

ADMINISTRATIVE PROCEDURES	
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ADMINISTRATIVE PROCEDURE TITLE

Catholic Parent Engagement Committee

1.0 ADMINISTRATIVE PROCEDURE

1.1 Catholic Parent Engagement Committee (C.P.E.C.)

- (a) The Board will establish a system umbrella group to be known as the Catholic Parent Engagement Committee (C.P.E.C.). 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. 330/10, s27 (1))
- (b) A C.P.E.C. of the Board will achieve its purpose by: (Reg. 330/10, s27 (2))
 - (i) providing information and advice on parent engagement to the Board;
 - (ii) communicating with and support Catholic School Councils of the Board; and
 - (iii) undertaking activities to help parents of pupils of the Board support their children's learning at home and at school.
- (c) A Catholic Parent Engagement Committee established by a Board before September 1, 2010 is continued. (Reg. 330/10, s29, (1))
- (d) The Board will continue to:
 - (i) finance school membership in the Ontario Association of Parents in Catholic Education (O.A.P.C.E.);
 - (ii) work with the C.S.C.s, C.P.E.C., and O.A.P.C.E. for the purpose of promoting Catholic education, organizing professional development activities, and initiating events that benefit the Catholic community.

1.2 Membership

- (a) A C.P.E.C. established or continued under Reg. 330/10, s29 (1), will before November 15, 2011, and after it establishes its by-laws,
 - (i) appoint or elect its members in accordance with its by-laws,
 - (ii) establish terms of office in accordance with its by-laws.
- (b) The Roman Catholic majority rule will apply as long as the C.S.C.s and C.P.E.C. are advisory in nature. Should the C.S.C.s and C.P.E.C. be given a governance role, all elected parent representatives will be required to hold the same qualifications as trustees, as outlined in the Education Act.
- (c) Disqualification
 - (i) A member loses his or her seat as a member of the C.P.E.C. if he or she:
 - is convicted of an indictable offence;
 - is absent from three consecutive meetings without authorization by motion;
 - fails to support Catholic education as required by 2.9.

1.3 Roles and Responsibilities of the Catholic Parent Engagement Committee

- (a) The C.P.E.C. will: (Reg. 330/10, Sec. 43)
 - (i) promote the goals of Catholic education;
 - (ii) 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;
 - (iii) advise the Board and the Director of Education on ways to use the strategies and initiatives referred to in 1.5 (a) (iii) above;
 - (iv) communicate information from the Ministry to the Catholic School Councils and to parents of pupils of the Board;

- (v) 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 parents of its pupils, and
 - D. develop skills and acquire knowledge that will assist the Committee and Catholic School Councils with their work;
- (vi) 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.

1.4 Roles and Responsibilities of the Catholic Parent Engagement Committee Members

- (a) Chair will:
 - (i) promote and advocate for Catholic education;
 - (ii) call, in co-operation with the Director of Education or designate, C.P.E.C. meetings;
 - (iii) prepare the agenda for C.P.E.C. meetings in co-operation with the Director or designate and recording secretary;
 - (iv) chair C.P.E.C. meetings;
 - (v) ensure that the minutes of C.P.E.C. meetings are recorded and maintained;
 - (vi) participate in information and training programs;
 - (vii) communicate with the Director or designate;
 - (viii) ensure that there is regular communication with the school community;

- (ix) consult with senior Board staff and trustees, as required.
- (b) Committee Members will:
- (i) promote and advocate for Catholic education;
 - (ii) participate in C.P.E.C. meetings;
 - (iii) participate in information and training programs;
 - (iv) act as a link between the C.P.E.C. and C.S.C.s and the community;
 - (v) encourage the participation of parents from all groups and of other people within the school community.
- (c) Director of Education or designate will:
- (i) promote and advocate for Catholic education;
 - (ii) facilitate the establishment of the C.P.E.C. and assist in its operation as part of the Director's or designate's role as defined in the Education Act and Board policy;
 - (iii) support and promote C.P.E.C. activities;
 - (iv) seek input from the C.P.E.C. in areas for which it has been assigned advisory responsibility;
 - (v) act as a resource on laws, regulations, Board policies, and collective agreements;
 - (vi) obtain and provide information required by the C.P.E.C. to enable it to make informed decisions;
 - (vii) communicate with the chair of the C.P.E.C., as required;
 - (viii) ensure that copies of the minutes and agendas of the C.P.E.C. meetings are kept at the Board Office;
 - (ix) assist the C.P.E.C. in communicating with the C.S.C.s and school community;
 - (x) encourage the participation of parents from all groups and of other people within the school community.

- (d) Recording Secretary (Administrative Assistant) will:
 - (i) promote and advocate for Catholic education;
 - (ii) take minutes of C.P.E.C. meetings;
 - (iii) assist the chair;
 - (iv) authorize all withdrawals/disbursements from the central C.P.E.C. account for items approved by the C.P.E.C. motions or established rules;
 - (v) provide monthly reports to the C.P.E.C. on fund activity.

1.5 Consultation (Reg. 330/10, s47, 48, 49)

- (a) The Board may solicit and take into consideration the advice of the C.P.E.C. with regard to matters that relate to improving student achievement and well-being.
- (b) The Board will inform the C.P.E.C. of its response to advice provided to it by the Committee.
- (c) The Ministry may solicit and take into consideration the advice of the C.P.E.C. with regards to matters that relate to improving student achievement and well-being.
- (d) The C.P.E.C. may solicit and take into consideration the advice of parents of pupils enrolled in schools with regard to matters under consideration by the Committee.
- (e) C.P.E.C. members will be informed of vacancies on Board committees and given the opportunity to apply.
- (f) The Board will review and revise policies on the selection of principals. The C.P.E.C. is invited to participate in the process by reviewing existing policies with the Director of Education or designate.
- (g) The Board will co-operate with the Ministry of Education in providing professional development opportunities to C.P.E.C. members.
- (h) The Board will establish a C.P.E.C. to further advise on policy matters and C.P.E.C. issues, and to facilitate links with all C.S.C.s.

- (i) The C.P.E.C. may wish to include, with the assistance of the Director or designate, all Board and Board standing committee agendas in the information section of their agendas.

1.6 Summary of Activities (Reg. 330/10, s50)

- (a) The C.P.E.C. will annually submit a written summary of the Committee's activities to the Chair of the Board and to the Director of Education.
- (b) The summary of activities will include a report on how funding, if any, provided under the *Education Act* for parent engagement was spent.
- (c) The Director of Education shall,
 - (i) provide the summary of activities to the Catholic School Councils, and
 - (ii) post the summary of activities on the Board website.

1.7 Clerical and Other Support Issues (Reg. 330/10, s44)

- (a) The C.P.E.C. will assist the C.S.C.s to improve communication with the Catholic community; therefore, it is expected that the Administrative Assistant assigned to the C.P.E.C. will be called upon to assist in clerical functions as described in his or her job description. For example: C.P.E.C. agendas and minutes will be typed and maintained by the Administrative Assistant on behalf of the C.P.E.C.
- (b) The C.P.E.C. shall keep minutes of all of its meetings and records of all of its financial transactions. (Reg. 330/10, s44 (1))
- (c) The Director or designate will maintain records of all C.P.E.C. proceedings (e.g., typed agendas, minutes, correspondence, etc.). A four-year retention schedule has been determined by Regulation 612. (Reg. 612: Sec. 16, ss 3, p8)
- (d) The minutes of the C.P.E.C. will be, (Reg. 330/10, s44 (3))
 - (i) Posted on the Board website; and
 - (ii) Sent electronically to the chair or co-chairs of the Catholic School Council of each school.

- (e) The minutes of the C.P.E.C. meetings and the records of its financial transactions will be available for examination at the Board office by any person without charge for four years. (Reg. 330/10, s44 (4))
- (f) Minutes posted on the Board website will remain on the website for four years. (Reg. 330/10, s44 (5))
- (g) The C.P.E.C. is expected to have access and/or, with due notice, input to school and Board newsletters and other forms of communication with the school communities.
- (h) C.P.E.C. costs may be absorbed by the Board budget (e.g., office supplies). O.A.P.C.E. fee rebate funds may be another source of financial support.
- (i) Reference information identified herein will, upon request, be made available to the C.P.E.C. by the Director of Education or designate.
- (j) The Board will provide professional development for C.P.E.C. members on a needs basis. The C.P.E.C. will be expected to play a significant role in this matter. Parents on C.P.E.C. business (conferences, workshops) will be reimbursed expenses in accordance with Board Policy 208, provided these activities are approved by the C.P.E.C. and Director of Education or designate, and depending on the nature of the function.

1.8 By-laws (Reg. 330/10, s43)

- (a) A C.P.E.C. established or continued under Reg. 330/10, s29 (1) shall, before October 1, 2011, establish by-laws. [Reg. 330/10, s30 (1)]
- (b) A Catholic Parent Engagement Committee:
 - (i) may make by-laws governing the conduct of the Committee's affairs; and
 - (ii) shall make by-laws:
 - A. specifying the number of parent members to be appointed or elected to the Committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,

- B. specifying the number of community representatives, up to three, to be appointed to the Committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
- C. governing the election of members of the Committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the Committee,
- D. specifying the number of parent members that will hold office for one year and the number of parent members that will hold office for two years,
- E. specifying how many, if any, of the persons listed in subsection 33 (2) may be appointed by the Board to the Committee:
- one principal of an elementary school
 - one principal of a secondary school
 - one teacher in an elementary school
 - one teacher in a secondary school
 - one person employed by the Board, other than a principal, vice-principal, or teacher,
- F. specifying the length of the term of office for the community representative members of the Committee and the members appointed by the Board, if any, under subsection 33 (2) as listed in (v) above,
- G. establishing rules respecting conflicts of interest of the members of the Committee,
- H. establishing a process for resolving conflicts internal to the Committee, consistent with any conflict resolution policies of the Board.

1.9 Liability Insurance

(a) Insured

The Board insurance policy reads:

The word “insured”, wherever used in this Policy, will include the “named insured” and the following additional interests: (which will include C.P.E.C. volunteers working on behalf of the C.P.E.C.):

- (i) any statutory officer, elected or appointed official, appointed committee member, including a member of a recreation committee recognized by statute, fiduciary, trustee, employee, volunteer worker, chairperson, or member of the Board or a similar governing body while acting within the scope of his or her duties on behalf of the “named insured” and not to limit the meaning of the foregoing, while they are participating in trips or tours arranged by them for students of the “named insured” if such trips or tours have been approved by the “named insured”,
- (ii) any former insured, as defined above, but only for that period while he or she was acting within the scope of his or her duties on behalf of the “named insured”.

- (b) Members of the C.P.E.C. may be personally liable if they go beyond the advisory role, or do not follow Ministry or Board policies.

1.10 Remuneration (Reg. 330/10, s39)

- (a) A person will not receive any remuneration for serving as a member of a C.P.E.C.
- (b) This (a) does not preclude payment of an honorarium under 191 of the Education Act that takes into account the attendance of a trustee at a C.P.E.C. meeting.
- (c) The Board will reimburse members of its C.P.E.C. for expenses incurred as members of the Committee according to existing Board policies.
- (d) The Board will reimburse members of its C.P.E.C. for expenses incurred as members of the Committee in accordance with the policies referred to in (c).

1.11 Incorporation (Reg. 330/10, s45)

(a) The C.P.E.C. shall not be incorporated.

2.0 TERMS AND DEFINITIONS

2.1 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.

2.2 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 in order to improve student achievement and well-being.

2.3 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. O.A.P.C.E. 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.

2.4 ADVISORY ROLE

Advisory role is the task of representing and communicating the views of the various school communities and providing advice to the Director of Education and, where appropriate, to the Board.

2.5 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.

2.6 PARENT (Reg. 330/10, s1)

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.

2.7 PARENT MAJORITY

Parent majority is a sufficient number of parents elected to the C.P.E.C. to form a majority. The majority of parents will be Roman Catholic.

2.8 MEETING (Reg. 330/10, s1)

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.

3.0 REFERENCES/RELATED DOCUMENTS

Education Act

Regulation 330

Regulation 612

Regulation 613

School Councils: A Guide for Members, Revised 2002, Ministry of Education

Parents in Partnership: A Parent Engagement Policy for Ontario Schools,
Ministry of Education

4.0 RELATED ADMINISTRATIVE PROCEDURES

AP-FIN-201, Fund-raising in Schools

AP-FIN-208, Reimbursement for Expenses Incurred on Board Business

AP-CSC-601, Catholic School Councils

AP-PRC-707, Volunteers in Our Schools

5.0 RELATED FORMS

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

June 2016

7.0 APPROVED BY BOARD

September 23, 2008

8.0 EFFECTIVE DATE

June 28, 2011

9.0 REVIEW BY

Office of the Director

10.0 LAST REVISION DATE

June 28, 2011