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

FROM: Ruth Flynn  
Director  
Inclusive Education Branch

DATE: December 16, 2011

SUBJECT: Parents Reaching Out Grants Surplus Funds (2010-2011)

I am pleased to inform you that School Boards with surplus funds from their 2010-2011 Parent Reaching Out (PRO) Grant projects will be able to retain these funds for use in future parent engagement initiatives. To report on the use of the surplus funds, please use the attached template (Appendix-1). Completion of these documentations helps to ensure the accountability of Government funds which have been spent on parent engagement initiatives through the PRO Grants Program.

1. **Surplus Funds (2010-2011)**

The following provides direction for the handling of these surplus funds:

a. **PRO 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 its original application. Funds must be spent by June 30, 2012.

If a school council chooses not to continue working on a parent engagement initiative, the funds must be released to the board. The board in turn should consult its PIC. The recently amended regulation 612/00 states that, “a parent involvement committee of a board shall determine, in consultation with the board’s director of education and in keeping with the board’s policies, how funding, if any, provided under the Education Act for parent involvement is to be used.”

b. **PRO 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 June 30, 2012.
Please share this information with all school councils having surplus funds from the 2010-2011 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 (Appendix-1) by August 15, 2012.

If you have any question, please contact Glenn Court (Glenn.Court@ontario.ca) in the Parent Engagement Office in the Ministry of Education.

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

Sincerely,

ORIGINAL SIGNED BY

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Ruth Flynn
Director, Inclusive Education Branch

Attachment:

Appendix-1: Surplus Funds Report Back Template for Boards