



Niagara Catholic District School Board

## **NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE POLICY**

ADMINISTRATIVE OPERATIONAL PROCEDURES

800 – Schools and Community Councils

Policy No. 800.7

Adopted Date: May 24, 2011

Latest Reviewed/Revised Date: June 21, 2016

### **PURPOSE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE**

The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) as an advisory committee to the Board is to support, encourage and enhance parent/guardian engagement to build strong Catholic identity and community to nurture the distinctiveness of Catholic Education, and to advance student achievement and well-being for all students in the Niagara Catholic District School Board.

1. Recommendations made by the committee shall be in keeping with the Mission, Vision and Values of Niagara Catholic District School Board along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the *Education Act* and its related Regulations.
2. Niagara Catholic Parent Involvement Committee members are to maintain a regional wide focus to support Catholic Education in all schools, to encourage and enhance parent/guardian engagement for the improvement of student achievement, and the well-being of all students in the Niagara Catholic District School Board.
3. Individual members of the Niagara Catholic Parent Involvement Committee do not speak for the committee and the Chair/Co-Chair(s) must be diligent in ensuring that any views presented in the capacity of Chair/Co-Chair(s) represent fairly the position of the Niagara Catholic Parent Involvement Committee.

### **MANDATE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE**

The Board and/or School Administration may ask for recommendations from the Niagara Catholic Parent Involvement Committee.

1. The Niagara Catholic Parent Involvement Committee shall achieve its purpose by:
  - providing information and advice on parent/guardian engagement to the Board;
  - communicating with, and supporting Catholic School Councils of schools of the Board;
  - undertaking activities to help parents/guardians of students of the Board support their children's learning at home and at school;
  - developing strategies and initiatives the Board and the Director of Education could use to effectively communicate with parents/guardians and to effectively engage parents/guardians in improving student achievement and the well-being of all

- students in the Board such as meetings, faith formation, conferences, Ministry of Education Parents Reaching Out (PRO) Grants, and other events for Catholic School Councils as approved by the Board;
  - advising the Board and the Director of Education on ways to use the strategies and initiatives;
  - working with Catholic School Councils, the Director of Education and/or the Director's designate/Superintendent of Education, and with employees of the Board to:
    - share effective practices to help engage parents/guardians, especially parents/guardians who may find engagement challenging, in their children's learning,
    - identify and reduce barriers to parent/guardian engagement,
    - help ensure that schools of the Board create a welcoming environment for parents/guardians of its students,
    - develop skills and acquire knowledge that will assist the Niagara Catholic Parent Involvement Committee and Catholic School Councils of the Board with their work; and by
    - communicate information from the Ministry of Education Parent Engagement Office to Catholic School Councils of the Board and to the parents/guardians of students of the Board;
    - determine, in consultation with the Director of Education and/or the Director's designate/Superintendent of Education, and in keeping with the Board's policies, how funding, if any, provided under the *Education Act* for parent/guardian involvement is to be used by the Niagara Catholic Parent Involvement Committee,
    - review new and revised policies and guidelines, and
    - other issues deemed appropriate by the Board.
2. Each school year, the Niagara Catholic Parent Involvement Committee shall make recommendations to promote Catholic values and to encourage parental involvement in Niagara Catholic schools. The recommendations shall be presented to the Director of Education through the Director's designate/Superintendent of Education and shall outline the objectives, description of activities, personnel and required budgets, as well as a brief statement of expected outcomes.
  3. The Board shall establish a yearly budget to address the various activities projected for the Niagara Catholic Parent Involvement Committee.
  4. The normal reporting system for the Niagara Catholic Parent Involvement Committee will be through the Director's designate/Superintendent of Education.

## COMPOSTION

1. The Niagara Catholic Parent Involvement Committee shall include the following:
  - The number of parent/guardian members the Board determines appropriate and as specified in the the Niagara Catholic Parent Involvement Committee By-Laws.
  - The Director of Education of the Board and/or the Director's designate/Superintendent of Education.
  - Two (2) members of the Board.
  - Up to three (3) Community Representatives appointed by the Board on an annual basis.

2. The Board may appoint one (1) or more of the following individuals subject to the By-Laws of the Niagara Catholic Parent Involvement Committee:
  - The Bishop of the Diocese of St. Catharines or his appointed representative,
  - One (1) Principal of an elementary school of the Board
  - One (1) Principal of a secondary school of the Board
  - One (1) teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board
  - One (1) teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board
  - One (1) person employed by the Board, other than a Principal, Vice-Principal or teacher, i.e. (support staff)
  - One (1) Special Education Advisory Committee (SEAC) representative to advocate for students with special needs
  - One (1) Secondary Student Senate representative
  - One (1) parent/guardian to represent the Niagara Catholic District School Board as the Regional Director for the Ontario Association of Parents in Catholic Education (OAPCE)

## MEMBERSHIP

Every effort will be made to ensure that membership is representative of the population distribution within the geographic areas of the Board's jurisdiction with half of the parent/guardian representatives serving for a for a two (2) year term with the remainder serving a one (1) year term:

Fort Erie, Port Colborne, Wainfleet	up to 2 Parent/Guardian Representatives
Grimsby/Lincoln/West Lincoln/Pelham	up to 2 Parent/Guardian Representatives
Niagara Falls/Niagara-on-the-Lake	up to 4 Parent/Guardian Representatives
St. Catharines	up to 4 Parent/Guardian Representatives
Thorold/Merritton	up to 2 Parent/Guardian Representatives
Welland	up to 2 Parent/Guardian Representatives

### **PARENTS/GUARDIANS MEMBERSHIP**-Voting members

1. To be eligible for election/appointment to the Niagara Catholic Parent Involvement Committee a person must:
  - be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school,
  - reside within the Board's jurisdiction,
  - support the Mission of Catholic Education, the Mission, Vision and Values of the Niagara Catholic District School Board, and
  - fully participate in the Annual Commissioning Ceremony of NCPIC members.
2. A parent/guardian who is employed by the Board is qualified to be elected/appointed to the Niagara Catholic Parent Involvement Committee and shall at the first meeting notify the committee of employment with the Board prior to the election.

### **COMMUNITY REPRESENTATIVES**-Voting Members

The Niagara Catholic District School Board will appoint up to three (3), Community Representatives to the Niagara Catholic Parent Involvement Committee for a one (1) year term.

1. To be eligible to be appointed by the Board to the Niagara Catholic Parent Involvement Committee as a community representative, the community representative(s) must:
  - i. provide a letter of reference from a community organization to the Chair of the Board to support the nomination,
  - ii. reside within the Board's jurisdiction, and be qualified to vote for a member of the Niagara Catholic District School Board,
  - iii. support the Mission of Catholic Education, and the Mission, Vision and Values of the Niagara Catholic District School Board, and
  - iv. fully participate in the Annual Commissioning Ceremony of NCPIC members.
2. A person is not qualified to be nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative if the person is employed by the Board.

## ELECTIONS

Elections of parent/guardian representatives to the Niagara Catholic Parent Involvement Committee are to be held in the Fall of each school year before November 15 and before the first meeting of the Committee in the school year.

## VACANCIES

A vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority.

Vacancies on the Niagara Catholic Parent Involvement Committee may occur when:

- a parent/guardian member has reached the end of a one (1) or two (2) year term
- a member resigns
- a member is unable to fulfill their duties

## TERMS OF OFFICE

### **Parent/Guardian Representatives**

Half of the parent/guardian representatives from each geographical area will serve for a two (2) year term while the other half will serve for a one (1) year term.

### **Chair/Co-Chair(s)**

Chair/Co-Chair(s) will serve for a two (2) year term and may not serve more than two (2) consecutive terms (four (4) years) unless at least one (1) full two (2) year term has elapsed since the last term as Chair/Co-Chair(s).

### **Community Representatives**

Community Representatives will serve for a term of one (1) year (renewable).

### **Non-Voting Members**

Non-voting members will serve for a term of one (1) year (renewable).

## OFFICERS

### **Chair/Co-Chairs**

The Niagara Catholic Parent Involvement Committee shall elect a Chair/Co-Chairs from the parent/guardian members to chair the committee for a term of two (2) years at the first general meeting of the committee in the school year when there is a vacancy. An employee of the Board cannot serve as the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.

### **Sub-Committees**

The Niagara Catholic Parent Involvement Committee may establish sub-committees to carry out specific tasks or projects in accordance with the overall mandate of the Niagara Catholic Parent Involvement Committee and to make recommendations on these matters to the Niagara Catholic Parent Involvement Committee.

## MEETINGS

The Niagara Catholic Parent Involvement Committee shall meet between September to June at least four (4) times in each school year. Special meetings may also be called by the Director's designate/Superintendent of Education or by three (3) parent/guardian members by written request to the Director's designate/Superintendent of Education. All meetings will be held at the Catholic Education Centre and are open to the public.

## VOTING

When the Niagara Catholic Parent Involvement Committee votes on a matter only parent/guardian members and community representatives are entitled to vote.

## BY-LAWS

The Niagara Catholic Parent Involvement Committee shall recommend to the Board its By-Laws for approval.

## AGENDA/MINUTES AND FINANCIAL RECORDS

### **Agenda**

Every effort will be made to distribute the agenda to members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting by delivering a notice by e-mail and post a notice on the Board website.

### **Delegations**

Individuals may approach the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee or the Director's designate/Superintendent of Education to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chair/Co-Chair(s) in consultation with the Director's designate/ Superintendent of Education may approve or reject such requests.

## **Minutes and Financial Records**

1. The Niagara Catholic Parent Involvement Committee shall keep and retain the approved minutes of its meetings and records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board.
2. The approved minutes of the Niagara Catholic Parent Involvement Committee shall be:
  - posted on the website of the Board; and
  - sent electronically to the Chair and/or Co-Chair(s) of the Catholic School Council of each school of the Board.
3. The approved minutes and the records of its financial transactions shall be available for examination at the Board by any person without charge for four (4) years.
4. Minutes posted on the website of the Board shall remain on the website for four (4) years.

## **INCORPORATION**

The Niagara Catholic Parent Involvement Committee shall not be incorporated.

## **CONSULTATION WITH THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD, AND THE MINISTRY OF EDUCATION**

1. The Niagara Catholic District School Board may solicit and take into consideration the advice of the Niagara Catholic Parent Involvement Committee with regard to matters that relate to improving student achievement, well-being and active parent engagement.
2. The Niagara Catholic District School Board shall inform the Niagara Catholic Parent Involvement Committee of its response to advice provided by the committee.

## **CONSULTATION BY THE MINISTRY OF EDUCATION**

The Ministry of Education may solicit and take into consideration the advice of Niagara Catholic Parent Involvement Committee with regard to matters that relate to improving student achievement, well-being and active parent engagement.

## **CONSULTATION BY THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE**

The Niagara Catholic Parent Involvement Committee may solicit and take into consideration the advice of parents/guardians of students enrolled in schools of the Board with regard to matters that relate to improving student achievement and well-being and active parent engagement.

## SUMMARY OF ACTIVITIES

The Niagara Catholic Parent Involvement Committee shall annually submit a written summary of activities including a report on how funding if any, provided under the *Education Act* was spent to the Chair of the Board and to the Director of Education of the Board.

## CONFLICT RESOLUTION

All members of the Niagara Catholic Parent Involvement Committee are required to be in compliance with the Board's Complaint Resolution Policy No. 800.3 and the Niagara Catholic Parent Involvement Committee By-Laws.

## CODE OF CONDUCT

All members of the Niagara Catholic Parent Involvement Committee are required to be in full compliance with the Board Code of Conduct Policy No. 302.6.2 and the Niagara Catholic Parent Involvement Committee By-Laws.

## FUNDRAISING

Any funds/or assets generated through activities assisted by the Niagara Catholic Parent Involvement Committee are the property of the Board.

## REMUNERATION

1. A person shall not receive any remuneration for serving as a member of the Niagara Catholic Parent Involvement Committee.
2. Members of the Niagara Catholic Parent Involvement Committee will be reimbursed for pre-approved expenses for conferences attended on behalf of the NCPIC, including accommodation, mileage, parking and meals through the Director's designate/ Superintendent of Education in accordance with Board policies.

<b>Adopted Date:</b>	<b>May 24, 2011</b>
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