when it comes to sharing responsibility and roles. If team members will do whatever is necessary to meet each other’s needs, even if the task does not happen to be on their list, everyone is happier.

Together Everyone
Accomplishes More!

Trait 8: Common Interests

The more that team members have in common, the more they tend to do together. Having similar interests and developing common goals gives the team something to look forward to, to plan toward, and to experience together.

Trait 9: Service to Others

Just as a pond grows stagnant if there is no outlet, so does the team. Rosalynn and Jimmy Carter... agreed that nothing (not even the White House experience) brought them as much joy and satisfaction as they received when pounding nails and painting walls in houses they were volunteering to build for others. Your own problems and worries can become insignificant when seen from the perspective of others who have so much less than you.

Trait 10: Seeking Help

Healthy teams are not problem-free; they just admit to problems and get the help they need to solve them! The longer a problem drags on without a solution, the more discouraging team life becomes. Do not allow this to happen.

When you are a bit enough person to admit you are not perfect and when you choose to get the help you need, not only will you gain the respect of your team, but you will find that your goal of living "happily ever after" is attainable after all.

ONTARIO PARENT INVOLVEMENT POLICY

The policy gives direction for the Minister of Education, the ministry, school boards, schools and their staff, as well as parents, to create conditions, attitudes and supports for parents to engage in their child's education.

PURPOSE OF THE POLICY

- Make it easier for all parents to participate in their child's education and future success.
- Help create a more welcoming environment for parents in the education system.
- Provide the supports for more parent participation to help reach the Ministry's goals for student achievement.

THE PARENT INVOLVEMENT POLICY SUPPORTS MINISTRY GOALS

1. High levels of student achievement.
2. Reduced gaps in student achievement.
3. High levels of public confidence.

WHAT IS PARENT INVOLVEMENT?

Parent Involvement includes a range of activities from good parenting, helping with homework, serving on school councils and board or provincial committees, communicating and meeting with teachers, and volunteering in the classroom or on school trips.

Parent Involvement Policy, December 1, 2005

For more information about the Policy visit www.edu.gov.on.ca

CSAC ELECTION PROCEDURES

These procedures are based on Board Policy S. 10 and common practice.

1. Elections shall occur within the first thirty days of the start of each school year. In the case of a new school, the principal shall form and chair the elections planning committee.
2. Each parent/guardian seeking election must be nominated or self-nominated in writing, must have a child registered at the school and must declare if he or she is employed by the school board.
3. Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each vacant parent/guardian membership position on the council.
4. In consultation with the principal, a School Council Election Committee shall be struck by the school council in May to plan the election process, the gathering of nominations, and the running of the election. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee. The committee should have representation from parent, teaching staff, non-teaching staff and students.
5. The election committee shall:
 - provide nomination forms;
 - ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen days in advance of the election;
 - request a profile from all candidates and make these available to the electorate at least one week before the election.
 - conduct the elections by secret ballot;
 - count the ballots;
 - help the principal notify all candidates of the results;
 - keep all results and related information confidential.
6. If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
7. The order of candidate names on the ballot shall be decided by lot.
8. Casting more than the maximum number of votes permitted in the category shall constitute a spoiled ballot.
9. If there is a tie for the final position for a representative on the school council, the winner shall be decided by lot.
10. Appeals related to the school council election process or results shall be resolved by the committee. If the situation is not resolved, the principal and the chair of the out-going council shall jointly make a ruling.

CSAC Election Procedures *(continued)*

11. Election of the teaching staff representative

- a) The principal, in consultation with the election committee, will make the necessary arrangements for the teaching staff representative to be elected.
- b) 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.

12. Election of the non-teaching staff representative

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

13. Appointment or election of the student representative

- a) For an elementary school, the principal will consult with other members of the school council to determine if there is to be a student representative on the council. If it is deemed that a student is needed, the principal will appoint a student representative to the council.
- b) For a secondary school, there must be a student representative. 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.

14. Selection of community representatives. All appointments of community representatives to the school council are to be by majority vote at a meeting of the school council members.

15. Only the names of the successful candidates shall be made public. A list of candidates and the vote results will be kept on file by the council for use in the event that a vacancy in the council occurs.

16. All individuals standing for election shall be notified of the results before the results are released to the school community.

17. The school council shall help the principal ensure that the names of new members are publicized to the school community as soon as possible following the election.

18. At the first meeting of the new school council at the beginning of the year, the council shall set dates, times and locations for its meetings throughout the year and ensure that these are communicated to the community.

19. Term of Office

- a) The term of an elected or appointed member of the Council is one year. This term is renewable by re-election or re-appointment by the eligible electorate of the next year.

20. Vacancies

- a) Vacancies in the membership of the Council shall be filled by election or appointment.
- b) In the case of a vacancy, the election committee will be requested to review its election records and make a recommendation to fill the vacancy. The recommendation of the Election Committee should be presented no later than the next regular meeting of the Council.
- c) If there is no suitable candidate, the Election committee would conduct a by-election of the constituent group in order to fill the vacancy.
- d) In the case of an appointed member, the election committee would make a recommendation to the Council to fill the vacancy.
- e) If there is no quorum or if a quorum of parent members who are Roman Catholic cannot be maintained by filling the vacancy as stated above, the position will remain vacant until elections are held or appointments made.
- f) If a quorum of a majority of parent/guardian members is not possible as a result of parent/guardian vacancies, a quorum will consist of a simple majority of the remaining membership until such times as the vacancies may be filled.
- g) A vacancy in the membership of the Council does not prevent it from exercising its authority.

21. Attendance

- a) Any member of the Council who misses more than two consecutive meetings without the consent of the Council may be required to forfeit his/her position.

22. Consultation

- a) The Council shall communicate regularly with parents and other members of the Catholic school community to seek the views and opinions on matters being addressed by the Council so that the advice and recommendation provided to the principal and the board are representative of the whole community.

Catholic School Advisory Council
Parent Candidate Nomination Form

(sample)

I wish to nominate _____ for an elected position as a
Parent/guardian representative on the school council.

Name: _____

Address: _____

Home phone: _____ Business phone: _____

E-mail Address: _____

I am the parent/guardian of _____ who is currently registered at this school.
Name of Student

_____ is the parent/guardian of _____
(Name of person nominated) (Name of student)

The person I have nominated is an employee of the Toronto Catholic District School Board. Yes No

Nominator's signature _____ Date: _____

Please include a brief biography of the candidate you have nominated on the back of this form, or attached one on a separate sheet of paper.

You will be notified when your nomination has been received.

Catholic School Advisory Council
Parent Candidate Self Nomination Form
(sample)

I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council

Name: _____

Address: _____

Home phone: _____ Business phone: _____

E-mail Address: _____

I am the parent/guardian of _____ who is currently registered at this school.
Name of Student

I am an employee of the Toronto Catholic District School Board. Yes No

Candidate's signature _____ Date: _____

Please include a brief biography of the candidate you have nominated on the back of this form, or attached one on a separate sheet of paper.

You will be notified when your nomination has been received.

Receipt of Nomination Form

(sample)

Catholic School Advisory Council

The nomination form for parent/guardian representative on the Catholic School Advisory Council for:

_____ at _____

Name of Parent

Name of School

Has been received by:

Name of Principal or Chair of the Election Committee

Date

Catholic School Advisory Council Election Ballot
(sample)

Date: _____

School: _____

For: Parent/Guardian Representative.

Vote for no more than _____ candidates on this ballot.

Place an X in the box before the name(s) of the candidate(s) of your choice.

Note: Persons whose names are marked with an asterisk* are employees of the school board.

| | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

CSAC ELECTION PROCEDURES

CSAC Executive Roles

These procedures are based on Board Policy S. 10 and common practice.

The officers of The Council shall be a Chair, Vice-Chair, Secretary and Treasurer. However, council may choose to have two Co-chairs. The Executive Officers shall be elected annually by the elected members of the Council.

1) Chair

It is the responsibility of the Chair, in co-operation with the school principal, to provide Catholic 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 board.

The Chair of the Council shall:

- Call council meetings in consultation with the principal.
- Prepare the Agenda for Council meetings in consultation with the principal.
- Chair Council Meetings.
- Ensure that the minutes of council meetings are recorded and maintained appropriately.
- Ensure that records of all meetings and financial transactions are kept for a minimum of four years and made available at the school for examination without charge to any person from the Catholic school community.
- Participate in information and training sessions.
- Communicate regularly with the school principal in an effort to work co-operatively to improve pupil achievement.
- Ensure that there is regular communication with the Catholic school community.
- Work collaboratively with the members of the Council to prepare and submit an annual written report on the activities of the council, including fund raising, to the principal and the board.
- Consult with senior board staff as required.
- Upon request, provide the local trustee with copies of the minutes of the meetings.
- In addition, the Chair shall act as spokesperson for the council and carry out such other duties as shall be required from time to time.
- Be a parent member of the committee but CANNOT be an employee of the T.C.D.S.B..

2) Vice-Chair

- The Vice-Chair shall assist the Chair in the discharge of his/her duties and perform such other duties as may be required by the Council or the Executive officers.
- In the absence of the Chair or in the event of the Chair's inability the Vice-Chair shall assume the duties of The Chair.

3) Secretary

- The Secretary shall keep a record of all meetings of the Council and the Executive Officers, and shall deal with all correspondence or communications directed to or required of the Council and the Executive.
- In addition, the Secretary shall co-operate with the Chair to ensure that all minutes and records of the council are available at the school for examination by any person from the Catholic school community.
- The secretary shall perform such other duties as may be required by the Council and the Executive Officers.
- In the absence of the Chair or Vice-chair or 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.

4) Treasurer

- 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 in regard to banking and fund disbursements in accordance with such requirements as may be imposed by the Board or other relevant authority.
- The treasurer shall provide at regular meetings of the Council an account of all transactions of The Council, including the financial position.
- Prepare a full Financial Statement for submission to the Internal Audit Committee of the Council at least two weeks prior to the Annual General Meeting in September.
- The Treasurer shall perform such other duties as may be required by the Council or the Executive Officers of the Council.
- In the absence of the Chair, Vice-Chair and Secretary or in the event of their inability, the Treasurer shall assume the duties of the Chair.

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.

Conflict Resolution Policy – H.M. 19

The Board's Conflict Resolution Policy Regulation and guideline 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, and in all matters of a disciplinary nature, for which no specific provision is made in these by-laws, shall be governed by the rules and practices of Roberts rules of Order. (21st Century Roberts Rules of Order 1995) Produced by The Philip Lief Group Inc.

Conflict Resolution Policy – H.M. 19

Policy

The Toronto Catholic District School Board (TCDSB) is committed to and supports the settlement of conflict over matters under its jurisdiction in keeping with the Gospel Values and its Mission and Vision Statements.

Regulations

1. In this policy, conflict pertains to issues, disagreements or disputes concerning the general operation of the school or the workplace, including a complaint against a staff member, or the administration and interpretation of TCDSB policies.
2. The scope of the policy includes conflict which may occur:
 - a) Between the staff and the TCDSB community, and
 - b) Between different members of the TCDSB community

Staff includes all persons working for the TCDSB. The TCDSB community includes Trustees, parents/guardians, students that are 18 years of age or older and the Catholic School Advisory Councils and their members.

The policy does not include conflict which may occur between students, between staff members or between staff and students where the student is under 18 years of age unless the parent/guardian is involved.

3. Approaches to the resolution of conflict should:
 1. Foster a climate of openness, tolerance and trust;
 2. Encourage a resolution which is early, informal and as close to the source of conflict as possible;
 3. Offer the services of the Conflict Resolution Manager, a trained facilitator, if and when mutually requested by the disputants, and
 4. Provide a formal mechanism for the resolution of cases which have reached an impasse at the local level.
5. There is an obligation on all persons involved in conflict resolution to maintain confidentiality, subject to disputants and others involved being able to share enough information to resolve the conflict.
6. Records will be retained in keeping with the requirements of the Board's records schedule and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

Full details regarding procedures and guidelines for formally dealing with disputes can be found in the TCDSB *Conflict Resolution Policy, Regulations and Pilot Guideline, (1998)* manual. (This policy is currently being updated and revised).

How to Run an Effective Meeting

1. Strategies

- Start on time.
- Have an agenda (preferably using a handout).
- Speak clearly; wait for everyone's attention. If the meeting gets out of hand, stop talking; eventually people will take notice.
- Insist on order or nothing will get done.
- Have speakers address the whole group, avoid one-on-one discussions.
- Sum up what the speaker had to say so everyone understands what was said.
- Ask members for new business.
- If you have a comment, ask for the floor as a participant.
- Ask members for new business.
- Do not call meetings too frequently; you will lose members. Remember their time is valuable. Use phone chains if necessary.
- If you can afford to, have some refreshments at the meetings.
- Hold meetings at places where: a) you can accomplish things, b) a lot of people find it convenient to attend (classrooms, cafeteria, lounges, etc.)
- Never delegate something you would not do yourself.
- Always delegate responsibility. A good committee chairperson will do minimal leg work.
- Empower those you delegate work to.

2. Before the Meeting

- Know your priorities.
- Have specific plans of action in mind.
- Be organized.
- Be prepared.
- Try to anticipate what may happen
- Have alternative plans ready.
- Have a "sense of direction" and try to keep things moving that way.
- Know what your next step is going to be.

3. During the Meeting

- Keep things moving; follow the direction you set earlier.
- Reiterate important parts and points of discussion.
- Stimulate discussion and idea development.

4. Operating Norms

- All persons wishing to speak should be recognized by the chair.
- Only one person at a time should be permitted to address the chair.
- As a rule, no person should speak more than once concerning a main motion or each amendment to it.
- No discussion should take place unless a motion or amendment is before the meeting.
- A resolution once passed or rejected, should not be considered again.
- Points of order may be raised by any person, at any stage in the proceedings. The chair rules on the validity of the question raised before proceeding further.
- Voting can be done in 3 ways:
 - (i) Show of hands, (ii) Secret ballot, (iii) General Consent (members show agreement by their silence. If someone says, "I object", the matter must be put to a vote.)
- Every motion and amendment to the motion should have a seconder.
- There will be a time limit of 2 minutes for a person to address the chair.
- All speakers and opinions are respected.
- Consider the interests of all students.

Simplified Rules of Order

Principles of Parliamentary Procedure

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.
2. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence.
3. All members have equal rights, privileges and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally – for example, not to permit a vocal few to dominate the debates.
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.
5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members, majority and minority, should be the concern of every member, for a person may be a majority on one question, but in minority on the next.
6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
7. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.
8. It is the responsibility of the Chair to record a speaker's list to ensure that each person has an opportunity to speak one before a person can speak for a second time on a question.

CSAC Annual General Meeting
(Sample)

St. _____ School Community

ANNUAL GENERAL MEETING

Date

Time

Place

AGENDA

1. Prayer
2. Chair
3. Financial Report
 - Treasurer
 - Auditors
4. Resolutions, if any
5. Amendments to constitution and by-laws, if any
6. Nominations and elections to Catholic School Advisory Council
7. Election of auditors
8. Adjournment

CSAC Minutes Template

Minutes of _____ School Council Advisory Committee Meeting

Date and Time:

Present:

Chairperson:

Recording Secretary:

| Agenda Item | Comments | Action Required | Responsibility |
|-------------|----------|-----------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Policy

The Toronto Catholic District School Board permits fund raising to be undertaken by its schools. All fund raising activities whether for the school or for an approved organization shall be related to charitable, humanitarian, educational, or service activities consistent with the tenets of Catholicism.

Regulations:

1. All fund raising shall be carried out under the jurisdiction and supervision of the principal and may be a joint project with the local Catholic School Advisory council and /or Student Council.
2. Participation of students in fund raising in schools shall be voluntary and consideration shall be given to factors such as the age and safety of the students. Fund raising activities shall not interfere unduly with the learning experiences in the curriculum.
3. The school principal must approve the content, and/or posting on school property, of any advertising materials, or the distribution of notices dealing with school fund raising events.
4. Individuals and organizations, approved under policy S.13, Approved Access to Schools by Individuals and Organizations, who wish to raise funds on school property and/or with the assistance of school staff and students, must do so in accordance with the fund raising policy and its regulations.
5. When fund raising 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 of funds is also a joint responsibility. The following shall be authorized to sign cheques (one person from each of groups (a) and (b) shall sign each cheque):
 - a) two parent/student representatives on the Executive Committee of the Catholic School Advisory council/Student Council – usually the Treasurer and the President;
 - b) two staff representatives from the school namely the Principal and designate; and
 - c) the Treasurer of TCDSB. (The signature of the Treasurer of TCDSB will be required only under exceptional circumstances such as suspected misappropriation of funds.)
6. Appropriate record keeping procedures for all funds raised or donated to the school shall be maintained in accordance with those prescribed by the Treasurer of the Board.
7. An annual financial summary of all fund raising activities conducted during the school year shall be prepared and presented to the community. The statement should be kept on file at the school.

**Ontario Association of School Business Officials
Finance Committee
Guidelines for School Generated Funds
School Council**

Background:

Under the *Education Act Regulation 612*, school boards in Ontario are required to establish a School Council for each school within the board. These councils are advisory bodies that may make recommendations to the school Principal or the board on any matter. Many School councils perform fundraising activities in the name of the school and as such are required to conform with the appropriate sections of *Regulation 612* that deal with fundraising issues. The Principal is ultimately responsible for activities related to the school and therefore is also responsible for School Council activities.

Objective:

To clarify:

- Ownership of School Council funds
- Bank Procedures
- Financial reporting requirements
- Record Retention

Specifics:

Ownership of School Council Funds

The Ministry of Education's document, *School Councils A Guide for Members (2002)*, states "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." Fundraising for schools by School Councils is a partnership between the school, the board and the fundraising group. The full 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. Particular attention needs to be paid to policies on purchasing, conflicts of interest and other similar policies. This is clearly stated in *Regulation 612, section 22*.

Banking Procedures:

Signing officers on the School Council bank account, where one exists, must include the school Principal and a member of the School Council. It is common practice to have the Principal and two members of the School council authorized to sign cheques. Where this is the case, any two of the three signatures, one of which must be the Principal, are required. Any expenditure of School Council money requires the approval of the School council. To facilitate the issuing of cheques for ongoing activities such as the payment for pizza on pizza days, the council may wish to authorize activities for which funds can be disbursed and reported at the next Council meeting. Other disbursements would require Council approval prior to the initiation of the purchase.

The section in this manual dealing with Banking/Receipts/Disbursements also applies to School council accounts. For the security of the funds and to protect anyone handling money raised through School council activities, all money needs to be counted and kept in the school for prompt deposit to the bank account.

Financial Reporting Requirements:

To enable the School council 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 School council are required.

In some schools, separate groups such as a parent teacher association administer fundraising activities. These groups must follow the same processes prescribed for School Councils.

The fiscal year for School councils is September 1 to August 31 of the following year. This is the same as the boards' fiscal year prescribed by the Province of Ontario. Annual financial reports shall reflect the activities undertaken during this timeframe. These reports will allow the council to confirm that disbursements made coincide with previously approved disbursements.

Monthly reports should include:

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

2. **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 cheques
 - The balance shown in the Treasurer's records

It should be noted in the School council Meeting minutes that the Treasurer's report has been received and approved.

Regulation 612, section 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 those activities." This annual report should be the sum of the monthly treasurer's reports received by the council ending on August 31.

Record Retention

Regulation 612, section 16, states that "(1) A school council shall keep minutes of its meetings and records of all of its financial transactions." "It goes on to state" (2) The minutes and records shall be available at the school for examination without charge by any person." "(3) Subsections (1) and (2) do not apply to minutes and records that are more than four years old". 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.

Caution:

School Councils are reminded that *Regulation 612* of the *Education Act* governs their activities, responsibilities and reporting requirements. It is the Principal's responsibility to advise councils when their activities fail to meet the requirements outlined in the regulation and Board policies and procedures.

Ontario Association of School Business Officials
Finance Committee

Guidelines for
School Generated Funds

School Council

Bank Reconciliation

For the Period Ending: _____

Last balance shown on your bank statement:

| | |
|--|-----|
| | (A) |
|--|-----|

From your accounting records, list all deposits or credits which
Do not appear on this statement and have not been marked off:

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Total

| | |
|--|-----|
| | (B) |
| | (C) |

Subtotal A + B

From your accounting records, list all withdrawals/cheques/debits
which do not appear on this statement and have not been marked off:

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Total

| | |
|--|-----|
| | (D) |
| | (E) |

Subtotal C – D

(E) This balance should agree with your school generated funds records
Balance In Accounting Records:

| |
|--|
| |
|--|

Principal

Date

School Council Chair

Date

School Council Treasurer

Date

Ontario Association of School Business Officials
Finance Committee

Guidelines for
School Generated Funds

School Council

Monthly School Council Treasurer's Report

School: _____

Month end (Month/Year): _____

Opening Cash Balance per Books \$ _____ (a)

Add Sources of Revenue:

| | | |
|-------|----------|--------------|
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| | Total | \$ _____ (b) |

Less Expenditures:

| | | |
|---------------------------|----------|--------------|
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| _____ | \$ _____ | |
| | Total | \$ _____ (c) |
| Funds Remaining per Books | (a+b-c) | \$ _____ (d) |

Principal

Date

School Council Chair

Date

School Council Treasurer

Date

Ontario Association of School Business Officials
Finance Committee

Guidelines for
School Generated Funds

School Council

Annual School Council Treasurer's Report

School: _____

Year: _____

Opening Cash Balance per Books \$ _____ (a)

Add Sources of Revenue:

| | | | |
|-------|----|--|--------------|
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| Total | | | \$ _____ (b) |

Less Expenditures:

| | | | |
|--|---------|--|--------------|
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| | \$ | | |
| Total | | | \$ _____ (c) |
| August 31 st Funds Remaining per Books (to (e) on Bank Reconciliation) | (a+b-c) | | \$ _____ (d) |

Principal

Date

School Council Chair

Date

School Council Treasurer

Date

Sample

Name of School XXXX
Catholic School Advisory Account

Date (month end/year end) 01-Sep-05 to 31-Aug-06

| | | | |
|--|-----------|---------------|------------------|
| Balance as at September 1, 2005 (opening cash balance) | \$ | 4,250 | A |
| Total Income/Sources of revenue (see note 1 below) | | | |
| Bank Interest | | 10 | |
| Pizza Lunch | | 13,227 | |
| Uniforms | | 4,225 | |
| Dance-a-thon | | 1,400 | |
| Fun Fair | | 1,250 | |
| Total Income | \$ | 20,112 | B |
| Total expenses (see note 1 below) | | | |
| Bank Charges | | 24 | |
| Pizza Lunch | | 7,525 | |
| Uniforms | | 3,750 | |
| Dance-a-thon | | 1,000 | |
| Fun Fair | | 1,100 | |
| Miscellaneous – i.e. Teachers expenses | | 550 | |
| Other | | 275 | |
| | | 14,224 | C |
| Balance According to Books as at August 31, 2006 | \$ | 10,138 | D=(A+B+C) |
| Balance According to Bank Statement August 31, 2006 | \$ | 10,582 | |
| Less cheques not cleared in bank account | - | 444 | |
| | \$ | 10,138 | D |
| Less committed expenses | | | |
| Uniforms | | 500 | |
| Pizza Lunch | | 4,000 | |
| Other – funds previously allocated | | 2,500 | |
| | \$ | 7,000 | E |
| Balance Available for Allocation | \$ | 3,138 | F=(D-E) |

Note:

- 1) A detailed transaction listing for income and expenses should be kept reconciling to the above totals.
- 2) It is recommended that this type of report be prepared on a monthly basis and on an annual basis.

CSAC RESOURCES

Ministry of Education - <http://www.edu.gov.on.ca>

- Parent Involvement Policy
<http://www.edu.gov.on.ca/eng/document/nr/05.12/developing.pdf>
- Interim Parent Involvement Advisory Board
<http://www.parentvoiceineducation.org/english/resourcesandlinks/index.html>
- Tips for School Councils to set up an action plan for encouraging parental involvement
<http://www.edu.gov.on.ca/eng/parents/involvement/>

T.C.D.S.B. - <http://www.tcdsb.org>

- Parent link
<http://www.tcdsb.org/parents/default.htm>
- CSAC web site
<http://www.tcdsb.org/csac/index.htm>
- Community Relations
<http://www.tcdsb.org/services/>

T.A.P.C.E. (Toronto Association of Parents in Catholic Education)
<http://www.tapce.ca>

O.A.P.C.E. (Ontario Association of Parents in Catholic Education)
<http://www.oapce.on.ca/>

Greater Toronto Catholic Parent Network
<http://gtcpn.com/>

Ontario English Catholic Teachers Association –Tips for parents
<http://www.oecta.on.ca./forparents/piflyers.htm>

People For Education

- Guidebook for Inclusion Activities
<http://www.peopleforeducation.com/resources/Inclusion.pdf>
- Information on School Councils
<http://www.peopleforeducation.com/resources/councils.html>