



Huron-Superior Catholic District School Board

Parent Involvement Committee

By-laws

May, 2012

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Purpose of Parent Involvement Committee

The purpose of the Parent Involvement Committee (PIC) is to support, encourage and enhance meaningful parent involvement at the board level to improve student achievement and well-being.

The Parent Involvement Committee (PIC) acts as an advisory body to the Huron-Superior Catholic District School Board, and provides an important link between parents and the board's director of education and trustees.

The Parent Involvement Committee has as its mandate:

- to support and enhance meaningful, inclusive, and constructive parent involvement to improve student achievement and wellbeing;
- to facilitate communication among Catholic School Councils and the Director of Education and Trustees;
- to seek out the advice and ideas of Catholic School Councils, other parents, parishes and community partners as they plan and implement strategies to involve more parents;
- to proclaim and promote the distinctiveness and value of Catholic education in our community;
- to approve expenditures for activities or projects funded with the Ministry's Parent Involvement funding; and
- to report regularly to the Board through minutes of its meetings.

Policy 4013: Parent Involvement Committee and accompanying Administrative Guidelines will establish and maintain the PIC.

By-law 1: Parent Members

Parent members:

A parent member must be the parent or legal guardian of a pupil enrolled in a school of the Huron-Superior Catholic District School Board (HSCDSB) that established the PIC and a member of a Catholic School Council. Employees of the board who are parents of children enrolled in a HSCDSB School, may serve as parent members and must inform the committee of their employment at their first committee meeting.

The majority of HSCDSB PIC members must be parents.

Members will include: Sault Ste. Marie Schools – 4 representatives; East District – 1 representative; North District – 1 representative.

Appointment procedures:

A selection subcommittee comprising of the chair and at least two parent members of the HSCDSB PIC will determine the selection process for committee approval and will manage the recruitment and selection of parent members. Efforts will be made to represent the diverse communities of the board.

Filling vacancies:

If any HSCDSB PIC parent member position becomes vacant because of resignation, inability of a member to fulfill his or her roles and responsibilities, or other cause, the HSCDSB PIC shall appoint another individual to fill the vacancy. The HSCDSB PIC shall appoint this individual to the vacant parent member position for the remainder of the term held by the member vacating the position.

By-law 2: Community Members

Appointment procedures:

Members of the community can bring an important perspective to the work of the HSCDSB PIC. The HSCDSB PIC shall include up to two community members, including:

- a representative of the Special Education Advisory Committee (SEAC), selected by SEAC; and
- a representative of the community/agency/parishes as determined by the PIC.

Community members may not be a member of the board of trustees or an employee of the board.

Community members are voting members.

Community members shall serve on the PIC for a term of one year, and may be renewed.

Filling vacancies:

Should a vacancy occur, the sending group (SEAC or other) will be invited to name another representative to serve the remainder of the term of the vacant position.

By-law 3: Offices

Chair/Co-Chairs:

The PIC will have a Chair or Co-Chairs, elected by the parent members of the HSCDSB PIC for a two-year term. Only a parent member who is beginning a two-year term is eligible to stand for the position of Chair or co-chair.

Recording Secretary:

Support provided by HSCDSB staff.

Vacancies:

1. Should an officer position become vacant before the next election process, the HSCDSB PIC shall fill the vacancy by election of a parent member. Only parent members of the HSCDSB PIC may vote in an election to fill an officer position.
2. When a vacant spot on the HSCDSB PIC is filled, the new officer's term will expire at the time the previous officer's term would have ended.
3. Any position on the HSCDSB PIC shall be automatically vacated if by notice in writing to the HSCDSB PIC a member resigns his or her office.

By-law 4: Parent Members – Term of Membership

Parent members – term of membership:

Terms of membership for parent members of the committee are for one or two years. Terms will begin October 1 and end September 30. Committee members may apply for additional terms as long as they are eligible. Terms will be staggered so that parent positions become available each year.

By-law 5: Board Employee Group Members

Board employee group members:

To bring the perspectives of board employee groups from both elementary and secondary schools, one representative of each of the following board staff groups will be invited to join the HSCDSB PIC:

- one elementary school principal or vice-principal as appointed by Admin. Council;
- one secondary school principal or vice-principal as appointed by Admin. Council; and
- one elementary teacher, other than a principal or vice-principal, as appointed by OECTA.

As per O. Reg. 612/00, the board will be responsible for these appointments. These members are non-voting. The term for these members shall be one year, and may be renewed.

Board of Trustees/Administration:

The Director/designate and the Board Chair/designate shall act as a resource to the PIC.

By-law 6: Community Members – Term of Membership

Community members – term of membership:

Up to two community members appointed by the HSCDSB PIC will serve on the committee for one year. Term may be renewed.

By-law 7: Conflict of Interest

Conflict of interest:

1. A conflict of interest may be actual, potential, or perceived.
2. A member of the HSCDSB PIC shall declare a conflict of interest in matters where he or she, friends, members of his or her family, or business entities in which he or she may have an interest, could possibly benefit (either directly or indirectly) from decisions of the HSCDSB PIC.

3. A member shall exclude himself or herself from discussions in which:
 - the member's ability to carry out his or her duties and responsibilities as a member of the HSCDSB PIC may be jeopardized, or seen to be jeopardized, due to his or her personal or pecuniary interest;
 - 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 HSCDSB PIC or the board in response to information or advice that the HSCDSB PIC provides to the board;
 - 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 HSCDSB PIC member in the course of carrying out his or her HSCDSB PIC responsibilities;
 - 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 HSCDSB PIC; and
 - a conflict of interest is likely to result.
4. A member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the board.

By-law 8: Conflict Resolution

Conflict resolution:

Members of the PIC are appointed as representatives of the Board's community and will demonstrate respect for their colleagues on the PIC at all times.

- The responsibility of the Chair or Co-Chairs is to clarify statements to identify common ground among points of view raised; and
- If all attempts at resolving the conflict have been exhausted without success, the Chair or Co-Chairs shall request intervention of the Director or other senior administrator to facilitate a resolution to the conflict.

By-law 9: Meetings

Meetings:

- a minimum of 4 meetings will be held during the school year (in person or electronically);
- quorum for voting purposes will be 50% + 1 of voting members; and
- minutes of meetings will be distributed to all members of the PIC, all Catholic School Councils, and the Board of Trustees. Minutes will also be posted on the Board's website.

By-law 10: Voting & Decision-Making Process

Voting & decision-making process:

In cases where a vote is required, there shall be a majority rule. In case of a tie, the chair will cast the deciding vote. Only parent members and community representative members are entitled to vote.