

**REGIONAL CATHOLIC PARENT INVOLVEMENT  
COMMITTEE**

**BY-LAWS**

**1. Preamble**

The Regional Catholic Parent Involvement Committee of the Brant Haldimand Norfolk Catholic District School board is established under subsection 33 of the Ontario Regulation 330/10 School Councils and Parent Involvement Committee, made under the Education Act.

The Regional Catholic Parent Involvement Committee is a parent-led committee that is advisory in nature. The committee promotes active parent engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Brant Haldimand Norfolk Catholic school district.

**2. Name of Organization**

The name of the organization shall be known as “Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee” (BHNCDSB-RCPIC).

**3. Purpose**

Consistent with the Mission, Vision and Values of the Brant Haldimand Norfolk Catholic District School Board, the Regional Catholic Parent Involvement Committee will serve as a board-wide group to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being, by:

- a. providing information and advice on parent engagement to the Board,
- b. communicating with and supporting Catholic School Advisory Councils of the Board, and
- c. undertaking activities to help parents of pupils of the Board support their children’s learning at home and at school.

**4. Duties of the BHNCDSB-RCPIC**

The Brant Haldimand Norfolk Catholic District School Board RCPIC shall:

- a. develop strategies and initiatives that the Board and the Board’s Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
- b. advise the Board and the Board’s Director of Education on ways to use strategies and initiatives referred to in clause (a);
- c. communicate information from the Ministry to Catholic School Advisory Councils of schools of the Board and to parents of pupils of the Board;
- d. work with Catholic School Advisory Councils of schools of the Board and, through the Board’s Director of Education, with employees of the Board to:
  - i. share effective practices to help engage parents, especially parents who may find engagement challenging, in their children’s learning,
  - ii. identify and reduce barriers to parent engagement,
  - iii. help ensure that schools of the Board create a welcoming environment for parents of its pupils,
  - iv. develop skills and acquire knowledge that will assist the Regional Catholic Parent Involvement Committee and Catholic School Advisory Councils of the Board with their work; and
  - v. participate in the promotion, application and implementation of grant applications and projects funded under the Ministry of Education Parents Reaching Out (PRO) Programs and offer advice in the use of other types of parent involvement funds provided by the Ministry of Education.

## **5. Consultation**

- a. Consultation by Board: The board may solicit and take into consideration the advice of the RCPIC with regard to matters that related to student faith formation, achievement and well-being. The board shall inform the RCPIC of its response to advice provided to it by the committee.
- b. Consultation by Ministry: The Ministry may solicit and take into consideration the advice of the RCPIC with regard to student achievement and well-being.
- c. Consultation by Parent Involvement Committee: The RCPIC involvement may solicit and take into consideration the advice of parents of students enrolled in schools of the board with regard to matters under consideration by the committee.

## **6. Membership**

Representatives from each of the following groups:

- Catholic parent representative from each local Catholic School Advisory Council;
- Trustee, as appointed by the Chair of the Board (non-voting member);
- Superintendent of Education as appointed by the Director of Education (non-voting member);
- Religion Consultant for the Board;
- Principal or vice-principal – one elementary or one secondary school principal appointed in alternate years by the Catholic Principals' Council of Ontario (CPCO);
- Teacher – one elementary or one secondary teacher appointed in alternate years by the local Teachers' Association;
- Non-teaching staff member appointed by the local support staff federation;
- Secondary school student senate representative to be appointed by the Student Senate;
- Up to two (2) Catholic community representative(s) (appointed by council) who shall be nominated by the agency, association, or organization invited to nominate a representative. The RCPIC shall, at the first meeting in the new school year, decide upon which agencies, associations or organizations will be invited to nominate a community member. Upon receipt of the nominations, the Regional Council shall make appointments of up to two members to the council.

Parents shall form the majority of the RCPIC and at a commissioning ceremony will pledge to maintain the traditions of the Roman Catholic faith, in conjunction with the mission of the Brant Haldimand Norfolk Catholic District School Board.

Parents/guardians elected to the RCPIC must reside within the boundaries of the school district they represent.

Members of the RCPIC will elect the Regional School Council Executive from among the parent representatives. This election will take place at the first meeting of the council of any given year. The Past Chair may remain as a voting member for two years.

## **7. Election of Executive/Term of Offices**

- The term of office for the Regional Catholic Parent Involvement Committee (Chairperson, Vice-Chairperson, Secretary and Treasurer) shall be two years.
- Elections shall take place before the end of October in alternate years. Election forms will be sent to each Catholic School Advisory Council one month prior to the first Regional Catholic Parent Involvement Committee one month prior to the first Regional Catholic Parent Involvement Committee meeting in October.

- The Executive members of the Committee shall be elected or appointed through a nomination, or selection process, an appointment can be made by the Executive.
- Members of the Regional Catholic Parent Involvement Committee will not receive an honorarium or payment for general expenses.
- Names and addresses of members of council will be forwarded to the Director within 30 days of election.
- Names of council members will be published to the Brant Haldimand Norfolk Catholic District School Board communities.

**8. Role of the Regional Catholic Parent Involvement Committee Chairperson**

- Plan the agenda with the appropriate Superintendent of Education.
- Chair the council meetings.
- Ensure the minutes of the meetings are recorded and maintained.
- Communicate regularly with the appropriate Superintendent and Catholic School Advisory Councils.
- Ensure that any views presented in the capacity of Chairperson represent fairly the position of the council.

**9. Other Executive Council Member Roles (Vice-Chairperson, Secretary, Treasurer)**

- The Vice-Chairperson shall assist the Chair with duties as assigned and, in the absence of the Chairperson, shall assume the duties of the Chair.
- The Secretary shall be responsible for keeping accurate minutes and records of the meetings, issuing and maintaining all correspondence and communication as directed by the council, and keeping an accurate list of names and contact information (telephone and e-mail) of the council members.
- The Treasurer shall be responsible for maintaining a record of all financial transactions of the council, presenting an account of the funds to the council at each meeting, and preparing a yearly financial statement.

**10. Role of All Regional Catholic Parent Involvement Committee Members**

- Participate in Committee meetings.
- Participate in information and training sessions.
- All members shall have the primary responsibility to work within the group to facilitate the approved mandate.

**11. Conflicts of Interest**

A conflict of interest for a Parent Involvement Committee member involves situations in which the member's private interests may be incompatible or in conflict with his/her committee responsibilities.

A conflict of interest may be:

- Actual – a private interest may directly or indirectly influence the exercise of the member's duties and responsibilities.
- Perceived – a reasonably well-informed person could believe that a member was in conflict of interest, even if that conflict of interest did not exist.
- Potential – a private interest could influence the exercise of the member's duties and responsibilities.

A 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 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 council is discussing the matter and have this fact recorded in the minutes
- Not discuss the matter with members or attempt to influence the decision

A committee member shall not accept favours or economic benefit from any individuals, organizations or entities known to be seeking business contracts from the committee.

## **12. Role of Appointed Members**

- The principal/vice-principal representative shall report the council's activities at the Academic Advisory Council (AAC) meetings.
- The teaching and non-teaching representatives shall communicate the council's activities to their local Bargaining Units.
- The Superintendent's report shall be reviewed at Senior Administration meetings.
- The trustee shall report at Board meetings.
- The student representative shall report to the Student Senate.
- The Spiritual Director will advise and assist the council with spiritual needs.

## **13. Meeting Agenda**

- The Chairperson shall prepare the agenda for all meetings in consultation with the Superintendent of Education.
- A council Executive member may request an agenda item to be included on the agenda no less than seven days prior to a meeting date.
- Agendas shall be distributed to each council representative no less than two (2) days prior to the meeting.
- The format of the agenda shall include:
  - Open Prayer,
  - Attendance,
  - Approval of the agenda,
  - Declarations of interest,
  - Approval of minutes of previous council meeting,
  - Business arising from previous meeting,
  - Reports from representatives and focus groups,
  - New Business,
  - Correspondence,
  - Chair's report,
  - Next meeting date, and
  - Adjournment.
- A "meeting", in respect of a parent involvement committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide.
- A meeting of the RCPIC cannot be held unless:
  - a. there is a quorum in attendance. A quorum is fifty percent (50%) +1 of members, but at all times the majority of those present must be parent members. When a parent member absence will affect the quorum, the Chair will contact an "alternate" parent member to attend the meeting to ensure a quorum is present.

An alternate member will advise the Chair of his or her status at the beginning of each meeting in order to have voting privileges.

- b. the Director of Education, or the person designated under subsection 46 (1) of O. Reg. 612/00 is present; and
  - c. the trustee who sits on the committee, or the person designated under 46 (2) of O. Reg. 612/00 is present.
- The RCPIC shall meet at least four (4) times per year between September and June. Meetings will normally be scheduled the last Thursday of September, November, February and May and begin at 7pm.
  - Notice of each meeting shall be provided to all members of the RCPIC at least five days before the meeting by delivering a notice to each member by e-mail or regular mail and by posting a notice on the board's website.
  - RCPIC Member Attendance: The expectation is that RCPIC members will endeavor to attend meetings. When absent, regrets should be made to the Secretary to the Director/delegate so that arrangements can be made for attendance by an "alternate" parent member if required.
  - The modern edition of "Robert's Rules of Order" shall govern all procedural matters not specifically referenced in this Terms of Reference.
  - Additional employees of the board, as determined on a needed basis, may be invited to attend, participate and resource meetings of the RCPIC in a non-voting capacity.

#### **14. Sub-Committees**

- The RCPIC may establish subcommittees to make recommendations to the RCPIC.
- A subcommittee of the RCPIC must include at least one RCPIC parent member.
- A subcommittee may include persons who are not members of the RCPIC.

#### **15. Decision-Making and Voting**

- Wherever possible, decisions will be reached through discussion and consensus. Consensus is a decision-making process, where members seek to understand other points of view and collaborate to reach common ground.
- When the RCPIC votes on a matter, only parent members and community representatives are entitled to vote.
- The Chair, unless an interest as required by the Municipal Conflict of Interest Act has been declared, may vote on all questions which he or she is entitled to vote at any time.
- In the event of a tie, the motion is defeated.

#### **16. Code of Ethics/Guiding Principles**

- Members of the RCPIC will embrace the objectives and guiding principles of Board Policy: Promoting and Supporting Equity & Inclusion Within a Catholic Community by recognizing individual's views and beliefs, engaging in a collaborative process, providing an inclusive, welcoming environment, publicly supporting group decisions, encouraging and fostering healthy relationships, communicating ideas positively, and trusting the intentions and integrity of others.
- Members of the RCPIC have a duty to make decisions consistent with Ministry and Board policy and procedures and in the best interest of students.
- Members will comply with the requirements of relevant legislation and regulations, including the **Municipal Conflict of Interest Act**. Members will not act in order to gain financial or other material benefit personally.

- A RCPIC member shall disclose interest at the beginning of each meeting if an item on the agenda presents a conflict of interest for that member. Should an issue or agenda item arise during a meeting where a RCPIC member is in a conflict of interest situation, he or she shall disclose interest immediately and shall not discuss or vote on any such resolution relating to the matter.
- Members will respect the privacy of all individuals in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). When meeting, **members shall not be allowed** to discuss specific parents, students, school/board trustees, personnel or other council members.

#### **17. Internal Conflict Resolution Process**

- In the event of a conflict between members, the Chair or designate will make every effort to resolve the dispute by negotiation.
- Should an internal dispute arise that cannot be resolved by the members of the RCPIC amongst themselves, the Chair will advise the Director of Education. The Director of Education, in consultation with the Chair, will determine which approach will be utilized in an attempt to resolve the conflict.

#### **18. Reimbursement of Expenses Incurred as Members of Committee**

- A person shall not receive any remuneration for serving as a member of the RCPIC. (This does not preclude payment of an honorarium under section 191 of the *Education Act* that takes into account the attendance of a board member at a parent involvement committee meeting.)
- RCPIC members may seek reimbursement for reasonable out of pocket expenses incurred as a member of the RCPIC in accordance with Board policy and procedures. Approved reimbursements will be funded from Ministry funding provided for the purposes of enhancing parent engagement.
- RCPIC members attendance at conferences shall be preapproved by the Chair and reimbursement of expenses provided in accordance with Board policy and procedures.

#### **19. Reporting**

- The RCPIC shall formally submit a copy of all approved meeting minutes to the Brant Haldimand Norfolk Catholic District School board through a report that will be placed on a public board meeting.
- The RCPIC shall annually, following its May meeting, submit a written summary of the committee's activities to the Chair of the Board and to the Director of Education. The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement described in section 2.1, and subsections in section 2.1, and 2.2 (a) and (d) above were spent.
- The Director of Education shall provide the summary of activities to the school councils and post the summary of activities on the board's website.

#### **20. Terms of Reference Review**

- The RCPIC Terms of Reference will be reviewed on an annual basis in February.
- Notice of a review of the RCPIC's Terms of Reference must be provided to members of the RCPIC at least five (5) days prior to the review meeting.
- Two-thirds of the voting RCPIC membership is required to change the Terms of Reference.
- As a Board committee, the Terms of Reference must be received and approved by the Board of Trustees.