

## APPENDIX A

## ADMINISTRATIVE PROCEDURE 1004

### CATHOLIC PARENT ENGAGEMENT COMMITTEE BY-LAWS

- 1.1 A Catholic Parent Engagement Committee (C.P.E.C.) continued under Regulation 330/10, subsection 29 (1), will, before October 1, 2011, establish the by-laws required by clause 43(b) and will review in accordance with the review date of Administrative Procedure 1004.
- 1.2 Membership – General (Reg. 330/10, s33)
- (a) The membership of the Catholic Parent Engagement Committee will be comprised of:
- (i) 12 parents who are elected/acclaimed/appointed, (two representatives from each of the six families of schools) each to hold a two-year term, but changing in alternate years.
    - St. Peter Catholic Secondary School and associate elementary schools,
    - Holy Cross Catholic Secondary School and associate elementary schools,
    - St. Thomas Aquinas Catholic Secondary School and associate elementary schools,
    - Holy Trinity Catholic Secondary School and associate elementary schools,
    - St. Stephen Catholic Secondary School and associate elementary schools,
    - St. Mary Catholic Secondary School and associate elementary schools;
  - (ii) the Director of Education, or designate; (non-voting)
  - (iii) one trustee, or designate appointed by the Board;
  - (iv) minimum of one, up to a maximum of three community member(s);
  - (v) where it is possible, an Ontario Association of Parents in Catholic Education Regional Director for P.V.N.C.C.D.S.B. who shall be Roman Catholic;
  - (vi) one principal or vice principal of the board; (non-voting)

- (vii) the Board Chaplain; (non-voting)
- (viii) one Administrative Assistant; (non-voting)
- (b) The Catholic Parent Engagement Committee will appoint or elect members to the Committee before the first meeting of the Committee in the school year.
- (c) The Catholic Parent Engagement Committee will ensure that parent members constitute a majority of the Committee members.
- (d) The Catholic Parent Engagement Committee will ensure that the majority of Committee members be Roman Catholic; or, if not baptized Roman Catholic, be fully supportive of the mission, vision, and responsibilities of Catholic Schools in Ontario. All Catholic Parent Engagement Committee candidates will complete and submit a signed statement of agreement.
- (e) The term of office of the trustee appointed to the Committee will be determined by the Board.
- (f) Community representatives appointed to the Catholic Parent Engagement Committee will not be members or employees of the Board.
- (g) The Board will appoint community representatives before November 15 of the school year and before the first meeting of the Catholic Parent Engagement Committee in the school year.

### 1.3 Parent Members (Reg. 330/10 s34)

- (a) Parent members will be elected/acclaimed/appointed to the Catholic Parent Engagement Committee.
- (b) A person is qualified to be elected/acclaimed/appointed as a parent member of the Catholic Parent Engagement Committee if he or she is a parent of a student attending a PVNCCDSB school.
- (c) A person is qualified to be elected/acclaimed/appointed as a parent member of the Catholic Parent Engagement Committee if he or she is employed by the Board.
- (d) A parent member, who is employed by the Board, will, at his or her first committee meeting, inform the Committee of his or her employment with the Board. This shall be recorded in the minutes.

### 1.4 Election of Parent Members

- (a) The Catholic Parent Engagement Committee will establish an Ad-hoc Election Committee composed of the Director of Education, Administrative Assistant, and a parent to oversee the election process. The Administrative Assistant

and the parent will not be running for election.

N.B.: The Director will establish the Ad-hoc Election Committee in the absence of an elected Catholic Parent Engagement Committee

- (b) An election of parent members of the Catholic Parent Engagement Committee will be held in May of an election year, on a date that is fixed by the chair or co-chairs of the Catholic Parent Engagement Committee, after consulting with the Director or designate.
- (c) The Ad-hoc Election Committee will establish the list of eligible voters who shall be the members of each Catholic School Council in each family of schools.
- (d) The Ad-hoc Election Committee will establish a procedure to receive all nominations. All nomination forms will require the signature of two nominating parents.
- (e) The slate of candidates with brief biographies will be shared with the Catholic School Council community along with further electoral process information as determined by the Ad-hoc Election Committee.
- (f) Where the number of nominations for the position of family of schools representative are the same or less than the vacant position or positions available, the nominee will be acclaimed to the role of representative for the family of schools.
- (g) Elections will be conducted by secret ballot. Neither proxy nor absentee voting is permitted, but electronic voting is permitted. Voters will vote in person or electronically, but not both, during the period(s) of time determined by the Ad-hoc Election Committee as required by the needs of the community.
- (h) All eligible voters will be entitled to cast one vote for up to a total of the number of candidate positions available in their family of schools. Casting more than the maximum number of votes permitted in the category spoils the ballot.
- (i) The nominee receiving the majority of ballots cast will be declared the winner and be named as representative for the family of schools.
- (j) If there is a tie for the final position for a representative on the Catholic Parent Engagement Committee, the winner will be determined by lot.
- (k) No individual campaign literature for Catholic Parent Engagement Committee elections may be distributed or posted in the schools. The exception to this ruling will be made for the candidate forum/information session should one be called by the Ad-hoc Election Committee.

- (l) School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- (m) The election proceedings will be supervised by the Ad-hoc Election Committee.
- (n) Appeals related to the Catholic Parent Engagement Committee election will be resolved by the Ad-hoc Election Committee. If the situation is not resolved to the satisfaction of the complainant, the Director of Education or designate will make a ruling.
- (o) The Catholic Parent Engagement Committee will meet within the first 35 days of the school year, after the elections on a date fixed by the Director of Education or designate.
- (p) The Director of Education or designate will, at least 14 days before the date of the election of parent members, on behalf of the Catholic Parent Engagement Committee, give written notice of the date, time, and location of the election to every Catholic School Council member. The notice required will be advertised in a variety of methods. (Refer to 1.6 - Vacancies).
- (q) In the event parents are acclaimed, brief biographies of Catholic Parent Engagement Committee members will be shared.
- (r) The Municipal Freedom of Information and Protection of Privacy legislation does not allow sharing of names, addresses, etc. of the parents of enrolled students with other parents, members of the community, etc., unless they obtain written consent from each individual.

#### 1.5 Alternate Members

- (a) The Catholic Parent Engagement Committee may appoint by motion one alternate to replace parents when an absence is unavoidable. An alternate member will be a parent and meet the requirements of Section 1.2(d).
- (b) An alternate representative will advise the chair of his or her status at the beginning of any meeting in order to have voting privileges.
- (c) The Director may delegate another supervisory officer to serve as his or her alternate when an absence is unavoidable.
- (d) The trustee may delegate another trustee to serve as his or her alternate when an absence is unavoidable.

#### 1.6 Vacancies (Reg. 330/10, s35)

- (a) The Board will ensure that vacancies in parent member positions on the

Catholic Parent Engagement Committee are advertised through a variety of methods:

- (i) advertisements in newsletters of schools and Catholic School Councils;
  - (ii) advertisements in newspapers with general circulation in the geographic jurisdiction of the Board;
  - (iii) notices in schools;
  - (iv) notices on the Board's website, school websites and other social media.
- (b) If there are vacancies, the Catholic Parent Engagement Committee may, by motion, fill them by appointment for the remainder of the term.
- (c) A vacancy in the membership of the Catholic Parent Engagement Committee does not prevent the Committee from exercising its authority. (Reg. 330/10, s36)

#### 1.7 Officers (Reg. 330/10, s38)

- (a) The Catholic Parent Engagement Committee will have a chair or co-chairs.
- (b) The chair or co-chairs of the Catholic Parent Engagement Committee must be parent members of the Committee and will be selected for a two-year term by the parent members of the Committee at the first meeting of the Committee in each school year that there is a vacancy in the office of chair or co-chair.
- (c) Only parent members with a two-year term are eligible to be elected to the position of chair or co-chair.
- (d) An individual may not serve more than two consecutive terms as chair or co-chair of the Catholic Parent Engagement Committee.
- (e) An individual who has served one term or two consecutive terms as chair or co-chair of the Catholic Parent Engagement Committee may be re-elected as chair or co-chair of the Committee provided at least one two-year time period has elapsed since his or her last term as chair or co-chair.
- (f) The chair or co-chairs of the Catholic Parent Engagement Committee will act as spokespersons for the Committee in communicating with the Director of Education and the Board.
- (g) The Catholic Parent Engagement Committee may add officers as required.
- (h) A vacancy in the office of chair, co-chair, or any office provided for in the by-laws of the Catholic Parent Engagement Committee, will be filled by motion for the remainder of the term.

1.8 Sub-committees (Reg. 330/10, s40, s41)

- (a) The Catholic Parent Engagement Committee may establish sub-committees to make recommendations to the Catholic Parent Engagement Committee.
- (b) A sub-committee of the Catholic Parent Engagement Committee will include at least one parent member of the Catholic Parent Engagement Committee.
- (c) A sub-committee of the Catholic Parent Engagement Committee may include persons who are not members of the Catholic Parent Engagement Committee.
- (d) The Board will make available to a sub-committee of the Catholic Parent Engagement Committee the facilities that the Board consider necessary for the proper functioning of the committee, and will make reasonable efforts to enable members to participate fully in meetings of the sub-committee by electronic means.
- (e) The chair or co-chairs of the sub-committee of the Catholic Parent Engagement Committee will ensure that notice of each meeting is provided to all members of the sub-committee at least five days before the meeting by:
  - (i) delivering a notice to each member by email,
  - (ii) posting a notice on the Board's website.

1.9 Term of Office (Reg. 330/10, s37)

- (a) A person elected or appointed as a member of the Catholic Parent Engagement Committee holds office from the later of the date he or she is elected or appointed, and the date of the first meeting of the Catholic Parent Engagement Committee after the elections held in the next school year for a period of two years.
- (b) A member of the Catholic Parent Engagement Committee may be re-elected or reappointed.

1.10 Meetings (Reg. 330/10, s40)

- (a) The Catholic Parent Engagement Committee will meet at least four times in each school year. The Catholic Parent Engagement Committee will endeavour to hold two, but at a minimum will hold one General Assembly meeting each year. The Catholic Parent Engagement Committee will endeavour each year to hold one of its meetings in each of the four regions of the board.
- (b) A meeting of the Catholic Parent Engagement Committee cannot be held

unless:

- (i) A majority of the members present at the meeting are parent members,
  - (ii) The Director of Education or designate is present, and
  - (iii) The trustee or designate is present.
- (c) The Board will make available to the Catholic Parent Engagement Committee the facilities that the Board considers necessary for the proper functioning of the Committee, and will make reasonable efforts to enable members to participate fully in meetings of the Committee by electronic means.
- (d) A member of the Catholic Parent Engagement Committee who participates in a meeting through electronic means will be deemed to be present at the meeting.
- (e) The chair or co-chairs of the Catholic Parent Engagement Committee will ensure that notice of each meeting is provided to all members of the sub-committee at least five days before the meeting by:
- (i) delivering a notice to each member by email
  - (ii) posting a notice on the Board's website.
- (f) All Catholic Parent Engagement Committee meetings will be open to the public. Members of the general public, if recognized by the chair or assigned time on the agenda, may take part in the discussion.
- (g) All meetings of the Catholic Parent Engagement Committee will be held at a location that is accessible to the public.

#### 1.11 Voting (Reg. 330/10, s42)

- (a) When the Catholic Parent Engagement Committee votes on a matter, only parent members and community representative members are entitled to vote.

#### 1.12 Dispute Resolution

- (a) Catholic Parent Engagement Committee members are encouraged to review concerns regarding procedures, etc. with the Director of Education or designate in resolving disagreements.

#### 1.13 Conflict of Interest

A conflict of interest for a Catholic Parent Engagement Committee representative is any situation in which the individual's private interests may be incompatible or in conflict with his or her Catholic Parent Engagement Committee responsibilities.



- (a) A conflict may be actual, perceived, or potential.
- (i) *Actual*: when a Catholic Parent Engagement Committee member has a private interest that is sufficiently connected to his or her duties and responsibilities as a Catholic Parent Engagement Committee member that it influences the exercise of these duties and responsibilities.
  - (ii) *Perceived*: when reasonably well-informed persons could reasonably believe that a Catholic Parent Engagement Committee member has a conflict of interest, even where, in fact, there is no real conflict of interest. The Director of Education is to raise the question if a conflict is perceived but not declared.
  - (iii) *Potential*: when a Catholic Parent Engagement Committee member has a private interest that could affect his or her decision about the matter proposed for discussion.
- (b) Members of the Catholic Parent Engagement Committee will declare a conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the Catholic Parent Engagement Committee
- (c) A member will exclude himself or herself from discussions in which:
- (i) a conflict of interest is likely to result,
  - (ii) the member's ability to carry out his or her duties and responsibilities as a member of the Catholic Parent Engagement Committee may be jeopardized.
- (d) the Catholic Parent Engagement Committee member, his or her relatives, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Director or Board in response to advice that the Catholic Parent Engagement Committee provides to the Director or to the Board.
- (e) A member will not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the Board.

## **TERMS AND DEFINITIONS:**

**CATHOLIC SCHOOL COUNCIL (C.S.C.):** A Catholic School Council is a legally constituted advisory group of elected parents, staff, students, parish representatives, and appointed community members dedicated to fostering effective Catholic schools, promoting Catholic education, and enhancing student achievement.

**CATHOLIC PARENT ENGAGEMENT COMMITTEE:** The Catholic Parent Engagement



Committee is a system umbrella group of elected parents established to support, encourage, and enhance parent engagement at the Board level in order to improve student achievement and well-being.

**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 wishes 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.

**ADVISORY ROLE:** Advisory role is the task of representing and communicating the views of the various school communities and providing advice to the Board, where appropriate.

**SCHOOL COMMUNITY:** A school community is parents and guardians of children who are enrolled in the school, parish representatives, and other ratepayers who live or work within the school's attendance area. Catholic School Councils may appoint representatives to ensure that the diversity of the school community is reflected in the membership.

**PARENT:** In respect of a school council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Education Act. In respect of a Parent Engagement Committee of a Board, a parent of a pupil who is enrolled in a school of the Board, and includes a guardian as defined in section 1 of the Education Act. (Reg. 330/10, s1)

**PARENT MAJORITY:** Parent majority is a sufficient number of parents elected to the Catholic Parent Engagement Committee to form a majority. The majority of parents will be Roman Catholic.

**MEETING:** In respect of a school council or a Parent Engagement Committee, "meeting" does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide. (Reg. 330/10, s1)

**QUALIFICATIONS OF TRUSTEES:**

- (a) will be a Canadian citizen,
- (b) will be 18 years of age or older,
- (c) will reside within the jurisdiction of the Board,
- (d) will qualify as a separate school elector (Catholic).