

**PARENT INVOLVEMENT COMMITTEE**  
**Monday, September 11, 2023**  
**Board Room – Jim McCuaig Education Center**

Sherri-Lynne Pharand  
Director of Education

Rae-Ann Rees  
Chair

**AGENDA**  
**6:30 P.M.**

|  | <u>Resource Person</u> | <u>Pages</u> |
|--|------------------------|--------------|
| 1. Call to Order, Welcome and Introductions                              | R. Rees                |              |
| 2. Land Acknowledgement  | R. Rees                |              |
| 3. Disclosure of Conflict-of-Interest                                    | R. Rees                |              |
| 4. Approval of Agenda  | R. Rees                |              |
| 5. Confirmation of Minutes – May 1, 2023                                 | R. Rees                | 1-3          |
| 6. Business Arising from the Minutes                                     | R. Rees                |              |
| 7. New Business  |                        |              |
| 7.1 Parent Engagement Meeting Summary                                    | S. Pharand             | 4-17         |
| 7.2 PIC By-Law Renewal   | R. Rees                | 18-38        |
| 7.3 PIC Recruitment  | R. Rees                |              |
| 7.4 Miiniwewinan: Indigenous Education Advisory Committee Funding Report | R. Rees                | 39-41        |
| 7.5 Special Education Advisory Committee Funding Report                  | R. Rees                | 42           |
| 7.6 Miinewewinan: Indigenous Education Advisory Committee Report         | M. Tom                 | Verbal       |
| 7.7 Special Education Advisory Committee Report                          | T. Ingram              | Verbal       |
| 7.8 Director's Report  | S. Pharand             | Verbal       |
| 8. Other Business  |                        |              |
| 9. Next Meeting Date: Monday, October 2, 2023                            |                        |              |
| 10. Adjournment  |                        |              |

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF PARENT INVOLVEMENT COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2023 MAY 1  
6:30 p.m.

**MEMBERS PRESENT:**

|                            |                           |
|----------------------------|---------------------------|
| Robin Cawlishaw            | George Saarinen (virtual) |
| Ellen Chambers             | Jena Samakese             |
| Tara Ingram                | Fred Van Elburg           |
| Shannon Jessiman (virtual) |                           |
| Sherri-Lynne Pharand       |                           |
| Laura Prodanyk             |                           |
| MorningStar Tom            |                           |

**RESOURCE:**

Judy Hill, Executive Assistant  
Stephanie Rea, Communications Officer

**MEMBERS ABSENT, WITH REGRET:**

Chitra Jacob  
Rae-Ann Rees

**GUESTS:**

Anne Marie McMahon Dupuis, System Principal  
Collin Graham

1. **Call to Order, Welcome and Introductions**

Director Pharand called the meeting to order and welcomed Anne Marie McMahon Dupuis, System Principal, Collin Graham and MorningStar Tom, the new AEAC representative on the Parent Involvement Committee.

2. **Land Acknowledgement**

Director Pharand acknowledged the lands and traditional territory.

3. **Disclosures of Conflict of Interest**

There were no disclosures of conflict of interest.

4. **Approval of the Agenda**

The agenda was approved by consensus.

5. Confirmation of Minutes – March 6, 2023

The minutes were approved by consensus.

6. Business Arising from the Minutes

There was no business arising from the minutes.

7. Local Perspective – Human Trafficking

Anne Marie McMahon-Dupuis, System Principal, introduced Collin Graham who provided a power point presentation on human trafficking. Those at risk include youth, (girls as young as 10 and 11 years of age), marginalized individuals, Indigenous peoples, and newcomers. Human trafficking is organized, or gang facilitated, substance dependency driven and economically driven. Human trafficking is a culture. Journey to Safer Spaces is a program offered by The Ontario Native Women's Association. Information is available at onwa.ca. Questions from the group were addressed. Director Pharand thanked Mr. Graham for his very informative presentation and his gift of story.

8. Parent Involvement Committee By-Law Renewal

Robin Cawlishaw and MorningStar Tom volunteered to be on the committee to renew the By-Laws. Judy will set up the meeting.

9. Parent Involvement Committee Wellness Symposium

Fred Van Elburg provided an overview of the PIC Wellness Symposium that was held on April 19, 2023 in the Westgate cafeteria.

10. Aboriginal Education Advisory Committee (AEAC) Report

MorningStar Tom, AEAC representative, reported that AEAC are planning a celebration on June 6, 2023, and AEAC is working on a name change for the committee.

11. Special Education Advisory Committee (SEAC) Report

Deferred to next meeting.

12. Director's Report

Director Pharand reported on the following:

Reports to the Board included:

- Semi-Annual Student Achievement;
- Special Education – Empower Presentation;
- New Teacher Induction Program;
- Student Success;
- The Arts; and
- Policy Review – Safe Schools System Expectation.

Director Pharand shared information on the following upcoming events:

- Mental Health Week;
- Hearing Awareness Month;
- Occupational Health & Safety Week;
- Child & Youth Worker Week;
- Science Fair;
- Wrestling Tournament; and
- SSP Trustee Character Award.

Director Pharand thanked the group for their commitment and time to the committee.

13. Other Business

There was no other business.

14. Next Meeting Date

Monday, September 11, 2023.

15. Adjournment

The meeting adjourned at 8:15 p.m.

**Ministry of Education**

**MEETING SUMMARY**

**School Board Leads & Parent Involvement Committee Chairs**



**May 15 and 17, 2023**

**Inclusive Education, Priorities and Engagement Branch**

## Introduction

On May 15 and 17, 2023, the Ministry of Education (EDU) held the Spring sessions, part of the 2022-23 series of virtual meetings with Parent Involvement Committee (PIC) chairs, co-chairs, and school board parent engagement leads. After each session, a summary is shared with participants.

Throughout the virtual engagement series, now in its third year, participants have shared their local challenges, successes, and promising practices to support parent engagement in their children's school and in their learning. In past PIC meetings, there have also been opportunities for Government of Ontario representatives to present priorities and programs to participants for their feedback.

## What We Heard

### Part 1: Updates from the Ministry

**The meeting began with a brief recap of recent announcements by the Ministry of Education:**

- Ontario Helping More Students Enter the Skilled Trades Faster: Ontario government is preparing young people for in-demand and well-paying careers by allowing students in grade 11 to transition to a full-time, skilled trades apprenticeship program.
- Ontario Preparing Students for Jobs of the Future: details on new requirement to help better prepare students across our province for the jobs of tomorrow. Starting with students entering Grade 9 in September 2024, all students will now be required to earn a Grade 9 or 10 Technological Education credit as part of their Ontario Secondary School Diploma.
- Ontario Launching New Mental Health Learning and Increasing Funding: mandatory resources for teachers and students on mental health literacy in Grades 7 and 8 and an additional \$12 million this year and \$14 million next year to provide mental health services over the summer months.
- Ontario Launches Plan to Boost Math, Writing and Reading Skills: investments of more than \$180 million in targeted supports in the classroom and at home to help students build the math and reading skills and knowledge they need to succeed in the workforce. This investment will support nearly 1000 more educators to help students develop these important skills.
- Province Improving Accountability and Transparency in Ontario Schools: on April 17, the Ontario government introduced The Better Schools and Student Outcomes Act, which would, if passed, ensure the province's public education system focuses on what matters most: important life-long skills, like reading, writing and math. The act would also ensure accountability and transparency for parents and families.

In addition to sharing these announcements there was also an update on the one-time tutoring supports program. School boards have reported significant success and the program, that was to end March 31, and has been extended to the end of the school year, allowing school

boards who have funding remaining to maximize the investment and deliver the greatest impact to students.

## **Part 2: Grants for Students Needs Presentation**

In response to suggestions made by participants in earlier sessions, this engagement focused on Grants for Student Needs (GSN) – bringing information on how school boards are funded to parents.

This part of the meeting was hosted by the Education, Labour and Finance Division. In their presentation, they shared that information on the calculation of GSN, responsibilities and flexibility for school boards to use funding, various indicators used to address cost drivers, and Parents Reaching Out Grants funding.

## **Part 3: Learning and Listening: Supporting Parent Engagement Together**

**Discussion:** *Sharing on what PICs and school boards are hearing from parents in their community.*

### **Confidence**

- School boards and PICs shared their success in communication with parents; some share using a portal for parents to communicate, others are using emails, or/and open house.
- Some school leads reported that consulting the Chair and Co-Chair in advance on the meeting agenda has improved PIC meeting function.
- It was also noted that parents are interested in sessions that focus on mental health, and resources for students and for parents to support their children. Other successful events such as wellness fairs include hybrid options so more parents can participate in those sessions.
- Parents are happy that school events are resuming, and it was reported that parents are confident in how the school year has gone coming back from COVID, as excursions and events, are happening. Parents are taking initiative to take precautions when there is illness.
- Parents are quite satisfied with the efforts put into catching up
- There is greater transparency from some school boards as different types of information are shared by school boards. It was suggested a more standardize for information sharing within the province would be helpful.

### **Challenges**

- Since COVID-19 behaviour issues in the school were on the rise. For example, there was an increase in challenges with taking the bus, as the students did not have the opportunity to learn about school bus instructions.
- Gaps in the student's learning were expressed, more specifically for students who are transitioning to Grade 1, Grade 8, and Grade 11. It was noted those students continue to fall behind due to a lack of resources. Students, especially those in Grades 6 and 7, are also experiencing challenges with their learning skills and study habits. Some parents feel like their

kids are not “prepared” and “caught up.” There is lot of pressure on students and some students lack to experience to write exams.

- Parents noted that teachers support as much as possible, but they cannot teach one by one given the number of students in the classes; parents want smaller classes and more teachers in classrooms.
- There are difficulties in the transition from secondary level to post-secondary education due to the pandemic; it was reported that students had not had an opportunity to be exposed to transition activities to support and ensure a successful transition to university, and it seems that post-secondary has not adjusted with the pandemic. It was suggested to have a discussion with colleges and universities to address all the gaps experienced by students as a result of the pandemic.
- Not repeating grades can also be a challenge because students continue when they need more time to learn, and tutoring does not always help especially for students with major challenges. It was reported that the more students fall behind, the harder it is to catch up. There is also confusion with de-streaming and how it should be implemented and concerns that students might be left behind.
- Parents reported students have lost many academic tools on how they can learn together and from one another, thus the need to mitigate this issue.
- Parents want more emphasis on mental health for high school students as parents want to better support their children in secondary school.
- School board communications to parents is not always in a parent-friendly language (not plain language).
- Some parents raised the importance of strengthening the transparency aspect of the school board system.
- There were concerns raised on the student census survey - some of the questions were of concern or were confusing for children.
- There is a need for additional training and sharing of parent engagement information, policies, practices and procedures - for example on the annual \$500 school council budget, how to conduct school council elections, giving school council chairs access to school council email addresses, and sharing the school and board improvement and equity plan. Participants shared about the need to restructure the PIC and making it more representative and more of a central committee to all so they can all learn together as a network. Partnerships between PICs and school councils can also support equity initiatives to better understand data and the needs of students from equity seeking groups.

#### **Discussion: *Parents' preferred methods of communication***

- There are many communication methods and platforms that are being used across Ontario school boards and schools. These methods and platforms are inconsistent and vary across school boards and schools. They are generally school-specific rather than board-coordinated. Often times these methods and platforms require a fee and/or charge for the users.
- Teacher communication is the preferred method and generally parents are more receptive to hearing directly from them.

- Social media platforms provide a good avenue for communication (e.g., Facebook, Twitter, etc.). School Messenger and Seesaw are other preferred communication tools/methods. Consideration for CPIC to be involved in dissemination of communications.
- Elementary parents and students prefer direct and regular communication, such as the weekly “backpack mailer”, and invitations to help and/or volunteer. Parents want to know from teachers about what is happening and how parents can support their child’s learning – report card time is not enough.
- Secondary parents and students prefer weekly emails; however, there are challenges for parents who do not have access to email or have a personal email account.

**Discussion:** *PIC and board promising practices to support families’ engagement in their children’s*

One key promising practice identified by participants was making available webinars and school sessions on topics of interest (i.e., artificial intelligence, anti-Black racism, etc.). Some participants indicated board leadership would benefit for more systems training and should engage in more information sharing policies, procedures, and practices (e.g., budget information, how to conduct school council elections, sharing board improvement plants). Some participants mentioned the creation of guides for newcomers by PICs as a best practice.

**Discussion:** *Future parent engagement meetings*

Participants experienced interest in how to affirm identities of students and how to resolve inequities regarding family supports. Participants also expressed interest in how PIC funding works and how PIC funding can be used to engage schools. Fundraising parameters and limitations were also raised by some participants. Apart from general information on funding, participants were interested in learning more on how PICs operates, as well as how to ensure consistency across how PICs operates (i.e., through guides, toolkits, etc.). More information on ministry trends on student performance (e.g., EQAO) was also requested. Some participants suggested launching a call for best practices by PICs at the beginning of the year for the purposes of information sharing. Discussing concerns with other ministries (specifically the Ministry of Colleges and Universities) was also mentioned as a potential future meeting subject. Some participants also requested a discussion on changes to the format of future meetings to encourage more participation.

## **PART 4: Resource Links**

To support the work of PICs and school board leads, selected topical source links were shared:

**Ministry of Education home page:** <https://www.ontario.ca/page/ministry-education>, constantly updated with news and information

**Curriculum:**

**Parent and Curriculum Resources:** <https://www.dcp.edu.gov.on.ca/en/parents> where you will find resources to help you support your child's learning. We invite you to visit this site regularly – as new digital versions of the Ontario curriculum in all subjects and grades are added, more parent guides will be available here

**Curriculum Guides:** [Digital Curriculum Platform](#) where you will find full descriptions of all the elementary and secondary curriculum.

**Conclusion**

Throughout the series of engagements, PIC chairs/co-chairs and school board leads have continued to demonstrate their commitment to enhancing parent engagement and supporting parents and families of their boards. The Grants for Student Needs presentation was an opportunity for parents to learn more about how the Ministry funds school boards. The discussion enabled PIC chairs/co-chairs and school board leads to reflect on their experiences this year, including highlighting some shared challenges around transitions between grades or to post-secondary. Communications preferences are not always the same between different groups of parents and different regions, but the use of social media was highlighted as a best practice in some areas.

We are grateful to all participants for your willingness to share challenges, innovations and effective practices that support parents and families. The perspectives, questions and concerns shared will be used to inform Ministry actions, and to plan future engagements.

Thank you for your continued commitment to work with your school boards to support, encourage and enhance parent engagement in support of student achievement and well-being. As this was the final session for 2022-23, we also want to take the opportunity to thank PIC chairs/co-chairs and school board leads for their participation this year, and their commitment to supporting parents and students in their boards.

# Funding to Support Parent Engagement 2022-23

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# Funding to Support Parent Engagement 2022-23

## Parent Engagement: Overview

Strong and effective parent engagement begins with parents supporting parents at the local and regional levels, through vehicles such as school council and Parent Involvement Committees (PICs).

O. Reg. 612/00 *School Councils and Parent Involvement Committees* outlines the role that school councils and Parent Involvement Committees play in supporting student achievement, equity, and well-being.

At the school level, school councils work toward improving student achievement and enhancing the accountability of the education system to parents. At the school board level, PICs serve as an advisory body by:

- providing information and advice to the director of education and the board of trustees on how to enhance parent engagement
- developing ways, the school board could use to help more parents support their children's learning at home and at school
- sharing information with and supporting the work of school councils

For more information about school councils and PICs, please visit: [School councils: a guide for members | ontario.ca](https://www.ontario.ca/government/school-councils-a-guide-for-members) – and – [Parent involvement committees | ontario.ca](https://www.ontario.ca/government/parent-involvement-committees)

## Parent Involvement Committees (PICs): Frequently Asked Questions

### 1. How often are PICs required to meet?

- s. 40 of O. Reg. 612/00 outlines requirements for PIC meetings. A PIC is to meet at least four times in each school year. Meetings are open to the public and are held at a location that is accessible to the public, in-person and/or by electronic means.
- PICs are to be parent majority and parent-led. To provide a direct link to the board, a trustee and the director, or supervisory officer designate, are members of the PIC.

### 2. Will the Ministry be sharing a directory of PIC Chairs and Co-Chairs and how does the Ministry facilitate networking between PICs?

Not all parents are comfortable sharing their personal contact information in a public directory. Some boards have a generic PIC email account, others communicate through the personal email accounts for their PIC members. The PIC/school board lead engagements provide PICs with the opportunity to connect with each other to

## Funding to Support Parent Engagement 2022-23

share their challenges and successful practices. Some PICs, particularly in coterminous school boards, boards of similar sizes, or in close geographic proximity, have built partnerships through the engagements.

### 3. Is there an annual conference for PIC Chairs to attend?

The annual provincial conference, while providing an opportunity for parent members of PICs to network in-person, was not accessible to all parents due to travel and time away from family and employment. Using lessons learned during the pandemic, we now have several virtual engagements so PIC Chairs and can continue to learn about ministry priorities and share their experiences throughout the school year, rather than through one large in-person annual event.

### Parent Engagement: Funding

- **Grants for Student Needs (GSN)**

The Ministry of Education provides most of the operating funding to Ontario's 72 district school boards through the annual Grants for Student Needs (GSN). Funding is allocated to boards through a series of grants based on student enrolment and the needs of students in each board. For 2022-23, the total allocation to support parent engagement specifically is \$5.47M, allocated as follows:

- **School Councils and Parent Engagement Committees – Base Funding**  
Through the GSN, the ministry provides each school board with base funding to support the parent engagement activities of its school councils and Parent Involvement Committee (PIC).

For the 2022-23 school year, the total Parent Engagement allocation is \$5.47M, and has three components, calculated as follows, per board:

- PIC component (\$5000 + \$0.17 per average daily enrolment of pupils)
  - School Council Component (\$500 per school)
  - PRO component (\$1500 + \$500 per school)
- **Parents Reaching Out (PRO)**  
Starting this school year, the Parents Reaching Out (PRO) funding will be allocated through the GSN. The total allocation is \$2.44M allocated across all boards, with the expectation that boards will work with their parent involvement committees (PICs) to lead initiatives that address local parent needs and/or remove barriers that prevent parents from participating and engaging fully in their children's learning and educational progress.

## **Funding to Support Parent Engagement 2022-23**

Essential to this process is ensuring that parents have access and inclusive means to support their engagement. School boards, through their PICs, are encouraged to work with their Indigenous advisory council (IAC), special education advisory committee (SEAC), school board's equity and access body, school councils, and community organizations to identify projects that support the diversity of parent needs and parent communities at the local level through an equity and inclusion lens.

This component is calculated as follows: \$1,500 + (\$500 per school).

- **Reporting Responsibilities of PICs and School Councils**
  - O. Reg. 612/00 requires annual reports from both school councils and PICs. Any funds received, including PRO and base funding in the GSN, must be accounted for in the yearly report.
  - PICs: Each year, the PIC shall submit a written summary of its activities to the chair of the board and the director of education. The report must include information about how any funding it received through the board was spent, and a summary of activities undertaken by the PIC
  - School councils: At the end of its term, a school council must prepare and submit a written report to the school and to the board, outlining the council's goals, activities, and achievements.

# **Funding to Support Parent Engagement 2022-23**

## **Parents Reaching Out (PRO) Grants: Frequently Asked Questions**

### **Purpose and Funding**

#### **1. What is new for PRO Funding in 2022-23?**

This year, the PRO allocation has moved from Priorities and Partnerships Funding (PPF) into the GSN. Moving the funding into the GSN reduces the administrative burden for school boards and provides an opportunity for early planning with PICs and relevant committees for upcoming school years.

#### **2. What is the purpose of PRO Funding?**

The Parents Reaching Out (PRO) funding enables school boards to work with parents to support projects and initiatives which remove barriers at the local level that prevent parents from participating and engaging fully in their children's learning and educational progress.

#### **3. Who is eligible for PRO funding?**

Boards are to administer PRO in collaboration with their Parent Involvement Committees (PICs) and are encouraged to work with their Indigenous Education Council (IEC), Special Education Advisory Committee (SEAC), board's Equity and Access body, school councils, and community organizations to identify projects.

#### **4. What is the GSN formula for base funding and PRO funding? How is the number of schools for a board determined?**

Funding of \$2.4 million to support the Parents Reaching Out (PRO) Grants is moving from Priorities and Partnerships Funding (PPF) into the GSN as a new component of the Parent Engagement Allocation.

With this change, the Parent Engagement Allocation has three components – PIC, School Council, and PRO – each with its own funding calculation.

The PRO component is funded through a combined amount of \$1,500 per school board and \$500 per school. With this change, the Parent Engagement Allocation has three components as follows:

- PIC component ( \$5,000 + \$0.17 per ADE – Average Daily Enrollment)

## **Funding to Support Parent Engagement 2022-23**

- School Council component (\$500 per school)
- PRO component (\$1,500 + \$500 per school)

School boards are reminded that they are expected to comply with Ontario Regulation 612/00: School Councils and Parent Involvement Committees.

### **5. Can unspent PRO components be deferred for future spending? Can unspent Parent Engagement Allocation be deferred for future spending?**

The Parent Engagement Allocation is not enveloped. Therefore, Parent Engagement funding must be recognized in revenue in the year in which it is received, which is in keeping with all non-enveloped GSN funding. If a school board wishes to set aside unspent Parent Engagement Allocation amounts for spending in future years, they may segregate a portion of their accumulated surplus.

### **6. What is the role of the board's PIC in determining how PRO funds will used?**

The PIC has an important advisory role. O.Reg.612/00 outlines part of the PIC role is to determine, in consultation with the board's director of education and in keeping with the board's policies, how funding and engagement of parents should be implemented.

## **Project Eligibility and Project Examples**

### **7. What types of projects are eligible for PRO funding?**

Boards are required to work with their respective PICs and are encouraged to work with additional parent groups to design and deliver PRO projects that meet the local needs of parents. Essential to this process is ensuring that parents have access and inclusive means to support their participation. Boards will use their established communication tools and mechanisms to ensure all parent groups are aware of the funding, guidelines and eligible projects.

PRO is intended to be used by local communities to identify and address barriers to parent engagement. Projects that support the diversity of parent needs and parent communities at the local level through an equity and inclusion lens are eligible for PRO funding.

### **8. What are some examples of projects funded with PRO Grants?**

## **Funding to Support Parent Engagement 2022-23**

PRO funding continues to support initiatives that remove barriers to parent engagement in their children's education.

Examples shared by PICs and Board Leads from the 2021-22 school year include but were not limited to:

- Initiatives to combat Anti-Black Racism and anti-Indigenous racism, as well as anti-oppression initiatives
- Parent/caregiver engagement supports (e.g., evening conferences)
- Enhanced multi-lingual and technology support (e.g., virtual presentations, online networking)
- Food sovereignty and environment (e.g., hiking, community gardens);
- Mental health and well-being (e.g., workshops on student and family mental health)
- Physical health and wellness (e.g., Zumba)
- Providing targeted resources to meet specific parent needs so parents can be resilient (e.g., parent curriculum-briefing workshops)
- 2SLGBTQI (e.g., awareness building by offering culturally responsive experiences)
- STEM (e.g., in-person learning nights)
- Online learning software and safety (e.g., cyber-literacy); and,
- Literacy supports for parents to help their child(ren).

## **Funding to Support Parent Engagement 2022-23**

### **Reporting**

#### **9. How will boards report on PRO component funding?**

As a result of the move from PPF to GSN, a separate reporting component is no longer required. Funding will be flowed through the GSN, and expenses will be consolidated with other board-level expenses and reported through Schedule 10 in the Education Financial Information System (EFIS)

#### **10. When is the Final Report due?**

The final report is no longer required to be submitted through [PRO@ontario.ca](mailto:PRO@ontario.ca) as part of school board Transfer Payment Agreement. School boards are to report through the Education Finance Information System (EFIS) and will receive further information regarding EFIS data collection for PRO in the coming months.

### **Contact**

#### **11. How can we get in touch if we have questions?**

For more information about PRO grants, please contact [PRO@Ontario.ca](mailto:PRO@Ontario.ca).  
For inquiries about supporting parent engagement, please contact [IEPEB@ontario.ca](mailto:IEPEB@ontario.ca).

# 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, ~~Success Advisory 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;
- Two parent members;
- One parent member appointed from Special Education Advisory Committee (SEAC); and

- One parent member appointed from Aboriginal Education Advisory Committee (AEAC).

#### **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 AEAC 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.

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## 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;
- calling for agenda items from Committee members;
- 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.

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#### **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 September 13, 2021 and will be reviewed no later than September 15, 2023.

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

- Ontario Regulation 612/00 (Appendix A)
- PIC Handbook  
<http://edu.gov.on.ca/eng/teachers/HandbookPIC.pdf>
- Parent Engagement section of Ministry of Education website  
<http://www.edu.gov.on.ca/eng/parents/getinvolved.html>

**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**

**3. Section 1 of the Regulation is revoked and the following substituted:**

**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; (“père ou mère”)

“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. (“père ou mère membre”)

**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.

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

**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. 612/00, s.3.

(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. 612/00, s.3.

**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. 612/00, s.3.

CONTINUATION AND ESTABLISHMENT OF COMMITTEES

- 29.** (1) A parent involvement committee established by a board before September 1, 2010 is continued O. Reg. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.
- (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 its 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. 612/00, s.3.

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. 612/00, s.3.
- (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. 612/00, s.3.
- 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. 612/00, s.3.
- (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. 612/00, s.3.
- 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. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.
- (5) A parent who is employed by the board is qualified to be appointed by the board to the committee. O. Reg. 612/00, s.3.

- (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. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.
- (9) Community representatives appointed by the board to the committee shall not be members or employees of the board. O. Reg. 612/00, s.3.
- (10) The board may appoint one or more of the individuals listed in subsection 33 (2) to the committee. O. Reg. 612/00, s.3.
- (11) An appointment of an individual listed in subsection 33 (2) is of no effect unless the individual agrees to the appointment. O. Reg. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.

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. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.
- (6) Community representatives appointed to a parent involvement committee shall not be members or employees of the board. O. Reg. 612/00, s.3.
- (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. 612/00, s.3.
- (8) An appointment to a parent involvement committee under subsection (2) is of no effect unless the person agrees to the appointment. O. Reg. 612/00, s.3.

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. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, 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. 612/00, s.3.

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. 612/00, s.3.
- (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. 612/00, s.3.
36. A vacancy in the membership of a parent involvement committee does not prevent the committee from exercising its authority. O. Reg. 612/00, s.3.

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. 612/00, s.3.
- (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. 612/00, s.3.

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. 612/00, s.3.
- (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. 612/00, s.3.
- (3) Only parent members with a two-year term are eligible to be elected to the position of chair or co-chair. O. Reg. 612/00, s.3.
- (4) An individual may not serve more than two consecutive terms as chair or co-chair of a parent involvement committee. O. Reg. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.
- (7) A parent involvement committee may have such other officers as are provided for in the by-laws of the committee. O. Reg. 612/00, s.3.
- (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. 612/00, s.3.

REMUNERATION

39. (1) A person shall not receive any remuneration for serving as a member of a parent involvement committee. O. Reg. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.

MEETINGS

40. (1) A parent involvement committee shall meet at least four times in each school year O. Reg. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.

- (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. 612/00, s.3.
- (5) All meetings of a parent involvement committee shall be open to the public and shall be held at a location that is accessible to the public. O. Reg. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.

**SUBCOMMITTEES**

- 41. (1) A parent involvement committee may establish subcommittees to make recommendations to the parent involvement committee. O. Reg. 612/00, s.3.
  - (2) A subcommittee of a parent involvement committee must include at least one parent member of the parent involvement committee. O. Reg. 612/00, s.3.
  - (3) A subcommittee of a parent involvement committee may include persons who are not members of the parent involvement committee O. Reg. 612/00, s.3.
  - (4) Subsections 40 (3) to (7) apply, with necessary modifications, to subcommittees of a parent involvement committee. O. Reg. 612/00, s.3.

**VOTING**

- 42. When a parent involvement committee votes on a matter, only parent members and community representative members are entitled to vote. O. Reg. 612/00, s.3.

**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. 612/00, s.3.

**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. 612/00, s.3.
  - (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. 612/00, s.3.
  - (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. 612/00, s.3.
  - (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. 612/00, s.3.

- (5) Minutes posted on the website of the board shall remain on the website for four years. O. Reg. 612/00, s.3.

INCORPORATION

45. A parent involvement committee shall not be incorporated. O. Reg. 612/00, s.3.

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. 612/00, s.3.
- (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. 612/00, s.3.

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. 612/00, s.3.
- (2) The board shall inform the parent involvement committee of its response to advice provided to it by the committee O. Reg. 612/00, s.3.

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. 612/00, s.3.

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. 612/00, s.3.

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. 612/00, s.3.
- (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. 612/00, s.3.
- (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. 612/00, s.3.

7. **This Regulation comes into force on the later of September 1, 2010 and the day it is filed.**

**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.

## PARENT INVOLVEMENT COMMITTEE Parent Member Application Form

We appreciate your interest in the Lakehead District School Board’s Parent Involvement Committee. Please complete this application form and return it to either your child’s school or the Jim McCuaig Education Centre at 2135 Sills Street (c/o Judy Hill, Office of the Director). We will confirm receipt of your application by email. Thank you again for your interest.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

School(s) Child(ren) Attend: Your child(ren) currently attend(s):

School: \_\_\_\_\_ Grade(s): \_\_\_\_\_

I am applying for the position of:             School Council representative  
    Parent member

Would you prefer to be a committee member for a term of:     2 years  
    1 year

Are you an employee of Lakehead District School Board?     Yes  
    No

We value the participation of parents in our community. If we are unable to accommodate your request to be a representative, would you consider participating in focus groups or committees working on related issues?

- Yes
- No

Please complete the details on the reverse of this form.

Please note: Applicants for parent representative positions must have a child attending a Lakehead District School Board school.

\_\_\_\_\_  
Applicant’s Signature

# PARENT INVOLVEMENT COMMITTEE

## Parent Member Application Form – Page 2

Please provide a brief summary of your:

School Involvement

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Community Involvement

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Skills and Interests

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**Deadline for Applications: Monday, September 25, 2023.**

# PARENT INVOLVEMENT COMMITTEE

## Community Representative Application Form

We appreciate your interest in the Lakehead District School Board’s Parent Involvement Committee. Please complete this application form and return it to:

Judy Hill  
Office of the Director  
Lakehead Public Schools  
2135 Sills Street  
Thunder Bay, ON P7E 5T2  
Fax: 622-0961  
Email: [jhill@lakeheadschoools.ca](mailto:jhill@lakeheadschoools.ca)

We will confirm receipt of your application by email. Thank you again for your interest.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home  
Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_  
(if applicable)

The one-year term for this position is effective November 15, 2023 to November 14, 2024.

We value the participation of our community. If we are unable to accommodate your request to be a representative, would you consider participating in focus groups or committees working on related issues?

- Yes
- No

Please complete the details on the reverse of this form.

Please note: Applicants for community representative positions shall not be employees of Lakehead District School Board.

\_\_\_\_\_  
Applicant’s Signature

# PARENT INVOLVEMENT COMMITTEE

## Community Representative Application Form – Page 2

Please provide a brief summary of your:

Community Involvement

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Skills and Interests

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School Involvement (if applicable)

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**Deadline for Applications: Monday, September 25, 2023.**



**Final Report**

**Submit to Parent Involvement Committee by August 31, 2023**

**Name/Group:** Miiniwewinan: Indigenous Education Advisory Committee

**Contact Person:** Anika Guthrie

**Completion Date of Project:** June 6, 2023

**Expenses:** (Please attach receipts.)

| Supplier       | Expense             | Total   |
|----------------|---------------------|---------|
| DaVinci Centre | Hall rental/deposit | 1095.00 |
| Mooselegs2     | MC for event        | 900.00  |
|                |                     |         |
|                |                     |         |

**Summary of Events:**

The Miiniwewinan committee hosted an evening for families to come and celebrate Indigenous students' success in our schools. We had a feast and a round dance. Artwork was displayed, student showcased what they have learned on the big drum by singing an opening and closing song, student shared a water ceremony with a hand drum song, and many students shared their Ojibwe Language skills.

Patrick Chondon Photography was there to capture the event, he shared a short video, we'd love to share this with the PIC committee:

<https://www.dropbox.com/s/r9slelqfalotbu7/Indigenous%20Education%20Evening%20Celebration%20-%20HD%201080p.mov?dl=0>

The funding from PIC covered a portion of this event and we are grateful we were able to engage families and celebrate Indigenous students. There was approximately 280 students, family members and staff in attendance.

**Recommendations:** (Please use additional paper if required.)

**Submit to:**

Parent Involvement Committee

c/o Office of the Director

Jim McCuaig Education Centre  
2135 Sills Street  
Thunder Bay, ON P7E 5T2  
Fax: 622-0961

Signature

August 30, 2023

Date



**Da Vinci Centre**  
 340 S. Waterloo Street  
 Thunder Bay, Ontario, P7E 6H9  
 Tel:(807) 623-2415  
 catering@davincicentre.com

**Billing Address**

Lakehead Public School  
 Jasmine Sgambelluri  
 Ontario - Canada  
 (807) 625-5110

**Invoice**

Contract#: 11123060201  
 Contract Date: 02-06-2023

| DATE       | FROM     | TO       | EVENT             | ROOM         | PAX |
|------------|----------|----------|-------------------|--------------|-----|
| 2023-06-06 | 04:30 PM | 11:00 PM | Corporate Meeting | Michelangelo | 280 |

**Billing Detail**

| Description                            | Amount       | Total              |
|--|--------------|--------------------|
| <b>Hall Rental Charges</b>             |              |                    |
| Michelangelo                           | \$1,095.00   |                    |
| <b>Rental Total</b>                    |              | <b>\$1,095.00</b>  |
| <b>Menu Charges</b>                    |              |                    |
| 280 X Buffet Dinner @ \$26.95          | \$7,546.00   |                    |
| 280 X Beverages @ \$2.95               | \$826.00     |                    |
| <b>Menu Total</b>                      |              | <b>\$8,372.00</b>  |
| <b>Rental &amp; Service Charges</b>    |              |                    |
| 1 X Screen @ \$35.00                   | \$35.00      |                    |
| <b>Service Total</b>                   |              | <b>\$35.00</b>     |
| <b>Sub Total</b>                       |              | <b>\$9,502.00</b>  |
| <b>Taxes</b>                           |              |                    |
| HST(13.000%)                           | \$1,235.26   | <b>\$1,235.26</b>  |
| <b>Additional Charges</b>              |              |                    |
| Gratuity (15.00%)                      | \$1,255.80   |                    |
| <b>Invoice Total</b>                   |              | <b>\$11,993.06</b> |
| <b>Payments Received</b>               |              |                    |
| Method:VISA, Deposit (Date:25-04-2023) | \$(1,095.00) |                    |
| <b>Total Payment Received</b>          |              | <b>\$1,095.00</b>  |
| <b>Balance</b>                         |              | <b>\$10,898.06</b> |

6-3049-36980-25-410-3230-000

*[Handwritten signature]*

# Mooselegs2

~ Stay Sexy, you know I will ~

## INVOICE

|   |  |   |                 |
|---|--|---|-----------------|
| <b>DATE: WEDNESDAY, MAY 25<sup>TH</sup> 2023</b>  |  | <b>ORGANIZATION:</b>  |                 |
| <i>Mooselegs2</i><br><i>Brent Edwards</i><br><a href="http://www.mooselegs.ca">www.mooselegs.ca</a>   |  | AEAC Event<br>Lakehead Public Schools<br>Thunder Bay, On<br><b>Contact: Anika Guthrie</b> |                 |
| <b>LOCATION</b>   |  | <b>DURATION</b>   |                 |
| Thunder Bay, On   |  | 1 full day, 1 prep day<br>June 6 <sup>th</sup> , 2023                                     |                 |
| <b>SPECIFICATIONS</b>   |  |   |                 |
| <b><u>Master of Ceremony</u></b><br>Brent's Energy and engaging personality is what your organization is going to get when you hire him for your event. Mooselegs is sure to get everyone involved, that's a guarantee.   |  | \$900   |                 |
| <b><u>Motivation the Mooselegs way</u></b><br>The Mooselegs experience provides a fresh way at building excitement and teambuilding fun with interactive & exciting activities for everyone.<br>With his crazy antics, he sure will provide your participants a boost of energy for all your needs. |  |   |                 |
| <b>NO TRAVEL NEEDED</b><br><b>NO ACCOMMODATIONS NEEDED</b>  |  |   |                 |
| <b>TOTAL PRICE FOR SERVICE</b>  |  |   | <b>\$900.00</b> |

Thank you in advance for your consideration.

Please make cheque payable to:

**Brent Edwards**  
**119 Algonquin Ave South**  
**Thunder Bay, On**  
**P7B 4S8**



**Final Report**

**Submit to Parent Involvement Committee by August 31, 2023**

**Name/Group:** SEAC **Contact Person:** Michelle Probizanski

**Completion Date of Project:** NA

**Expenses:** (Please attach receipts.)

| Supplier | Expense | Total |
|----------|---------|-------|
|          |         |       |
|          |         |       |
|          |         |       |
|          |         |       |
|          |         |       |
|          |         |       |
|          |         |       |

**Summary of Events:**

We request a carry forward of the funds in order to be able to offer a parent session in October 2023.

**Recommendations:** (Please use additional paper if required.)

**Please Note:**

Any funding that hasn't been spent must be returned to the Parent Involvement Committee.

**Submit to:**

Parent Involvement Committee  
c/o Office of the Director  
Jim McCuaig Education Centre  
2135 Sills Street  
Thunder Bay, ON P7E 5T2  
Fax: 622-0961

\_\_\_\_\_  
Signature

August 31, 2023

\_\_\_\_\_  
Date