

# CPCO Member Handbook



THE CATHOLIC  
PRINCIPALS' COUNCIL  
OF ONTARIO

## CPCO DIRECTORY

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## SERVICE PROVIDERS

STERLON	1-888-783-7566	<a href="mailto:info@sterlon.com">info@sterlon.com</a> <a href="http://www.sterlon.com">www.sterlon.com</a>
Johnson Inc.	1-800-461-4155 (Administration) 1-877-709-5853 (LTD) 1-877-709-5855 (LTD)	<a href="mailto:cpco@johnson.ca">cpco@johnson.ca</a> <a href="mailto:cpcoclaims@johnson.ca">cpcoclaims@johnson.ca</a> <a href="http://www.johnson.ca">www.johnson.ca</a>

## AFFINITY PROGRAM

Edvantage	1-800-267-6847	<a href="http://www.cpco.on.ca/MembershipServices/WhyJoinCPCO.aspx">http://www.cpco.on.ca/MembershipServices/WhyJoinCPCO.aspx</a>
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*Welcome to the Catholic Principals' Council of Ontario. We are honoured that you have chosen to join our association of more than 2,100 Catholic principals and vice-principals in Ontario's publicly-funded Catholic school system.*

*CPCO is pleased to present this handbook to you. The purpose of this resource is to provide you with information regarding the association and how you can become actively involved in its work. The information contained within these pages will assist you in ensuring that you are able to access all the services and benefits that membership with CPCO brings.*

*The role of leader can be exhilarating and challenging. We are here to help. In the following pages you will learn about the various ways CPCO supports its members, from advice on employment issues to advocacy and professional learning. You will also become more informed as to how you can contribute to the growth of the association through your involvement in committee work, professional learning, communications and more.*

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The Catholic Principals' Council of Ontario (CPCO) became an independent association in the spring of 1998 as a result of the decision by the government of the day to remove principals and vice-principals from the teachers' bargaining units effective April 1, 1998. By May 1, 1998 1,800 Catholic principals and vice-principals had signed up for membership. Today CPCO's membership has reached beyond 2,100 members.

The association has a strong history of advocacy through communication, consultation, collaboration, consensus and commitment. Past-presidents have all commented on the importance of meeting our members in their local associations, hearing their concerns and celebrating their successes with them. Ensuring that the association offers members services that will support them in their endeavours such as legal representation and a long term disability program has been of paramount importance.

The development of a Principal's Qualification Program from the Catholic perspective has enabled CPCO to train future school administrators for Catholic leadership. The Professional Learning Department has worked diligently with the Ministry and other partners in education to ensure that CPCO members are able to access learning opportunities developed through the lens of our gospel values.

Since the release of its position paper on the *Role of the Principal* in 2004 CPCO has worked ceaselessly to inform the Ministry of Education and our Catholic partners of the impact that new initiatives, labour contracts and legislation have on the ability of principals and vice-principals to do their jobs effectively and maintain a balanced life style.

As CPCO moves into its second decade we look forward to continuing to build strong relationships with our partners in the Institute for Catholic Education (ICE) and to preserving that most precious gift, Catholic education.

### **Mission**

The Catholic Principals' Council of Ontario is called to leadership in Catholic education through service and advocacy with a commitment to gospel values.

### **Goals**

- To represent and assist Catholic principals and vice-principals to maintain and improve terms and conditions of employment.
- To advance the cause of Catholic Education.

### **Objectives**

- To liaise and communicate with the Ministry of Education and Training and other educational partners.
- To foster development of an independent, effective organization.
- To provide leadership development for principals and vice-principals.

### **Values**

We value the well-being of students, Catholicity, independence as an organization and educational partnerships.

*Lord God, we ask for the grace of your presence and the gift of your wisdom as we gather today in the service of Catholic Education.*

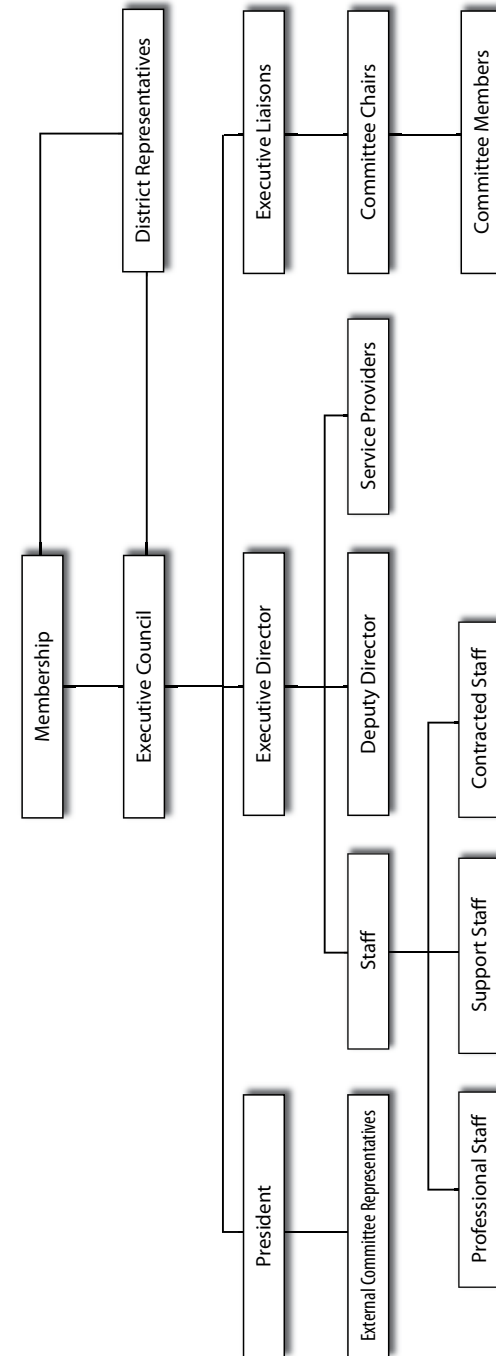
*Send us your spirit to guide us so that we may be collaborative leaders and genuine witnesses to the faith and mission we profess.*

*Make us sensitive to the gifts of others, enabling them to enrich our school communities.*

*Under the patronage of Mary, Mother of our Saviour, we dedicate ourselves to excellence in education, respect for the dignity of all persons and the sanctity of creation.*

*We ask this in the name of Jesus.*

*Amen.*



### Membership

- The Catholic Principals' Council of Ontario is a voluntary association.
- School administrators are encouraged to apply for membership as soon as they have been appointed to ensure they receive full benefits.
- Membership dues will be deducted by your board's payroll department once your application has been processed by CPCO.

### The Executive Council represents the membership.

#### President

- Speaks on behalf of the Executive Council and the membership
- Works with the Executive Council to accomplish the aims and goals of CPCO
- Communicates with local principal and vice-principal associations to share and acquire information, direction and support

#### Executive Director

- Provides information and guidance to the Executive Council
- Supervises academic and support staff in the day-to-day operation of the association
- Provides direction for service providers

#### Executive Liaisons

- Each member of the Executive Council acts as a liaison to one of the CPCO standing committees.
- The executive members provide information and guidance to assist the committees in their work.
- The executive members report back to the Executive Council with recommendations and/or reports generated by the committees.

#### Council of District Representatives (CDRs)

- District representatives are appointed/elected by the local principals' associations.
- They attend meetings with the Executive Council in Toronto in November and February to receive information and reports as well as express any concerns of their members.
- The CDRs are responsible for conveying pertinent information back to their colleagues at the local level.

### Delegates to the CPCO Annual General Meeting

- Regular Members elect the delegate(s) from amongst themselves based upon a ratio of 1 delegate for every 40 members or a part thereof in each Catholic district school board in Ontario.
- All Regular Members may stand for election as a delegate.

### Committees

- CPCO has five standing committees that advise the Executive Council:
  - Constitution
  - Finance
  - Member Security
  - Political Action
  - Professional Services
- They are appointed by the Executive Council in August of each year.
- Applications for membership are available each June through *Catholic Principals' Connection* online.
- The Committee Chairs are appointed by the Executive Council.
- The Chair in consultation with the Executive Liaison sets the agendas for meetings, writes the reports and presents the committee's annual report at the AGM.

### External Committee Representatives

- Appointed by the Executive Council.
- Opportunities to apply to be an external committee representative are advertised from time-to-time in *Catholic Principals' Connection*.
- Time commitments to these committees depend on their mandates.
- External representatives report to the president following each meeting they attend.

**Staff**

- The Executive Director is responsible for supervising the academic and support staff in the day-to-day operation of the provincial CPCO office.
- Academic staff (active principals/vice-principals) includes the Deputy Director, Professional Learning Director, Program Director and Member Services Director.
- All academic staff positions are term positions.
- Academic staff members are seconded from their school boards for the duration of their terms.
- From time-to-time CPCO hires contractors to complete projects of a limited duration.

**Service Providers**

- Service providers are hired to perform specific functions for CPCO.
- STERLON Underwriting Managers Ltd. administers the Legal Benefit and Civil Matters Plan.
- Johnson Inc. is the administrator for the CPCO Group Benefits Plan.

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The Catholic Principals' Council of Ontario is a voluntary organization. When an individual is promoted to the role of school administrator he/she must apply for membership in CPCO. Membership is not automatic. CPCO membership application kits may be obtained from:

- Your board's Human Resources Department;
- The Office Supervisor at 416-483-1556 ext. 26 or [info@cpco.on.ca](mailto:info@cpco.on.ca); or
- Download from the CPCO website at [www.cpco.on.ca/MembershipServices/Applications/NewMembershipApplication.aspx](http://www.cpco.on.ca/MembershipServices/Applications/NewMembershipApplication.aspx). Once your online application is submitted, download the dues deduction form, sign and fax to 416-483-2554 attention office supervisor. Your membership is processed when CPCO has received both forms.

### Membership Renewal

- Membership renewal is automatic.
- A member wishing to cancel their membership in CPCO must contact the CPCO Office Supervisor.

### Profile Update

To ensure that communications with CPCO are seamless, members are asked to update their profiles when their home or school information changes.

- Change information online in the Members Only website.
- Contact CPCO with your information changes through e-mail or a phone call.
- If you change school boards notify CPCO by e-mail or phone to allow staff to update your information and to notify your new board of your membership to ensure there is no lapse in membership services and fees.

A member may be on unpaid leave for one of the following reasons:

- Maternity
- Parental
- Deferred
- Personal

CPCO dues are waived for a period of up to two years for the above. Members are encouraged to pay LTD premiums during this time period.

Regular members on leave from their boards and working with another organization in Ontario (EQAO, Ontario College of Teachers) are required to pay dues while on leave in order to be eligible for the following services.

- Legal/civil benefit plan
- Group benefits through Johnson Inc.
- Access to the CPCO private members website
- Member mailing and listserv messages
- Member rates for conferences and workshops
- Participation in the Edvantage program

If you accept a term position with the Ministry of Education, contact CPCO to discuss your options regarding membership. Your board will cease remitting dues on your behalf to CPCO.

*Notify CPCO when you return from leave.*

#### Tax Information

- Membership dues for each tax year are recorded on the T-4 slip provided by the employer.
- The amount can be found in box 44 of the T-4 slip.
- CPCO does not provide separate tax receipts for members.

#### Dues Deductions

- CPCO notifies your board when you become a member.
- Dues are deducted through your board's payroll department from September to June each year.
- Check your payroll stub to ensure that the dues are being deducted.
- If your board pays your CPCO fees there will not be a reference in your pay stub.

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CPCO is pleased to offer you a plan involving the provision of specific expenses and benefits in the event you become involved in certain types of legal disputes or civil matters arising from your duties as a principal or vice-principal in Ontario. Visit the Members Only website [www.cpco.on.ca/Privatemembers/Login.aspx](http://www.cpco.on.ca/Privatemembers/Login.aspx) for more details.

The Legal Benefits Plan and the Civil Matters Plan are administered by STERLON Underwriting Managers Ltd. This is a confidential plan. They can be contacted at 1-888-STERLON (783-7566). When in doubt call STERLON first.

- **Legal Benefits**
  - Legal support is provided in matters arising from a member’s conduct or duties acting as a principal or vice-principal.
    - matters concerning a member’s fitness to practice
    - a member’s discipline and/or misconduct and/or complaint
    - issues regarding member’s contract of employment
    - criminal charges or quasi-criminal proceedings
    - Human Rights Commission complaints
- **Civil Matters**
  - Legal resources may be made available in matters of libel, defamation and harassment arising solely from the member’s conduct and/or duties acting as a principal or vice-principal.
- **Telephone Advice**
  - Toll-free telephone advice is available for an eligible member, that member’s spouse or dependent children during regular business hours regarding matters of a personal nature.
  - Toll-free telephone legal advice can be accessed during normal business hours regarding matters arising from a member’s employment as a principal or vice-principal.
- **Counseling**
  - When calls are deemed to be non-legal in nature, they are referred to the Member Support Team for counseling by STERLON. This team was established by CPCO to support members in dealing with issues/concerns outside the legal mandate.
  - This ensures that an education-based perspective is available to members whose concerns fall outside the bounds of a lawyer being assigned.
  - Team members have received counseling and mediation training through CPCO and STERLON.

The CPCO Benefits Program was developed by principals for principals and vice-principals to ensure that the needs of CPCO members are met. Each principals and vice-principals’ association may apply to become part of the program. The CPCO Benefits Program makes available, on a voluntary basis, Long Term Disability (LTD), Life, Accidental Death and Dismemberment (AD&D) and Critical Illness insurance plans for all those members whose associations belong to the Program. For some benefits, medical evidence of insurability may apply.

- **Long Term Disability (LTD)**
  - You must apply for LTD within 90 days from your date of appointment to avoid having to provide medical evidence.
  - If you apply after the 90 days you will be required to complete a Statement of Health Form. Your application may be accepted, declined or additional information may be requested.
  - If you take a board approved Leave of Absence you are encouraged to maintain LTD coverage during that time period. Should you become disabled as a result of an illness or accident while on leave, you would be able to submit a claim, which would provide a benefit for a qualifying disability beginning on the later of the end of your elimination period or the date you were scheduled to return to work.
- **Voluntary Life, ADD&D and Critical Illness Insurance**
  - You can continue your Voluntary Life and AD&D coverage until age 65, if you maintain Associate membership with CPCO.
  - Voluntary Life insurance coverage can be converted to an individual policy without medical evidence within 31 days of attaining age 65.
  - Your Voluntary Critical Illness insurance is issued as an individual policy and continues up to age 75, as long as you continue to pay premiums. Please note that the insurance plan is separate from the Critical Illness coverage included in your LTD plan, which terminates when your LTD plan terminates.
- **Enhancements**
  - Members who belong to the CPCO LTD plan have access to Best Doctors and Work/Life Balance at no additional cost.
  - All members can apply for Medoc travel insurance, home and auto insurance.

**Advocacy**

- Johnson Inc. is the administrator of the Plan. The LTD Claims team will support and assist you during the claims application process and for the duration of the claim.
- CPCO staff will also assist you if you have questions or concerns about the application process, while on LTD or during your transition back to work.
- The Benefits Advisory Committee, consisting of CPCO staff and members, meets quarterly with Johnson Inc. and the insurer to: review LTD claims; receive financial updates; recommend changes to the LTD benefits; request clarifications; discuss other potential offerings; home and auto insurance; and communications with members.
- CPCO and Johnson Inc. are available to provide refresher presentations to all associations who are members of the Plan or associations wishing to consider joining the Plan.

**Employment Services Seminar**

The CPCO standing committee Member Security is charged with the task of organizing seminars for chief spokespersons of your Terms and Conditions contracts. Participants meet in Toronto to learn from each other, staff and guests how to improve their employment contracts with school boards.

Some of the topics discussed include:

- Provincial survey results
- Resources for bargaining teams
- Local surveys
- Provincial funding information
- Working conditions
- Pension updates & retirement workshops
- Provincial Contract Support Team
- Networking and Planning
- Education and employment law

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CPCO is the leading Catholic educational organization providing exemplary professional learning opportunities, services and resources for Catholic school administrators. It is dedicated to the advancement of Catholic education through the continuous improvement of teaching, leading and learning. Many learning opportunities have been developed in partnership with the Ministry of Education and other educational partners.

**Professional Learning Opportunities**

- CPCO resources and workshops/learning opportunities are developed through the lens of practicing Catholic principals and vice-principals to ensure an authentic voice rooted in experience.
  - The resources are infused with gospel values, our faith traditions and the Ontario Catholic School Graduate Expectations.
  - Professional learning reflects a coordinated and coherent approach to aligning the many ministry and board initiatives that principals are expected to implement.
  - Local associations may access these learning opportunities by contacting the professional learning staff at CPCO.
- The *Catholic School Administrator’s Toolkit* is a dynamic and innovative online resource for educational leaders in the twenty-first century. Site licenses for the use of this resource have been purchased by many school boards. Check with your board or call us to find out if you are entitled to use this great tool. Individual member purchase is available for non-licensed boards.
- For more information visit the professional learning website at [www.cpco.on.ca/ProfessionalDevelopment/About.aspx](http://www.cpco.on.ca/ProfessionalDevelopment/About.aspx)

**Member Engagement in Shaping Professional Learning**

You are strongly encouraged to become involved in the design, development and delivery of meaningful professional learning and ongoing leadership formation for your colleagues. CPCO is committed to building an effective community of practice and network of learning to support principals and vice-principals in all aspects and stages of their roles.

- Development teams are created to meet emerging learning needs.
- PQP instructors are appointed to a provincial pool of instructors through an application and interview process on a two-year cycle.
- Facilitators/presenters are trained in the delivery of various ministry funded projects.
- Invitations to apply to the above are advertised in the *Catholic Principals’ Connection* online throughout the year.

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As a member of CPCO you will be kept informed of the latest information regarding our profession, services available to you and opportunities to share your expertise and knowledge with colleagues across the province. It's up to you to determine to what extent you wish to be involved in your association.

- **Electronic magazine – *Catholic Principals' Connection***
  - E-mailed directly to you every Wednesday afternoon
  - President's Journal is featured weekly to keep members informed of association business
  - Provides updates on current issues, services and opportunities for members
- **Quarterly Magazine – *Principal Connections***
  - Mailed directly to your home address
  - Includes feature articles from educational researchers and partners, practitioners in the field, CPCO staff, social justice issues, editorials, interviews and more
  - You are invited to contribute articles for publication in your magazine
  - Articles can be downloaded from the CPCO website for sharing with your staff and school councils
- **Website**

By visiting the website at [www.cpco.on.ca](http://www.cpco.on.ca) you will have the opportunity to learn more about:

  - Professional learning resources
  - CPCO communications
  - Membership services and benefits
  - Conference and Annual General Meeting
  - Members Only Site and much more

- **Surveys**

From time to time CPCO invites members to participate in online surveys. You are sent a personal invitation to respond to the survey. Your input is important to your association. Data and comments are used to:

  - give feedback to the Executive Council regarding the Strategic Plan;
  - gather concerns from the field on a variety of issues impacting on principals and vice-principals;
  - evaluate CPCO activities such as communications and professional learning;
  - provide feedback to our members, the Minister of Education and school boards where appropriate; and
  - develop position papers on topics of concern.

Your local association may request the development of a survey for its own particular needs such as:

  - determining the priorities for terms and conditions discussions; and
  - professional learning.
- **Focus Groups**

You may be invited to participate in a focus group to:

  - provide feedback to the Executive Council on issues of the day;
  - give input to professional learning staff; and
  - share your expertise/best practice on a given topic.

- Each fall the president contacts your president/Council of District Representative to arrange a date to meet with your local association at a time convenient to both. The purpose of the meeting is to update you on provincial matters and to listen to your comments, concerns and issues.
- You may contact the president at any time at 1-888-621-9190 ext. 22 or by e-mail [president@cpc.on.ca](mailto:president@cpc.on.ca).
- Each week the president writes a journal in *Catholic Principals' Connection*, the online magazine to keep you informed.
- A president's message is also included in the quarterly magazine, *Principal Connections*.

The CPCO annual conference is an opportunity for members to gather in one location to network, to learn, to celebrate Catholic education and to pray together.

- Hosted by a local principal/vice-principal association
- Networking opportunity for you to meet colleagues from across the province
- Keynote speakers
- Professional learning opportunities
- Liturgies
- More than 60 vendors related to education and member services
- Celebration of your colleagues' achievements:
  - Principal of the Year Award
  - Distinguished Service Award
  - Father John Redmond Award
  - Past-president's Award
  - Award of Excellence
- A conference handbook is mailed directly to your home in February

The annual general meeting follows the CPCO conference. This is an opportunity for regular members to hear the reports and ensuing discussion on matters of relevance to the organization. The meeting is open to all regular members of CPCO.

- Voting privileges are assigned to delegates from each association
- The number of delegates per local association is determined by membership – 1 delegate per 40 members or a part there-of
- The local membership elects the delegate(s) to represent them at the AGM
- All documents pertaining to the AGM are posted on the CPCO website at least 2 weeks prior to the date of the AGM
- The AGM agenda includes:
  - President's Report
  - Executive Director's Report
  - Academic Staff Reports
  - Auditor's Report
  - Committee Reports
  - Elections to Executive Council
  - Annual Budget and Fees
  - Amendments to the Constitution
  - New President's Remarks

The Council of Representatives (CDRs) serves an important role in the association. Through the participants the executive council gathers information and feedback on issues of importance to the membership. The CDRs have an opportunity to learn more about the work of CPCO by engaging in dialogue and giving input into initiatives and strategies.

- The CDR is elected to this position by your local association
- Attends meetings in Toronto twice a year
  - Your association may send more representatives at their expense
- Reports to your membership the activities of CPCO at the provincial level
- Promotes the benefits and services of CPCO to your members
- Distributes information from the provincial office as requested
- Contacts new appointees in your board about membership in CPCO
- Reminds new appointees of the need to sign up for LTD with the CPCO Plan or Board Plan as the case may be
- Arranges for the nomination of a colleague for Principal of the Year award when the local association comes up in the rotation
- Arranges the visit of the CPCO President

The executive council acts as the Board of Directors for CPCO. It is their fiduciary responsibility to accomplish the mandate of the organization as found in its Letters Patent.

- The executive council is made up of the following:
  - Past-president
  - President
  - President-elect (alternates between elementary and secondary)
  - Vice-president (alternates between elementary and secondary)
  - Treasurer
  - Secondary councilors (2)
  - Elementary councilors (2)
- All positions are one year terms.
- All positions are open for election each year except president. The president-elect automatically becomes the president.
- You are invited to respond to the Call for Nominations announced in February.
  - Nomination forms are available online and in the Conference Handbook.
  - A Candidate's Information Package available online, outlines the duties and responsibilities of the executive members.

The Catholic Principals' Council of Ontario invites regular members to participate in its standing committees. Each June a call for applications is announced in *Catholic Principals' Connection*. Successful applicants are contacted by the president at the beginning of the school year.

- **Constitution** – advises the Executive Council on amendments to the Constitution and organizes the annual general meeting.
- **Finance** - advises the Executive Council on budget preparation, fees, financial matters and awards policy.
- **Member Security** – provides support to local Terms and Conditions committees; reviews contracts for all associations; reviews Benefits plans for members.
- **Political Action** – provides research on the policy development of political parties and other organizations; discusses topics of concern in Catholic education; develops position papers as requested.
- **Professional Services** – advises the Executive Council on the needs of the membership; interfaces with CPCO academic staff regarding learning opportunities, communications, communications strategies and policies.

**Edvantage**

- Edvantage is an online service which offers great rewards and discounts to education employees and their families through partnerships with retailers and businesses throughout Ontario. OTIP administers this program. Edvantage is able to offer great discounts, special offers and contests to you, our valued members.
- Edvantage can be accessed at [www.edvantage.ca/english/main-e.asp](http://www.edvantage.ca/english/main-e.asp)

**40 POSITION PAPERS**

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CPCO works ceaselessly to inform the Ministry of Education, Catholic partners and other partners in education of the impact new initiatives in education, labour contracts and legislation have on the ability of principals and vice-principals to do their jobs effectively as instructional leaders and administrators of schools and still maintain a balanced life style.

### Position Papers

2008 – Declining Enrolment  
 2006 – Submission on Education Funding  
 2005 – College of Teachers – Regulation 184  
 2004 – Post Secondary Review  
 2004 – Teacher Performance Appraisal  
 2004 – Role of the Principal  
 2004 – Principal Workload  
 2003 – Teacher Performance Appraisal  
 2003 – EQAO  
 2003 – Rural Education Strategy  
 2002 – Education Equality Task Force  
 2002 – Standing Committee of Finance and Economic Affairs  
 2001 – Funding Effective School Leadership  
 2001 – The Role of The Principal After Bill 160

All position papers are available on the CPCO website at [www.cpco.on.ca](http://www.cpco.on.ca).

### Common Acronyms

Institute for Catholic Education (ICE)  
 Ontario Catholic School Trustees' Association (OCSTA)  
 Ontario Catholic Supervisory Officers' Association (OCSOA)  
 Ontario English Catholic Teachers' Association (OECTA)  
 Ontario Conference of Catholic Bishops (OCCB)  
 Ontario Association of Parents in Catholic Education (OAPCE)  
 Ontario Catholic School Business Officials Association (OCSBOA)  
 Catholic Curriculum Delivery Organization (CCDO)  
 Catholic Curriculum Corporation (CCC)  
 Eastern Ontario Catholic Curriculum Cooperative (EOCCC)  
 Northern Ontario Catholic Curriculum Cooperative (NOCCC)  
 Ministry of Education (EDU)  
 Ontario Principals' Council (OPC)  
 L'Association des directions et directions adjointes des écoles franco-ontariennes (ADFO)  
 English Catholic Council of Directors of Education (ECCODE)  
 Council of Directors of Education (CODE)  
 Ontario College of Teachers (OCT)  
 Institute for Education Leadership (IEL)  
 The Learning Partnership (TLP)

**Government Relations and Advocacy**

- Meetings with Minister of Education, Deputy Minister of Education, Assistant Deputy Ministers of Education
- Political conferences
- Consultations with policy advisers

The Constitution is available to members on the CPCO Private Members Site at <https://www.cpcO.on.ca/PrivateMembers/login.aspx>

**Constitution By-Laws:**

Article I	Definitions/Interpretation
Article II	Membership
Article III	Fees
Article IV	Meetings of Members
Article V	Voting
Article VI	Executive Council
Article VII	Duties of the Members of the Executive Council (March 2008)
Article VIII	Elections
Article IX	Notice of Meetings of the Executive Council
Article X	For the Protection of Members of the Executive Council (March 2008)
Article XI	Indemnities for the Executive Council and Others
Article XII	Council of District Representatives
Article XIII	Committees
Article XIV	Financial Year
Article XV	Execution of Documents
Article XVI	Borrowing Powers
Article XVII	Meetings Generally
Article XVIII	Amendments

Called to leadership in Catholic education through service and advocacy



**The Catholic Principals' Council of Ontario**

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