



## Memorandum

**TO:** Catholic School Council Chairs  
Elementary and Secondary Principals/Vice-Principals

**CC:** Planning & Priorities

**FROM:** Gerry Clifford, Superintendent of Learning: Parent Engagement  
Roger Lawler, Director of Education

**DATE:** November 30, 2011

**SUBJECT:** Ministry of Education's Parent Board and Parent Engagement

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Through the Parent Engagement Office in Toronto, the Ministry of Education recently renewed its' commitment and support to promote and increase parent involvement. The Government, based on a large body of significant research believes that increased parent involvement will result in improved student achievement, reduced absenteeism, better behaviour and more confidence in children. The government also believes that increased parent involvement will benefit teachers, principals, trustees and board officials.

The Government will continue to support the three fold approach already established.

1. Each school council will continue to mobilize parents to get involved with their children's school. Using the structure of existing Catholic School Councils, school council members will be expected to invite non-participating parents to get involved with their children's school.
2. Each school board will continue to support a Board-Level Catholic Parent Involvement Committee, which will be chaired by a parent and the membership will include a majority of parents. This committee is responsible for seeking the advice and ideas of Catholic school councils, other parents and partners as they plan and implement strategies to involve more parents at the regional level.
3. The Parent's Reaching Out application-based grant program is again made available to Catholic school councils for school based initiatives to reach parents who may find involvement more challenging due to language, recent immigration, poverty, newness to the system, or other factors.

**Allocation of Funds**

The Ministry allocated the following funds to our Board:

Grants	2010 allocation	2011 allocation
1. Each Catholic school council, to enhance parent involvement and school communication with parents, is allocated \$500 per school x 51( 2010) x 50 (2011)=	\$ 25,500.00	\$25,000.00
2. The Board Level Parent Involvement Committee, to create a stronger parent voice at the board level will receive	\$ 8,566.00	\$ 8,480. 00
3. Grants for School Based Projects to reach parents who may find involvement more challenging and a New Provincial Fund to support provincial and regional projects aimed at Enhancing Parent Involvement will receive	\$ 13,179.00	\$7,500.00

**1. Implementation of Parent Involvement Policy at each School Council  
Total Grant \$500 per school x 50 =\$ 25,000.00**

Each elementary and secondary school budget will receive \$500.00. This money is to be used by school councils for the specific purpose of supporting local communication with parents, for engagement efforts on mobilizing parents and for reaching out to non-involved parents. Each school council will be held accountable for supporting enhanced parental involvement with funds provided by the Ministry and will need to demonstrate that funds are spent by August 31, 2012 through the annual financial reporting process. The Parent Involvement Policy provides the following guidelines:

- School councils will approve expenditures for mobilization and outreach activities funded with this allocation from September 1, 2011 to August 31, 2012.
- School councils are expected to seek out the advice and ideas of other parents and partners as they plan and implement strategies to involve parents at the school level.
- Typical activities and initiatives that may be funded as part of this allocation include:
  - Broadening the number of school events that include parents and the number of parents who attend;
  - Diversification of communication tools (e.g. translation of existing materials) to meet the varied needs of parents.

**2. Implementation of the Parent Involvement Policy at the School Board Level  
Total Grant \$8,480. 00**

- A board-level Catholic Parent Involvement Committee (CPIC) with a direct link to the Director of Education and trustees is established based on representation. The committee will review the procedure on how parents will be selected in subsequent years.
- The CPIC will be chaired by a parent and, as required by the Policy will ensure that the membership will include a majority of parents, the director and trustee representation.
- The CPIC of the school board will approve expenditures for activities funded with this allocation and will follow Board accounting procedures.

- The CPIC is expected to seek out the advice and ideas of school councils, other parents and partners as they plan and implement strategies to involve more parents at the regional level.

The following table outlines the current membership of the Board Level Catholic Parent Involvement Committee. (CPIC) There are 14 PIC members: 10 parents and 4 non-parents. The other members would be there as support and would include Superintendents and Principal Representatives from both Elementary and Secondary schools.

#	Name	Position
1.	<b>Roger Lawler</b>	Director of Education
2.	<b>Fr. Robert Héту</b>	Trustee, Waterloo/Wellesley/Woolwich
3.	<b>Peter Reitmeier</b>	Trustee, Cambridge/North Dumfries
4.	<b>Father D. Lobsinger</b>	Deanery Representative
5.	<b>Angela Raposa</b>	Elementary School of St. Benedict's Family
6.	<b>Deb Crawford</b>	Elementary School of Resurrection Family
7.	<b>Bill Conway</b>	Elementary School of Msgr. Doyle 's Family
8.	<b>Christine Dixon</b>	Elementary School of St. David's Family
9.	<b>Chris Spere</b>	Elementary School of St. Mary's Family
10.	<b>George Cortes</b>	Secondary School from Kitchener
11.	<b>Jeannette Cowen</b>	Secondary School from Cambridge
12.	<b>Teresa Palmer</b>	Secondary School from Waterloo
13.	<b>Katherine Flitton</b>	Member At Large
14.	<b>Syl Painchaud</b>	Member At Large
support	<b>Gerry Clifford</b>	Superintendent of Learning; Parent Engagement
support	<b>Paul Smith</b>	Elementary School Principal
support	<b>Jamie McKinnon</b>	Secondary School Principal

**3. The Parent's Reaching Out application-based grant program is again made available to school councils for school based initiatives to reach parents who may find involvement more challenging. Our Board was allocated \$7,500.00 in 2011 – 2012 and samples of successful grant applications for our Board are available on the board website under the Parents and Students – Parent Involvement Link. Detailed requirements and answers to questions are available at: <http://www.edu.gov.on.ca/eng/parents/reaching.html>**

- The Minister will ask members of the Provincial Parent Board to review the selection criteria for these application based programs.
- School boards will work with school councils and principals to direct funds from this allocation according to their best assessment of need and the quality of proposed initiatives.

**Financial Accountability:**

Note: 100% of the allocation for Parent Involvement Funding 2010-2011 is to be spent by August 31, 2011. Any unspent funds in any of the above categories will have to be returned to the Ministry.

**Parent Resources:**

Please encourage parents to visit the Parents and Students link on the Board web-site to access the resources and supports that have been made available to support parent engagement.

Information on the Provincial Parent Board and the list of board members is available at: <http://www.edu.gov.on.ca/eng/parents/ppb/index.html>

GC/vz