



## Frequently Asked Questions – School Council Meetings During Emergency Order (April 28, 2020)

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**Q: Can school councils schedule a meeting?**

A: Yes. School councils may determine whether a meeting is feasible and/or appropriate during the period of school closures due to the COVID-19 Pandemic. One (1) council meeting may be scheduled for May or June 2020.

**Q: Why are school councils only permitted one (1) meeting?**

A: There are several reasons for this decision. The central priority for principals has been on supporting the introduction of remote learning and student well-being with staff, and keeping parents/guardians informed while negotiating the changes in their own lives. School closures have impacted families and parents' capacity and ability to participate in school councils to varying degrees. Many families do not have access to the required technology to participate in online meetings. There are no system guidelines for hosting inclusive and effective fully electronic school council meetings although some councils may have specific references in their bylaws. School councils normally focus on planning at this time of year, however very little is known about when schools will re-open and the restrictions that may be in place when they do. A May or June meeting enables families and schools some time to properly prepare for a school council meeting.

**Q: What if our council had prescheduled meetings for May and June?**

A: If the council had prescheduled meetings for both months, council must now determine whether they will have a May or June meeting.

**Q: Can committees of the school council meet?**

A: Yes. However committees do not make decisions for the school council. They make recommendations to the council. If they are to meet, it is recommended that meetings are scheduled prior to the council meeting.

**Q: How do we complete the PSAB Report?**

A: TDSB will **not** require school councils to submit their 2019-2020 Semi-annual PSAB report originally due on April 15<sup>th</sup>.

TDSB will still require School Councils to submit their 2019-2020 Annual PSAB Report, which will be due by September 15, 2020. Further details will be available on the website in June 2020. Please note that only school councils who hold a separate bank account, and with financial transactions during the fiscal year, are required to complete the Annual PSAB Reports.





**Q: What happens to funds raised up to school closure?**

A: As a result of school closures, planned expenditures will need to be deferred until schools reopen.

Fees collected for the benefit of specific students, such as pizza lunches, should be refunded to the families if those purchases were not made. For further clarification, council's may contact the help desk at [businesshelpdesk@tdsb.on.ca](mailto:businesshelpdesk@tdsb.on.ca) Please note that all purchases done through school cash online can be reimbursed through cash online. Monetary donations received, where a tax receipt was issued from TDSB to the donor, cannot be refunded by TDSB. Any unspent donation funds will be carried over to the next fiscal year. The School Council should discuss and approve how the funds raised should be utilized when schools reopen.

**Q: What happens to funds allocated from Ministry?**

A: At this time, the Ministry has not provided confirmation as to whether allocated funds from the Ministry, such as the Parent Reaching Out (PRO) PPF funds, can be carried forward to the following school year. Please note that the PRO grant was allocated to the four Learning Centers earlier this year. As of today, schools have not been provided with a PRO PPF allocation from the Learning Centers yet. At this time, it is expected that unspent school budget funds can continue to be carried forward to the next school year. School boards are still awaiting direction from the Ministry around funding for Covid-19 related expenditures.

**Q: Are all fundraisers assumed cancelled for the year?**

A: At this time, there is still no definitive direction on when publicly-funded schools in Ontario will reopen. Fundraising events on school premises may need to be cancelled if the closure is extended to the end of the school year. Please note that the [online donation module](#) is available year round if schools still wish to conduct fundraising online. Funds received through the module are directed to the donation ledger in

school budgets, and unspent donations are carried forward to the next year for future use. If end of year events are to be cancelled, school councils that have booked fundraising and fun fair vendors this year and have issued Purchase Orders (POs) should cancel those POs in SAP. If the event is to be rescheduled to the 2020-21 school year, they can issue a new PO when the event is confirmed.

**Q: What happens with the Parent Reaching Out Grant (PROG) funds?**

A: To date, the Board has received no directions from the Ministry of Education around the usage or reallocation of PROG.





**Q: What happens with our school/school council permits and events that have been scheduled?**

A: As a result of the closure of schools, all school/school council permits have been cancelled until May 31, 2020. All permit holders will be notified of any changes prior to any cancellations. For questions or inquiries please contact [permits@tdsb.on.ca](mailto:permits@tdsb.on.ca)

**Q: What happens to School Council Insurance?**

A: Policy purchased for 2019/2020 school year will end November 1, 2020. Renewal notices will be sent out to schools in late September/early October.

For further information please contact the school principal or [Michelle Munroe](#).

