

**GENERAL BY-LAW
HDSB PARENT INVOLVEMENT COMMITTEE**

The Halton District School Board Parent Involvement Committee recognizes the vital role parents play in the collaborative development and education of their children and in the success of schools. Therefore, PIC provides a regular opportunity for parents to network, share ideas, offer input and enjoy informative presentations on education and related topics throughout the school year.

1. DEFINITIONS

1.1. For the purposes of this By-law,

“**Board**” means the Halton District School Board;

“**Meeting**” means a meeting called in accordance with the requirements of this By-law, and does not include a training session or other event where committee does not discuss or decide matters under its authority;

“**Parent**” means a parent of a pupil who is enrolled in a school of the Board, and includes a guardian as defined in section 1 of the *Education Act*;

“**Parent member**” means a member of the committee who is a parent and appointed as a parent member to the committee by the Board, or who fills a vacancy created by a parent member ceasing to hold office.

“**PIC**” means the Parent Involvement Committee of the Board

“**School PIC Representative**” means the person designated by each school council to receive PIC communications and distribute to school council members.

2. PURPOSE

2.1. The purpose of PIC is to support, encourage, and enhance parental engagement at the Board level in order to improve student achievement and well-being. This purpose will be achieved by:

- a. providing information and advice on parent engagement to the board;
- b. communicating with and supporting school councils of schools 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.

3. MANDATE

3.1. PIC shall engage in the following activities:

- a. providing advice to the Board with regard to matters that relate to improving student achievement and well-being;

- b. providing advice to the Ministry of Education regarding matters that relate to improving student achievement and well-being;
- c. developing strategies and initiatives that the Board and the Director of Education may use to effectively communicate with and engage parents;
- d. advising the Board and the Director of Education on ways to use the strategies and initiatives referred to in section 3.1c
- e. determining, in consultation with the Director of Education and in keeping with the Board's policies, how funding, if any, provided under the *Education Act* for parent involvement is to be used;
- f. communicating information from the Ministry to school councils and to parents of pupils of the Board; and
- g. working with school councils and, through the Director of Education, with employees of the Board to:
 - i. share effective practices, to help engage parents in their children's learning;
 - ii. identify and reduce barriers to parent engagement;
 - iii. help ensure the creation of school environments that are welcoming to parents;
 - iv. develop skills and acquire knowledge that will assist the PIC and School Councils with their work.

4. PIC COMPOSITION

4.1. PIC membership will be composed of parent, community, trustee, staff and *ex officio* members as outlined herein, providing that parent members must constitute a majority of PIC members. *No school should have more than one representative in any category.*

4.2. PIC shall appoint the following parent and community members:

- a. three (3) parents from the Burlington family of schools;
- b. three (3) parents from the Halton Hills family of schools;
- c. three (3) parents from the Milton family of schools;
- d. three (3) parents from the Oakville family of schools; and

- e. up to three (3) Community members. *This is an opportunity to bring on people with a perspective not already represented.*
- 4.3. The Board shall appoint the following Trustee and staff members, with the consent of the appointee:
- a. one Trustee
 - b. one principal of an elementary school; and
 - c. one principal of a secondary school.
- 4.4. The committee shall include the following *ex officio* members:
- a. the Director of Education; and
 - b. the Superintendent of Education responsible for Parent Community Engagement.
- 4.5. A parent member may also be a Board employee, providing they inform the committee of their employment at their first committee meeting.
- 4.6. A community member may not be an employee or Trustee of the Board.
- 4.7. No school may have more than one representative on the PIC.
- 4.8. If fewer than three (3) parents apply from one family of schools, a parent from another family of schools may be appointed for a one year term.
- 4.9. PIC shall appoint parent and community members by no later than November 15 of each year, and before the first meeting of the school year.

5. APPOINTMENT OF PARENT AND COMMUNITY MEMBERS

- 5.1. PIC will advertise parent and community member vacancies in the following manner:
- a. advertisements in school and/or school council newsletters;
 - b. notices in schools of the board; and
 - c. notices on the board's website and on the websites of the board's schools.
- 5.2. Parents and community members interested in being appointed to PIC must submit an Interest Form, available on the HDSB website, and through school Principals and school council chairs.

- 5.3. Parent and community members will be appointed by the Superintendent of Education responsible for Parent Community Engagement, the PIC Co-Chairs, a parent member, and the Trustee member, based on the following criteria:
- a. interest in working with parents and staff to support school councils and parent engagement;
 - b. a “students first” attitude and support for public education; and
 - c. other volunteer experience.

6. TERM

- 6.1. Some of each of the parent and community members shall be appointed for a one year term, and some shall be appointed for a two year term, to be determined at the time of appointment, with a view to maintaining some continuity in membership from year to year.
- 6.2. There is no maximum to the number of terms. (*Possible amendment*)
- 6.3. A term starts on the earlier of the first meeting of the school year, or November 15, and expires at the start of the first meeting one or two years later, as the case may be.
- 6.4. A member other than an *ex officio* member who fails to attend four (4) regularly scheduled meetings throughout the school year will be deemed to have resigned.
- 6.5. The term of the Trustee member shall be determined by the Board at the time of appointment.
- 6.6. A person appointed to fill a vacancy shall serve for the remainder of the term of the vacating member.

7. CO-CHAIRS

- 7.1. The parent members shall elect two (2) Co-Chairs from amongst themselves, at the first meeting of the school year, and shall similarly fill any vacancy.
- 7.2. Co-chairs shall each serve a term of 2 years. Only parent members appointed for a two year term are eligible to be elected as a co-chair.
- 7.3. An individual may not serve more than two consecutive terms as a co-chair, but may be re-elected after an absence of at least one two year term.
- 7.4. The responsibilities of the PIC co-chairs include:

- a. acting as spokespersons for the committee in communicating with the Director of Education and the Board;
- b. developing the meeting agenda, along with the Superintendent and Trustee members, to reflect the input of the PIC members;
- c. chairing PIC meetings and PIC Information Nights;
- d. participating in the member appointment process;
- e. working with HDSB staff to facilitate communication with School PIC Representatives; and
- f. providing an annual written summary of PIC activities to the Board Chair and Director of Education, by the end of each school year, to include a report on how funding, if any, provided under the Education Act was spent.

8. MEETINGS

- 8.1. There shall be at least four (4) PIC meetings per year.
- 8.2. PIC meetings shall be open to the public.
- 8.3. Members may participate in all scheduled meetings through electronic means.
- 8.4. A PIC meeting shall not be held unless:
 - a. a majority of the members present are parent members;
 - b. the Director of Education or designate is present; and
 - c. The Trustee member is present.
- 8.5. The co-chairs shall ensure that members receive at least five (5) days' notice of a meeting.

9. SUB-COMMITTEES

- 9.1. PIC may establish subcommittees to make recommendations to PIC.
- 9.2. A sub-committee must include at least one parent member, and may include persons who are not PIC members.
- 9.3. Sub-committee meetings must be open to the public, and may take place by electronic means.
- 9.4. Sub-committee members must receive at least five (5) days' notice of a meeting.

9.5. Sub-committee tasks may include:

- a. PIC Information Nights;
- b. Special Events (conference, featured speaker); and
- c. Ad hoc initiatives

10. SCHOOL PIC LIAISON REPRESENTATIVES

10.1. Each school is invited to designate one PIC school liaison representative for the purpose of communication and distribution of information. PIC Reps are encouraged to come to at least two PIC Information Nights a year.

11. Decision Making Process

11.1. PIC will attempt to resolve issues by reaching a consensus.

11.2. When consensus cannot be reached, and a vote is required, only parent members and community members are entitled to vote.

12. MINUTES AND FINANCIAL RECORDS

12.1. PIC shall keep minutes of all of its meetings, and records of all of its financial transactions.

12.2. PIC shall retain such minutes and records, and shall ensure that the minutes and financial records are available for examination at the board's office by any person without charge, in accordance with the Board's record retention policy and procedure, but in any case for no less than four (4) years.

12.3. PIC minutes shall be sent electronically to each school council chair or co-chairs, and School PIC Representative, and shall be posted on the Board's website for no less than four (4) years.

13. DELEGATION OF POWER AND AUTHORITY

13.1. The Director of Education may delegate their powers or duties as a PIC member to any Supervisory Officer, and such delegate may attend a PIC meeting on the Director's behalf.

13.2. The Trustee member may delegate their powers or duties as a PIC member to any other Trustee, and such delegate may attend a PIC meeting on their behalf.

14. PIC Norms

- 14.1. PIC members shall participate, respecting the following *norms*:
- a. Recognize and respect the expression of individual views and beliefs
 - b. Engage in a collaborative discussion and decision-making process
 - c. Foster a safe, inclusive, welcoming, risk-free environment
 - d. Publicly support PIC decisions
 - e. Encourage and foster healthy relationships
 - f. Communicate positively, addressing ideas not people
 - g. Trust the intentions and integrity of others
 - h. Attend at least four (4) meetings per school year
 - i. Focus comments on the agenda item under discussion
 - j. Uphold the vision, goals, and interests of the PIC
 - k. Engage in open, honest, and respectful communication and discussion
 - l. Members will be allowed to speak without interruption.
 - m. Members will maintain calm and respectful tones at all times.

15. DISPUTE RESOLUTION

- 15.1. PIC will attempt to resolve matters by consensus.
- 15.2. Where the Chair of a PIC meeting or sub-committee meeting deems that a matter before the committee or sub-committee for decision or recommendation cannot be resolved by consensus, the Chair will call for a vote, providing that prior to voting all members who would like to speak to the matter have had the opportunity to speak at least once.
- 15.3. Where there is a conflict amongst members regarding implementation of a decision, or execution of a task, one or both co-chairs will meet first with the disputing members individually, and then if advisable together with all members involved in the dispute, to attempt to resolve the issue.

15.4. If attempts by the co-chair(s) are unsuccessful, the assistance of the Superintendent member, or other Supervisory Officer or the Director of the Board, will be sought for a resolution to the conflict.

15.5. A resolution reached by either means shall be respected in full by all members.

16. CONFLICT OF INTEREST

16.1. A conflict of interest can arise where financial or other personal considerations have the potential to compromise or bias a PIC member's judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the person's judgment is likely to be compromised. A conflict of interest may therefore exist when the decisions and/or actions of a PIC member are affected by or perceived by another party or person to be affected by their personal, financial or business interests or the personal, financial or business interests of a relative, friend, and/or business associate.

16.2. A PIC member who determines that they have a conflict of interest in any matter before the committee must declare the conflict of interest prior to the matter being discussed, must leave the meeting for the discussion, and shall not otherwise attempt to influence the committee's decision or response to the matter giving rise to the conflict.

16.3. All declarations of a conflict of interest shall be recorded in the minutes.