 Commission scolaire English-Montréal English Montreal School Board		
POLICY:	ALLOCATION OF FUNCTIONS AND MODE OF OPERATIONS AND FINANCING OF THE CENTRAL PARENTS' COMMITTEE	CODE: SG-12 (2017) (Formerly CS-12)
Origin:	Secretary General	
Authority:	Resolutions #17-08-30-15.1; #00-09-27-10.3	
Reference(s):	<i>Education Act</i> , Sections 189-194	

POLICY STATEMENT

The English Montreal School Board is committed to offering the best educational services to its community and values the participation of its parents in the enhancement of students' learning through their cooperative efforts with staff members, students and others in the community.

In order to facilitate the functioning of the Central Parents' Committee, the members must have a clear understanding of their responsibilities. Therefore, the Board must allocate functions and determine the mode of operations and financing of the Central Parents' Committee in accordance with the *Education Act*.

OBJECTIVES

The objectives of this policy are:

1. to allocate functions to the Central Parents' Committee (s.192);
2. to define the mode of operations and consultation of the Central Parents' Committee (s. 189 and 193);
3. to determine the mode of financing of the Central Parents' Committee (s.194).

ALLOCATION OF FUNCTIONS

The English Montreal School Board shall allocate the functions stipulated in Section 192 of the *Education Act* to the Central Parents' Committee as follows:

1. The Central Parents' Committee shall be responsible for promoting the parents' participation in the activities of the School Board and, for such purpose,

designating parents who will take part in the various committees established by the School Board – s. 192(1).

2. The Central Parents' Committee shall give advice on any matter conducive to the most efficient operation possible of the School Board – s. 192(2).
3. The Central Parents' Committee shall promote adequate dialogue with the parents on the governing boards and parent participation organizations in order to facilitate the proper functioning of these two groups.
4. The Central Parents' Committee shall inform the School Board of the needs of parents as identified by the school representatives – s. 192(3).
5. The Central Parents' Committee shall inform the School Board of the needs of parents as identified by the representative of the Advisory Committee on Special Education Services (ACSES) – s. 192(3).

MODE OF OPERATIONS AND CONSULTATION

Mode of Operations

Among other obligations stipulated in the *Education Act*, the Central Parents' Committee must abide by the following procedures:

1. The election process stipulated in section 189 of the *Education Act*;
2. The election of a chairperson in conformity with section 190.

The Central Parents' Committee must inform the Board of the names of the members selected in 1 and 2.

Mode of Consultation

The School Board shall consult the Central Parents' Committee on matters stipulated in section 193 of the *Education Act*.

On an annual basis, the School Board shall prepare a consultation calendar in accordance with section 193 of the *Education Act*.

The consultation process shall take place as per the procedures described in the section *Consultation Procedures*.

MODE OF FINANCING

Section 194 of the *Education Act* specifies that the committee may hold its meetings on the premises of the School Board, and that it may also use, free of charge, the

administrative support services and the facilities of the School Board in accordance with the terms and conditions established by the Director General.

It is the responsibility of the committee to identify the nature and level of administrative support services and facilities of the Board that is reasonably required to enable it to adequately assume the responsibilities conferred by the *Education Act*. The notion of “administrative support services and facilities of the Board” consists mainly of the following:

1. office space, furniture, and supplies;
2. office automation elements (e.g. personal computer, fax, email, etc.);
3. transaction processing systems;
4. photocopying/printing;
5. document distribution.

Financing Content

In addition to the aforementioned administrative support services, a number of other expenditures are considered as pertinent to the functioning of the committee, and are therefore deemed to be eligible for inclusion in the committee’s annual financing requests. These include, but are not necessarily limited to, the following:

1. attendance at conferences/seminars/workshops relevant to the committee’s mandates;
2. honoraria for guest speakers;
3. reimbursement of committee members’ out-of-pocket expenses incurred to attend meetings;
4. refreshments incidental to meetings.

Financing Requests

Requests for financing shall be made annually by the committee within the Board’s annual system-wide budget building process (February to June). These requests should provide sufficient detail as to the breakdown by category of admissible expense (as defined in the previous section).

These requests shall be reviewed by the Board’s administration, which may give rise to requests for clarification and/or changes thereto. Subsequently, the final requests shall be forwarded to the Council of Commissioners for decision.

Disbursements


In order to facilitate the administrative operation of the committee, disbursements for its operations shall be made through the Board’s accounting systems. Disbursement requests for eligible expenses shall be processed by the Board, based on adequate

supporting documentation clearly indicating all required information, including authorization by the applicable committee representative.

As a result of the above, the Board shall *not* open separate bank accounts for the committee, nor shall funds be transferred by the Board to any committee-held bank accounts.

POLICY EVALUATION TIMELINE

Board and parent representatives shall revisit, evaluate and make modifications to the policy when required. The present policy can be modified in the same manner as any other Board policy.

		Commission scolaire English-Montréal <hr/> English Montreal School Board
PROCEDURE:	ALLOCATION OF FUNCTIONS AND MODE OF OPERATIONS AND FINANCING OF THE CENTRAL PARENTS' COMMITTEE	CODE: SG-12.P (2017) (Formerly CS-12)
Origin:	Secretary General	
Reference(s):	<i>Education Act</i> , Section 193	

PURPOSE

The purpose of these procedures is to provide guiding principles for consulting the Central Parents' Committee (CPC) on matters stipulated in section 193 of the *Education Act*.

CONSULTATION PROCESS

1. Annually, the School Board establishes a consultation timeline and prepares a consultation calendar for matters on which the Central Parents' Committee must be consulted in accordance with section 193 of the *Education Act*.
2. The Department Head responsible for the consultation prepares the documentation to be forwarded to the Central Parents' Committee.
3. A presentation is given by the Department Head to the Central Parents' Committee at its regular meeting.
4. The Central Parents' Committee has the responsibility of compiling the final results of the consultation and forwarding its recommendations to the Department Head.
5. The Department Head takes into consideration the recommendations, drafts a consultation report and, if deemed necessary, makes any modifications to the original proposal. The Department Head then submits the department's recommendation together with the consultation report to the Director General for presentation to the Council of Commissioners for approval.
6. If the Central Parents' Committee does not respond to the consultation within the time limit set in the consultation calendar, the School Board shall assume that the Central Parents' Committee has no recommendations or comments to make on the subject. The Department Head shall include in the consultation report that the Central Parents' Committee did not respond to the consultation.

Note: In the event of unforeseen circumstances, the School Board reserves the right to shorten the consultation timeline.

CPC ADVICE TO THE BOARD PROCEDURES

Purpose

The purpose of these procedures is to provide guiding principles for the Central Parents' Committee when giving advice to the School Board on matters stipulated in section 192 of the *Education Act*.

Process

1. The Central Parents' Committee submits, in writing, to the Deputy Director General, its advice on any matter conducive to the most efficient operation of the School Board. The Deputy Director General forwards the advice of the Central Parents' Committee to the appropriate Department Head for consideration. The Department Head reports back to the Deputy Director General as to the actions taken, if any. The Deputy Director General informs the Central Parents' Committee of same.
2. The Central Parents' Committee inform the School Board of the needs of parents as identified by the school representatives. This information is submitted in writing to the Regional Directors. The Regional Directors forward the needs identified by the Central Parents' Committee to the appropriate Department Head who reports back to the Regional Director concerned as to the actions taken, if any. The Regional Director informs the Central Parents' Committee of same.