



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Regional Catholic Parent Involvement Committee

		Policy Number:	200.24
Adopted:	June 26, 2007	Former Policy Number:	n/a
Revised:	October 25, 2011; April 25, 2017	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

As a Catholic learning community, the Brant Haldimand Norfolk Catholic District School Board believes in the importance of the partnership of school, home, parish and broader community as a means of enhancing student success in a Catholic school environment. To support this partnership, the Board recognizes the need to have a regional body of representatives (Regional Catholic Parent Involvement Committee) to gather for training, networking, to receive information and to provide input to the Board on a number of educational issues.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that:

- The Regional Catholic Parent Involvement Committee provides for parents, students, staff, parish and other community members the opportunity to be actively involved in an advisory capacity in the operation of our schools and in the provision of Catholic educational services.
- The Regional Catholic Parent Involvement Committee operates within the parameters of the Education Act and Regulations, Board and school policies.

Glossary of Key Policy Terms – N/A

References

- Education Act, R.S.O 1990
Ontario Regulation 612/00 School Councils and Parent Involvement Committees
Ontario Regulation 330/10 School Councils and Parent Involvement Committees
Ontario Parent Engagement Policy
Parent Engagement Ontario: <http://www.edu.gov.on.ca/eng/parents/involvement/>
Planning Parent Engagement: A Guidebook for Parents and Schools CODE
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Regional Catholic Parent Involvement Committee AP 200.24

Procedure for:	Principals and Vice-Principals	Adopted:	June 26, 2007
Submitted by:	Superintendent of Education	Revised:	October 25, 2011; April 25, 2017
Category:	Students		

Purpose

To outline the role of the Regional Catholic Parent Involvement Committee as it relates to supporting, encouraging and enhancing parent engagement at the Board level in order to improve student achievement and well-being.

Responsibilities

All Board personnel shall follow this administrative procedure. Specific directions are provided for the Superintendent of Education and Regional Catholic Parent Involvement Committee members.

Information

The Regional Catholic Parent Involvement Committee (formerly the Regional School Council) is a Board level committee inaugurated in September 2006, following the implementation of the Ontario Parent Involvement Policy by the Ministry of Education. Working in partnership with Catholic School Advisory Councils, senior administration and with employees of the Board, the Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee shall achieve its purpose by:

- Sharing effective practices to help engage parents/guardians, especially those who may find engaging in their children's learning to be a challenge;
- Developing skills and acquiring knowledge that will assist them and Catholic School Advisory Councils of the Board in promoting engagement of parents/guardians for the improvement of student achievement and well-being;
- Communicating information from the Parent Engagement Office of the Ministry of Education to Catholic School Advisory Councils of the Board and to the parents/guardians of students of the Board;
- Determining, in consultation with the senior administration, and in keeping with the Board's policies, how funding, if any, provided under the Education Act for parent involvement is to be used by the Brant Haldimand Norfolk Catholic District School Board Regional Catholic Parent Involvement Committee;
- Reviewing new and revised policies and guidelines, and;
- Addressing other issues deemed appropriate by the Board.

Procedures

1.0 Superintendent of Education

The Role of the Superintendent of Education will be to:

- Facilitate and assist in the operation of the Committee;
- Support and promote the Committee's activities;
- Seek input from the Committee in areas for which it has been assigned responsibility;
- Act as a resource on laws, regulations, and Board policies;
- Communicate with the Chairperson of the Committee, as required;
- Ensure that copies of the minutes of meetings are maintained at the Catholic Education Centre;
- Assist the Committee in encouraging participation of community groups;
- Plan the agenda with the Committee Chairperson;
- Facilitate the implementation of approved Committee initiatives, and
- Facilitate all communication between the Regional Catholic Parent Involvement Committee and the Catholic School Advisory Councils and trustees.



2.0 Regional Catholic Parent Involvement Committee

The Brant Haldimand Norfolk Regional Catholic Parent Involvement Committee gathers for training, networking, to receive information and to provide input to the Board on a number of educational issues. Specifically, the responsibilities of the Regional Catholic Parent Involvement Committee are as follows:

- The Regional Catholic Parent Involvement Committee is an advisory body. The advice provided by the council shall be in keeping with the Strategic Plan of the Board and school. This advice shall be supportive and in concurrence with the distinctive character, philosophy and goals of Catholic education and respectful of the faith and traditions of the Catholic Church.
- Committee members are to maintain a region-wide focus on all issues. It is understood that the individual members of the council do not speak on the council's behalf unless at the request of the Chair. The Chair must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the committee.
- From time to time the Director of Education or designate may ask for advice on specific topics or projects.
- The Regional Catholic Parent Involvement Committee may assist in the organization of activities, such as the following:
 - Annual Catholic School Advisory Council In-service;
 - Bi-Annual Catholic School Advisory Council Symposium.
- The Regional Catholic Parent Involvement Committee may propose specific projects for parental involvement in the schools, promotion of Catholic values with the parent community, and other specific projects. The proposals shall be presented through Senior Administration and shall contain objectives, description of activities, personnel, required budgets, and a brief statement of outcomes.
- The Board of Trustees, upon recommendation of Senior Administration, shall establish a yearly budget to address the various activities projected for the Regional Catholic Parent Involvement Committee.
- Four meetings shall be held between September and June. The Chair, in consultation with the Senior Administration representative, shall decide the dates of those meetings and be responsible to convene a special meeting(s) if required.

3.0 Membership

3.1 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 Regional Catholic Parent Involvement Committee 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.



3.2 Parents shall form the majority of the Regional Catholic Parent Involvement Committee 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 Regional Catholic Parent Involvement Committee must reside within the boundaries of the school district they represent.

3.3 Members of the Regional Catholic Parent Involvement Committee 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.

4.0 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. *(effective October 2007)*
- The Executive members of the Committee shall be elected or appointed through a nomination, or selection process, from the representatives. Where a vacancy cannot be filled by way of the election 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 of Education within 30 days of election.
- Names of council members will be published to the Brant Haldimand Norfolk Catholic District School Board communities.

5.0 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.

6.0 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.

7.0 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.



8.0 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.

9.0 Meeting Procedures

- 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 email or regular mail and by posting a notice on the board's website.
- Meetings will open with a prayer.
- Meetings will commence promptly and will last no more than two hours, unless the majority of council members agree to a continuance of the meeting.
- Council meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent (50%) +1 of members, but at all times there must be a majority of parent members at a meeting.
- Minutes of the meetings are to be recorded and maintained at the Catholic Education Centre.
- The council may establish committees to carry out specific tasks or projects in accordance with the overall mandate of the council. The council will seek widespread participation in these activities. One parent member from the council must be a part of any committee formed.
- The council 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. The Chair will not vote unless to break a tie.
- Council members will inform/update the local Catholic School Advisory Councils. Information to the local Catholic School Advisory Councils shall be disseminated through the school principal and the Chairperson of the Catholic School Advisory Council.

10.0 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,
 - Next meeting date, and
 - Adjournment.



Definitions – N/A

References

Education Act, R.S.O 1990

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Ontario Regulation 330/10 School Councils and Parent Involvement Committees

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