PARENT INVOLVEMENT COMMITTEE BYLAWS
Lakehead District School Board

1. Preamble

"When parents are engaged in their children's learning, students do better at school and everyone benefits. Parents find it easier to help their children learn. Teachers and principals are better supported and enjoy positive relationships with parents". *(Planning for Parent Engagement: A Guidebook for Parents & Schools)*

"Students improve, classrooms improve, schools improve and the entire community benefits." *(Planning for Parent Engagement: A Guidebook for Parents & Schools)*

These Committee Bylaws are written to meet the requirements of Ontario Regulation 330/10. They are also intended, where appropriate, to be consistent with the policies of Lakehead District School Board.

2. Background

Research has shown that a strong relationship exists between success in school and parent/guardian involvement in the education process. On December 1, 2005, the Ministry of Education released the Ontario Parent Involvement Policy which outlined the need for the establishment of Board level Parent Involvement Committees (PICs). This resulted in the establishment of Lakehead District School Board's first Parent Involvement Committee in June of 2006.

The Ministry of Education adopted Ontario Regulation 330/10: School Councils and Parent Involvement Committees in September 2010. Each school board in Ontario is required to establish a Parent Involvement Committee.

3. Committee Purpose

The purpose of the Committee is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well being. Ed. Act. Sec. 27(1) (Appendix A)

The Committee shall achieve its purpose by:

- providing information and advice on parent engagement to Lakehead District School Board;
- communicating with and supporting Lakehead District School Board school councils and associated network meetings;
- undertaking activities to help parents support their children's learning at home and at school through system level initiatives;
- providing parent representation to other Lakehead District School Board committees (e.g. School Year Calendar Committee, Equity and Inclusive Education Advisory Committee) and
- supporting positive relationships at school and Board level to enhance student success.

4. Membership

The PIC will include the following members, where "parent" refers to both parents and guardians:

4.1 Parent Members (Voting Members)

Parent members shall constitute the majority of the members of the Committee.

The parent membership will include:

- Four school council representatives;
- Four parent members;
- One parent member appointed from Special Education Advisory Committee (SEAC); and
- One parent member appointed from Miiniwewinan: Indigenous Education Advisory Committee (IEAC).

4.1.1 Process for Selection

- A parent is qualified to apply to be a voting member of the Committee if he or she is a parent/guardian of a child enrolled in a Lakehead District School Board school.
- A parent member may be an employee of the Board and shall at his or her first PIC meeting inform the PIC of his or her employment with the Board.
- The Committee will select the parent members through an application process before the first meeting in the school year and no later than November 15. (Appendix C: Parent Application Form)
- A membership selection sub-committee may be established by the PIC to oversee this process.

4.1.2 Term of Office

- All parent members can serve one or two year terms.
- Up to two parent members may be selected for one year terms.
- All alternate members will be elected to serve a one year term.
- A parent member may serve for more than one term.
- Both one and two year terms run from November 15 to November 14.

4.2 Community Representatives (Voting Members)

- The PIC may appoint up to three community representatives for each new term.
- Community representatives should be employees or members of community organizations that serve/support families. They may also be members of the community at large as deemed appropriate by the PIC.
- Community representatives shall not be members or employees of Lakehead District School Board. (see Reg 33.6; 42)]
- Preference may be given to community representatives who are not parents of a child enrolled in a school of the Board.

4.2.1 Process for Appointment/Application

The PIC will elect or appoint up to three representatives through an application process.

4.2.2 Term of Office

The term of office shall be one year for community representatives.

4.3 Recruitment of Members

A call for members may occur in a variety of ways including social media, local media, school newsletters, website postings, and through school councils.

4.4 Board Appointments (per 33(2)) (Non-Voting Members)

4.4.1 Representatives

- director of education (or designate);
- one trustee of Lakehead District School Board who shall be appointed by the Board;
- one principal/vice principal (elementary or secondary) of a school appointed through a process coordinated by the director of education or designate; and
- one teacher (elementary or secondary) appointed through a process coordinated by the director of education or designate.

4.4.2 Term of Office

The term of office shall be one year for Board and staff representatives.

4.5 Additional Alternates

- four school council alternates, preferably one from each Lakehead District School Board family of schools;
- director of education designate (supervisory officer);
- one trustee alternate of Lakehead District School Board appointed by the Board;
- one principal elementary/secondary;
- one teacher elementary/secondary;
- one Miiniwewinan: IEAC representative; and
- one SEAC representative.

4.6 Election of Chair and Vice Chair Officers

- Officers shall be elected by the Committee from its parent membership and shall not be employees of Lakehead District School Board.
- The chair must be a two year term member and shall be elected for a two year term as chair.
- An individual cannot serve more than two consecutive terms as chair.
- An individual who has served for two consecutive terms as chair may be re-elected provided that at least one two-year term has elapsed since his or her last term as chair.
- The vice chair may be a one or two year term member, and shall be elected for a one year term.
- The director of education or designate shall conduct the nomination and election of the chair and vice chair.
- An individual may nominate himself/herself.

4.7 Election of Other Officers

The Committee may choose to create other positions that may be required from time to time in the orderly conduct of its business. The Committee, thereafter, will appoint individuals to serve in those positions until the purpose of the position or appointment has been satisfied.
e.g. communications coordinator, community liaison spokesperson, past chair, etc.

4.8 Filling Vacancies

- In the event of a vacancy in any membership, whether by resignation or otherwise, the Committee shall use its best efforts to elect or appoint a replacement at the next scheduled Committee meeting.
- If fewer than the required numbers of members are available to fill positions, the PIC will keep the positions open and continue to seek members to fill the vacancies.
- Appointments are subject to Board approval.
- A replacement will fill a vacancy for the remainder of its term.
- A vacancy on the PIC membership does not prevent the committee from exercising its purpose.

4.9 Attendance

- If a committee member misses three consecutive meetings, they may be removed from term by the Committee and that a replacement would then be appointed for the remainder of the term.

5. Conflict of Interest

Each member of the PIC shall avoid situations that could result in an actual, potential, or perceived conflict between the overall goals and vision of the PIC and a personal or pecuniary interest of that PIC member.

Should an issue or agenda item arise during a PIC meeting where a PIC member is in a conflict of interest situation, he or she shall declare the conflict of interest immediately and shall absent himself or herself from the meeting for, and decline any participation in, the discussion and resolution of the issue or item.

6. Internal Conflict Resolution

Every 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 vice chair 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 vice chair 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 vice chair shall request the intervention of the director, or other senior administrator, to facilitate a resolution to the conflict. In the absence of a resolution for a disagreement that requires a decision, the final decision will be made by the director.

7. Meetings

The work of the PIC shall normally be conducted through its regular meetings.

7.1 Regular Meetings

7.1.1 Number and Frequency

There will be a minimum of four regular meetings per year. Meetings will be held no more than once a month from November to November.

7.1.2 Location, Date, Time and Duration

The meetings for the year will be scheduled at the first meeting of the term.

7.1.3 Meeting Requirements

- A meeting of the PIC, where decisions must be made, cannot be held unless a majority of the members present at the meeting are parent members. sec.40 (2 a)
- A meeting of the PIC shall not be held unless the director of education or designate and trustee representative are present.
- A member who participates in the meeting through electronic means shall be deemed to be present.

7.1.4 Notice of Meetings

The chair shall ensure that meeting notice and agenda is distributed to all members of the PIC at least five days before the meeting by e-mail or regular mail and by posting a notice on the Board's website.

7.1.5 Minutes and Financial Records

The taking of minutes will be the responsibility of Lakehead District School Board.

Lakehead District School Board will prepare minutes of the PIC meetings which will be distributed as promptly as possible to all members and designated alternates.

Minutes will not become a formal record of the activities of the Committee until formally adopted at the next meeting of the PIC. Once adopted, they will be posted at the appropriate publicly accessible website.

Minutes and financial records will be retained, recorded and posted publicly according to policies of Lakehead District School Board, if any, and in accordance with Reg. 330, Section 44 (1-5).

The approved minutes shall be sent electronically to the chair or co-chairs of the school council of each school of Lakehead District School Board. Section 44 (1-b)

Minutes are posted on the Board's website for four years.

7.2 Special Meetings

Special meetings of the PIC may be called outside of, and in addition to, regular meetings of the Committee.

The call for a special meeting shall be made through the chair of the PIC and the chair in consultation with the director should only agree to such a meeting when the business is of such great importance or requires a response that cannot be accommodated through a normal meeting.

Special meetings require 48 hours notice.

7.3 Sub-Committees

7.3.1 The PIC may establish sub-committees to make recommendations to the PIC.
7.3.2 Should a sub-committee be established, membership from the PIC will be determined through an expression of interest.
7.3.3 A sub-committee of the PIC must include at least one PIC parent member.
7.3.4 A sub-committee may include persons who are not members of the PIC.
7.3.5 Any sub-committee established will include the director of education or designate.
7.3.6 A sub-committee can be disbanded upon completion of the task/project or upon request/requirement of PIC.

7.4 Meeting Management and Conduct

Meetings will be conducted in an informal manner. Meetings may include informational items, review of specific issues, educational items and matters requiring deliberation and a recommendation from the PIC.

Issues which have been discussed, and where a recommendation has been developed, will not be revisited unless agreed to by the majority of the voting committee.

7.5 Officer Responsibilities

Officers of the PIC are responsible for facilitating the orderly conduct of the work of the Committee in achieving its purpose.

7.5.1 Duties of the Chair

The chair is responsible for leading the PIC in pursuit of its purpose and in accordance with these Bylaws.

The Chair shall normally preside over the regular and special meetings of the Committee. The chair shall provide leadership, guidance and support to the Committee in the organization and conduct of its business.

The chair shall also be responsible for:

- polling committee members for suggested agenda items;
- planning the agenda for meetings of the Committee in collaboration with the director of education or designate;
- serving as the spokesperson for the Committee in communicating with the director and Board 38(6); and
- serving those other functions that the Committee from time to time, may delegate.

At the beginning of each meeting, the chair will establish if there is quorum and attendance as outlined in 7.1.3 and identify the voting members present.

When chairing the meetings of the PIC, the chair shall encourage all members to speak to the issues and shall also restrain individuals from dominating the flow of discussion. The chair will consciously move the PIC to consensus if possible, and in a timely fashion, in accordance with the time available.

Where consensus is not possible, the chair shall seek alternate means to move the Committee forward in its work including, but not be limited to:

- postponing the issue to another meeting;
- assigning tasks to groups to work on the issue outside of the formal Committee, and then bringing back the group's findings or recommendations to the Committee;
- asking for special assistance from resources within Lakehead District School Board; and
- other means as appropriate to the circumstance.

7.5.2 Duties of the Vice Chair

The vice chair shall perform the duties of the chair when so delegated, or when the chair is not able to perform those roles. Duties shall include but not be limited to:

- assume the chair's responsibilities in his/her absence;
- assist the chair in the performance of his/her duties as delegated; and
- maintain ongoing communication with the chair.

7.5.3 Duties of Members

Each member is expected to contribute to the PIC in achievement of its purpose. This includes:

- attendance at regular and special meetings of the Committee;
- making a positive contribution to the meetings and activities of the PIC to the best of the member's abilities and talents; and
- attendance at public information events and training programs/workshops.

Parent members should assume a broad perspective in representing their interests or the interests of their affiliated school(s) and avoid becoming 'single issue/school' focused.

Community representatives should bring the perspective of the organizations they represent.

A member who misses three consecutive meetings will be formally asked about their intention to continue on the Committee and may be removed from the Committee per 4.9 of these Bylaws.

Members who cannot attend a meeting are expected to send their regrets prior to the meeting and make arrangements for their alternate to attend in their stead.

Members who receive parent concerns/complaints shall direct their concerns to the director or designate for resolution or follow-up at the next meeting or by phone.

7.5.4 Duties of Alternates

Alternates are encouraged to remain current on the work of the PIC, and to attend and participate in meetings of the Committee, so that when a regular member is unable to attend a meeting, the alternate is ready to assume the full duties as a voting member.

Alternates attending in addition to the regular member may actively participate in discussion but may not vote.

7.6 Decision Making

Decisions of the Committee will not normally require formal motions (but rather follow the consensus model described in Appendix B).

PIC decisions will be reached through discussion and by consensus whenever possible. Consensus is a decision-making process where members seek to understand other points of view and collaborate to reach common ground (see Appendix B). Where no consensus is possible, the Committee may decide to defer the item for further study and debate at a later meeting.

Despite the foregoing, in special cases where formality is appropriate, the PIC may choose to use a more formal decision-making procedure involving a mover and seconder and a formal resolution. In such a case, the chair will call a formal vote through the show of hands noting the number in favour, number opposed and number of abstentions.

All officers of the Committee shall be voting members of the Committee.
A vote can only be held at a meeting if parent members form the majority of those present.
Decision-making can occur by arriving at consensus.
A call to put a matter or motion to a vote must be supported by a majority of voting members present.

8. Communications and Consultation

The PIC will host consultation/information sessions that will be open to all parents, school council members, and community participants as determined by the Committee.

8.1 Consultation by Board:

The Board may solicit and take into consideration the advice of the PIC with regard to matters that relate to improving student achievement and well-being. (Ed. Act. S.47(1))

8.2 Consultation by Ministry: The Ministry may solicit and take into consideration the advice of the PIC with regard to matters that relate to improving student achievement and well-being. (Ed. Act. S.48)

8.3 Consultation by Parent Involvement Committee: The PIC may solicit and take into consideration the advice of parents of pupils enrolled in schools of the Board with regard to matters under consideration by the Committee. (Ed. Act. S.49)

Meeting information and minutes will be distributed as per Section 7.1.5.

9. Reporting

9.1 The PIC shall formally submit a copy of PIC reviewed meeting minutes to the Lakehead District School Board through a report that will be placed on a public Board meeting as an item of information.

9.2 The PIC shall annually, following its final meeting of the year, submit a written summary of the committee's activities to the chair of the Board and to the director of education.

9.3 The director of education shall

9.3.1 provide the summary of activities to school councils; and
9.3.2 post the summary of activities on the Board's website.

10. Renewal of Bylaws

These Bylaws were approved by the Parent Involvement Committee on (insert date), and will be reviewed no later than September 15, 2027.

The following documents are suggested reference materials to use when reviewing bylaws:

- Ontario Regulation 612/00 (Appendix A)
- PIC Handbook Parent involvement committees | ontario.ca

- Parent Engagement section of Ministry of Education website
  Archived - Parentsin partnership: a parent engagement policy for Ontario schools | ontario.ca

ONTARIO REGULATION 612/00

made under the

EDUCATION ACT

Made: July 13, 2010
Filed: September 1, 2010
Published on e-Laws: September 3, 2010
Printed in *The Ontario Gazette*: September 18, 2010

Amending O. Reg. 612/00

(School Councils)

Note: Ontario Regulation 612/00 has not previously been amended.

1. The title to Ontario Regulation 612/00 is revoked and the following substituted:

SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES

2. The heading immediately before section 1 of the Regulation is revoked and the following substituted:

PART I
INTERPRETATION

1. In this Regulation,

"meeting", in respect of a school council or a parent involvement committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide; ("réunion")

"parent" means,

(a) in respect of a school council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Act, and

(b) 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 Act; ("parent")

"parent member" means,

(a) in respect of a school council, a member of the council who is elected to the council in accordance with section 4 or who fills a vacancy created by a parent member ceasing to hold office, and

(b) 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. ("parent membre") O. Reg. 330/10, s. 3; O. Reg. 281/22, s. 1.

1.1 In the case of a school council in a school that is established primarily for adults, a reference in this Regulation to a parent shall be read, with necessary modifications, as a reference to a pupil who is enrolled in the school. O. Reg. 330/10, s. 3; O. Reg. 281/22, s. 2.

PART III
PARENT INVOLVEMENT COMMITTEES
PURPOSE

27. (1) The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. O. Reg. 330/10, s. 6.

(2) A parent involvement committee of a board shall achieve its purpose 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. O. Reg. 330/10, s. 6.

28. A parent involvement committee of a board shall,

(a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;

(b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);

(c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;

(d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,

(i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,

(ii) identify and reduce barriers to parent engagement,

(iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and

(iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and

(e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the *Education Act* for parent involvement as described in section 27 and clauses (a) to (d), is to be used. O. Reg. 330/10, s. 6.

CONTINUATION AND ESTABLISHMENT OF COMMITTEES

29. (1) A parent involvement committee established by a board before September 1, 2010 is continued. O. Reg. 330/10, s. 6.

(2) A board established before September 1, 2010 that has not established a parent involvement committee before September 1, 2010 shall, before January 31, 2011, establish a parent involvement committee in accordance with section 32. O. Reg. 330/10, s. 6.

(3) A board established on or after September 1, 2010 shall, before October 1 of the school year following the calendar year in which the board's members are first elected, establish a parent involvement committee in accordance with section 32. O. Reg. 330/10, s. 6.

(4) Despite the definition of "parent member" in section 1,

(a) parent member in respect of a parent involvement committee established before September 1, 2010, before the committee meets it obligations under section 30, means a parent who is a member of the committee or who fills a vacancy created by a parent member ceasing to hold office; and

(b) parent member in respect of a parent involvement committee established on or after September 1, 2010, before the committee meets its obligations under section 31, means a parent who is appointed as a parent member to the committee by the board in accordance with section 32 or who fills a vacancy created by a parent member ceasing to hold office. O. Reg. 330/10, s. 6; O. Reg. 281/22, s. 3, 5.

COMPOSITION OF COMMITTEES, TRANSITION

30. (1) A parent involvement committee established or continued under subsection 29 (1) or (2) shall, before October 1, 2011, establish the by-laws required by clause 43 (b). O. Reg. 330/10, s. 6.

(2) A parent involvement committee established or continued under subsection 29 (1) or (2) shall, before November 15, 2011, and after it complies with subsection (1),

(a) appoint or elect its members in accordance with section 33; and

(b) establish terms of office in accordance with section 37. O. Reg. 330/10, s. 6.

31. (1) A parent involvement committee established by a board under subsection 29 (3) shall, before October 1 of the second school year following the calendar year in which the board's members are first elected, establish the by-laws required by clause 43 (b). O. Reg. 330/10, s. 6.

(2) A parent involvement committee established by a board under subsection 29 (3) shall, before November 15 of the second school year following the calendar year in which the board's members are first elected, and after it complies with subsection (1),

(a) appoint or elect its members in accordance with section 33; and

(b) establish terms of office in accordance with section 37. O. Reg. 330/10, s. 6.

32. (1) This section applies with respect to a parent involvement committee established by a board under subsection 29 (2) or (3), until the day the committee meets its obligations under section 30 or 31, as the case may be. O. Reg. 330/10, s. 6.

(2) Until a parent involvement committee established under subsection 29 (2) or (3) meets its obligations under section 30 or 31, as the case may be, sections 33, 34, 35, 37, 38 and 43 do not apply to the committee. O. Reg. 330/10, s. 6.

(3) The board shall appoint the following people to the committee:

1. The number of parent members the board determines appropriate.

2. The director of education of the board.

3. One member of the board.

4. The number of community representatives, up to three, the board determines appropriate. O. Reg. 330/10, s. 6.

(4) A person is qualified to be appointed by the board as a parent member of the committee if he or she is a parent. O. Reg. 330/10, s. 6; O. Reg. 281/22, s. 3, 5.

(5) A parent who is employed by the board is qualified to be appointed by the board to the committee. O. Reg. 330/10, s. 6; O. Reg. 281/22, s. 5.

(6) A parent referred to in subsection (5) shall, at his or her first committee meeting, inform the committee of his or her employment with the board. O. Reg. 330/10, s. 6; O. Reg. 281/22, s. 5.

(7) The parent members appointed by the board shall elect a parent member to serve as chair or parent members to serve as co-chairs of the committee. O. Reg. 330/10, s. 6; O. Reg. 281/22, s. 5.

(8) The chair or co-chairs shall act as spokespersons for the committee in communicating with the director of education of the board and the board. O. Reg. 330/10, s. 6.

(9) Community representatives appointed by the board to the committee shall not be members or employees of the board. O. Reg. 330/10, s. 6.

(10) The board may appoint one or more of the individuals listed in subsection 33 (2) to the committee. O. Reg. 330/10, s. 6.

(11) An appointment of an individual listed in subsection 33 (2) is of no effect unless the individual agrees to the appointment. O. Reg. 330/10, s. 6.

(12) In appointing members to the committee, the board shall ensure that parent members constitute a majority of the members of the committee. O. Reg. 330/10, s. 6.

(13) In the event that an individual appointed to a parent involvement committee under subsection (3) vacates his or her position on the committee, the board shall appoint another individual to the position. O. Reg. 330/10, s. 6.

(14) In the event that an individual appointed to a parent involvement committee under subsection (10) vacates his or her position on the committee, the board may appoint another individual to the position. O. Reg. 330/10, s. 6.

COMPOSITION OF COMMITTEES, GENERAL

33. (1) A parent involvement committee of a board shall include the following:

1. The number of parent members specified in the by-laws of the committee.

2. The director of education of the board.

3. One member of the board, appointed by the board.

4. The number of community representatives specified in the by-laws of the committee. O. Reg. 330/10, s. 6.

(2) Subject to the by-laws of the parent involvement committee, a board may appoint one or more of the following individuals to the parent involvement committee:

1. One principal of an elementary school of the board.

2. One principal of a secondary school of the board.

3. One teacher employed, other than a principal or vice-principal, in an elementary school of the board.

4. One teacher employed, other than a principal or vice-principal, in a secondary school of the board.

5. One person employed by the board, other than a principal, vice-principal or teacher. O. Reg. 330/10, s. 6.

(3) A parent involvement committee shall appoint or elect members to the committee before November 15 of the school year and before the first meeting of the committee in the school year. O. Reg. 330/10, s. 6.

(4) In specifying the number of parent members to be appointed or elected to a parent involvement committee in its by-laws, the committee shall ensure that parent members constitute a majority of the members of the committee. O. Reg. 330/10, s. 6.

(5) The term of office of the member of the board appointed under paragraph 3 of subsection (1) shall be determined by the board. O. Reg. 330/10, s. 6.

(6) Community representatives appointed to a parent involvement committee shall not be members or employees of the board. O. Reg. 330/10, s. 6.

(7) The board shall make any appointments under subsection (2) before November 15 of the school year and before the first meeting of the parent involvement committee in the school year. O. Reg. 330/10, s. 6.

(8) An appointment to a parent involvement committee under subsection (2) is of no effect unless the person agrees to the appointment. O. Reg. 330/10, s. 6.

2020-2021 SCHOOL YEAR

33.1 (1) This section applies for the purposes of the 2020-2021 school year. O. Reg. 674/20, s. 5.

(2) Despite subsection 33 (3), a parent involvement committee shall appoint or elect members to the committee on or before November 30, 2020 and before the first meeting of the parent involvement committee in the school year. O. Reg. 674/20, s. 5.

(3) Despite subsection 33 (7), the board shall make any appointments under subsection 33 (2) on or before November 30, 2020 and before the first meeting of the parent involvement committee in the school year. O. Reg. 674/20, s. 5.

PARENT MEMBERS

34. (1) Parent members shall be appointed or elected to a parent involvement committee under section 33, in accordance with the by-laws of the committee. O. Reg. 330/10, s. 6.

(2) A person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee if he or she is a parent. O. Reg. 330/10, s. 6; O. Reg. 281/22, s. 3, 5.

(3) A person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee of a board if he or she is employed by the board. O. Reg. 330/10, s. 6; O. Reg. 281/22, s. 3.

(4) A parent member referred to in subsection (3) shall, at his or her first committee meeting, inform the committee of his or her employment with the board. O. Reg. 330/10, s. 6; O. Reg. 281/22, s. 5.

VACANCIES

35. (1) A board shall ensure that vacancies in parent member positions on its parent involvement committee are advertised through a variety of methods. O. Reg. 330/10, s. 6.

(2) Methods of advertising vacancies in parent member positions on a parent involvement committee include,

(a) advertisements in newsletters of schools or school councils of schools of the board;

(b) advertisements in newspapers with general circulation in the geographic jurisdiction of the board;

(c) advertisements on radio or television stations that broadcast in the geographic jurisdiction of the board;

(d) notices in schools of the board; and

(e) notices on the board's website and on the websites of the board's schools. O. Reg. 330/10, s. 6.

36. A vacancy in the membership of a parent involvement committee does not prevent the committee from exercising its authority. O. Reg. 330/10, s. 6.

TERM OF OFFICE

37. (1) The term of office of some of the parent members of a parent involvement committee shall be one year and the term of office of some of the parent members shall be two years, as provided in the by-laws of the committee. O. Reg. 330/10, s. 6.

(2) A member of a parent involvement committee may be reappointed or re-elected to the committee for more than one term unless otherwise provided in the by-laws of the committee. O. Reg. 330/10, s. 6.

OFFICERS

38. (1) A parent involvement committee shall have a chair or, if the by-laws of the committee so provide, co-chairs. O. Reg. 330/10, s. 6.

(2) The chair or co-chairs of a parent involvement committee must be parent members of the committee and shall be elected for a two-year term by the parent members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of chair or co-chair. O. Reg. 330/10, s. 6.

(3) Only parent members with a two-year term are eligible to be elected to the position of chair or co-chair. O. Reg. 330/10, s. 6.

(4) An individual may not serve more than two consecutive terms as chair or co-chair of a parent involvement committee. O. Reg. 330/10, s. 6.

(5) An individual who has served one term or two consecutive terms as chair or co-chair of a parent involvement committee may be re-elected as chair or co-chair of the committee provided at least one two-year term has elapsed since his or her last term as chair or co-chair. O. Reg. 330/10, s. 6.

(6) The chair or co-chairs of a parent involvement committee shall act as spokespersons for the committee in communicating with the director of education of the board and the board. O. Reg. 330/10, s. 6.

(7) A parent involvement committee may have such other officers as are provided for in the by-laws of the committee. O. Reg. 330/10, s. 6.

(8) A vacancy in the office of chair, co-chair or any office provided for in the by-laws of a parent involvement committee, shall be filled in accordance with the by-laws of the committee. O. Reg. 330/10, s. 6.

REMUNERATION

39. (1) A person shall not receive any remuneration for serving as a member of a parent involvement committee. O. Reg. 330/10, s. 6.

(2) Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a board member at a parent involvement committee meeting. O. Reg. 330/10, s. 6.

(3) A board shall establish policies respecting the reimbursement of members of its parent involvement committee for expenses incurred as members of the committee. O. Reg. 330/10, s. 6.

(4) A board shall reimburse members of its parent involvement committee for expenses incurred as members of the committee in accordance with the policies referred to in subsection (3). O. Reg. 330/10, s. 6.

MEETINGS

40. (1) A parent involvement committee shall meet at least four times in each school year. O. Reg. 330/10, s. 6.

(2) A meeting of a parent involvement committee cannot be held unless,

(a) a majority of the members present at the meeting are parent members;

(b) the director of education, or the person designated under subsection 46 (1), is present; and

(c) the member of the board who sits on the committee, or the person designated under subsection 46 (2), is present. O. Reg. 330/10, s. 6.

(3) The board shall make available to its parent involvement committee the facilities that the board considers necessary for the proper functioning of the committee, and shall make reasonable efforts to enable members to participate fully in meetings of the committee by electronic means. O. Reg. 330/10, s. 6.

(4) A member of a parent involvement committee who participates in a meeting through electronic means shall be deemed to be present at the meeting. O. Reg. 330/10, s. 6.

(5) Meetings of a parent involvement committee shall be open to the public and shall be held,

(a) in person, at a location that is accessible to the public;

(b) by electronic or telephonic means; or

(c) both in person, at a location described in clause (a), and by electronic or telephonic means. O. Reg. 674/20, s. 6.

(6) The chair or co-chairs of a parent involvement committee shall ensure that notice of each meeting is provided to all members of the committee at least five days before the meeting by,

(a) delivering a notice to each member by e-mail or regular mail; and

(b) posting a notice on the board's website. O. Reg. 330/10, s. 6.

(7) For the purposes of subsection (6), notice by regular mail is provided five days before the meeting if it is mailed five days before the meeting. O. Reg. 330/10, s. 6.

SUBCOMMITTEES

41. (1) A parent involvement committee may establish subcommittees to make recommendations to the parent involvement committee. O. Reg. 330/10, s. 6.

(2) A subcommittee of a parent involvement committee must include at least one parent member of the parent involvement committee. O. Reg. 330/10, s. 6; O. Reg. 281/22, s. 5.

(3) A subcommittee of a parent involvement committee may include persons who are not members of the parent involvement committee. O. Reg. 330/10, s. 6.

(4) Subsections 40 (3) to (7) apply, with necessary modifications, to subcommittees of a parent involvement committee. O. Reg. 330/10, s. 6.

VOTING

42. When a parent involvement committee votes on a matter, only parent members and community representative members are entitled to vote. O. Reg. 330/10, s. 6.

BY-LAWS

43. A parent involvement committee,

(a) may make by-laws governing the conduct of the committee's affairs; and

(b) shall make by-laws,

(i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,

(ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,

(iii) governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,

(iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,

(v) specifying how many, if any, of the persons listed in subsection 33 (2) may be appointed by the board to the parent involvement committee,

(vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any, under subsection 33 (2),

(vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and

(viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board. O. Reg. 330/10, s. 6.

MINUTES AND FINANCIAL RECORDS

44. (1) A parent involvement committee shall keep minutes of all of its meetings and records of all of its financial transactions. O. Reg. 330/10, s. 6.

(2) A parent involvement committee shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the board, if any, respecting the retention of documents by committees of the board. O. Reg. 330/10, s. 6.

(3) The minutes of a parent involvement committee of a board shall be,

(a) posted on the website of the board that established the committee; and

(b) sent electronically to the chair or co-chairs of the school council of each school of the board that established the committee. O. Reg. 330/10, s. 6.

(4) The minutes of a committee's meetings and the records of its financial transactions shall be available for examination at the board's office by any person without charge for four years. O. Reg. 330/10, s. 6.

(5) Minutes posted on the website of the board shall remain on the website for four years. O. Reg. 330/10, s. 6.

INCORPORATION

45. A parent involvement committee shall not be incorporated. O. Reg. 330/10, s. 6.

DELEGATION BY THE DIRECTOR OF EDUCATION AND THE BOARD MEMBER

46. (1) The director of education of a board may,

(a) delegate any of his or her powers or duties as a member of the parent involvement committee to a supervisory officer employed by the board; and

(b) designate a supervisory officer of the board to attend a meeting of the parent involvement committee in his or her place. O. Reg. 330/10, s. 6.

(2) The member of a board who sits on a parent involvement committee may,

(a) delegate any of his or her powers or duties as a member of the parent involvement committee to another member of the board; and

(b) designate a member of the board to attend the meetings of the parent involvement committee in his or her place. O. Reg. 330/10, s. 6.

CONSULTATION BY BOARD

47. (1) A board may solicit and take into consideration the advice of its parent involvement committee with regard to matters that relate to improving student achievement and well-being. O. Reg. 330/10, s. 6.

(2) The board shall inform the parent involvement committee of its response to advice provided to it by the committee. O. Reg. 330/10, s. 6.

CONSULTATION BY MINISTRY

48. The Ministry may solicit and take into consideration the advice of parent involvement committees with regard to matters that relate to improving student achievement and well-being. O. Reg. 330/10, s. 6.

CONSULTATION BY PARENT INVOLVEMENT COMMITTEE

49. A parent involvement committee may solicit and take into consideration the advice of parents of pupils enrolled in schools of the board with regard to matters under consideration by the committee. O. Reg. 330/10, s. 6.

SUMMARY OF ACTIVITIES

50. (1) A parent involvement committee of a board shall annually submit a written summary of the committee's activities to the chair of the board and to the board's director of education. O. Reg. 330/10, s. 6.

(2) The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement described in section 27 and clauses 28 (a) to (d), was spent. O. Reg. 330/10, s. 6.

(3) The director of education shall,

(a) provide the summary of activities to the school councils of the schools of the board; and

(b) post the summary of activities on the website of the board. O. Reg. 330/10, s. 6.

Consensus Model:

The consensus model is a consensual agreement or win-win outcome of collaborative problem-solving and conflict resolution. A consensus implies that debate has taken place, the solution is generally accepted rather than a grudging compromise, and that agreement is deep-rooted enough that it can stand for some time without need to revisit the issue.

DECISION MAKING THROUGH CONSENSUS

Consensus is group decision making, based on willingness to consent and support, rather than having a winning and losing side by voting. It allows ownership of ideas by all Parent Involvement Committee members as being the best choice.

Consensus has been reached when participants can say:

- I believe that you understand my point of view.
  I believe that I understand your point of view.
- Whether or not I prefer this idea or concept, I will support it because it was reached openly and fairly.
- I can live with this decision.

a) Avoid arguing unduly for your own position. Present your position as clearly and logically as possible but listen to the other members' reactions and consider them carefully before you press your point.

b) Do not assume that someone must win and someone must lose when discussions reach a stalemate. Look for the next most acceptable alternative for all parties.

c) Do not change your mind simply to avoid conflict or to reach agreement and harmony. When agreement seems to come too quickly and easily, be cautious. Explore the reasons and be sure everyone accepts the solution for basically similar or complementary reasons. Yield only to positions that are objective and logical.

d) Avoid conflict-reducing techniques such as majority vote, averages, coin-toss and bargaining. When a dissenting member finally agrees, don't feel that the person must be rewarded with agreement on some later point.

e) Differences of opinion are natural and expected. Seek them out and try to involve everyone in the decision-making process. Disagreements can help the group's decision-making process because, with a wide range of information and opinions, there is a greater chance that the group will develop more effective solutions.

Quorum:

As defined in these By-laws is deemed to be a simple majority of the current PIC voting membership.