



**SIMCOE MUSKOKA CATHOLIC
DISTRICT SCHOOL BOARD**

Simcoe Muskoka Catholic District School Board

Parent Involvement Committee

By-Laws

2012

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Purpose of Parent Involvement Committee

The purpose of the Simcoe Muskoka Catholic District School Board Parent Involvement Committee (PIC) is to encourage and enhance parent involvement at the board level to support the improvement of student achievement and well-being.

The Parent Involvement Committee (PIC) acts as an advisory body to the Simcoe Muskoka Catholic District School Board, and provides an important link between parents and the board's Director of Education and Trustees.

The Parent Involvement Committee builds parent engagement by:

- **providing information and advice to the Simcoe Muskoka Catholic District School Board of Trustees on parent engagement;**
- **developing and supporting effective communications strategies with parents and Catholic School Community Councils**
- **developing strategies and initiatives the Simcoe Muskoka Catholic District School Board could use to engage more parents to support their children's learning at home and at school;**
- **sharing information with, and supporting the work of the Catholic School Community Councils in the Simcoe Muskoka Catholic District School Board.**

Simcoe Muskoka Catholic District School Board
Parent Involvement Committee

CODE OF ETHICS

- *A member shall* consider the best interests of all students and parents.
- *A member shall* be guided by the school board's mission statement.
- *A member shall* act within the limits of the roles and responsibilities of the SMCDSB PIC, as identified by O. Reg. 612/00 and the SMCDSB PIC's by-laws.
- *A member shall* become familiar with relevant school board policies and operating practices and act in accordance with them.
- *A member shall* maintain the highest standards of integrity.
- *A member shall* recognize and respect the personal integrity of each member of the school board community.
- *A member shall* treat all other members with respect and allow for diverse opinions to be shared without interruption.
- *A member shall* promote a positive environment in which individual contributions are encouraged and valued.
- *A member shall* acknowledge democratic principles and accept the consensus of the committee.
- *A member shall* limit discussions at the SMCDSB PIC meetings to matters under its mandate and of concern to the school board community as a whole.
- *A member shall* use established communication channels when questions or concerns arise.
- *A member shall* declare any conflict of interest.
- *A member shall* not accept any payment or benefit financially through their SMCDSB PIC involvement.

By-law 1: Parent Members

A parent member must be the parent or legal guardian of a pupil enrolled in a school of the Simcoe Muskoka Catholic District School Board (SMCDSB). Employees of the board may serve as parent members and must inform the committee of their employment at their first committee meeting.

The majority of SMCDSB PIC members must be Catholic parents.

Members will include a maximum of two parent representative(s) from each school grouping of the Board. These school groups include:

Barrie South East Community of Schools	Orillia Community of Schools
Barrie South West Community of Schools	Georgian Community of Schools
Barrie North Community of Schools	Georgian West Community of Schools
Bradford Community of Schools	Muskoka and Parry Sound Community of Schools
New Tecumseth / Colgan Community of Schools	

Supplemental appointments:

SMCDSB PIC will strive to represent the diversity of the parent population, and all regions of the board will be represented. This is to include one Trustee of the SMCDSB, appointed by the board, and the Director of Education or designate-Supervisory Officer.

Appointment procedures:

1. An invitation to apply to the PIC will be announced during the first regular school council meeting (prior to September 30th of each school year).
2. Each parent seeking election will be nominated or self-nominated by filling in the application form, and submitting the form to the principal of their school.
3. The principal will forward applications and references to the Director of Education (or designate) by October 15th. The Director of Education (or designate) will present the applications to the PIC.
4. The Director of Education (or designate) and the PIC will review the applications and fill the vacancies on the PIC for the school year, by October 30th.
5. A list of candidates will be kept on file by SMCDSB PIC for use in the event that a vacancy on the SMCDSB PIC occurs later during the school year. In the event of such an occurrence, the next applicant on the list who is willing to serve as a SMCDSB PIC member shall fill the vacancy.
6. All individuals who have applied shall be notified of the results before the results are released.
7. The Director of Education (or designate) shall post the listing of the PIC on the board website by November 15th.
8. The term of office shall commence November 15th of each school year.
9. Appointment to the PIC is for a two year period, which may be renewed through the appointment process.

Filling vacancies

If any SMCDSB 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 SMCDSB PIC shall invite the school council of the member being replaced to petition their council for an applicant to fill the vacancy. The SMCDSB PIC will 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: Offices

Chair and Vice-Chair:

- The PIC shall elect/designate a Chair and Vice-Chair annually.
- An individual cannot serve more than two consecutive terms in this office.
- Both the Chair and Vice-Chair must be Catholic.

Recording Secretary:

Support shall be provided by SMCDSB Director (or designate) office.

Vacancies:

1. Should an officer position become vacant before the next election process, the SMCDSB PIC shall fill the vacancy by election of a parent member. Only parent members of the SMCDSB PIC may vote in an election to fill an officer position.
2. When a vacant spot on the SMCDSB PIC is filled, the new member's term will expire at the time the previous member's term would have ended.
3. Any official position on the SMCDSB PIC shall be automatically vacated:
 - a) if by notice in writing to the SMCDSB PIC a member resigns his or her office; or
 - b) if at any special meeting of members, called for that purpose, a resolution is passed by a majority of the members present at the meeting that a member be removed from office.
 - c) If a member is absent from 2 or more consecutive PIC scheduled meetings without cause.

By-law 3: Parent Members – Term of Membership

Terms of membership for parent members of the committee are for two years. Terms will begin November 15th of each year and end the following October 31st of each year. Committee members may apply for additional terms as long as they are eligible, through the appointment process.

Parent members are voting members of the Parent Involvement Committee.

By-law 4: 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 meetings with the SMCDSB PIC:

- one elementary school principal
- one secondary school principal
- one elementary teacher, other than a principal or vice-principal
- one secondary teacher, other than a principal or vice-principal
- one board employee, other than a principal, vice-principal, or teacher

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 for one additional term.

By-law 5: Trustee Group Member

The Trustee member will represent the perspectives of the Board of Trustees. One Trustee member will be selected by the Board of Trustees to join the SMCDSB PIC. As per Ont. Reg. 612/00, the board will be responsible for these appointments. These members are non-voting.

By-law 6: Parish Representative Member

To bring the perspectives of our parishes, a representative from a local parish will be invited to join meetings with the SMCDSB PIC. The Parish Member is a non-voting member.

By-law 7: Conflict of Interest

1. A conflict of interest may be actual, potential, or perceived.
2. A member of the SMCDSB PIC shall declare a conflict of interest in matters where the member, direct relatives, spouse, or business entities in which the member may have an interest, could possibly benefit (either directly or indirectly) from decisions of the SMCDSB PIC.
3. A member shall exclude himself or herself from discussions in which:
 - the member's ability to carry out their duties and responsibilities as a member of the SMCDSB PIC may be jeopardized, or seen to be jeopardized, due to their personal or pecuniary interest;
 - the member, direct relatives, spouse, 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 SMCDSB PIC or the board in response to information or advice that the SMCDSB PIC provides to the board;

- the member, direct relatives, spouse, 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 SMCDSB PIC member in the course of carrying out his or her SMCDSB PIC responsibilities;
 - the member might be in a position, or be perceived to be in a position, to give preferential treatment to their direct relatives, spouse, or a business entity in which the member has an interest, as a result of their participation on the SMCDSB PIC;
 - 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

- Every SMCDSB PIC member will be given an opportunity to express his or her concern or opinion about the issue in dispute and how the dispute has affected him or her.
- Speakers to an issue will maintain a calm and respectful tone at all times.
- Speakers will be allowed to speak without interruption.
- 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.
- If no common ground can be identified, the chair or co-chairs will seek to clarify preferences among all members before proceeding further.
- If all attempts at resolving the conflict have been exhausted without success, the chair or co-chairs shall request the intervention of the Director, or other senior administrator, to facilitate a resolution to the conflict.

By-law 9: Meetings

A minimum of 4 meetings will be held during the school year.

The format of the SMCDSB PIC meetings will follow Robert's Rules of Order.

Quorum for voting purposes will be 50% + 1 of voting members.

By-law 10: Voting & Decision-Making Process

In cases where a vote is required, there shall be a majority rule. In case of a tie, either the chair / co-chair will cast the deciding vote.

The SMCDSB PIC may at any time, establish or dissolve a PIC sub-committee as is deemed necessary and may confirm upon such committees appropriate mandates as they see fit. The Committee shall act upon any mandates so given and report to the SMCDSB PIC when required. A committee member may be removed by a majority vote of the SMCDSB PIC.

Definitions

“meeting” means, in respect of a Parent Involvement Committee, does not include a training session or other event where the committee does not discuss or decide matters that it has authority to decide;

“parent” means, in respect of a Parent Involvement Committee of a board, 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, in respect of a Parent Involvement Committee, a member of the committee who is appointed or elected to the committee in accordance with section 34 or who fills a vacancy created by a parent member ceasing to hold office. O. Reg. 330/10, s. 3.

“board” means, in respect of the Simcoe Muskoka Catholic District School Board