



Commission scolaire English-Montréal
English Montreal School Board



**A Handbook for
Parent Representatives
elected to the
Regional Parents' Committees**



Central Parents' Committee

June 2001

Revised August 2008

Table of Contents

Introduction.....	1
How are Members Elected to the Regional Parents' Committees?.....	1
What do Regional Parents' Committees do?	1
What is the Role of the Parents' Representative to the Regional Parents' Committee?.....	2
What is the Role of the CPC Member?	2
What is the Mandate of the Parent Commissioner?	3
What are the Qualities to look for when electing the Parent Commissioner? 3	
When do the Parents' Committees, Standing Committees and Council of Commissioners meet?	4
Standing Committees, FCPIIM, FCPQ and their mandates.....	5

ANNEX 1 - Parent Committee Structure

REGIONAL PARENTS' COMMITTEES

Introduction

As stipulated in section 189 of the Education Act, each school board must establish a parents' committee. If a school board divides its territory into administrative regions, it may establish regional committees and a central parents' committee (EA, s. 191)

The English Montreal School Board divides its territory into three administrative regions and, therefore, has three regional parents' committees and a central parents' committee.

This handbook is intended as a guide for parent representatives and provides information on the parent committees and the roles of the regional delegate, the CPC member and the parent commissioner.

How are members elected to the regional parents' committee?

In accordance with Section 47 of the Education Act, every year, in September, each school holds a general assembly of parents to elect representatives to the governing board. From among the parent representatives elected, the general assembly elects a parent representative to the regional parents' committee. The General Assembly may also elect an alternate to attend and vote at regional meetings when the representative elected is unable to do so. The term of office is one year.

The members of the regional committees represent the parents whose children attend schools in their region.

What do the regional parents' committees do?

Among other obligations, the regional committees must:

- elect a chairperson according to the process outlined in Section 190 of the Education Act
- designate delegates to the Central Parents' Committee* (EA, s. 191)

The functions of the regional committees are:

- to promote the parents' participation in the activities of the school board
- to give advice on any subject conducive to the efficient operation of a region
- to promote adequate dialogue with the parents on the governing boards and parent participation organizations
- to inform the school board of the needs of parents
- to respond to school board consultations on matters stipulated in Section 193 of the Education Act and others that the school board may submit to them

**The number of delegates who compose the central parents' committee is determined by a general assembly of all parent representatives held in October. At present, the CPC is composed of 22 members: 7 delegates from each region and a delegate from the Advisory Committee on Special Education Services (ACSES). See Sections 189 and 191 of the Education Act.*

What is the role of the parents' representative to the Regional Parents' Committee?

The parents' committee representative acts as a liaison between the parents of his or her school and the regional parents' committee, and as such:

Parents' committee representatives:

- ▶ are responsible for attending the regional parents' committee meetings regularly to ensure quorum
- ▶ if unable to attend, must inform the chair of the region and notify the alternate;
- ▶ must stress to the alternate the importance of the school's representation and forward all pertaining documents to him or her;
- ▶ relay clearly the positions or resolutions adopted by the parents of the school (*parents on the governing board and the PPO, where applicable*) to the regional parents' committee and report back from the region to the parents at the school;
- ▶ participate in the decisions of the regional parents' committee and follow up on them;
- ▶ may request that an item be placed on the agenda;
- ▶ intervene on any subject of concern to their community;
- ▶ are responsible for providing feed-back;
- ▶ may be elected chairperson, vice-chairperson, secretary, treasurer or designated as a delegate to CPC;
- ▶ must be willing to be trained.

When selecting their representative, parents should take the candidate's availability, interest and experience into account.

What is the role of the CPC member?

The role of CPC member is to:

- be informed
- read agendas and accompanying documents prior to meetings
- attend meetings regularly to ensure quorum;
- be responsible for notifying the executive or CPC secretary if they are unable to attend
- give their advice and/or opinion on any matter of consultation
- represent their Regional Parents' Committee, and support any recommendations or resolutions of the RPC
- report to CPC from Region, and report back to Region

- participate on any School Board committee, on the Fédération des comités de parents de l'île de Montreal (FCPIM) or the Fédération des comités de parents du Québec (FCPPQ), if so designated
- participate on any sub-committee, if so designated
- may request additional information and/or time on matters submitted for consultation
- **promptly inform the Chairperson and the Chair of the regional parents' committee if unable to fulfill the mandate so that the region may appoint a new member.**

A member of CPC:

- may be elected as Chair
- may be elected or appointed as vice-chair, treasurer, or as a member of the Executive Committee
- may be designated as an observer or voting member of a Standing Committee (See Annex 1)
- may be elected as parent commissioner (EA, s. 145)

What is the mandate of the parent commissioner?

- ▶ the parent commissioner attends all meetings (regular and special) of the Council of Commissioners, Education & Facilities, Finance & Legislation, Central Parents' Committee and Central Parents' Committee Executive in addition to the Regional Parents' Committee and the Governing Board meetings;
- ▶ the parent commissioner speaks on behalf of the Central Parents' Committee, in keeping with its orientations;
- ▶ when a subject discussed by the Council of Commissioners opposes the expectations of the central parents' committee, the parent commissioner may ask for time to consult the central parents' committee;
- ▶ the parent commissioner must ensure that the Central Parents' Committee and the regional parents' committees are actually consulted on those subjects on which consultation is compulsory and must ensure that this consultation is respected;
- ▶ the subjects discussed are summarized at each CPC meeting along with the relevant information.

What are the qualities to look for when electing the parent commissioner?

- shares parents' concerns and priorities;
- is available: governing board, parents' committee, school board executive, council of commissioners meetings;
- is positive and constructive;
- is honest and firm: reflects the views of the parents' committee;
- is diplomatic, flexible and tactful;
- has at least one year's experience on the parents' committee.

When do the Parents' Committees, Standing Committees and Council of Commissioners meet?

Parents' Committees	Date	Time	Place
• Central Parents' Committee	1 st Wednesday of the month	7:30 p.m.	Administration Building or Laurier Macdonald H.S.
• Region 1 Parents' Committee	2 nd Monday of the month	7:30 p.m.	Laurier Macdonald H.S.
• Region 2 Parents' Committee	2 nd Tuesday of the month	7:30 p.m.	John F. Kennedy H.S.
• Region 3 Parents' Committee	3 rd Wednesday of the month	7:30 p.m.	Administration Building
FCPIM	Monthly – 4 th Monday	7:30 p.m.	600 Fullum, 11th Floor
FCPQ	Annual General Assembly – One weekend in May		Quebec City
Council of Commissioners	Last Wednesday of the month	7:30 p.m.	Administration Building Laurence Patterson Room
Standing Committees			
• Advisory Committee on Special Education Services (ACSES)	Wednesdays	7:30 p.m.	Administration Building Laurence Patterson Room
• Advisory Committee on Adult Education and Vocational Services	1 meeting per month (p.m.) last Monday of each month	4:30 p.m.	Administration Building
• Multicultural/Multiracial Advisory Committee	5 meetings per year	7:00 p.m.	Administration Building
• Advisory Committee on Transportation	2 nd Wednesday of each month	3:30 p.m.	Administration Building
• Education and Facilities Committee	1 st Wednesday of each month	5:00 p.m.	Administration Building William Dawson Room
• Educational Policies Committee	Mondays, once a month	1:30 p.m.	Administration Building
• Finance and Legislation Committee	2 nd Wednesday of each month	5:00 p.m.	Administration Building William Dawson Room

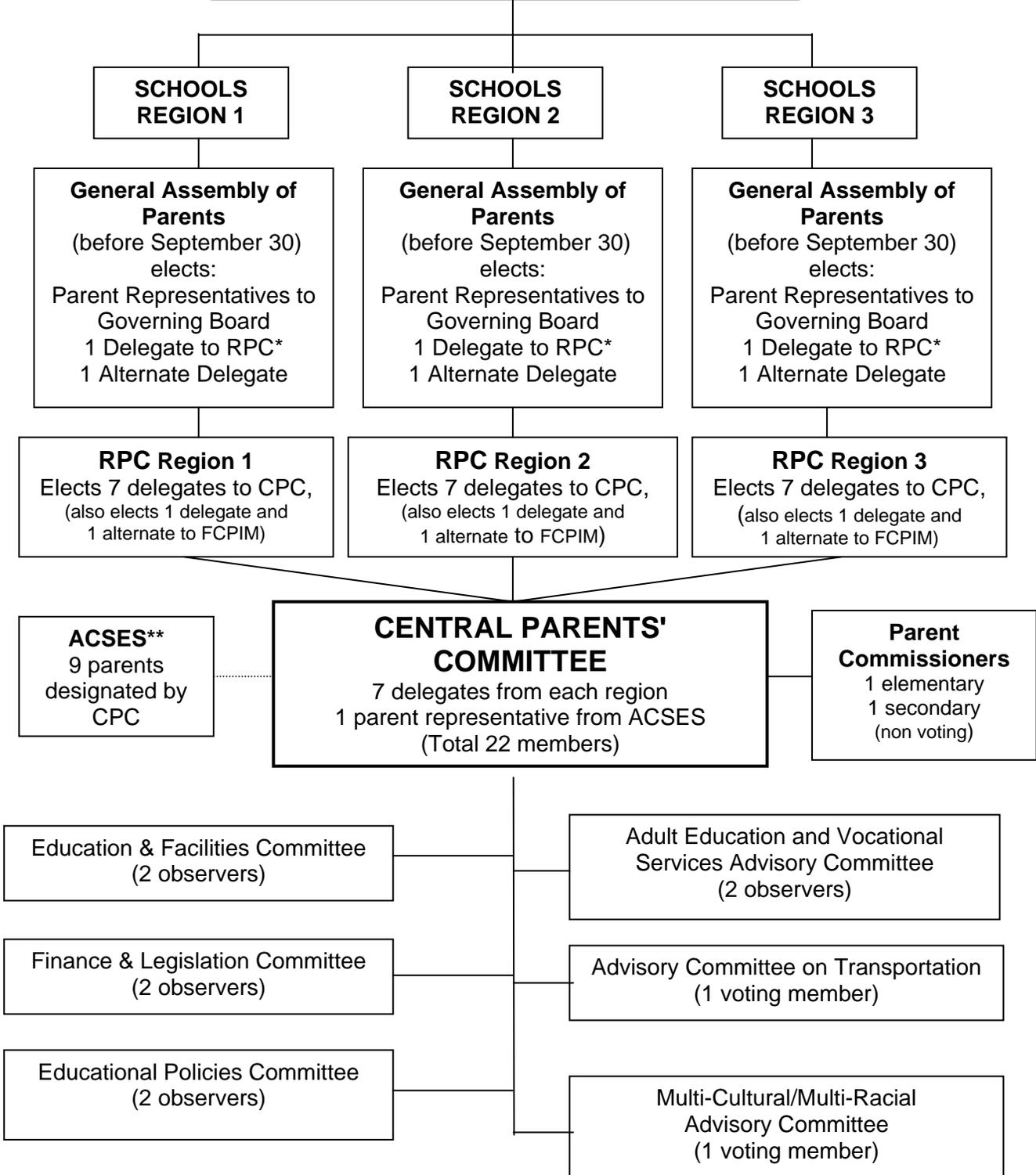


Standing Committees, FCPQ, FCPIM and their mandates

COMMITTEE	STATUS	MANDATE
Standing Committees		
Advisory Committee on Adult Education and Vocational Services	Local	To address issues and concerns related to adult and vocational education. To advise Finance and Legislation Committee on orientations, policies and objectives of the AEVS Department.
Advisory Committee on Transportation	Statutory (EA, s. 188)	The transportation committee gives its opinion to the School Board on matters pertaining to student transportation: planning, organization, financing of services, bus routes, the process for awarding contracts, criteria for accommodation bussing, etc.
Education & Facilities (E&F)	Local	To advise and make recommendations on educational matters to the School Board. To approve proposals for consultation with parents.
Educational Policies Committee	Statutory (EA, ss. 244, 254 & local agreement)	To advise the School Board with respect to matters pertaining to special education, as identified by the Education Act as well as by local agreement.
Finance & Legislation (F&L)	Local	To advise and make recommendations on administrative matters to the School Board. To receive reactions from the Advisory Committees on Transportation and Adult Education and Vocational Services.
Multicultural/Multiracial Advisory Committee	Local	To advise the school board on all matters pertaining to multicultural and multiracial education. To address the implementation and application of multicultural and multiracial policies. To articulate the views and concerns of representatives of the cultural communities.
FCPQ & FCPIM		
Fédération de comités de parents de la province de Québec (FCPQ)		The FCPQ is a non-profit organization which, since 1974, is composed on parents involved on a voluntary basis in the different committees of the educational structure in the youth sector. The FCPQ trains and informs parents, represents and expresses the opinion of parents on the provincial scene, defends their rights and interests in the educational cause, participates in the development of education in collaboration with other partners. The FCPQ holds an annual general assembly in Quebec City in May. RPCs designate a delegate and an alternate to attend the Annual General Assembly. The CPC may also designate an observer to the Assembly.
Fédération des Comités de parents de l'île de Montréal (FCPIM)		The FCPIM, instituted in 1974, brings together delegates from the parents' committees established in the 5 school boards on the Island of Montreal to discuss issues of concern to parents on the Island of Montreal. Their meetings are held at the Comité de gestion de la taxe scolaire and are conducted in French. Their mandate: <ul style="list-style-type: none"> • to act as spokesperson for the parents' committees of the 5 school boards at the CGSTIM, the <i>direction régionale du MEQ à Montreal</i> and all partners in education. • to deal with school matters of concern to Montreal parents by ensuring that their rights are respected. • to facilitate the sharing of information and experiences among parents' committees on the island of Montreal. • to encourage concerted action. • to collaborate with the FCPQ on matters common to all parents in the province of Quebec. CPC and each RPC designate a delegate and an alternate to the FCPIM.



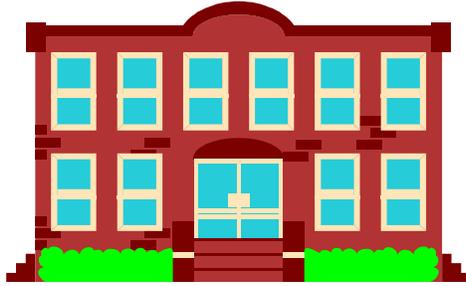
PARENT COMMITTEE STRUCTURE



* **RPC** – Regional Parents’ Committee

** **ACSES** – Advisory Committee on Special Education Services

BS/ updated 2008-08-18



Commission scolaire English-Montréal

English Montreal School Board

COMMUNICATIONS DIVISION