



### Before

- Review draft meeting minutes for any outstanding item that needs to be included/reported on, and follow up with CSPC members, as needed
- Connect with all sub-committee chairs regarding any report(s) or reporting for inclusion in the agenda
- Work in partnership with the principal, secretary, and the treasurer to devise an itemized, manageable, and timed agenda that is focused only on the business and mandate of CSPC
- Send the agenda and draft minutes to the principal to be sent to CSPC members and to the school community
- Prepare all meeting materials to be distributed at the meeting (i.e., draft minutes, financial report, information)

### During

- Begin with prayer, Land Acknowledge and attendance
- Review meeting etiquette and code of conduct at each meeting
- Be firm, neutral, task-focused, and maintain meeting decorum focused on the agenda
- Ensure that:
  - \* Only agenda items are discussed
  - \* Everyone's views are heard
  - \* Clear advisory decisions are captured
  - \* The meeting begins and ends on time
- Assist members to reach an advisory decision, where one is called for, by using a consistent decision-making process (i.e., Following meeting rules of order: [TCDSB, CSPC By-Laws](#), 11.3)

### After

- Evaluate the effectiveness of each meeting to plan for continuously improvement
- Network to listen to members, new parents, or to those that did not have an opportunity to voice their say at the meeting on matters before The Council
- Review the meeting's minutes with the secretary and the principal to ensure that pertinent content, information, advisory decisions, next steps, and timelines discussed in the meeting were accurately recorded
- Follow-up with suggestions and/or contributions made during the meeting
- Begin to plan for the next

- ✓ Do have a good understanding of the school's [TCDSB, CSPC By-Laws](#)
- ✓ Do seek out the assistance of the principal or the Parent Engagement Department, as needed
- ✓ Do use available [CSPC meeting templates](#) to devise a consistently formatted and planned agenda
- ✓ Do involve everyone by keeping a list of speakers
- ✓ Do ensure that all viewpoints are acknowledged, and that all members have an equal opportunity to speak
- ✓ Do engage the participation of members who seldom speak, or the voice parents/guardians new to CSPCs meetings
- ✓ Do listen attentively, take suggestions into consideration, and summarize points made in the discussion before calling for a vote

### CSPC Meetings

A CSPC meeting is a scheduled, planned, and communicated formal meeting to make advisory decisions in line with [Ministry Reg. 612](#) and [TCDSB Policy S. 10](#), on behalf of all parents whose children are registered at the school.



A CSPC meeting is not an impromptu private meeting between CSPC members to express opinions or make decisions on behalf of the school, in relation to individual or collective parent concerns regarding any matter.

- ✗ *Don't* ignore members or parents who may arrive after the meeting has began. Assign someone to welcome people as they arrive, and to provide them with the agenda and related materials
- ✗ *Don't* use the position of CSPC chair as an opportunity to promote personal views to the exclusion of others, or to dominate the meeting towards a specific outcome
- ✗ *Don't* assume that silence means agreement at any meeting. Invite the voice of all present members
- ✗ *Don't* provide any member with the forum to address issues that are not on the agenda or items that are not within the purview of CSPC
- ✗ *Don't* allow private conversations to detract members from focusing on the agenda being addressed
- ✗ *Don't* allow any member to dominate/continuously interrupt the meeting