



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
Catholic Parent Engagement Committee	1004
Directional Policy	
1000 Parent and Community Relations	

TITLE OF ADMINISTRATIVE PROCEDURE:

Catholic Parent Engagement Committee

DATE APPROVED:

November 17, 2020

PROJECTED REVIEW DATE:

November, 2025

DIRECTIONAL POLICY ALIGNMENT: [1000 Parent and Community Relations](#)

The PVNCCDSB recognizes the need to be proactive, equitable, inclusive and innovative by using diverse strategies to attract input from parents and all partners and to facilitate engagement in support of student achievement and well-being. The development of a Catholic Parent Engagement Committee is one of those key strategies.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

This administrative procedure aligns with the Multi-Year Strategic Plan by supporting the board's mission, vision, and strategic priorities through the formalized engagement of parents representing the six families of schools in the board.

Strategic Priorities 2017-2020



Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to involving and supporting the school community in the educational process. The purpose of a Catholic Parent Engagement Committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. (Reg. 330, Sec. 27)

GUIDELINES

Administration shall ensure the establishment of a Catholic Parent Engagement Committee by October 1 of each school year, according to the established bylaw in appendix A.

The Catholic Parent Engagement Committee will:
(Reg. 330/10, Sec. 28)

1. undertake activities to help parents of pupils of the Board support their children's learning at home and at school.(Reg. 330/10, s27 (2))
2. promote the goals of Catholic education;
3. develop strategies and initiatives that the Board and Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;

4. advise the Board and the Director of Education on ways to use these strategies and initiatives;
5. work with the Catholic School Councils, and through the Director of Education, with employees of the Board to:
 - a. share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
 - b. identify and reduce barriers to parent engagement,
 - c. help ensure that schools create a welcoming environment for its parents, and
 - d. develop skills and acquire knowledge that will assist the Committee and Catholic School Councils with their work;
6. determine, in consultation with the Director of Education and in keeping with the Board's policies, how funding, if any, provided under the *Education Act* for parent engagement is to be used.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the Parent and Community Relations Directional Policy;
- Annually electing a trustee representative to represent the board on the Catholic Parent Engagement Committee;
- Considering membership in and representation with the Ontario Association of Parents in Catholic Education (O.A.P.C.E.);

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure;
- Facilitating the establishment of the Catholic Parent Engagement Committee and assisting in its operation as part of the Director's or designate's role as defined in the Education Act and Board policy;
- Inviting all parents with students in schools in the Peterborough Victoria Northumberland and Clarington Catholic District School Board to participate in the election process and encouraging all elected/acclaimed parent members of Catholic School Councils to seek election to the Catholic Parent Engagement Committee;

- Serving as resource person to the Catholic Parent Engagement Committee and maintaining communication with the Catholic Parent Engagement Committee members, in particular the chairperson;
- Supporting and promoting Catholic Parent Engagement Committee activities and encouraging the participation of parents from all groups;
- Supporting the Catholic Parent Engagement Committee with administrative support and ensuring that copies of the minutes and agendas of the Catholic Parent Engagement Committee meetings according to the board's retention policy;
- Assisting the Catholic Parent Engagement Committee in communicating with the Catholic School Councils and school community.

Superintendents of Schools and System Portfolios are responsible for:

- Supporting and promoting Catholic Parent Engagement Committee activities and encouraging the participation of parents from all schools.

Principals and Vice-Principals are responsible for:

- Supporting and promoting Catholic Parent Engagement Committee activities and encouraging the participation of parents from all schools;
- Ensuring principal or vice principal representation on the Catholic Parent Engagement Committee.

The Recording Secretary is responsible for:

- Preparing agendas and taking minutes of Catholic Parent Engagement Committee meetings;
- Assisting the chairperson;
- Authorizing all withdrawals/disbursements from the central Catholic Parent Engagement Committee account for items approved by the Catholic Parent Engagement Committee recommended actions;
- Providing regular reports to the Catholic Parent Engagement Committee on financial activity.

Catholic Parent Engagement Committee members are responsible for:

- Working collaboratively for the successful work of the committee.
- Attending meetings and participating to the best of their ability.

- Sharing Catholic School Council information and events with Catholic Parent Engagement Committee and bringing Catholic Parent Engagement Committee news back to their respective councils.

PROGRESS INDICATORS:

- A Catholic Parent Engagement Committee will be established by October 1 of each school year.
- The Catholic Parent Engagement Committee will include parent representation from all of the families of schools of the board.
- The relationship between the Catholic Parent Engagement Committee and the Catholic School Councils will be enhanced and strengthened.

DEFINITIONS:

- **PARENT, FAMILY AND COMMUNITY ENGAGEMENT:** Parent, Family and Community Engagement refers to the interdependent relationships and partnerships established to support student achievement and well-being in alignment with the Ministry of Education's Parent Involvement Policy. This also includes engagement with people at various levels within the organization and the community.
- **CATHOLIC PARENT ENGAGEMENT COMMITTEE:** The Catholic Parent Engagement Committee is a parent involvement committee (as defined in the Education Act and O.Reg. 330/10) of elected parents established to support, encourage, and enhance parent engagement in order to improve student achievement and well-being.
- **CATHOLIC SCHOOL COUNCIL:** A Catholic School Council is a legally constituted advisory group (as defined in the Education Act and O.Reg. 612/00) of elected parents, staff, students, parish representatives, and appointed community members dedicated to fostering effective Catholic schools, promoting Catholic education, and enhancing student achievement.
- **ONTARIO ASSOCIATION OF PARENTS IN CATHOLIC EDUCATION (O.A.P.C.E.):** The Ontario Association of Parents in Catholic Education is an association of parents established to provide an awareness of the role of the student, parent, teacher, and clergy in providing the best possible Catholic education. The Ontario Association of Parents in Catholic Education seeks to work in co-operation with Catholic School Councils to provide support at the local level and as an additional voice at the provincial level.

REFERENCES:

- [Directional Policy 1000 Parent and Community Involvement](#)
- [Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities. OESC, 2018](#)
- [Parents in Partnership: A Parent Engagement Policy for Ontario Schools \(2010\)](#)
- [School Councils: A Guide for Members, Revised 2002, Ministry of Education](#)
- [Ontario Regulation 330/10, School Councils and Parent Involvement Committees](#)
- [Ontario Regulation 612/00, School Councils](#)
- [Regulation 613/00, Operation of Schools-General](#)
- [AP 612, Reimbursement of Expenses Incurred on Board Business](#)
- [AP 1003, Catholic School Councils](#)
- [Policy 707/AP-PRC-707, Volunteers in Our Schools](#)