



**Niagara Catholic
Parent Involvement Committee
(NCPIC)**

BY-LAWS

Niagara Catholic Parent Involvement Committee

TERMS OF REFERENCE

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the Niagara Catholic Parent Involvement Committee (NCPIC), as a regional body of representative stakeholders, that supports the Mission of Catholic Education and the Mission, Vision and Values of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Catholic School Councils, the Diocese, the Director of Education, and the Board.

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic Parent Involvement Committee (NCPIC), is a regional body of representative stakeholders, that supports the Mission of Catholic Education and the Mission of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Catholic School Councils, the Director of Education, and the Board of Trustees.

The Niagara Catholic Parent Involvement Committee, as supported by the Niagara Catholic District School Board, promotes active parent/guardian engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Niagara Catholic District School Board.

Niagara Catholic Parent Involvement Committee (NCPIC)

BY-LAWS

The Niagara Catholic Parent Involvement Committee By-Laws are in accordance with the *Education Act* and its Regulations (Ontario Regulations 330/10 School Councils and Parent Involvement Committees) and the Niagara Catholic District School Board and the Niagara Catholic Parent Involvement Committee Policy (800.7). The By-Laws of the Niagara Catholic Parent Involvement Committee (NCPIC) shall be approved by the Niagara Catholic District School Board and will be subject to periodic review.

The Niagara Catholic Parent Involvement Committee By-Laws govern the conduct of the committee's affairs by:

- specifying the number of parent/guardian members to be appointed or elected to the committee, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent/guardian membership,
- specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
- governing the election of members of the committee to the offices of Chair/Co-Chair(s), and any offices provided for in the By-Laws, and governing the filling of vacancies in the offices of the committee,
- specifying the number of parent/guardian members of the Niagara Catholic Parent Involvement Committee that will hold office for one (1) year and the number of parent/guardian members that will hold office for two (2) years,
- specifying the length of the term of office for the community representative member(s),
- establishing rules respecting conflicts of interest of the members of the Niagara Catholic Parent Involvement Committee, and
- establishing a process for resolving conflicts internal to the committee, consistent with the Board Complaint Resolution Policy No. 800.3.

PURPOSE

The purpose of the Niagara Catholic Parent Involvement Committee (NCPIC) as an advisory committee is to support, encourage and enhance parent engagement at the Board level in order to build strong Catholic identity and community to nurture the distinctiveness of Catholic Education, 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;
 - 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;
 - 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 year, the Niagara Catholic Parent Involvement Committee shall make recommendations to promote Catholic values and to encourage parental involvement in the 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.

COMPOSITION

The Niagara Catholic Parent Involvement Committee shall include the following:

Voting members:

- Up to sixteen (16) parent/guardian members.
- Up to three (3) community representatives appointed by the Board that are not members or employees of the Board.
- One (1) parent/guardian holding a two (2) year term will be elected/appointed as required for a term not to exceed two (2) years to represent the Niagara Catholic District School Board as the Regional Director for the Ontario Association of Parents in Catholic Education (OAPCE) and will act as liaison between the Ontario Association of Parents in Catholic Education (OAPCE) and the OAPCE Liaison Representatives from the Catholic School Councils of the Board. In the event that nominations or self-nominations are not received for the position, the Chair and the Vice-Chair of the Board, and the Director of Education reserve the right to appoint a representative.

Non-voting members:

- The Director of Education and/or the Director's designate/Superintendent of Education.
- Two (2) members of the Board appointed by the Chair of the Board for a one (1) year term.
- The Bishop of the Diocese of St. Catharines or his appointed representative.
- One (1) representative to advocate for students with special needs appointed by the Special Education Advisory Committee (SEAC).
- One (1) Principal of an elementary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval.
- One (1) Principal of a secondary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, for approval.
- One (1) teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval.
- One (1) teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, for approval.
- One (1) person employed by the Board, other than a Principal, Vice-Principal or teacher, i.e. (support staff) recommended by Canadian Union of Public Employees (CUPE) to Senior Administrative Council, for approval.
- One (1) Secondary Student Senate representative appointed by the Student Senate.

PARENT/GUARDIAN MEMBERSHIP-Voting members

Every effort will be made to ensure that parent/guardian 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 one (1) year term with the remainder serving for a two (2) 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

Nomination Forms will be sent each school year to all elementary and secondary schools one (1) month prior to the elections. Interested parties are to complete a nomination form and submit the completed form by 4:00 p.m. EST. on the designated date. All forms will be date stamped for receipt. Incomplete forms will not be accepted.

Eligibility

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, and 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 inform the committee of their employment with the Board prior to elections.

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.

A person nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative by the Niagara Catholic District School Board will be required to:

1. act in the best interest of Catholic Education;
2. carry out responsibilities in a manner that assists the Board in fulfilling its duties under the *Education Act*, the Regulations and the guidelines issued under the Act, and the Niagara Catholic Parent Involvement Committee Policy No. 800.7 and By-Laws;
3. attend and participate in meetings of the Niagara Catholic Parent Involvement Committee, including sub-committee meetings of which they are members; and
4. promote student achievement and well-being of all students in the Niagara Catholic District School Board.

The Community Representative Nomination Form will be sent each school year to all elementary and secondary schools one (1) month prior to the elections. Interested parties are submit a complete Community Representative Nomination form, and provide a letter of reference from a community organization to support the nomination to the Chair of the Board by 4:00 p.m. EST. on the designated date. All forms will be date stamped for receipt. Incomplete forms will not be accepted.

Eligibility

1. A person is not qualified to be nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative unless the person is qualified to vote for members of the Niagara Catholic District School Board and is a resident in the Board's jurisdiction.
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 as required.

1. If an election is to be held, notification will be given to all candidates as to the date/time and location of the election which will occur at the Niagara Catholic Parent Involvement Committee Annual Catholic School Council Chair and/or Co-Chair(s) and Members' Meeting in the Fall of each school year.
2. An (election) sub-committee, comprised of the previous year's Niagara Catholic Parent Involvement Committee Chair/Co-Chair(s), (if not seeking re-election), the Director's designate/ Superintendent of Education and up to four (4) additional members will oversee the election process.
3. Nominees must be in attendance and will be invited to make a brief two (2) minute presentation to parents/guardians present in the geographic area before the vote. The vote will be by secret ballot and tabulated by the election sub-committee of the Niagara Catholic Parent Involvement Committee.
4. To be eligible to vote for a parent/guardian representative a person must:
 - be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school,
 - be a resident of the geographic area, residency may be verified through a request for official documentation such as a tax bill, and
 - must be in attendance at the election site.
5. Names and addresses of elected/appointed members of the Niagara Catholic Parent Involvement Committee will be forwarded to the Director of Education within thirty (30) days of the election and will be published to the Niagara Catholic District School Board school communities and posted on the Board website.

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 sever for a one (1) year term.

1. At the first meeting of the Niagara Catholic Parent Involvement Committee, terms of office for parent/guardian representatives of each geographical area will be determined by consensus.
2. Failing a consensus, the parent/guardian representatives from the geographical area will draw lots (straws) to determine the length of term.
3. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be the parent/guardian representative for a two (2) year term.
4. Members of the Board appointed by the Chair of the Board will serve for a one (1) year term.
5. Non-parent/guardian members will serve for a term of one (1) year.
6. A member of the Niagara Catholic Parent Involvement Committee may be re-appointed or re-elected to the committee for more than one (1) term.

Chair/Co-Chair(s)

The Chair 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

The Niagara Catholic Parent Involvement Committee shall elect Chair/Co-Chair(s) 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.

Eligibility

1. Only parent/guardian members that have been elected/appointed to the committee for a two (2) year term are eligible to be elected as a Chair/Co-Chair(s).
2. Parent/guardian members with only one (1) year left of their term are not eligible to stand for election as Chair/ Co-Chair(s).
3. An individual may not serve more than two (2) consecutive terms (four (4) years) as Chair/Co-Chair(s) unless at least one (1) full two (2) year term has elapsed since the last term as Chair/Co-Chair(s).
4. An employee of the Board cannot serve as the Chair/Co-Chair(s) of the committee.

Election of Chair/Co-Chair(s)

The election of the Chair/Co-Chair shall be by nomination and vote by secret ballot. The candidates receiving a clear majority of votes cast by all parent/guardian members present shall be elected but the

count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one person or an equality of vote result in a tie, in which one further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.

Sub-Committees

The Niagara Catholic Parent Involvement Committee may establish subcommittees 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. Members of the sub-committees will elect a Chair/Co-Chair(s) by consensus at the first meeting of the sub-committee.

Subcommittees shall include, but are not limited to: Faith Formation, Goals, Policy and PRO Grant.

A subcommittee of the Niagara Catholic Parent Involvement Committee:

- must have at least one (1) parent/guardian member of the Niagara Catholic Parent Involvement Committee.
- may include persons who are not members of the Niagara Catholic Parent Involvement Committee.
- shall elect a Chair and/or Co-Chair(s) at the first meeting of the subcommittee.
- The Chair/Co-Chair(s) of the subcommittee shall:
 - in consultation with the Director's designate/Superintendent of Education and all subcommittee members determine the date and time of the Niagara Catholic Parent Involvement Committee subcommittee meetings.
 - plan the agenda in consultation with the Director's designate/Superintendent of Education.
 - chair the subcommittee meetings.
 - report on the recommendations of the subcommittee at the subsequent Niagara Catholic Parent Involvement Committee meeting on matters of the Committee.
 - record and make available the minutes of the subcommittee meetings to the Director's designate/Superintendent of Education and the NCPIC members.
 - communicate matters of the subcommittee with the Director's designate/Superintendent of Education and the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.

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 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 his/her duties

Vacancies in parent/guardian member positions shall be advertised through a variety of methods which may include:

- advertisements in newsletters of all schools or Catholic School Councils of schools of the Board,
- advertisements in the newspaper with general circulation in the geographic jurisdiction of the Board,
- advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board,
- notices in schools of the Board,
- notices on the Board website www.niagaracatholic.ca and on the websites of the Board's schools, and
- notices in the Parish bulletins.

Filling a parent/guardian vacancy

Where a vacancy of an elected parent/guardian member occurs, the Niagara Catholic Parent Involvement Committee may appoint a parent/guardian from the pool of candidates from the previous election process to serve on the Niagara Catholic Parent Involvement Committee until the next election.

- If none of the candidates from the pool of the previous election process is interested in becoming a Niagara Catholic Parent Involvement Committee member, the Niagara Catholic Parent Involvement Committee may request nominations from interested parents/guardians of the Niagara Catholic District School Board from the vacant geographic area to submit their names by the designated date for consideration.
- The Niagara Catholic Parent Involvement Committee may then appoint one (1) of the interested candidates from the vacant geographic area.

Filling a vacancy in the Office of Chair/Co-Chair(s)

Where a vacancy occurs in the office of Chair/Co-Chair(s) the committee shall elect a parent representative to complete the remainder of the term that has been vacated.

Filling a Community Representative Vacancy

Where a vacancy of a community representative occurs, the Niagara Catholic District School Board may request the agency to appoint another member, choose a different organization, or choose not to fill the position. Individuals filling a vacated position shall hold the position until the original term for that position expires.

ROLES AND RESPONSIBILITIES

Members

All members of the Niagara Catholic Parent Involvement Committee must:

- fully participate in the Annual Commissioning Ceremony of the NCPIC members,
- attend all Niagara Catholic Parent Involvement Committee meetings and subcommittee meetings of which they are members, either physically or through electronic means on a regular basis,
- participate in information and training sessions, and
- work with the committee to facilitate the approved mandate.

Chair/Co-Chair(s)

The Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee shall:

- determine the dates of the Niagara Catholic Parent Involvement Committee meetings in consultation with the Director's designate/Superintendent of Education.
- Plan the agenda with Director's designate/Superintendent of Education.
- Chair the Niagara Catholic Parent Involvement Committee meetings.
- Communicate regularly with the Director's designate/Superintendent of Education and Catholic School Councils regarding matters of the committee.
- 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.
- Review the By-Laws annually in consultation with the Niagara Catholic Parent Involvement Committee.
- Participate as ex-officio members of all subcommittees established by the NCPIC.

Director's Designate/Superintendent of Education

The Directors' designate/Superintendent of Education shall:

- Facilitate and assist in the operation of the Niagara Catholic Parent Involvement Committee and assist in its operation.
- In consultation with the Chair/Co-Chair(s) determine the date and time of the Niagara Catholic Parent Involvement Committee and subcommittee meetings and arrange a meeting room.
- Plan the agenda with the Chair/Co-Chair(s) and subcommittee Chairs/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee.
- Make every effort to distribute the agenda to all members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting.
- Support and promote the approved activities of the Niagara Catholic Parent Involvement Committee.
- Seek input from the Niagara Catholic Parent Involvement Committee.
- Act as a resource on regulations and Board policies.
- Communicate with the Chair/Co-Chair(s) of the Niagara Catholic Parent Involvement Committee on matters of the Committee as required.
- Assist the Niagara Catholic Parent Involvement Committee in encouraging increased parent/guardian involvement.
- Ensure that the approved minutes of the meetings are recorded, maintained, and posted on the Board website.
- Facilitate communication between the Niagara Catholic Parent Involvement Committee and the Catholic School Councils.
- Act as the secretary/treasurer to the Niagara Catholic Parent Involvement Committee.
- Prepare and present a report at each meeting, including a financial statement.
- In the event that the NCPIC Chair/Co-Chair is unable to attend a meeting of the committee, the Directors' designate/Superintendent of Education shall Chair the meeting.

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.

1. Meetings will open and close with a prayer.
2. Meetings will commence on time and not last more than two (2) hours, unless the majority of the Niagara Catholic Parent Involvement Committee members agree to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.
3. Niagara Catholic Parent Involvement Committee meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of voting members, but at all times there must be a majority of parents/guardians at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.
4. A meeting cannot be held unless,
 - a majority of the members present at the meeting are parent/guardian members;
 - the Director of Education, or the Director's designate/Superintendent of Education is present, and
 - a member of the Board (Trustee) who sits on the committee, or a designated member of the Board (Trustee) is present.
5. The Niagara Catholic Parent Involvement Committee shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
6. When the Niagara Catholic Parent Involvement Committee votes on a matter, only parent/guardian members and community representatives are entitled to vote.

MEMBER ABSENCES AND ATTENDANCE AT MEETINGS

Niagara Catholic Parent Involvement Committee members are expected to attend all Niagara Catholic Parent Involvement Committee meetings and subcommittee meetings of which they are members, either physically or through electronic means.

- A member who is unable to attend a scheduled Niagara Catholic Parent Involvement Committee meeting must request to be excused from a meeting by contacting the Director's designate/Superintendent of Education and will be marked as excused in the minutes of the meeting.
- Members, who, prior to the adjournment of a meeting, have excused themselves or depart at any time during a meeting will have the time of departure noted in the minutes of the meeting.
- Members, who have not been excused from attendance at a Niagara Catholic Parent Involvement Committee meeting will be recorded as absent in the minutes of the meeting.
- A member of the Niagara Catholic Parent Involvement Committee may lose his or her position for being absent for (3) three consecutive meetings without authorization.
- Where a Niagara Catholic Parent Involvement Committee member submits a letter of resignation or is absent from three (3) consecutive Niagara Catholic Parent Involvement Committee meetings, the Niagara Catholic Parent Involvement Committee may appoint a replacement to serve until the next election.

AGENDA AND 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 posting 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

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.

1. The approved minutes of the Niagara Catholic Parent Involvement Committee shall be:
 - posted and remain on the website of the Board for four (4) years.
 - sent electronically to the Chair and/or Co-Chair(s) of the Catholic School Council of each school of the Board.
2. The approved minutes and records of its financial transactions shall be available for examination at the Board by any person without charge for four (4) years.
3. The Niagara Catholic Parent Involvement Committee will inform Catholic School Councils and parent/guardian communities of their activities through newsletters, special meetings, the Board website, and through liaison with Catholic School Councils. Information to Catholic School Councils shall flow through the school Principal.

CONFLICT OF INTEREST

A conflict of interest for a Niagara Catholic Parent Involvement Committee member involves situations in which the member's private interests may be incompatible or in conflict with the Niagara Catholic Parent Involvement Committee.

- Each Niagara Catholic Parent Involvement Committee member shall avoid situations that could result in an inconsistency between the overall goals and vision of the Niagara Catholic Parent Involvement Committee and a personal or vested interest that may arise in connection with his or her duties as a Niagara Catholic Parent Involvement Committee member.
- Should an issue or agenda item arise during a Niagara Catholic Parent Involvement Committee meeting where a committee member is in a conflict of interest situation, he or she shall declare the conflict of interest immediately and decline from the discussion and resolution.
- The committee member shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of the committee.

- A committee member who identifies a conflict of interest must declare it before any discussion of the matter begins. The member must:
 - Publicly state the conflict of interest, explain the general nature of the interest and have the declaration recorded in the minutes.
 - Not vote on the matter under discussion.
 - Leave the room when the committee is discussing the matter and have this facet recorded in the minutes.
 - Not discuss the matter with members or attempt to influence the decision.

CONFLICT RESOLUTION

If the Director's designate/Superintendent of Education, after discussion with the Niagara Catholic Parent Involvement Committee Chair/Co-Chair(s), determines that any of the members have contravened Regulations 330/10 or Board Policy 800.1, the Director's designate/Superintendent of Education or Chair/Co-Chair(s) will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.

- If a member becomes disruptive during a meeting, the Chair/Co-Chair(s) shall ask for order.
- If all efforts to restore order fail or the unbecoming behaviour continues, the Chair/ Co-Chair(s) may direct the individual Niagara Catholic Parent Involvement Committee member to leave the meeting, citing reasons for the request.
- The removal of a member for one (1) meeting does not prevent the member from participating in future meetings of the Niagara Catholic Parent Involvement Committee.
- The incident shall be recorded and submitted to the Director of Education by the Director's designate/Superintendent of Education within one (1) week of the meeting.
- It is recommended that parties involved in the conflict follow the Board's Complaint Resolution Policy No. 800.3.
- Upon removal of a member, a special meeting shall be called, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting shall be a private meeting and not construed as a meeting of the Niagara Catholic Parent Involvement Committee.
- Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

CODE OF CONDUCT

A member shall:

- Fully participate in the Annual Commissioning Ceremony of the NCPIC members.
- Support, encourage and enhance parent engagement at the Board level in order 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.
- Consider the best interest of all students and the NCPIC members.
- Be guided by the Mission of Catholic Education and the Mission, Vision and Values of the Board.
- Become familiar with the *Education Act*, Board Policies, and Ministry of Education Regulations.

- Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the NCPIC and Board Staff.
- Treat all other Niagara Catholic Parent Involvement Committee members and Board Staff with respect and allow for diverse opinions to be shared, without interruption.
- Create a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the Niagara Catholic Parent Involvement Committee for recommendation to the Director's designate/Superintendent of Education.
- Focus discussions at Niagara Catholic Parent Involvement Committee meetings to those items that fall within the mandate of Niagara Catholic Parent Involvement Committee.
- Bring questions or concerns to the attention of the Director's designate/Superintendent of Education through appropriate policies of the Board.
- Promote high standards of ethical practice within the NCPIC.
- Not accept any payment for their Niagara Catholic Parent Involvement Committee involvement.
- Refrain from making any negative statements about any individual or groups.
- Declare any conflict of interest.