

**Ministry of Education**

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**Ministère de l'Éducation**

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**MEMORANDUM TO:** Directors of Education  
Supervisory Officers and Secretary Treasurers of  
School Authorities

**FROM:** Kit Rankin  
Director  
Field Services Branch

**DATE:** February 19, 2008

**SUBJECT:** Parent Engagement Surplus Funds: 2006-07

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As we review the report back information on 2006-07 parent engagement initiatives, we note that some boards have surplus funds. I am pleased to advise that boards will be able to retain these surplus funds for use in future parent engagement initiatives. The following provides direction for the handling of the surplus funds:

**1. Base Funding (\$5,000.00 plus 17 cents per student) for Board Parent Involvement Committee (PIC) and \$500.00 for each school council**

The board may retain the surplus amount in a reserve account designated for the funding of parent engagement activities as defined in the 2006-07 Financial Statements, Data Form E that was provided to school boards as a mechanism to report expenditures and revenues related to programs such as parent involvement.

**2. Parents Reaching Out Grants for School Councils**

Each school council that has surplus funds must spend the money on an initiative designed for parent engagement, consistent with the intent of their original application. Funds must be spent by September 30, 2008.

If a school council chooses not to continue working on a parent engagement initiative, the funds must be released to the board. The Parent Involvement Committee (PIC) will determine the parent engagement activities for which these surplus funds will be used.

**3. Parents Reaching Out Grants - Regional/Provincial**

Unspent funds must be spent on the original application initiative or placed in the board's reserve account and then designated for the funding of other parent engagement activities. Funds must be spent by September 30, 2008.

Please share this information with all school councils having surplus funds from the 2006-07 PRO School Council Grants and with members of your board's PIC. To report on the use of the surplus funds, please complete the attached template by October 15, 2008. The attached template is also available in the Reporting Calendar on this link: <http://calendar.edu.gov.on.ca>.

We look forward to continuing to work with you on parent engagement initiatives and appreciate your board's commitment to parent engagement.

Sincerely,

Kit Rankin  
Director  
Field Services Branch

Attachment