

CATHOLIC PARENT ENGAGEMENT COMMITTEE KAWARTHA LAKES REGIONAL MEETING

Monday, November 2, 2020 – 6:30 p.m.

Large Boardroom - Catholic Education Centre, 1355 Lansdowne St W, Peterborough

and virtually, by Google Meet: <https://meet.google.com/qvf-yxoj-kcs>

Please note: If you would like to join by phone, please contact Michelle Kennedy by email mkennedy@pvncdsb.on.ca or at 1-800-461-8009 ext. 1247
Arrangements to join by phone must be made prior to 6:00 p.m. on the day of the meeting

CPEC Committee Members who are unable to attend are asked to please notify Michelle Kennedy, Administrative Assistant, 1-800-461-8009, or 705-748-4861, ext. 1247 or by email: mkennedy@pvncdsb.on.ca

Chairperson: Jennifer Ball

A. **Call to Order:** Jennifer Ball, Chairperson, Catholic Parent Engagement Committee

1. Opening Prayer
Father Paul Massel, Board Chaplain/Faith Animator
2. Land Acknowledgement
Jennifer Ball, Chairperson, Catholic Parent Engagement Committee
3. Welcome, Introductions and Opening Remarks
Jennifer Ball, Chairperson, Catholic Parent Engagement Committee
Michael Nasello, Director of Education
4. Approval of Agenda
5. Declarations of Conflicts of Interest
6. Approval of the Minutes of the September 28, 2020 meeting. Page 3
7. Business Arising from the Minutes

B. **Recommended Actions/Presentations:**

1. Director's Report on School Re-opening and Virtual School.
Michael Nasello, Director of Education.
2. Review of Draft Administrative Procedure 1004, Catholic Parent Engagement

3. Update and plan for CPEC Event – May 19, 2021, Dr. Joti Samra.

C. Information Items:

1. Committee Member Updates.
2. Monday, February 16, 2021, 6:30 p.m. - Regional Meeting, Peterborough: Holy Cross CSS and Feeder Schools and St. Peter CSS and Feeder Schools.
(*To be held at the Catholic Education Centre, Peterborough and Virtually by Google Meet.*)

D. Roundtable Discussion

1. Guiding Questions:
 - a. What is working well for parent engagement in your school?
 - b. What is one creative adaptation to fostering parent engagement given the current pandemic environment?

E. Conclusion:

1. Closing Remarks
2. Closing Prayer
Father Paul Massel, Board Chaplain/Faith Animator
3. Adjournment.



Minutes

THE MINUTES OF THE MEETING OF THE CATHOLIC PARENT ENGAGEMENT COMMITTEE (CPEC) held on Monday, September 28, 2020, at 6:30 p.m. at the Catholic Education Centre, Peterborough and virtually, by Google Meet.

Committee Members

Present: Jennifer Ball (Chairperson), Julianne Charette, Michelle Flintoff, Michelle Griepsma, Christine Haffie, Lisa Hiltz, Rachel Logan, Kevin MacKenzie, Fr. Paul Massel, Michael Nasello.

Regrets: Laura Bassett, Lori-Ann Gervais, Julie McCarthy

Recorder: Michelle Kennedy, Executive Assistant

A. Call to Order

1. Opening Prayer

Chairperson, Jennifer Ball called the meeting to order at 6:34 p.m. and invited Father Paul Massel to lead the committee in prayer.

2. Land Acknowledgement

Following prayer, Jennifer Ball gratefully acknowledged that the meeting was taking place on the treaty and traditional territory of the Mississauga Anishinaabe.

Jennifer Ball, Committee Chairperson welcomed the parent guests online and requested that everyone present at the meeting introduce themselves.

3. Approval of Agenda

MOTION: Moved by Kevin MacKenzie, seconded by Lisa Hiltz

that the agenda be approved with a change to order of presentations; moving item B.3, Sacramental Preparation, to be presented before item B.1, New Mathematics Curriculum.

Carried.

4. Declaration of Conflicts of Interest

Committee members Lisa Hiltz and Rachel Logan each declared their employment with the Peterborough Victoria Northumberland and Clarington Catholic District School Board as a conflict of interest.

5. Approval of the Minutes of the June 1, 2020 meeting.

MOTION: Moved by Kevin MacKenzie, seconded by Rachel Logan

that the minutes from the meeting held on June 1, 2020, be approved.

Carried.

6. Business Arising from the Minutes

There was no business arising from the minutes.

B. Recommended Actions/Presentations:

3. Sacramental Preparation.

Stephen O'Sullivan, Superintendent of Learning, introduced Donna Goheen, Learning Consultant for Religious Education and Family Life and Father Paul Massell, Board Chaplain and Faith Animator. Father Paul Massel and Donna Goheen gave a presentation to the committee about Sacramental Preparation, which the Diocese of Peterborough has shifted to an online model, due to COVID-19. The diocese recognizes and relies on the collaboration of teachers in the preparation of students. Teachers will use the resource "Growing in Faith, Growing in Christ" and the sacramental content available as well as the Chosen Video series that is now available online. Students who are learning at home through the Virtual School are able to use the same resources. This collaboration will strengthen the Home, School, Parish partnerships in the students' preparation for making their sacrament.

Michael Nasello, Director of Education noted that Bishop Daniel Miehm has recorded a Mass that will be shared with all of the schools in the Board to celebrate prior to Thanksgiving.

1. New Mathematics Curriculum.

Pepe Garieri, Superintendent of Learning, introduced Sarah Taylor, Science Technology Engineering, Arts and Mathematics Consultant who gave an informative presentation on the new Mathematics curriculum. Sarah conveyed the reasons for the changes to the curriculum which include response to recent research understanding how students learn and explained that the changes bring consistencies to the curriculum and the expectations. She then reviewed the changes to the structure of the curriculum, highlighting that there are now

six strands for reporting instead of five, which include an overarching group of skills that focuses on social-emotional learning skills and mathematical processes.

The parent resources that are available through the Ministry of Education website were highlighted and the assessment and reporting on the report card was explained.

Following the report, Sara Taylor answered questions from the committee.

2. Summer Learning Update.

Superintendent of Learning Tim Moloney introduced Lisa Cole, Principal of Continuing, Adult and Experiential Learning, Lisa Gemmiti-Folz, Principal and Laurie Corrigan, Superintendent of Special Education, who then gave an update on the Summer Learning that took place in July and August, 2020.

Lisa Cole reviewed all of the programs that were offered, including credit recovery, upgrading and expanded elearning courses offered at Virtual Summer School, LINK Coop, Virtual Camp Aim, Ojibwe Language and Cultural Virtual Program, Virtual ESL, and Focus on Youth. Laurie Corrigan and Lisa Gemmiti-Folz then reviewed the continuity of Wellbeing and Special Education Learning programs that took place. Their review informed about the models of delivery and the personnel that were employed to bring special education supports to students. The Summer Transitions program was also reviewed and a video depicting the activities was shared along with the positive outcomes from families. The presenters were available for questions following the presentation.

4. Director's Report on School Reopening and new Virtual School.

Director of Education, Michael Nasello gave a report on the Board's Re-opening Plan and results of the parental survey under the full attendance model. Under the headings of elementary schedules, secondary schedules, teaching and learning, remote learning at St. Thomas Aquinas Catholic Virtual School, cleaning protocols, transportation, health and safety, and technology, the presentation explained practices which have already been determined and implemented and actions yet to be determined. Following his report, Michael Nasello invited and answered questions from the committee.

5. Update and plan for May 2021 CPEC Event.

The Director of Education, Michael Nasello informed the committee of the cancellation of the speaking contract with the WE organization that was planned for the CPEC Event on May 19, 2021. Originally the speaking engagement with Craig Kielburger was to take place in May, 2020 but the restrictions on gatherings forced the postponement by one year. Following the controversy with the organization over the summer, there were concerns with the continuation of the event next spring. The board was able to cancel the contract and receive a full refund.

The board expressed their gratitude for all of the positive interactions with students over the years with the WE charity organization. A positive response reciprocating the gratitude was received back from Marc Kielburger.

It was noted that the grant funds, since they were not able to be used in the 2019-2020 school year, have been returned to the ministry.

6. Update on Catholic School Councils.

Michael Nasello informed the committee that all students who are in the virtual school and learning from home will remain connected to their originating school. These families stay within their school community and continue to receive communications and are able to be involved in the Catholic School Council from their original school. The virtual school will not have its own Catholic School Council as it could be difficult to have consistency if students shift from learning in-person to online learning and vice-versa.

C. Information Items:

1. Committee Member Updates.

Julianne Charette – reported that the beginning of the school year has been a challenge. She will encourage parents to join these meetings as they are being offered online.

Michelle Griepsma – sent greetings to everyone who joined online, it is wonderful to see so many taking part. The Board meetings are now also being conducted in a hybrid model, with some in attendance and able to join online. She also reported that the Board of Trustees is engaged in a search for a new Director of Education and will hopefully have someone in place by January, 2021.

Christine Haffie – reported that her school's Catholic School Council held elections this evening and she will be co-chairing the CSC again at St. Anne with Martha Faulkner.

Kevin MacKenzie – invited everyone to attend the Faith and Equity Meeting on October 22, 2020.

Michelle Flintoff – CSC activity is just getting started at Holy Family. There will be more to report next time.

Rachel Logan – reported that today was the last day for nomination at their school for Catholic School Council. There will be more to report from St. Joseph, Bowmanville as more meetings take place.

Jennifer Ball – received an invitation to join the Catholic School Council at St. Stephen CSS as she now has children in elementary and secondary. She looks forward to being involved in two councils. She stated that her children are very happy to be in school with their friends despite restrictions and new classroom protocols.

D. Next Committee Meeting/Special Events:

1. Next Meeting:

Monday, November 2, 2020, 6:30 p.m.

E. Conclusion:

1. Closing Prayer

Michael Nasello was invited to close the meeting with prayer.

2. Adjournment

MOTION: Moved by Rachel Logan, seconded by Julianne Charette
that the meeting adjourn at 8:33 p.m.

Carried.

BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure Catholic Parent Engagement Committee	Administrative Procedure Number 1004 (NEW) 602 (OLD)
Directional Policy 1000 Parent and Community Relations	

TITLE OF ADMINISTRATIVE PROCEDURE:

Catholic Parent Engagement Committee

DATE APPROVED:

[October 20, 2020]

PROJECTED REVIEW DATE:

[October, 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 C.P.E.C 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 CPEC news back to their respective councils

PROGRESS INDICATORS:

- A Catholic Parent Engagement Committee will be established by October 1 of each school year.
- The CPEC 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) ~~system-umbrella-group~~ 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 ~~wishes~~ 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](#)

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).

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 Family of Schools, each to hold a two year term, but changing in alternate years.

- St. Peter Catholic Secondary School and ~~feeder~~ associate elementary schools,
- Holy Cross Catholic Secondary School and ~~feeder~~ associate elementary schools,
- St. Thomas Aquinas Catholic Secondary School and ~~feeder~~ associate elementary schools,
- Holy Trinity Catholic Secondary School and ~~feeder~~ associate elementary schools,
- St. Stephen Catholic Secondary School and ~~feeder~~ associate elementary schools,
- St. Mary Catholic Secondary School and ~~feeder~~ 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 and that the majority of parents are Roman Catholic.~~
- (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; 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 ~~make any~~ appointments 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 ~~or elected~~ to the Catholic Parent Engagement Committee
- (b) A person is qualified to be elected/acclaimed/appointed ~~or elected~~ 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 ~~or elected~~ 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.

1.4 Election of Parent Members

- (a) ~~The Roman Catholic majority rule will apply as long as the Catholic School Councils and Catholic Parent Engagement Committee are advisory in nature.~~

~~Should the Catholic School Councils and Catholic Parent Engagement Committee 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.~~

- (b) 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

- (c) 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.
- (d) The Ad-hoc Election Committee will establish the list of eligible voters for parents who shall be the members of each Catholic School Council in each family of schools.
- (e) The Ad-hoc Election Committee will establish a procedure to receive all nominations. All nomination forms will require the signature of two nominating parents.
- (f) 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 Election Ad-hoc Committee.
- (f)(g) 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)(h) 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.
- (i) 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.

- (h)(j) The nominee receiving the majority of ballots cast will be declared the winner and be named as representative for the family of schools.

- (j)(k) 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.
- (j)(l) 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.
- (k)(m) School resources, both human and material, may not be used to support particular candidates or groups of candidates.
- (j)(n) The election proceedings will be supervised by the Ad-hoc Election Committee.
- (m)(o) Appeals related to the Catholic Parent Engagement Committee election will be resolved by the ~~Election~~-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.
- (n)(p) 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.
- (o)(q) 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 parent of a pupil who, on the date the notice is given, is enrolled in P.V.N.C. schools. The notice required will be advertised in a variety of methods. (Refer to 1.6 - Vacancies).
- (p)(r) In the event parents are acclaimed, brief biographies of Catholic Parent Engagement Committee members will be shared.
- (q)(s) 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). ~~hold the qualifications to be a trustee.~~
- (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) advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board;~~

~~(iv)~~(iii) notices in schools;

~~(v)~~(iv) notices on the Board's website, ~~and~~ 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-chairs.
- (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 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 or regular mail,
 - (ii) notice by regular mail is provided five days before the meeting if it is mailed five days before the meeting,
 - (iii) 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 endeavor to hold two, but at a minimum will hold one General Assembly meeting. The Catholic Parent Engagement Committee will endeavor each year to hold one of its meetings in each of the four regions of the board. ~~, plus two General Assembly meetings and one Regional meeting.~~
- (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,
 - (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 or regular mail
 - (ii) notice by regular mail is provided five days before the meeting if it is mailed five days before the meeting,
 - (iii) 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).