

# PARENT ENGAGEMENT MATTERS

## THE CHAIR/CO-CHAIR'S YEAR END CHECKLIST

On behalf of the Board, first and foremost, we thank you for your work and commitment to student achievement and well-being, and for your role in leading parent governance in your local school community in 2022 - 2023. Please extend our gratitude to all Council members.

### CSPC Chair's Year End Checklist

#### 1. School's [TCDSB By-Laws, \(Appendix A\)](#):

- √ The local 7 amendments, to the mandated template, were reviewed by the by-laws standing committee and the proposed amendments were presented at an official CSPC meeting.
- √ The proposed amendments were discussed, and voted on by the current council, to be presented at the AGM in the fall for a ratification vote by the entire school community.
- √ A copy of the TCDSB By-Laws, with the proposed 7 amendments, was added to the CSPC meeting minutes, and a copy was provided to the principal.

#### 2. Succession Planning: 2023 CSPC Elections

- √ An election committee was established.
- √ The date for the AGM was set and communicated to the community.
- √ The date(s) for the election(s) and Inaugural meeting were set and communicated to the school community.  
*\*\*\*Elections must occur within the first 30 days of the academic year. For the 2023-2024 academic year, elections must take place no later than October 4<sup>th</sup>, 2023.*

#### 3. Record Retention

- √ The approved meeting minutes and financials for all official CSPC meetings, have been stored in a secure area and/or posted on the TCDSB school's 'Parent Council' tab.  
*\*\*\*CSPC approved minutes and financial statements must be kept for 7 years.*
- √ The CSPC Annual Activity and Financial Report was completed as of May 31<sup>st</sup> and submitted to the board @ <https://forms.office.com/r/RctRkMU4tU>  
*\*\*\*Submission is to be done no later than July 5<sup>th</sup>, 2023.*
- √ A copy of the submitted CSPC Annual Activity and Financial Report was added to the CSPC records, and a copy was provided to the principal. The board will provide the school trustee with a copy of the report.

#### 4. Reporting to the School Community

- √ Approved meeting minutes and financials for all scheduled CSPC meetings were shared with the school community.
- √ If fundraised occurred, a proposed budget was presented and voted on at a scheduled CSPC meeting, after elections.
- √ The approved budget, with beginning balance, proposed/planned revenues, and disbursements, was shared with the school community.
- √ A budget status was reported to the community at least 3 times per year (November, April, June).
- √ The CSPC Annual Activity and Financial Report was shared with all CSPC members, with the school community, and a request was made to the principal to post the report on the TCDSB school's webpage, 'Parent Council' tab.

#### 5. PIC Grant Reimbursement

In addition to accumulated funds, each school was allocated \$500.00 this academic year. These funds were to be used yearly to find local solutions that lessen barriers to parent engagement, with the goal of equity of outcomes for student achievement and well-being.

- √ Reimbursement for PIC funds used this year, was submitted via the school's principal, to Manuela Sequeira:
  1. A completed TCDSB cheque requisition (Principal's signature only)
  2. A completed PIC Template (Principal and chair's signature required)
  3. Original invoice/receipts

#### 6. PRO Grant Reimbursement

Each school was allocated \$500.00. These funds were to be used to find local solutions that lessen barriers to parent engagement, with the goal of equity of outcomes for student achievement and well-being.

- √ Reimbursement for PRO funds used this year, was submitted via the school's principal, to Manuela Sequeira:
  1. A completed TCDSB cheque requisition (Principal's signature only)
  2. A completed PRO Template (Principal and chair's signature required)
  3. Original invoice/receipts

#### RESOURCES

To assist you in your role, please visit the [TCDSB\\_CSPC](#) webpage and the [CSPC SharePoint](#) where you will have access to needed resources and templates. For information or assistance, please contact Manuela Sequeira @ [Manuela.sequeira@tcdsb.org](mailto:Manuela.sequeira@tcdsb.org) or @ 416-222-8282 Ext.2501

[This document contains linked files](#)