



# TVPIC

Thames Valley District School Board  
**Parent Involvement Committee**

## BYLAWS

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## Section 1. ESTABLISHMENT

- a. Under the Education Act (Ontario Regulation 612/00), every school board in Ontario is required to establish a Parent Involvement Committee.
- b. At Thames Valley District School Board, this committee shall be known as the Thames Valley Parent Involvement Committee (TVPIC).
- c. TVPIC is a statutory committee of the Thames Valley District School Board (TVDSB).

## Section 2. PURPOSE

TVPIC is regulated under the Education Act (Ontario Regulation 612/00). The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level to improve student achievement and well-being.

- 2.1 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.
- 2.2 As a Parent Involvement Committee, TVPIC 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 (c), is to be used.

## Section 3. ADDITIONAL DUTIES AND RESPONSIBILITIES

- 3.1 In addition to the responsibilities outlined in the mandate, TVPIC will:
  - a. Annually submit a written summary of the committee's activities to the Chair/Co-Chairs of the board and to the board's Director of Education.
  - b. Summarize the activities which shall include a report on how funding, if any, provided under the *Education Act* for parent involvement was spent.
  - c. Communicate with and support the Thames Valley Council of Home and School Associations, Home and School Associations and other parent groups.

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## Section 4. MEMBERSHIP

- 4.1 The Committee shall be comprised of up to 20 members, a majority of whom shall be Parent Members, including:
- a. up to sixteen (16) voting members; and
  - b. up to four (4) non-voting members.
- 4.2 Voting members shall include:
- a. Up to thirteen (13) Parent Members; and
  - b. Up to three (3) Community Members.
- 4.3 Non-voting members shall include:
- a. Director of Education or designate; and
  - b. One (1) trustee appointed by the Board of Trustees.
- 4.4 Non-voting members may also include:
- a. One (1) elementary principal;
  - b. One (1) secondary principal.

## Section 5. MEMBERSHIP CRITERIA

- 5.1 All members are expected to have a strong interest in and commitment to parent engagement, student achievement and well-being and have the ability to represent the views of a wide variety of parents.
- 5.2 TVPIC Membership shall reflect the large geographical coverage of TVDSB, and therefore shall ensure parent member selection is representative of the following areas:
- a. London Wards 1, 11, 12, 14 – Two Parent Members
  - b. London Wards 2, 3, 4, 5, 6 – Two Parent Members
  - c. London Wards 7, 8, 9, 10, 13 – Two Parent Members
  - d. Middlesex County – Two Parent Members
  - e. Elgin County - Two Parent Members
  - f. Oxford County - Two Parent Members
  - g. First Nations Metis and Inuit Communities – One Parent Member
- 5.3 Membership selection will also consider the cultural and educational diversity of TVDSB and parent members' knowledge, skills, and experiences with school councils as well as but not limited to:
- a. French Immersion
  - b. Special Education
  - c. Home and School Association experience
- 5.4 Employees of TVDSB are eligible for appointment to the position of Parent Member, but not to the position of Community Representative. Where an employee is appointed as a Parent Member, they shall at first Committee meeting, inform the Committee of their employment with TVDSB.
- 5.5 Community Members shall be selected based on their ability to provide a broad community based perspective.
- a. One (1) community member shall be appointed from Thames Valley Council of Home and School Associations (TVCHSA).
  - b. An additional two (2) community members may be appointed when meeting the following criteria:
    - i. demonstrated connection to the TVDSB;
    - ii. active participation in a community group, organization or business that has as part of its mandate an interest in education, community development or social service;
    - iii. interest in and/or ability to link the TVDSB school community with external community groups or organizations;
    - iv. ability to represent broad societal or community perspectives;
    - v. experience or demonstrated interest in educational issues; and

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- vi. endorsement letter from the group they are representing.

5.6 Additional resource personnel may be invited to attend however will not be voting members.

## Section 6. TERM OF OFFICE

- 6.1 The members of the Committee shall be appointed before November 15 or the first meeting of the TVPIC school year for a term of office beginning December 1 and ending November 30.
- 6.2 Parent Members of the Committee shall be appointed to serve a term of office of either one (1) or two (2) years.
- 6.3 In every year, 50% of all parent members shall hold two year terms.
- 6.4 The term of office for Community Members and Principal representatives shall be one (1) year.
- 6.5 The term of office for the Trustee member shall be determined by the Board of Trustees.
- 6.6 A member of the Committee may be re-appointed to the Committee for more than one term subject to the Committee's membership criteria. The Membership Sub-Committee will review their application along with those of all other applicants.

## Section 7. VACANCY

- 7.1 A vacancy in the role TVPIC Parent Member shall not impair the right of the committee to exercise the purpose and performance of the duties of TVPIC.
- 7.2 An appointment can be made to fill a vacancy, in which event the newly appointed Parent Member will hold their position for the remainder of the unexpired original term/position.

## Section 8. WITHDRAWAL OF MEMBERSHIP

- 8.1 Membership shall be automatically withdrawn, by written notification, when a member is absent for three consecutive regularly scheduled meetings without approval by the Committee. A member may request to be re-instated by written notice.
- 8.2 Any member may resign by submitting written notice to the Committee.

## Section 9. APPOINTMENT OF MEMBERS

- 9.1 Annually the Committee shall review its membership needs and provide direction of membership needs to the Membership Sub-Committee.
- 9.2 The Membership Sub-Committee shall annually post a notice inviting applications for appointment to the position of Parent Members and Community Members.
- 9.3 The posting of notice shall be done through a variety of methods to ensure awareness of the application process by the entire jurisdiction of the District. The notice shall include:
  - a. A SUMMARY OF THE POSITION, INCLUDING THE TERM OF OFFICE OF THE APPOINTMENT;
  - b. THE PROCESS FOR MAKING AN APPLICATION;
  - c. THE DEADLINE FOR THE APPLICATION; AND
  - d. THE NAME AND CONTACT INFORMATION OF THE PERSON(S) RESPONSIBLE FOR MANAGING THE PROCESS.
- 9.4 All applicants will be required to provide:
  - a. a written expression of interest outlining interest in public education as well as knowledge and skills in one or more of the areas noted in s. 5.0 (a) of these by-laws;
  - b. in the case of Parent Members, written confirmation that they are a parent of a pupil enrolled in a TVDSB school;

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- c. Upon the close of the application period the Membership Sub- Committee shall review the applications and shall prepare a list of recommended candidates for the Director and Trustee to review, prior to consideration by the Committee; and
  - d. An indication of interest in serving a one (1) or two (2) year term.
- 9.5 For the one (1) Community Member who is the representative of TVCHSA, the Membership Sub-Committee shall send a letter to the President of TVCHSA seeking the name of appointee. The letter shall include:
- a. a summary of the position, including term of office;
  - b. the timeline for response; and
  - c. the name and contact information of the person(s) for managing the process.
- 9.6 Prior to the recommendation(s), the Membership Sub-Committee may choose to interview prospective candidates and/or request and check references.
- 9.7 In making the recommendation(s) the Membership Sub-Committee shall take into consideration:
- a. the knowledge, skills and experience of the current Committee membership;
  - b. the knowledge, skills and experience of the applicants;
  - c. the balance of elementary and secondary perspectives on the Committee;
  - d. the geographic representation of urban, suburban and rural perspectives from across TVDSB;
  - e. the unique needs of parents of special education students.
- 9.8 The membership Sub-Committee shall submit a recommendation to the Committee which shall include the names of the recommended candidate(s) and the term of office for the appointment(s).
- 9.9 An appointment to the Committee is of no effect unless the person agrees to the appointment.
- 9.10 Committee members are approved annually by the Board of Trustees.
- 9.11 The Board appoints the representative from the Board of Trustees annually each December.
- 9.12 The respective principal committees appoint their school Principal representatives, annually.

## Section 10. RESPONSIBILITIES OF MEMBERS

10.1 All members of TVPIC shall:

- a. promote and encourage parent engagement and the work of the Committee in the TVDSB;
- b. review all relevant material prior to the Committee meetings;
- c. declare a conflict of interest, where one exists;
- d. attend and participate in the Committee meetings; and
- e. participate in Committee and Sub-Committee initiatives as required.
- f. treat all other TVPIC members with respect and allow for diverse opinions to be shared
- g. perform other duties as delegated

10.2 In addition to the above, Community Representatives shall act as a liaison between TVPIC and their community group, organization, committee or association.

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## Section 11. TVPIC OFFICERS

- 11.1 TVPIC Executive positions shall be held by voting parent members nominated by the TVPIC Parent Membership. TVPIC Executive positions shall include but not be limited to the following:
- a. Chair/Co-Chairperson
  - b. Vice Chair
  - c. Past Chair
  - d. The role of Chair/Co-Chairs/Vice Chair may not be held by an employee of TVDSB.
- 11.2 The term of the TVPIC Executive shall be two years. Executive members may hold a maximum of two consecutive terms.
- 11.3 The election of Executive members shall be held before November 15. A quorum must be established for the election.
- 11.4 The TVPIC Chair/Co-Chairperson or Vice Chair shall be parent(s) nominated from the TVPIC Parent membership who have served at least one year on TVPIC and must be present at the election.
- 11.5 A vacancy in any office may be filled by succession of office or by special election.

## Section 12. RESPONSIBILITIES OF OFFICERS

### 12.1 Chair/Co-Chairperson

The duties of the TVPIC Chair/Co-Chairperson shall include but not be limited to:

- Chair the TVPIC meetings
- Plan the agenda and review the draft minutes in collaboration with the Director or delegate, Trustee, Vice Chair and Past Chair
- Be the official spokesperson for the TVPIC
- Maintain ongoing communication with all TVPIC members
- Prepare TVPIC Annual Report for the Board of Trustees, in consultation with the Director or delegate, Trustee, Vice Chair and Past Chair.

### 12.2 Vice-Chairperson

The duties of the TVPIC Vice-Chair shall include but not be limited to:

- Assume the TVPIC Chair's responsibilities in his/her absence
- Assist the TVPIC Chair in the performance of his/her duties as delegated
- Maintain ongoing communication with TVPIC Chair

### 12.3 Past-Chair/Co-Chairperson

Past Chair/Co-Chairperson duties shall include but not be limited to:

- Facilitate the transition of the new Chair/Co-Chairs
- Shall assist, advise and support the Chair/Co-Chairs and Vice Chair
- Collaborate with the Director or delegate, Trustee, Chair/Co-Chairs and Vice Chair on the agenda and review the draft minutes
- Provide information about resources, and other essential information

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## Section 13. SUBCOMMITTEES AND STANDING SUBCOMMITTEES

13.1 The Committee may, as it deems necessary, create subcommittees to make recommendations to the Committee. The subcommittees must include at least one (1) Parent Member of the Committee and may include non-members.

### 13.2 Membership Sub-Committee

- a. The Membership Committee shall consist of the Chair/Co-Chairs, Vice Chair/Co-Chairs, Past Chair/Co-Chairs, the Director of Education, or designate, Trustee, a Parent Member and where eligible, may include a Community Representative. Should the Chair/Co-Chairs/Vice-Chair's term be ending, an alternate shall be appointed.
- b. Any current member of TVPIC is ineligible to participate when seeking re-appointment to the committee. Where officers are ineligible to participate, additional parent members may sit on the committee to ensure parent representation.
- c. The Membership Committee is established annually each September to review the membership needs for TVPIC.
- d. The Membership Committee reviews the applications for membership and presents a list of recommended candidates to be considered by the entire TVPIC committee at the May TVPIC meeting.

### 13.3 Finance Sub-Committee

- a. The Finance Committee consists of the TVPIC Chair/Co-Chairperson, and one or two parent members.
- b. This committee works collaboratively with TVDSB Finance Department to review and report on the expenditures of the committee. Annually the committee presents a budget to TVPIC for approval.

### 13.4 Other Sub Committees

- a. TVPIC may adopt, when necessary, additional subcommittees (Ad-Hoc, Interim, Standing, Symposium, Communications, etc.) and shall be Chair/Co-Chaired by a TVPIC Parent member.
- b. All subcommittees may include non-voting participants who are not members of TVPIC.

## Section 14. MEETINGS

- 14.1. The Committee shall meet at least four (4) times in each school year.
- 14.2. All meetings of the Committee will be open to the public and be held at a location that is accessible to the public.
- 14.3. Notice of each meeting shall be deemed to be provided to all members of the Committee at least five (5) days before the meeting. Notice may be provided to each member by e-mail or regular mail; by telephone call; and by posting to TVDSB website. Notice by regular mail is deemed to be provided five (5) days before the meeting if it is mailed five (5) days before the meeting.
- 14.4. A meeting of the Committee cannot be held unless:
  - a. a majority of the members present at the meeting are Parent Members;
  - b. the Director of Education, or designate, is present; and
  - c. the Trustee, or designate, is present.
- 14.5. Committee members are expected to attend all Committee meetings. A member who participates in the meeting through electronic means shall be deemed to be present. Members are required to notify TVPIC's Corporate Services support personnel if electronic participation is required.
- 14.6. Additional employees of TVDSB, as determined on an as needed basis, may be invited to attend, participate, and act as a resource to the Committee in a non-voting capacity.



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- 14.7. The rules of order for the conduct of meetings of the Committee shall follow these by-laws. In any situation for which there is no specific provision in these by-laws, the TVDSB By-Laws and Standing Rules shall apply for matters of interpretation.
  - 14.8. Wherever possible, the Committee shall conduct its business through a collaborative decision making process.
  - 14.9. When the Committee votes on a matter, only Parent Members and Community Members are entitled to vote.
  - 14.10. In the event of a tie, the motion is defeated.
  - 14.11. The TVPIC Bylaws shall govern the meetings.

## Section 15. CONFLICTS OF INTEREST

- 15.1. A conflict of interest for a TVPIC member is any situation in which the individual's private interests may be incompatible or in conflict with their TVPIC responsibilities.
- 15.2. Parent Involvement Committees are advisory bodies and would almost never be in a position to make decisions that would be of financial benefit to individual members. However, a conflict of interest may exist whether or not a monetary advantage has been or may be conferred on member or their family.
- 15.3. A conflict of interest may be actual, perceived, or potential:
  - Actual:* When a member has a private interest that is sufficiently connected to their duties and responsibilities as a TVPIC member that it influences the exercise of these duties and responsibilities.
  - Perceived:* When reasonably well-informed persons could reasonably believe that a TVPIC member has a conflict of interest, even where, in fact, there is no real conflict of interest.
  - Potential:* When a TVPIC member has a private interest that could affect their decision about matters proposed for discussion.
- 15.4. TVPIC members are expected to declare conflicts of interest as they arise and to excuse themselves from the discussion and decision-making.
- 15.5. All TVPIC members are respected and their perspectives are welcome; TVPIC benefits from hearing all points of view. In order to build consensus, members also are expected to pay attention to the needs of TVPIC. Ultimately, personal preferences are less important than a broader commitment of ensuring TVPIC succeeds.
  - a. TVPIC members are elected to serve and will demonstrate respect for their colleagues on the committee at all times.
  - b. If a member or members become disruptive during a meeting, the Chair/Co-Chairs shall ask for order.
  - c. If all efforts to restore order fail or the unbecoming behaviour continues, the Chair/Co-Chairs may direct the individual member(s) to leave the meeting, citing the reasons for the request.
  - d. The removal of a member for one meeting does not prevent the TVPIC member from participating in future meetings of committee.
  - e. The incident shall be recorded and submitted to the Director within one week of the meeting.
  - f. When the Chair/Co-Chairs has requested the removal of a member or members from a meeting, the Chair/Co-Chairs shall request that the disputing members of the committee participate in a special meeting, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting, and shall not be construed as a meeting of TVPIC.
  - g. The Chair/Co-Chairs may request the intervention of an independent third party to assist in achieving a resolution to the dispute.

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- h. An independent third party may be a board official or another individual mutually agreed on by the parties involved in the dispute.
  - i. Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

## Section 16. PROFESSIONAL CONDUCT

- 16.1 Members of the Committee have a duty to make decisions consistent with Ministry and TVDSB policies and procedures in the best interests of students in compliance with the requirements of relevant legislation and regulations.
- 16.2 Members will respect the privacy of individuals in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). When meeting, members shall not discuss personal information relating to parents, students, school boards/trustees, or other personnel or committee members.

## Section 17. MINUTES AND FINANCIAL RECORDS

- 17.1 A parent involvement committee shall keep minutes of all its meetings and records of all its financial transactions.
- 17.2 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
- 17.3 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/Co-Chairs of the school council of each school of the board that established the committee.
- 17.4 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.
- 17.5 Minutes posted on the website of the board shall remain on the website for four years.

## Section 18. SUMMARY OF ACTIVITIES

- 18.1 A parent involvement committee of a board shall annually submit a written summary of the committee's activities to the Chair/Co-Chairs of the board and to the board's director of education.
- 18.2 The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement
- 18.3 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.

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## Section 19. AMENDMENTS

The TVPIC Bylaws may be amended by a two-thirds vote of the TVPIC members, or by a special meeting called for amending, provided that the proposed amendments have been provided to committee members seven (7) days prior to the voting date.

- Reviewed January 2008
- Amended May 2008
- Amended November 2009
- 2011 Review pending – Regulation 330
- Amended May 2012
- Amended January 2015
- Approved February 2015
- Amended May 2017
- Approved June 2017