



**PARENT  
INVOLVEMENT  
COMMITTEE  
BY – LAWS**

**(Numbers 1 to 10, As Amended)**

**CONSOLIDATED VERSION**

**January 16, 2015 (rev. October 29, 2019)**

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# INTRODUCTION

## A.1 The Mandate of PIC

The mandate and organization of the Bluewater District School Board (BWDSB) Parent Involvement Committee (PIC) is expressly set out in the Provincial legislation under Ontario Regulation 612/00, as amended by Ontario Regulation 330/10.

The legislation requires that every School Board in Ontario establish a Parent Involvement Committee with a direct link between parents and the Director of Education and the Board of Trustees.

The purpose of the Parent Involvement Committee is to:

- a. Support, encourage, and enhance meaningful parent engagement at the Board level to improve student achievement and well-being.
- b. Provide information and advice to the Board on parent engagement.
- c. Communicate with and support School Councils (SCs).
- d. Undertake activities to help parents support their children's learning at home and at school.

## A.2 Responsibilities of PIC *(Making a Difference: A Practical Handbook for Parent Involvement Committee Members, Draft Version 2011, Ministry of Education)*

The PIC's responsibilities are to:

- a. Develop strategies and initiatives that the Board can use to communicate effectively with parents and to engage parents in support of their children's learning at home and at school, and to advise on the use of these strategies.
- b. Communicate information from the Ministry of Education to School Councils and parents.
- c. Determine, in consultation with the Director of Education, how ministry funding, if any, for parent engagement initiatives is to be allocated.
- d. Work with School Councils to:
  - i. Share effective practices to help engage parents in their children's learning, identify and reduce barriers to parent engagement, and help ensure schools are welcoming to parents; and
  - ii. Support initiatives that help build knowledge and skills that will assist the PIC and School Councils of the Board with their work.

### **A.3 Development of a PIC Action Plan**

To undertake the Committee's responsibilities and fulfill its mandate, the Parent Involvement Committee will:

- a. Establish priorities for parent engagement at the Board level based upon the following types of questions:
  - i. Who are the parents in the District?
  - ii. How do we know parents are getting the information they need?
  - iii. What is our community like?
  - iv. Are our schools welcoming places for parents?
  - v. Have parents been invited to be engaged in their children's learning?
  - vi. What have we done to give parents the tools necessary to support their children's learning?
  - vii. What are the barriers to parent engagement and effective communication in the District?
  - viii. What are the emerging trends in parent engagement in the District?
  - ix. What have other PICs and schools done to create parent engagement opportunities and what strategies have they used that have been most successful?
  - x. How can we share and support effective strategies to increase parent engagement and enhance communication with School Councils across the Board?
  - xi. How do we encourage School Councils to continue to raise the bar by reflecting on successful practices and building in "next steps" in the School Councils' plans?
- b. Set short and long-term goals which will meet the defined priorities of the Committee.
- c. Develop an Action Plan which will determine actions to be taken to achieve the Committee's goals, identify who is responsible for taking each action and at what steps the actions will be taken.
- d. Implement the Action Plan with checkpoints for monitoring progress and an evaluation component that will provide a framework and criteria for evaluating the success of the Action Plan.

#### **A.4 PIC Operating By-laws**

The PIC is a parent-led Committee in which the Chair, or Co-Chairs, are parents and the majority of members of the Committee are parents. PIC may choose to include other members as well. These members can range from community representatives to Board employees.

PICs are required to create by-laws to govern their affairs. The by-laws are to establish the number and types of members to be on the Committee, establish procedures for either electing or appointing the members and the descriptions of their tenure. By-laws are also required to include the election of members, rules for conflict of interest and a process for the resolution of conflicts. By-Laws 1 to 10 have been formulated to establish the operational procedures for the BWDSB Parent Involvement Committee.

## **COMPOSITION OF PIC**

### **1.1 Type and Number of Members to be Selected**

The Bluewater District School Board Parent Involvement Committee is to be comprised of a maximum of twenty-six members, divided into each Member Group as follows.

#### **a. Parent Members**

- There will be a maximum number of 16 Parent Members on the Parent Involvement Committee.

#### **b. Community Representative/Members**

- A maximum of three Community Representative/Members are to represent the general community as a whole.

#### **c. Bluewater District School Board Employee Group Members**

- A maximum number of five members will be chosen to represent principals, teachers and support staff of the District.

#### **d. The Director of Education Member**

- Under the legislation, the Director of Education of Bluewater District School Board is automatically a Member of the Committee.

#### **e. A Trustee Member**

- One Member of the Committee is to be a Trustee of Bluewater District School Board.

## **CRITERIA FOR SELECTING MEMBERS**

### **2.1 Parent Member Selection Criteria**

Parent Member representation on the PIC will include a diversity of voices from all areas within the Bluewater District. In addition, an effort shall be made to ensure parent representation exists from both the Elementary School group, and from the JK - 12 and Secondary School group in the District<sup>1</sup>.

The following provisions apply to the Parent Members on the Committee:

- a. To be a Parent Member on the Committee, the member must be a parent of a pupil enrolled in a school of Bluewater District School Board. (This includes a guardian as defined in section 1 of the Education Act.<sup>2</sup>)
- b. In determining the overall membership composition of the PIC, the Committee shall ensure that the Parent Members always constitute a majority of the PIC members.
- c. As shown in Appendix 2 A, Schools in the Bluewater District, the Board Elementary Schools are divided into four areas: Area 1; Area 2; Area 3 and Area 4. The JK - 12 and Secondary Schools are listed separately, but are contained within the areas.
- d. There shall be at least one Parent Member from each of the three geographic areas of the Board.
- e. Parent Members are to be selected from each of the four areas of the Board. The 16<sup>th</sup> member may be selected "At Large" from any of the areas.
- f. Two of the five Parent Members that are selected from each of the areas of the Board must represent and be selected from the JK - 12 and Secondary Schools in their respective geographic areas.
- g. There will be no increase in the total number of Parent Members in any of the School Areas to account for the position(s) of Chair or Co-Chairs.
- h. Employees of BWDSB may serve as Parent Members, but must inform the Parent Involvement Committee of their employment at the first Committee meeting.

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<sup>1</sup> See Appendix 2 A, Schools in the Bluewater District

<sup>2</sup> "Guardian" means a person who has lawful custody of a child, other than the parent of the child. It also includes anyone who has received into his or her home a person, other than his or her own child, of compulsory school age and that person resides with him or her or is in his or her care.

## **2.2 Community Representative/Member Selection Criteria**

Members of the community bring an important perspective to the work of the PIC. Therefore, the following provisions apply to the Community Representative/Members who may sit on the Committee:

- a. The three Community Representative/Members will represent the community at large.
- b. One Community Representative/Member may be the outgoing Chair of PIC whether or not he or she still has a child enrolled in a school in BWDSB.
- c. Generally, the Community Representative/Member positions will be nominated by a variety of local groups or agencies within the community.
- d. Community Representative/Members may not be a Trustee or an employee of Bluewater District School Board.
- e. The Community Representative/Member positions do not have to be filled in order for the Committee to operate.

## **2.3 Bluewater District School Board Employee Group Member Selection Criteria**

To bring the differing perspectives of the elementary and secondary schools of the District to the Committee, the Committee invites up to five members of Bluewater District School Board's Employee Groups to sit on the Committee.

The Committee has determined that BWDSB may appoint one representative from each of the following Board Employee Groups to sit on the PIC:

- i. An elementary school principal;
- ii. Either a JK – 12 or secondary school principal;
- iii. An elementary school teacher, other than a principal or vice-principal;
- iv. Either a JK - 12 or secondary school teacher, other than a principal or vice-principal; and
- v. A Board employee, other than a principal, vice-principal, or teacher.

It is the desire of the Committee to have an overall ratio of 2:1 of Parent Members and Community Representative/Members to the sum of the Members in all of the other Member Group categories.

Bluewater District School Board is responsible for the actual appointments of Employee Group Members to the PIC. Therefore, the Board will be requested to only appoint new Employee Group Members to the Committee as the size of the Parent Member complement increases, and only when requested to do so by the Committee.

Bluewater District School Board Employee Group positions do not have to be filled in order for the Committee to operate.

## **2.4 Director of Education Member Selection Criteria**

Under the legislation, the Director of Education is automatically appointed as a member of the Committee. This is to provide a direct link from the Committee to the Director of Education and the Board.

## **2.5 Trustee Member Selection Criteria**

BWDSB appoints a Trustee to sit as a member of the Committee. This is also to provide a direct link to the Board.

The method of selection of the Trustee Member is determined by the Board.

## Appendix 2 A: Schools in Bluewater District

**Area of Schools One**  
**Superintendent of Education**  
**Cynthia Lemon**

Amabel-Sauble Community /  
Outdoor Education Centre  
Beavercrest Community  
BPDS (Bruce Peninsula District JK-12) / St.  
Edmunds Public  
Dundalk and Proton Community  
GHSS (Grey Highlands Secondary)  
Hepworth Central Public  
Highpoint Community  
Holland-Chatsworth Central  
Keppel-Sarawak Elementary  
Macphail Memorial Elementary  
Osprey Central  
PSDS (Peninsula Shores District JK-12)

**Area of Schools Two**  
**Superintendent of Education**  
**Lori Wilder**

Alexandra Community  
East Ridge Community  
Hillcrest Elementary  
OSDSS (Owen Sound District Secondary)

**Area of Schools Three**  
**Superintendent of Education**  
**Paul Hambleton**

Beaver Valley Community  
Dawnview Public  
Egremont Community  
G. C. Huston Public  
GBCS (Georgian Bay Community 4-12)  
Hanover Heights Community  
JDSS (John Diefenbaker Senior 7-12)  
Normanby Community  
Northport Elementary  
Port Elgin-Saugeen Central  
SDSS (Saugeen District Senior 7-12)  
Spruce Ridge Community  
St. Vincent-Euphrasia Elementary

**Area of Schools Four**  
**Superintendent of Education**  
**Wendy Kolohon**

Arran-Tara Elementary  
Chesley District Community  
Elgin Market Public  
Hillcrest Central  
Huron Heights Public  
KDSS (Kincardine District Senior 7-12)  
Kincardine Township-Tiverton Public  
Lucknow Central Public  
Mildmay-Carrick Public  
Paisley Central  
Ripley-Huron Community  
Sullivan Community  
WDCS (Walkerton District Community JK-12)

**MEMBER TERMS OF APPOINTMENT**

**3.1 Parent Member Terms of Appointment**

The specific Terms of Appointment for Parent Members are set out in Appendix 3 A to this By-law.

- a. The Terms of Appointment for Parent Members may be staggered to help promote continuity and provide on-going consistency for the Committee. The Term for Parent Members positions on PIC will be for one or two years.
- b. Until the Committee reaches its full complement of 16 Parent Members, all appointments will be for two year terms where possible.
- c. At full complement, at least two of the five Parent Member positions from each of the three geographic areas of the District shall be two year appointments.
- d. Appointments of the Parent Members, except for the filling of vacancies, must be made before November 15<sup>th</sup>, and before the first meeting of the Parent Involvement Committee at the start of the school year.
- e. All Parent Member two year Terms of Appointment existing when this by-law comes into force will terminate in June, 2019, but will be renewed with new terms at that time to facilitate the one and two year term requirements of the by-laws and to facilitate the yearly passing of by-laws required for affirmations and renewals.
- f. Unless otherwise specified by the Committee, candidates will indicate whether they would like to serve on the PIC for one or two years.
- g. Parent Members entering the second year of a two-year appointment will be affirmed provided that the member continues to have a child enrolled in a school of the Board.
- h. Parent Members may be reappointed or re-elected for additional terms at the end of their term, as long as they meet the eligibility criteria established in the Committee By-laws.

**3.2 Community Representative/Member Terms of Appointment**

The specific Terms of Appointment for Community Representative/Members are set out in Appendix 3 B to this By-law.

- a. The Community Representative/Members Terms of Appointment may be staggered to help promote continuity and provide on-going consistency for the Committee. The Term for Community Representative/Member positions will be for one or two years.

- b. All Community Representative/Member two year Terms of Appointment existing when this by-law comes into force will terminate in June, 2019, but will be renewed with new terms at that time to facilitate the one and two year term requirements of the by-laws and to facilitate the yearly passing of by-laws required for affirmations and renewals.
- c. A Community Representative/Member may serve a maximum of four consecutive years through a series of one or two year appointments. Any further renewals must be at the discretion of the Committee and will require a vote of the Committee.
- d. Notwithstanding any other provisions of the Committee by-laws, the Past Chair may hold the position of Community Member for a period of one year if he/she no longer has a child enrolled in a school in BWDSB.
- e. Appointments of the Community Representative/ Members, except for the filling of vacancies, must be made before November 15<sup>th</sup>, and before the first meeting of the Parent Involvement Committee at the start of the school year.

### **3.3 Bluewater District School Board Employee Group Member Terms of Appointment**

The specific Terms of Appointment for Bluewater District School Board Employee Group Members are set out in Appendix 3 B to this By-law.

- a. Each BWDSB Employee Group Member may serve a Term of Appointment on the Committee for one year.
- b. The one-year term may be renewed at the discretion of the Committee, the Board and the employee for a maximum of four consecutive years through a series of one year appointments. Any further renewals will require a vote of the Committee.
- c. BWDSB appointments are to be made before November 15<sup>th</sup> of the school year and will occur prior to the first PIC meeting at the start of the school year.

### **3.4 Director of Education Member Term of Appointment**

- a. The Director of Education is appointed to the Committee under the legislation.
- b. There is no Term of Appointment.

### **3.5 Trustee Member Term of Appointment**

The specific Terms of Appointment for the Trustee Member are shown on Appendix 3 B to this By-law.

- a. The Trustee Member Term of Appointment is determined by Bluewater District School Board. The Board's practice is to have a one year renewable term for the Trustee.
- b. Appointment of the Trustee Member must be made before December 30<sup>th</sup> of the school year.

## Appendix 3: Terms of Appointment for Parent Members

### Parent Members

PARENT MEMBERS	SCHOOL REPRESENTATION	Area	APPOINTMENT DATE	PRESENT TERM	RENEWAL DATE
Chantel Walker	Grey Highlands	1	October 2019	1 year	
Krista Voigt	Beaver Valley	1	October 2019	2 year	October 2020
Nicole Patterson	Sauble	1	October 2019	2 year	October 2020
Mandi Lamb	Owen Sound District	2	October 2019	2 year	October 2020
Jessica Ford	Hanover Heights	3	October 2019	2 year	October 2020
Tammy Parrish	Georgian Bay Community	3	October 2019	2 year	October 2020
Jim Thorpe	Huron Heights	4	October 2019	1 year	
Rhonda Alpaugh	Arran-Tara	4	October 2019	1 year	
Leanne Scott	Lucknow	4	November 2019	2 year	October 2020

## Appendix 3 B: Terms of Appointment for Non-Parent Members

COMMUNITY REPRESENTATIVE/ MEMBERS <sup>3</sup>	REPRESENTING	APPOINTMENT DATE	PRESENT TERM	RENEWAL DATE
Vacant				
BWDSB EMPLOYEE GROUP MEMBERS <sup>4</sup>	REPRESENTING	APPOINTMENT DATE	PRESENT TERM	RENEWAL DATE
Velvet Rollin	Elementary School Principal	October 2019	1 year	June 2020
Vacant	JK – 12 or Secondary School Principal			
Darlene Thomson (BWDSB Admin. Staff)	BWDSB Employee	October 2019	1 year	June 2020
DIRECTOR OF EDUCATION MEMBER	REPRESENTING	APPOINTMENT DATE	PRESENT TERM	RENEWAL DATE
Wendy Kolohon	BWDSB	October 29, 2019	Permanent	N/A
TRUSTEE MEMBER	REPRESENTING	APPOINTMENT DATE	PRESENT TERM	RENEWAL DATE
Terry Boyd-Zhang	BWDSB	October 29, 2019	1 year	December, 2019

<sup>3</sup> In the future, one of the three Community Representative Positions may be filled by the outgoing Chair of the Committee for a one year appointment, but only if needed at the time.

<sup>4</sup> To fill any additional vacancies in the BWDSB Employee Group Members, the criteria of subsection 2.3 of this By-law must first be met.

## **MEMBER ELIGIBILITY TO VOTE, DELEGATE AND DESIGNATE**

There are varying requirements for each of the Member Groups to designate or delegate their Committee responsibilities to other persons. The various voting, delegating and designating responsibilities, as set out in the legislation, are described for each Member Group below.

Only Parent Members and Community Representative/Members, or their designates, may vote on matters arising at the Committee meetings.

Appendix 4 A: Member Delegate Alternates list the designated Alternates for the Committee Members.

### **4.1 Parent Member--Voting and Designating**

- a. Parent Members are voting members of the Committee.
- b. Each Parent Member may designate a Parent Member Alternate to attend a meeting of the PIC in his or her place.
- c. Elementary School Parent Members may only designate another Elementary School parent from an Elementary School in the same geographic area of the Board as they are representing.
- d. JK -12 and Secondary School Parent Members may only designate another JK - 12 or Secondary School parent from a School in the same geographic area of Bluewater School Board District as they are representing.
- e. In order to maintain continuity on the Committee, Parent Members should:
  - i. Where possible, identify the Alternate to the Committee at the beginning of the school year; and
  - ii. Where not possible to do so in advance, identify the Alternate to the Chair, or Co-Chairs in advance of the meeting the Parent Member will not be attending.
- f. A Parent Member Alternate may attend the same meetings with the Parent Member, but does not have voting privileges unless the Parent Member is absent.
- g. Parent Member Alternates must speak and vote for the Parent Member they are representing during the Committee meetings.

### **4.2 Community Representative/Member--Voting and Designating**

- a. Community Representative/Members are voting members of the Committee.
- b. Each Community Representative/Members may designate a Community Representative/Member Alternate to attend a meeting of the PIC in his or her place.

- c. The Community Representative/Member Alternate must be from the same geographic area, organization or community group as the Member they are representing.
- d. In order to maintain continuity on the Committee, the Community Representative/Member Alternate should:
  - iii. Where possible, identify the Alternate to the Committee at the beginning of the school year; and
  - iv. Where not possible to do so in advance, identify the Alternate to the Chair, or Co-Chairs in advance of the meeting the Community Representative/Member will not be attending.
- e. A Community Representative/Alternate may attend the same meetings with the Community Representative/Member, but does not have voting privileges unless the Community Representative/Member is absent.
- f. Community Representative/Member Alternates must speak and vote for the Community Representative/Member they are representing during Committee meetings.

#### **4.3 Bluewater District School Board Employee Group Member--Voting and Designating**

- a. BWDSB Employee Group Members are non-voting members of the Committee.
- b. BWDSB Employee Group Members of the Committee may delegate any of their powers or duties as a member of the PIC to another employee of the Board.
- c. Employee Group Members may designate an alternate employee of the Board to attend the meetings of PIC in his or her place.
- d. BWDSB Employee Group Member Alternate must hold a similar employment position with BWDSB as the Employee Group Member they are representing on the Committee.
- e. BWDSB Employee Group Member Alternates cannot vote during Committee meetings.

#### **4.4 Director of Education Member--Voting and Designating**

- a. The Director of Education is a non-voting member of the Committee.
- b. The Director may delegate any of his or her powers or duties as a member of the PIC to a supervisory officer employed by the Board.
- c. The Director may designate a supervisory officer of the Board to attend a PIC meeting in his or her place.
- d. The Director's designate cannot vote during Committee meetings.

#### 4.5 Trustee Member--Voting and Designating

- a. The Trustee is a non-voting member of the Committee.
- b. The Trustee may delegate any of his or her powers or duties as a member of the PIC to another Trustee of the Board.
- c. The Trustee may designate a member of the Board to attend a PIC meeting in his or her place.
- d. The Trustee's Designate cannot vote during Committee meetings.

#### Appendix 4 A: Member Delegate Alternates

MEMBER	MEMBER TYPE	DESIGNATED ALTERNATE	COMMENTS
Vacant			

## **PROCESS FOR SELECTING MEMBERS**

### **5.1 Desirable Characteristics for Parent and Community Representative/Members**

When considering persons for positions as either Parent Members or Community Representative/Members, the following attributes of the candidates shall be considered by the Committee:

- i. Experience working with a School Council or another parent organization;
- ii. An understanding of the importance of parent, family, and community engagement gained through professional or volunteer experience;
- iii. A commitment to keeping up with educational initiatives at the local, District, and provincial levels;
- iv. Strong communication skills;
- v. A commitment to engaging parents in supporting their children's learning; and
- vi. An ability to work as a team player, resolve conflicts, and generate ideas.

### **5.2 Process for Selecting Parent Members**

#### ***1. Two Options for Selecting Parent Members***

Parent Members may either be Appointed or Elected to the Committee.

The appointment/election process to be used for the selection of new Parent Members is to be determined on a case-by-case basis by the Parent Involvement Committee as a whole. At the time when a Parent Member(s) position is to be filled, the Committee as a whole will determine if the new Parent Member(s) is (are) to be either appointed or elected.

After determining how the Committee wishes to proceed, a Selection Subcommittee will be established. The Selection Subcommittee will be comprised of either the Chair or one of the Co-Chairs, and at least three Parent Members of the PIC.

All new Parent Member selections, with the exception of filling a vacancy, are to be made before November 15<sup>th</sup> of the school year and will occur prior to the first PIC meeting of the school year.

#### **Option One: Appointment of Parent Members**

When the Committee has chosen to appoint new Parent Members, the Selection Subcommittee will proceed as follows:

- a. Within the first 15 days of the school year, each SC or its equivalent, in the area of the District where the Parent Member is to be appointed, will be asked to name/nominate the parent representative(s) for membership on the PIC.
- b. The whole Committee will review the nominations and appoint applicants who indicate an interest in the position and whose qualifications best serve the position.

- c. Where necessary, voting will be conducted by secret ballot for each vacant position.
- d. Until such time as the Committee reaches full complement, and notwithstanding any other provisions of the Committee By-laws, the Committee may waive the nomination process and appoint Parent Members directly to the Committee from each geographic area of the District where there is an insufficient number of members to represent the area.

### **Option Two: Election of Parent Members**

When the Committee has chosen to elect new Parent Members, the Selection Subcommittee will plan the election process, gather nominations, and run the election.

The Subcommittee will proceed as follows:

- i. Provide nomination forms;
  - ii. Provide advice to BWDSB concerning the advertisement of vacancies;
  - iii. Request a profile from all candidates and make these profiles available to the Committee at least fourteen days in advance of the election;
  - iv. Notify PIC members of election procedures and election date(s), location, and time, at least fourteen days in advance of the election;
  - v. Help the Chair, or Co-Chairs notify all candidates of the results.
- a. Each parent seeking election must be nominated or self-nominated in writing.
  - b. No one standing for election, or the spouse or immediate family member of anyone standing for election, shall be a member of the Selection Subcommittee.
  - c. If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
  - d. The elections shall be conducted by secret ballot;
  - e. Each Parent Member and Community Representative/Member of the whole Committee shall be entitled to cast one vote for each position available.
  - f. Ballots shall be counted by the Chair or Co-Chairs, or a designate in the presence of at least two Parent Members who are not election candidates.
  - g. If there is a tie for the final position for a representative on the PIC, the winner shall be determined by lot.

### **2. Announcement of New Parent Members**

- a. Only the names of the successful candidates shall be made public.

- b. A list of candidates and the vote results will be kept on file by the Committee for two years for use in the event that a vacancy on the PIC occurs later during the term. In this event, the individual who had the most votes and who is willing to serve as a PIC member shall fill the vacancy.
- c. All other information related to the election shall be kept confidential.
- d. All individuals standing for election shall be notified of the results in writing before the results are released.
- e. The names of new members shall be posted on the Board website within 30 days of the election.

### **5.3 Process for Selecting Community Representatives/Members**

There are three Community Representative/Members positions available on the Committee.

The Past Chair of the BWDSB Parent Involvement Committee will be automatically appointed as a Community Representative/Member if he or she is no longer eligible to sit as a Parent Member.

#### ***1. Nomination of Community Representative/Members***

- a. The Community Representative/Member positions (either two or three if the Past Chair declines the appointment or is a Parent Member) will be chosen from nominations put forward to the Committee by local SC's, Special Education Advisory Committee (SEAC), local clubs or community organizations.
- b. Notice of Requests for Nominations to serve in the Community Representative/Member positions will be advertised. The methods of advertising may include, but are not limited to:
  - i. Notices in schools of BWDSB;
  - ii. Notices on BWDSB's website and on the Websites of BWDSB schools;
  - iii. Advertisements in newsletters of schools or School Councils of schools of BWDSB;
  - iv. Advertisements in the Owen Sound Sun Times and/or other local newspapers with general circulation in the geographic jurisdiction of the Board; and
  - v. Advertisements on local radio or television stations that broadcast in the geographic jurisdiction of BWDSB
- c. The whole Committee will review the nominations and consider applicants who indicate an interest in the position and whose qualifications best serve the position.

- d. The Committee should decide by a vote of consensus to accept the nomination of the local group or agency for the appointments as Community Representative/Members of the Committee.
- e. Where necessary, voting will be conducted by secret ballot for each vacant position.
- f. Until such time as the Committee reaches full complement, and notwithstanding any other provisions of the Committee By-laws, the Committee may waive the nomination process and appoint Community Representative/Members directly to the Committee.

## **2. Announcement of New Community Representative/Members**

- a. Only the names of the successful candidates shall be made public.
- b. A list of candidates and the vote results will be kept on file by the Committee for two years for use in the event that a vacancy on the PIC occurs later during the term. In this event, the individual who had the most votes and who is willing to serve as a PIC member shall fill the vacancy.
- c. All other information related to the election shall be kept confidential.
- d. All individuals standing for election shall be notified of the results in writing before the results are released.
- e. The names of the new members shall be posted on the Board website within 30 days of the election.

## **5.4 Process for Selecting BWDSB Employee Group Members**

The Parent Involvement Committee will determine only the number of Bluewater District School Board Employee Group Members that it feels is desirable to have on the Committee at any time, as well as the timing of the appointments, and will so advise Bluewater District School Board.

Bluewater District School Board is then responsible for appointing these members to the Committee.

The appointment of any BWDSB Employee Group Members to the Committee by the Board is of no effect unless the person appointed agrees to the appointment.

## **5.5 Process for Selecting Director of Education Member**

Under the legislation, the Director of Education is automatically a member of the Committee.

## **5.6 Process for Selecting Trustee Member**

Under the legislation, the Board will appoint a Trustee to the Committee.

**PROCESS FOR FILLING VACANCIES**

**6.1 Filling Parent Member Vacancies**

Should a Parent Member position on the Committee become vacant before the end of the prescribed term, the PIC shall:

- a. Fill the vacancy by appointment from the pool of candidates from the previous selection process if the pool contains any parents who either:
  - i. Represent an Elementary School in the same geographic area of the District areas the parent they are replacing; or
  - ii. Represent a JK - 12 or Secondary School in the same geographic area of the District as the parent they are replacing.
- b. In the absence of a pool of candidates, invite the School Councils in the respective geographic area of the member being replaced, to nominate an alternate member to fill the vacancy; or
- c. In the absence of a pool of candidates, and if the School Councils do not select an alternate member, the PIC may request that BWDSB advertise the vacancy through a variety of methods for the respective geographic area.

Methods of advertising vacancies in Parent Member positions of the PIC include, but are not limited to:

- a. Notices in either:
  - i. The Elementary Schools in the same geographic area of BWDSB as the Parent Member position being filled; or
  - ii. The JK - 12 or Secondary Schools in the same geographic area of BWDSB as the Parent Member position being filled.
- b. Notices on BWDSB's website and on the Websites of BWDSB schools which are either:
  - i. The Elementary Schools in the same geographic area of BWDSB as the Parent Member position being filled; or
  - ii. The JK - 12 or Secondary Schools in the same geographic area of BWDSB as the Parent Member position being filled.
- c. Advertisements in newsletters of schools or School Councils of schools of BWDSB which are either :
  - i. The Elementary Schools in the same geographic area of BWDSB as the Parent Member position being filled; or
  - ii. The JK - 12 or Secondary Schools in the same geographic area of BWDSB as the Parent Member position being filled.

- d. Advertisements in the Owen Sound Sun Times and/or other local newspapers with general circulation in the geographic jurisdiction of the Board.
- e. Advertisements on local radio or television stations that broadcast in the geographic jurisdiction of BWDSB.

The Committee shall then appoint one of those applicants who indicate an interest in a position. Criteria for choosing candidates from the list of candidates will be the same as for selecting new Parent Members.

When a vacant spot on the Committee is filled, the new member's term shall expire at the time the previous member's term would have ended.

Vacancies in the Parent Member category do not prevent the Committee from operating as long as the required majority of members are present to conduct the meeting.

### **6.2 Filling Community Representative/Members Vacancies**

Should a vacancy occur in the Community Representative/Member positions, the sending group will be invited to nominate another Community Representative/Member.

When a vacant spot on the Committee is filled, the new member's term shall expire at the time the previous member's term would have ended. If the sending agency does not recommend a replacement person, the position may remain vacant until the end of the original term.

Vacancies in the Community Representative/Member category do not prevent the Committee from operating.

### **6.3 Filling Bluewater District School Board Employee Group Member Vacancies**

If a position becomes vacant in BWDSB Employee Group Member positions, the Board will be requested by the Committee to nominate a new Employee Group Member from a similar employment position with BWDSB as the Employee Group Member they are replacing on the Committee.

Vacancies in the Employee Group Member category do not prevent the Committee from operating.

### **6.4 Filling the Director of Education Member Vacancy**

If the position for the Director of Education becomes vacant on the Committee, the Committee will request that Bluewater District School Board replace the member.

## **6.5 Filling the Trustee Member Vacancy**

If the position of Trustee becomes vacant on the Committee, the Committee will request that BWDSB appoint a new Trustee.

## **6.6 Filling Executive Vacancies on the Committee**

Should any of the executive positions become vacant before the next scheduled election process, the PIC shall fill the vacancy on an interim basis by election of another Parent Member.

When a vacant spot on the PIC is filled, the new officer's term will expire at the time the previous officer's term would have ended.

Only Parent Members and Community Representative/Members of the PIC may vote in an election to fill an officer position.

## **ELECTION OF OFFICERS**

A Parent Involvement Committee is required to have a Chair position to oversee the Committee's operations. Alternately, BWDSB's PIC may choose to have Co-Chairs and other executive positions as well as the Chair, as long as the positions are provided for in the Committee's by-laws. The by-laws must also describe the process for the selection of Officers.

### **7.1 Executive Positions**

Bluewater District School Board's Parent Involvement Committee Executive shall consist either of a Chair or two Co-Chairs, and may consist of a Treasurer, a Recording Secretary, and the Past Chair. Other positions may be added in future, if necessary.

With the exception of the position of Chair/Co-Chairs, other positions on the Executive do not all have to be filled on a permanent basis unless the need arises. Equally, more executive positions may be added, as needed.

Only Parent Members can run for positions on the Executive and they are to be elected as officers by vote of the Committee.

Elections shall be held in June so that the Executive is able to support early fall PIC activities.

In the absence of an Executive at a PIC meeting, the voting members of the Committee shall request a volunteer to fill the position. If more than one member wishes to temporarily fill the position, a vote by the voting members will be conducted.

When filling the positions on the executive, every effort will be made to ensure that the terms of the positions are staggered where possible to provide for succession planning and to help ensure continuity for the leadership of the Committee

Each of the executive positions on the Committee may be filled as follows. Appendix 7 A: PIC Executive Positions lists the present appointments to the PIC Executive.

#### **1. Chair or Co-Chairs**

The position(s) of either Chair, or Co-Chairs, will be determined by a vote of the Parent Members of PIC at the end of the term of either the existing Chair or Co-Chairs, as the case may be.

- a. The Chair or Co-Chairs must be Parent Members of the Committee.
- b. Only a Parent Member who is beginning a two-year term is eligible to stand for the position of Chair or Co-Chair.

- c. The Chair or Co-Chair shall be elected for a two year term at the last meeting of the Committee in each school year that there is a vacancy in the position(s).
- d. An individual cannot serve more than two consecutive terms in the office of Chair/Co-Chair.

An individual who has served two consecutive terms as a Chair/Co-Chair may be re-elected to the same position provided that at least one two-year term has elapsed since his or her last term as Chair/Co-Chair.

In addition to undertaking the normal operational functions arising during the meetings of PIC, the Chair or Co-Chairs will act as spokespersons for the PIC when providing advice to the Director of Education and the Board.

## **2. Treasurer**

Until the Committee determines that the position of Treasurer needs to be filled on a permanent basis by a Parent Member of the Committee, the Committee may utilize the services of Bluewater District School Board Staff.

Should the Committee determine that it is necessary to have a Parent Member assume a formal role in the position of Treasurer, the position of Treasurer may be elected by the Members of the Committee for a two-year term.

The conditions of Treasurer are as follows:

- a. The term of office of Treasurer shall be two years.
- b. Only a Parent Member who is beginning a two-year term is eligible to stand for the position of Treasurer.
- c. An individual cannot serve more than two consecutive terms in the office of Treasurer.
- d. An individual who has served two consecutive terms as a Treasurer may be re-elected to the same position provided that at least one two-year term has elapsed since his or her last term as Treasurer.

## **3. Recording Secretary**

At the last meeting of each school year, or earlier if a vacancy arises, a Recording Secretary may be elected by the Parent Members of the Committee for a one or two year term.

An individual cannot serve more than two consecutive terms as Recording Secretary.

A Parent Member who is beginning either a one-year or a two-year term is eligible to stand for the position of Recording Secretary.

In the absence of a Parent Member Recording Secretary, the Committee may utilize the services of Bluewater District School Board Staff.

#### **4. Past Chair**

The outgoing Chair of the Committee is automatically a member of the Executive in the position of Past Chair for a term of one year following his or her term of office.

The Outgoing Chair will serve in the position of Community Member, with voting rights, whether or not he or she no longer has a child enrolled in a school in BWDSB.

### **Appendix 7 A: PIC Executive Positions**

<b>POSITION</b>	<b>COMMITTEE MEMBER</b>	<b>APPOINTMENT DATE</b>	<b>PRESENT TERM</b>	<b>RENEWAL DATE</b>
Chair	Krista Voigt	October 2019	2 year	October 2020
Treasurer (Acting)	Darlene Thomson	October 2019	1 year	June 2020
Recording Secretary	Darlene Thomson	October 2019	1 year	June 2020
Past Chair	N/A	September, 2016		

## **DEALING WITH CONFLICTS**

To deal with the issue of conflicts, the Committee has first developed a Code of Ethics for its members.

The Committee has also developed Guidelines for dealing with Conflicts of Interest and has provided a Conflict Resolution Process to follow in the event of a conflict arising.

### **8.1 Member Code of Ethics**

The Code of Ethics adopted by the Parent Involvement Committee outlines the Committee's expectations for all of its members.

All members of the Committee shall adhere to the following Code of Ethics:

- i. Consider the best interests of all students and parents;
- ii. Be guided by Bluewater District School Board's Mission Statement;
- iii. Act within the limits of the roles and responsibilities of the Bluewater District School Board's PIC, as identified by O. Reg. 612/00 and the PIC's by-laws;
- iv. Become familiar with relevant Bluewater District School Board policies and procedures and act in accordance with them;
- v. Maintain the highest standards of integrity;
- vi. Recognize and respect the personal integrity of each member of the Bluewater District School Board's community;
- vii. Treat all other members with respect and allow for diverse opinions to be shared without interruption;
- viii. Promote a positive environment in which individual contributions are encouraged and valued;
- ix. Acknowledge democratic principles and accept the consensus of the Parent Involvement Committee;
- x. Respect the confidential nature of some School Board business and respect limitations this may place on the operation of the PIC;
- xi. Limit discussions at PIC meetings to matters under its mandate and of concern to the Bluewater District School Board community as a whole;
- xii. Use established communication channels when questions or concerns arise;
- xiii. Not accept any payment or benefit financially through PIC involvement;
- xiv. Not disclose confidential information; and
- xv. Declare any Conflict of Interest

## 8.2 Conflict of Interest Guidelines

A PIC Conflict of Interest may occur in any situation in which an individual's personal or pecuniary interests may be incompatible with his or her responsibilities to the Committee.

While the Committee is primarily an advisory body providing advice and information, a Conflict of Interest may arise where an advantage or perceived advantage may be conferred on a PIC member or family as a result of communications or activities undertaken by the Committee.

It is mandatory that the Committee have a specific by-law to deal with Conflict of Interest to help ensure the objective involvement of Committee members in both appearance and fact.

The following Conflict of Interest provisions apply to the PIC.

- a. A Conflict of Interest may be actual, potential, or perceived.
- b. A member of the Bluewater District School Board PIC shall declare a Conflict of Interest and exclude himself or herself from discussions and decision-making when:
  - i. The member's ability to carry out his or her duties and responsibilities as a member of the PIC may be jeopardized, or seen to be jeopardized, due to his or her personal or pecuniary interest;
  - ii. The member, his or her relatives or friends, or a business entity in which the member may have an interest, may gain or benefit (either directly or indirectly) as a result of actions that may be taken by the PIC or the Board in response to information or advice that the PIC provides to the Board;
  - iii. The member, his or her relatives or friends, or a business entity in which the member may have an interest, may gain or benefit (either directly or indirectly) as a result of confidential information that becomes known to the PIC member in the course of carrying out his or her PIC responsibilities;
  - iv. The member might be in a position, or be perceived to be in a position, to give preferential treatment to his or her family members, friends, or a business entity in which he or she has an interest, as a result of his or her participation on the PIC;
  - v. A Conflict of Interest is likely to result.
- c. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the Board.

### **8.3 Conflict Resolution Process**

The Committee is required to have a by-law specifying a procedure to follow when dealing with internal disputes. This policy must be in keeping with the Board's policies.

During the PIC meetings, members will aim to make decisions by consensus. However, when consensus cannot be achieved, the Chair, or Co-Chairs will adopt a more formal approach, will ask for motions and will use Roberts Rules of Order to arrive at a decision.

When a conflict arises during a discussion at a PIC meeting:

- a. Every member will be given an opportunity to express his or her concern or opinion about the issue in dispute and about how the dispute has affected him or her.
- b. Speakers to an issue will maintain a calm and respectful tone at all times and will be allowed to speak without interruption.
- c. The responsibility of the Chair or Co-Chairs is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.
- d. If no common ground can be identified, the Chair or Co-Chairs will seek to clarify preferences among all members before proceeding further.
- e. If all attempts at resolving the conflict have been exhausted without success, the Chair or Co-Chairs may request the intervention of the Director of Education, or an independent third party, mutually agreed upon by the parties involved in the dispute.
- f. Any resolution reached at the meeting to resolve the conflict shall be recorded and respected by all parties.
- g. If a PIC member or members become disruptive during a meeting, the Chair or Co-Chair shall ask for order.
- h. If all efforts to restore order fail, or if the unbecoming behaviour continues, the Chair or Co-chair may direct the individual PIC member(s) to leave the meeting, citing the reasons for the request.
- i. The removal of a member for one meeting does not prevent the PIC member from participating in future meetings of the PIC, nor does it prevent that meeting from continuing unless the Parent Members no-longer constitute a majority of the PIC members.

## **COMMITTEE ADMINISTRATIVE MATTERS**

This by-law of PIC addresses matters relating to administrative dealings of the Committee.

### **9.1 Attendance Requirements for Holding Meetings**

A meeting of the Parent Involvement Committee cannot be held, and must be rescheduled, unless:

- i. The majority of the Members present are Parent Members; and
- ii. The Director of Education and Trustee Member, or their designates, are both present.

Members are strongly encouraged to attend all meetings and if they cannot attend, they are obliged to notify the Chair, the Co-Chair, or the Director's Office by e-mail or telephone at least one day in advance. This will ensure that a meeting can be cancelled in advance.

A vacancy, or vacancies, in the Parent Membership of the Parent Involvement Committee does not prevent the Committee from exercising its authority at a meeting as long as the majority of Members in attendance are Parent Members

To ensure that the work of the Committee is not delayed through the lack of a quorum, there must be a commitment from each Member to ensure that either they or their designate attend as many meetings as possible.

While it is possible that a Member may be absent for two or more consecutive meetings due to unforeseen circumstances, adequate provision already exists in the PIC By-laws for all Members to designate an alternate to attend all meetings on their behalf.

If any Member of the Parent Involvement Committee, or his/her designate, is absent for two or more consecutive PIC meetings, the Member is deemed to be a Non-Attending Member.

When a Member of the PIC has been found to be a Non-Attending Member, and the reason for the absence from the meeting is not forthcoming, the Chair or Co-Chairs may request, either verbally or in writing, a written explanation from the absent Member as to why he or she has been absent.

If no satisfactory explanation is given for the absence, or if no explanation whatsoever is forthcoming, the Chair or Co-Chairs will advise the Non-Attending Member of the Board's process and may request a vote of the Committee. The vote will determine if the Member should be asked to resign his or her position on the Committee.

If the Committee votes to ask the Member to resign, and the Member refuses to do so, then the Committee may vote to have the Member removed from the list of Members.

In cases where the BWDSB has jurisdiction over a Member, the Committee will request that the Director of Education take appropriate action.

## **9.2 Minutes and Record Keeping Matters**

The Committee must keep minutes of all of its meetings and records of all of its financial transactions as well as all other important records.

The Minutes prepared for each Committee meeting must contain a list of those attending and regrets.

The Minutes should also reflect topics of discussion, but not details and provide a brief but clear summary of meeting occurrences, motions, decisions, votes, plans, reports, and who is responsible for what.

The Committee shall retain the minutes and records in accordance with the policies of the Board respecting retention of documents.

Documents produced by the PIC (by-laws, agendas, minutes, and reports) shall be classified as "B-06 Standing and Ad-Hoc Committees" and retained as per BP 2120-D "Records Management – Retention and Disposal".

The minutes of all PIC meetings and records of all its financial transactions shall be:

- i. Posted on the BWDSB web site;
- ii. Sent electronically to the Chair or Co-Chairs of the School Council of each school of Bluewater District School Board.
- iii. Available for examination at the BWDSB's office by any person without charge for four years;
- iv. Archived by date and year; and
- v. Retained on the Website for four years.

## **9.3 Annual Summary of Activities**

The Committee is required to prepare an annual written report on the Summary of Activities of the Parent Involvement Committee. The report is to be submitted to the Chair of Bluewater District School Board and the Director of Education.

The Summary of Activities report must also contain the PIC's annual Financial Statement which includes a description of how funding provided by the Ministry of Education for PIC, if any, was spent.

The Summary of Activities report must include:

- a. A list of names and positions of all PIC members and officers, as well as the area each represents.
- b. An acknowledgement of the efforts and commitment of the PIC members.
- c. Listing of the dates of the PIC's meetings, past and future for the year.
- d. A summary of the activities of the PIC under the headings of:
  - i. Summary of information and advice given to the Board;
  - ii. Summary of strategies and initiatives developed that the Board could use to communicate with parents;
  - iii. Information communicated to School Councils and parents;
  - iv. Support provided for School Councils; and
  - v. The yearly Financial Statement.

The Director of Education is then required to provide the Summary of Activities to all of the School Councils within BWDSB and post the Summary on the Board website.

#### **9.4 Remuneration**

- a. Members shall not receive any remuneration for serving as a member of BWDSB.
- b. PIC Members may receive reimbursement for expenses incurred as part of Committee business while members are serving on the Committee.
- c. Trustee Members may receive reimbursement for travel expenses under section 191.2(1) of the Education Act which takes into account the attendance of a Board Member at Parent Involvement Committee meetings.
- d. Travel expenses incurred by members of the Committee shall be reimbursed using Administrative Form AF 4909 "Non-Employee Travel Expenses – Claim for Reimbursement".
- e. Mileage shall be paid to PIC members at a rate per kilometre as specified by Board Policy BP 4902-D, "Travel Expenses".
- f. Expenses incurred as members of the Committee require the prior approval and authorization of the Director of Education.

#### **9.5 Meetings**

The PIC is to meet a minimum of four times during the school year.

Bluewater District School Board is to make facilities available for PIC meetings and is to make reasonable efforts to enable the PIC members to participate by electronic means.

- a. All meetings of the PIC are to be open to the public and shall be held at a location that is accessible to the public.
- b. The PIC will meet at a time and location convenient to the majority of members.
- c. The Chair, or Co-Chairs, shall ensure that all Notice of Meetings are provided to all members of the Committee at least five days before the meeting by:
  - i. Delivering a notice to each member by e-mail or regular mail; and
  - ii. Posting a notice on the BWDSB Website
- d. PIC members should attend all meetings, with absences and regrets conveyed to the Chair, or Co-Chairs in advance of the meetings.
- e. The Chair, or Co-Chair will ensure that Agenda Items will be sent out either with, or at the same time as of, the Notice of Meeting.
- f. When arranged by PIC, or as a contingency for inclement weather, a teleconference meeting is an acceptable alternative for members unable to attend.
- g. Members of the Committee who participate through teleconferencing shall be deemed to be present at the meeting.

## **9.6 Communications**

For the majority of its communications, the members of PIC will rely upon Bluewater District School Board for all administrative support and assistance necessary to the operation of the Committee.

### **1. *PIC Member Communication***

- a. Primary communication by PIC will be through e-mail between members.
- b. Members without e-mail service will receive information through the mail or by Board courier.

### **2. *PIC External Communication***

- a. When PIC members, parents and all other interested parties submit a request for information or assistance that is reasonable and appropriate, the Chair, or Co-Chairs, shall forward those inquiries to all PIC members and or the larger e-mail group of SC Chairs, or their equivalent as appropriate.

- b. PIC will develop policies to communicate with School Councils, to arrange opportunities for councils to network and develop ideas, and learn about provincial and Board initiatives etc.
- c. The Committee also intends to communicate with many educational partners, both within and outside BWDSB, as well as other PIC's across the Province.

## **9.7 Subcommittees**

The Committee has a large number of responsibilities that could require a substantial time commitment from members. Establishing subcommittees allows Committee members to divide the workload according to members' interests, expertise and time available.

Having subcommittees also allows the Committee to draw on the expertise, advice and involvement of individuals and groups who are not members of PIC.

A number of subcommittees may be established to deal with such matters as the selection of new members (e.g. A Selection Subcommittee), updating and revising the PIC By-laws or organizing special events such as a PIC Logo Design Contest.

Any subcommittee of PIC formed:

- i. Must include at least one Parent Member of the PIC;
- ii. May include persons who are not members of the PIC;
- iii. Are bound by all By-laws of the PIC for holding meetings; and
- iv. Will receive the same administrative and financial support from BWDSB as the Committee.

## **9.8 Passing Additional By-laws**

The Committee is required to develop a basic and mandatory set of by-laws that govern its day to day operations.

In addition to its mandatory by-laws, the Committee can also choose to pass by-laws or terms of reference to provide members with direction to guide their operations and help them work effectively.

The Committee may pass by-laws or terms of reference as the circumstances arise concerning such matters as:

- i. The process for calling special meetings to deal with time-sensitive matters;
- ii. General guidelines regarding meetings, such as those related to attendance and promptness;
- iii. The process for placing emergency items on the agenda;
- iv. The number and types of subcommittees that may be established;
- v. The timelines and processes for submitting agenda items; and
- vi. The appointment of a rotating Student Trustee Member position.

Notwithstanding any other provision of this by-law, administrative changes may be made to the Parent Involvement Committee By-laws and do not require a formal amendment to the By-laws.

Administrative changes include such matters as, but are not limited to, changes to Member names or schools in the school areas of the Bluewater District.

## **PIC CONSULTATIONS**

As set out in the Committee's goals and objectives, the legislation makes provision for consultation to occur between the PIC, Bluewater District School Board, parents and pupils in BWDSB and the Ministry of Education.

### **10.1 Consultations by the Parent Involvement Committee**

- a. The Committee may solicit and take into consideration the advice of parents of pupils enrolled in schools of BWDSB with regard to matters under consideration by the Committee.
- b. The Committee will determine, in consultation with BWDSB Director of Education and in keeping with BWDSB policies, how Ministry of Education funding, if any, provided under section 27 of the Education Act for parent involvement, is to be used.
- c. The Committee will consult with the Director of Education on how Ministry funding for parent engagement is to be used including the approval of expenditures of the Ministry of Education money allocation for PIC.

### **10.2 Consultations by Bluewater District School Board**

- a. The School Board may solicit and take into consideration the advice of the Committee with regard to matters that relate to improving student achievement and well-being.
- b. The PIC shall request that it be informed of the Board's response to advice provided to it by the PIC.

### **10.3 Consultations by the Ministry of Education**

- a. The Ministry of Education may solicit and take into consideration the advice of the Bluewater District School Board PIC with regard to matters that relate to improving student achievement and well-being.