



PARENT INVOLVMENT COMMITTEE MEETING

Monday, November 17, 2025

Jim McCuaig Education Centre

Sherri-Lynne Pharand
Director of Education

Robin Cawlishaw
Chair

AGENDA

PUBLIC SESSION

6:00pm–Board Room/Microsoft Teams

	<u>Resource Person</u>	<u>Pages</u>
1. CALL TO ORDER and WELCOME	R. Cawlishaw	
2. DISCLOSURE OF CONFLICT OF INTEREST	R. Cawlishaw	
3. APPROVAL OF THE AGENDA – November 17, 2025	R. Cawlishaw	
4. LAND ACKNOWLEDGEMENT	R. Cawlishaw	
5. DELEGATIONS/PRESENTATIONS		
5.1 8080 School Council	S. Pharand	1-21
6. CONFIRMATION OF MINUTES		
6.1 Approval of Minutes – October 6, 2025	R. Cawlishaw	22-25
7. NEW BUSINESS		
7.1 Kindergarten Registration	J. Smith	
7.2 Miiniwewinan: Indigenous Education Advisory Committee Report		
7.3 Special Education Advisory Committee Report	T. Ingram	
7.4 Communications Report	J. Smith	
7.5 PIC Representative, 26-27 School Year Calendar	R. Cawlishaw	

		<u>Resource Person</u>	<u>Pages</u>
7.6	Miiniwewinan: Indigenous Education Advisory Committee and Special Education Advisory Committee Funding for 2025-2026	S. Pharand	
7.7	PIC By-Laws	S. Pharand	Handout
7.8	Director's Report	S. Pharand	
8.	OTHER BUSINESS		
8.1	Correspondence <ul style="list-style-type: none"> • Letter to MPP Holland • Trustee Character Award requirements • LDSB 25-29 Education Strategic Plan • 2025-26 PIC Chair and school board parent engagement Ministry lead meeting 	R. Cawlishaw	
8.2	Parent Event	R. Cawlishaw	
8.3	Next Meeting Date – March 2, 2026		
9.	ADJOURNMENT	R. Cawlishaw	

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1. Rationale

School boards are required to establish school councils in accordance with Regulation 612/00 of the Education Act.

2. Policy

It is the policy of Lakehead District School Board that each school in its jurisdiction annually establish and maintain school councils which will be instrumental in supporting school quality.

3. School Council Mandate

3.1 The school council shall act in an advisory capacity to the school's principal and, where appropriate, to the Board for the continued promotion of student learning, and will place the overall interests of the students and the school first.

3.2 School councils shall operate within the parameters of the Education Act and other relevant legislation, the Board's Operational Plan, Board policies and procedures, and agreements, including collective agreements.

3.3 Objectives

The objectives of school councils are:

- to focus on successful learning;
- to plan for school growth;
- to establish effective communication within the school community;
- to establish effective approaches to consultative and collaborative strategies between home, school and community; and
- to increase participation of parents/guardians in the education of their children.

3.4 8080 School Council Procedures provide clear parameters for the operation of school councils while allowing procedural flexibility to accommodate individual school community needs.

4. Purpose

4.1 The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

4.2 A school council's primary means of achieving its purpose is by making recommendations to the school principal and the Board, in accordance with Regulation 612/00.

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5. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
Policy 8080, “School Council Procedures”	May 26, 1998	Ontario Education Act R.R.O. 1990, Reg. 298
Policy & Procedures 8012, “Fundraising in the Schools”	<u>Date Revised</u> May 27, 2003 June 22, 2010 April 24, 2018	O. Reg. 612/00 O. Reg. 613/00

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1. Preamble

Lakehead District School Board recognizes that education is a shared responsibility involving schools, students and their families, and members of the community. Research has shown that a strong relationship exists between success in school and parental/guardian involvement in the educational process. Community members offer expertise and experience that may be a benefit to students. Regulation 612/00, Reg. 298 11 (12-20) and "School Councils, A Guide for Members, 2002" are referenced in these procedures and should be consulted for additional information regarding school councils.

School councils are not intended to replace or absorb existing parent/community associations without the consent of such associations.

It is the policy of Lakehead District School Board that each school in its jurisdiction annually establish and maintain a school council which will be instrumental in supporting school growth. The procedures outlined will provide clear parameters for the operation of school councils, while allowing enough procedural flexibility to accommodate individual school community needs.

2. Purpose (O. Reg. 612/00, s. 2)

2.1 The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

2.2 A school council's primary means of achieving its purpose is by making recommendations in accordance with Regulation 612/00 to the principal of the school and the Board that established the council.

3. School Council Mandate

The school council shall act in an advisory capacity to the school's principal and, where appropriate, to the Board for the continued promotion of student learning, and will place the overall interests of the students and school first.

School councils shall operate within the parameters of the Education Act and other relevant legislation, the Board's Operational Plan, and Board policies and agreements, including collective agreements.

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The objectives of school councils are:

- to focus on successful learning;
- to plan for school growth;
- to establish effective communication within the school community;
- to establish effective approaches to consultative and collaborative strategies between home, school and community; and
- to increase participation of parents/guardians in the education of their children.

4. Advisory Roles of the School Council

4.1 School councils are advisory bodies that provide advice with a school-wide focus, to the principal and, where appropriate, to the Board on items such as, but not limited to:

- local school calendar of events;
- school code of student behaviour;
- curriculum and program goals and priorities;
- responses of the school or Board to achievement in provincial and Board assessment programs;
- Board selection and placement of principals by providing information on the needs of the school (goals and profile of the school);
- school budget priorities, including local capital improvement plans;
- school/community communication strategies;
- methods of reporting to parents and the community;
- extracurricular activities in the school;
- school-based services and community partnerships related to social, health, recreational and nutrition programs;
- community use of school facilities;
- local coordination of services for children and youth;
- development, implementation and review of Board policies at the local level; and
- professional development activities for council members.

4.2 In addition to its advisory responsibilities, the school council shall:

- promote the best interests of the school community;
- establish goals, priorities and procedures; and
- enable members of the council to develop their skills as members by promoting attendance at Board-organized training sessions.

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5. Definitions and Interpretations (Reg. 612/00, s.1)

5.1 School Community

- students enrolled;
- parents and guardians;
- administration, teaching staff and non-teaching staff; and
- community members and partners.

5.2 School

The body of school pupils that is organized as a unit for educational purposes under the jurisdiction of the Board, and includes teachers and other staff members associated with such unit.

5.3 Parent/Guardian

"Parent" includes "guardian".

"Guardian" means a person who has lawful custody of a child, other than the parent of the child, as defined in the Education Act.

5.4 Community Member

A community member is an English-language public Board supporter who does not have children in the school.

5.5 Meeting

A session where a school council discusses or decides matters that it has authority to decide.

5.6 Parent Member

A member of a school council who is elected to the council in accordance with Reg. 612/00, s.4 (1), or who fills a vacancy created when a parent member ceases to hold office.

5.7 In the case of a school that is established primarily for adults, a reference in this regulation to a parent or to a parent of a pupil shall be deemed, with necessary modifications, to be a reference to a pupil who is enrolled in the school.

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6. Membership (O. Reg. 612/00, s.3)

6.1 While all members of council are equal partners, parents shall form a majority.

6.2 A school council of a school will be comprised of the following members:

- parents/guardians - parents shall form the majority of the school council;
- community representatives - minimum one;
- teacher(s) - minimum one;
- non-teaching staff - minimum one; and
- principal or designate.

6.2.1 Student:

- In the case of an elementary school, one pupil enrolled in the school who is appointed by the principal of the school, if the principal determines, after consulting the other members of the school council, that the council should include a pupil.
- The case of a school with one or more secondary school grades:
 - one pupil enrolled in the school who is appointed by the student council, if the school has a student council; and
 - one pupil enrolled in the school who is elected by secondary students if the school does not have a student council.

6.3 Despite Section 7.2, a person is not qualified to be a parent member of a school council if:

- he or she is employed at the school; or
- he or she is not employed at the school but is employed elsewhere by the Board that established the school council, unless he or she takes reasonable steps to inform people qualified to vote in the election of parent members of that employment.

6.4 A person who is employed by the Board cannot be appointed as a community representative on the school council unless:

- he or she is not employed at the school; and
- the other members of the school council are informed of the person's employment before the appointment.

6.5 A trustee of the Board cannot be a member of a school council established by the Board.

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6.6 If fewer than the required number of parents are willing and able to stand for election, the school council will maintain vacant positions as it begins its work, and continue to seek involvement of parents through outreach strategies.

6.7 It is expected that the membership of the school council will reflect the diversity of the school community.

7. Election of Parent Members (O. Reg. 612/00, s.4 & 6)

7.1 The term of office for elected and appointed positions on the school council shall be one year or less. Elected and appointed members may seek additional terms.

7.2 A person is qualified to be a parent or guardian member (hereinafter collectively referred to as “parents”) of a school council if he or she is a parent of a pupil who is enrolled in the school.

7.3 A person is qualified to vote in an election of parent members of a school council if he or she is a parent of a pupil who is enrolled in the school.

7.4 An election of parent members of a school council shall be held during the first 30 days of each school year, on a date that is fixed by the chair or co-chairs of the school council after consulting with the principal of the school.

7.5 Despite Section 7.5, if a new school is established, the first election of parent members to the school council shall be held during the first 30 days of the school year, on a date that is fixed by the Board.

7.6 The principal of a school shall, at least 14 days before the date of the election of parent members, on behalf of the school council, give written notice of the date, time and location of the election to every parent of a pupil who, on the date the notice is given, is enrolled in the school.

7.7 The notice required may be given by:

- notice to the parent’s child for delivery to his or her parent; and
- posting the notice in the school in a location that is accessible to parents.

7.8 The election of parent members shall be by secret ballot.

7.9 The school council shall assist in the organization of elections.

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8. Other Elections (O. Reg. 612/00, s.5)

- 8.1 The elections of the student, teacher and non-teaching staff member shall be held during the first 30 days of each school year.
- 8.2 A person is qualified to vote in the election of the teacher member if he or she is a teacher, other than the principal or vice principal, who is employed at the school.
- 8.3 A person is qualified to vote in an election of a non-teaching staff member if he or she is a person, other than the principal, vice principal, or any teacher who is employed at the school.
- 8.4 A person is qualified to vote in an election of a student if he or she is a pupil enrolled in the school per 6.2.6.2 (ii).

9. Terms of Office (O. Reg. 612/00, s.6)

- 9.1 A person elected or appointed as a member of a school council holds office for one year from the latter of:
 - the date he or she is elected or appointed; or
 - the date of the first meeting of the school council after the elections held under Sections 7 and 8 in the school year, until the date of the first meeting of the school council after the elections held under Sections 7 and 8 in the next school year.
- 9.2 A member of a school council may be re-elected or re-appointed, unless otherwise provided for in the by-laws of the school council.

10. Vacancies (O. Reg. 612/00, s.7)

- 10.1 A vacancy in the membership of a school council shall be filled by election or appointment in accordance with the by-laws of the school council.
- 10.2 If an election is held to fill a vacancy in the membership of a school council, Section 7 or 8 applies, with necessary modifications to the election.
- 10.3 A vacancy in the membership of a school council does not prevent the school council from exercising its authority.

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11. Officers (O. Reg. 612/00, s.8)

- 11.1 A school council shall have a chair or co-chairs.
- 11.2 A chair or co-chair of a school council must be a parent member of the school council, and shall be elected by the members of the school council.
- 11.3 A person who is employed by the Board cannot be the chair or co-chair of the school council.
- 11.4 A school council may have such other officers as are provided for in the by-laws of the school council.
- 11.5 Subject to Sections 9.2 and 9.3, vacancies in executive positions shall be filled in accordance with the by-laws of the school council.
- 11.6 The chair or co-chair shall prepare the agenda for school council meetings in consultation with the principal and shall chair the meetings.
- 11.7 In all communication, the officers of school councils have a responsibility to ensure that when they speak on behalf of the school council, they are expressing the wishes of the school council.

12. Remuneration (O. Reg. 612/00, s.11)

- 12.1 A person shall not receive any remuneration for serving as a member or officer of a school council.
- 12.2 School council members will be reimbursed for Board-related expenses according to existing Board policies and procedures.

13. Consultation by Board (O. Reg. 612/00, s.19)

- 13.1 In addition to its other obligations to solicit the views of school councils under the Act, every Board shall solicit the views of the school councils established by the Board with respect to the following matters:
 - 13.1.1 The establishment or amendment of Board policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including:
 - policies and guidelines established under subsection 302(1) of the Act with respect to the conduct of persons in schools within the Board's jurisdiction;

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- policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the Board's jurisdiction;
- policies and guidelines respecting the allocation of funding by the Board to school councils;
- policies and guidelines respecting the fundraising activities of school councils;
- policies and guidelines respecting conflict resolution processes for internal school council disputes; and
- policies and guidelines respecting reimbursement by the Board of expenses incurred by members and officers of school councils.

13.1.2 The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including:

- implementation plans for policies and guidelines established under subsection 302 (1) of the Act with respect to the conduct of persons in schools within the Board's jurisdiction; and
- implementation plans for policies and guidelines established under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the Board's jurisdiction.

13.1.3 Board action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.

13.1.4 The process and criteria applicable to the selection and placement of principals and vice principals.

13.2 Subsection (1) does not limit the matters on which a board may solicit the views of school councils.

14. Role of the Principal (O. Reg. 612/00, s.18, and Reg. 298 11(12-20))

14.1 The principal of a school may delegate any of his or her powers or duties as a member of the school council to a vice principal of a school.

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14.2 In addition to his or her duties under this procedure, the principal of a school shall perform the duties relating to school councils that are imposed on the principal by Regulation 298 of the Revised Regulations of Ontario, 1990 (Operations of Schools-General) as follows:

- the principal of a school shall provide for the prompt distribution to each member of the school council of any materials received by the principal from the Ministry of Education that are identified by the Ministry as being for distribution to the members of school councils;
- the principal shall post any materials distributed to members of the school council in the school in a location that is accessible to parents;
- the principal or designate shall attend every meeting of the school council;
- the principal of a school shall act as a resource person to the school council and shall assist the council in obtaining information relating to relevant legislation, regulations and policies;
- the principal shall consider each recommendation made by the school council and shall advise the council of the action taken in response to the recommendation; and
- the principal of a school shall make the names of the members of the school council known to the parents/guardians of the pupils enrolled in the school, by publishing those names in a school newsletter or by such other means as is likely to bring the names to the attention of the parents/guardians.

15. Advisory Authority and Responsibilities of School Councils (O. Reg. 612/00, s.19, 20, 23)

15.1 School councils shall communicate regularly with parents/guardians and other members of the community to seek their views and preferences with regard to advice being provided by the council, and to report on the activities of the council to the school community.

15.2 In addition to its other obligations to solicit the views of school councils under the Education Act, the Board shall solicit the views of the school councils as outlined in Regulation 612/00.

15.3 A school council may make recommendations to the principal of the school or to the Board on any matter.

15.4 In addition to its advisory responsibilities, the school council:

- may organize information, orientation and training sessions for members as needed; and
- shall promote the best interest of the whole school community.

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15.5 Under the “Municipal Freedom of Information and Protection of Privacy Act” (1989), councils cannot access information on individual students or staff. Councils shall not be involved in issues relating to the performance of individual staff members. Individual members of the school community shall deal directly with the staff members and/or principal to resolve specific concerns.

16. Advice to Board and Duty of Board to Respond (O. Reg. 612/00, s.21)

16.1 The Board that established a school council shall consider each recommendation made to the Board by the school council and shall advise the council of the action taken in response to the recommendation.

16.2 Advice to the Board can be provided through existing Board procedures:

- the council can request that the principal bring its advice to the attention of the appropriate supervisory officer;
- the council can put its advice in writing to the chair of the Board through the secretary; i.e., the director of education of the Board;
- the council can request in writing an opportunity to make a presentation to the Board;
- the council can communicate directly with a school trustee; and
- the Board may seek advice from school councils on relevant topics.

17. Constitution and/or By-laws (O. Reg. 612/00, s.15)

17.1 A school council may make by-laws governing the conduct of its affairs.

Every school council shall make the following by-laws:

- a by-law that governs election procedures and the filling of vacancies in the membership of the school council;
- a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest; and
- a by-law that provides for a conflict resolution process for internal school council disputes, in accordance with any applicable policies established by the Board.

17.2 The school council shall review its constitution and/or by-laws at regular intervals.

18. Meetings (O. Reg. 612/00, s.12)

18.1 There shall be a minimum of four scheduled meetings during the school year.

18.2 The first meeting shall be within the first 35 days of the school year, after the elections, on a date fixed by the principal of the school (in consultation with the chair).

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18.3 A meeting of a school council cannot be held unless:

- a majority of the current members of the school council are present at the meeting; and
- a majority of the members of the school council who are present at the meeting are parent members.

18.4 All meetings of a school council shall be open to the public.

18.5 A school council is entitled to hold its meetings at the school.

18.6 All meetings of a school council shall be held at a location that is accessible to all the public.

18.7 The principal of a school shall, on behalf of the school council, give written notice of the dates, times and locations of the meetings of the school council to every parent of a pupil who, on the date the notice is given, is enrolled in the school.

18.8 The notice required may be given by:

- giving the notice to the parent's child for delivery to his or her parent; and
- posting the notice in the school in a location that is accessible to parents.

19. Committees (O. Reg. 612/00, s.13)

19.1 A school council may, in accordance with its by-laws, establish committees to make recommendations to the school council.

19.2 Every committee of a school council must include at least one parent member of the school council.

19.3 A committee of a school council may include persons who are not members of the school council.

19.4 Sections 18.4 to 18.8 apply, with necessary modifications, to committees of school councils.

20. Minutes and Financial Records (O. Reg. 612/00, s.16)

20.1 A school council shall keep minutes of its meetings and financial transactions.

20.2 The minutes and records shall be available at the school for examination by any person without charge.

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20.3 Sections 20.1 and 20.2 do not apply to minutes and records that are more than four years old.

20.4 In compliance with Board policy, the principal of the school shall be one of the signatories of all accounts and financial records.

21. Annual Report (O. Reg. 612/00, s.24)

21.1 Every school council shall annually submit a written report on its activities to the principal of the school and to the appropriate superintendent by October 15 of each year (Appendix A).

21.2 If the school council engages in fundraising activities, the annual report shall include a report on those activities.

21.3 The principal shall, on behalf of the school council, give a copy of the report to every parent of a pupil who, on the date the copy is given, is enrolled in the school.

21.4 Section 21.3 may be complied with by:

- giving the report to the parent's child for delivery to his or her parent; and
- posting the report in the school in a location that is accessible to parents.

22. Incorporation (O. Reg. 612/00, s.17)

A school council shall not be incorporated.

23. Voting (O. Reg. 612/00, s.14)

23.1 Each member of a school council is entitled to one vote.

23.2 Each member of a committee of a school council is entitled to one vote in votes taken by the committee.

23.3 The principal of the school is not entitled to vote.

23.4 Council members will identify all agenda items and/or issues with which they have a conflict of interest.

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24. Fundraising (O. Reg. 612/00, s.22)

- 24.1 A school council may engage in fundraising activities to benefit the school it represents subject to sections 24.2 and 24.3.
- 24.2 A school council shall not engage in fundraising activities unless the activities are conducted in accordance with any applicable policies and procedures established by the Board.
- 24.3 A school council shall ensure that the funds it raises are used in accordance with any applicable policies and procedures established by the Board.
- 24.4 If a school council makes a decision to engage in fundraising in support of its school, the council shall appoint, by resolution, a parent member to serve as treasurer.

25. Insurance for School Councils

- 25.1 The Board recognizes that school council members are volunteers, and, as such, are covered by the Board's liability insurance as long as they are acting within the scope of their school council duties on behalf of the school, as sanctioned by the principal.
- 25.2 School councils should be aware of the liability and insurance coverage issues outlined in the Ontario School Board's Insurance Exchange (OSBIE) Risk Management Advisory, S-1 (Appendix B), and review their activities annually based on this Advisory.

26. Recommendations

- 26.1 Recommendations and decisions of school councils that are broader in scope than the local school may be referred to the Board or the appropriate committee of the Board through the supervisory officer.
- 26.2 Recommendations and decisions that are specifically related to the school shall be referred to the school principal.
- 26.3 Should the Board wish further clarification of recommendations/decisions received, it may, from time to time, invite representatives from the council(s) to speak on behalf of the recommendation/decision.

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27. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
Policy 8080, “School Council Policy”	May 26, 1998	Ontario Education Act R.R.O. 1990, Reg. 298
Policy & Procedures 8012, “Fundraising in the Schools”	<u>Date Revised</u> May 27, 2003 June 22, 2010 April 24, 2018	O. Reg. 612/00 O. Reg. 613/00

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Lakehead District School Board
SCHOOL COUNCIL - ANNUAL REPORT
(To be submitted to the superintendent by October 15th of each year)

School Name: _____

Election Date: _____

School Council Membership:

MEMBERSHIP REPRESENTATION (parent/guardian, student etc.)	NAME

MEETINGS:

- WHEN:
- day of week
 - time of day
- FREQUENCY:
- how often

AREAS OF FOCUS FOR THE SCHOOL COUNCIL (direction may have been developed from the School Growth Plan):

WHAT AREAS OF SUPPORT/TRAINING NEED TO BE FOCUSED ON TO IMPROVE THE FUNCTIONING OF YOUR SCHOOL COUNCIL?

OTHER COMMENTS:

Chair's Signature

Principal's Signature

Date

OSBIE Risk Management Advisory

S-1.

SCHOOL COUNCILS/PARENT GROUPS

1. PARENT GROUPS

Parent groups play a significant role and contribute to the success of many school functions through their volunteer efforts. This contribution is recognized through the school board's liability policy which extends coverage to members of parent groups while they are acting within the scope of their duties on behalf of the school board. Duties are those assigned by any authorized employee or trustee. Coverage is extended to volunteer parents involved in activities which are approved and controlled by any authorized employee or member of the board. The person authorizing the activity must assume responsibility for it and the activity must be in accordance with board policies and procedures. Thus if a member of a parent group were sued because of alleged negligence arising out of their duties for the board, the OSBIE policy would provide protection.

The parent organizations require their own liability insurance as protection against being named in a lawsuit for activities of the group that are independent of a school and are not directed by a school employee or trustee. Activities such as conventions, social outings of the parent group, independent fund-raising events, etc., would not fall under the board's liability insurance.

The Ontario Home & School Association and the Federation of Catholic Parent-Teacher Associations of Ontario both have made liability insurance available to their membership. Parent groups should investigate the feasibility of obtaining liability insurance for their organizations for activities that are not under the jurisdiction of the school board.

2. SCHOOL COUNCILS

School councils are deemed to be formed for the sole purpose of providing advice to school staff. Members of school councils are protected by the boards' liability insurance for lawsuits while they are working within the scope of their mandated duties for the board.

Since the Ministry of Education and Training issued its Policy/Program Memorandum No. 122 on April 12, 1995, a mandate to form school council advisory organizations, the OSBIE office has received a number of questions regarding insurance coverage for School Councils.

To help to clarify the matter of insurance protection, the remainder of this bulletin is written in a **question and answer** format. It is recommended that this bulletin be copied and distributed to all interested parties.

Q-1. Are school councils protected by the board's liability insurance while they are working within their mandate to provide advice to the principal?

A-1. **Yes.** School councils are mandated by the Ministry of Education & Training to provide advice to principals on a variety of issues. While members of the council are performing their duties as outlined by the Ministry of Education and Training for the board, they are deemed to be working within the scope of their duties (to provide advice to the principal), and are insured as defined in the liability policy.

Q-2. What if school councils go beyond their mandate to provide advice? What if they become involved in some of the fund-raising activities that were previously run by parent groups? Does the board's liability insurance protect them in these circumstances?

A-2. It depends.

- i) **YES**, they are protected **IF** the school council members are "working within the scope of their duties for the board as assigned by an authorized board representative". For example, if a school principal organized a fund-raising activity and the school council members were asked to assist with the event, insurance protection would be provided to those members who volunteered.
- ii) **NO, IF** the school council members involve themselves in a fund-raising or other activity on their own and outside of the control of the school or board, the members are not protected by the board's liability insurance policy. For example, if a school council decided to hold a Christmas social, a family social event, conduct a craft sale, orchestrate programs not provided by schools, etc. on its own, coverage is not extended by the board's insurer.

Q-3. If my school council is willing to volunteer its time and energy to run a series of fundraising events, why must we have the board's support and input on our plans? If my school council decides to run a program on school premises, after school for the benefit of children and families in the community, why does the board have to be involved in setting up the program and outlining the rules for operation in order for me to be covered by the board's insurance? The board is obstructing our creativity by imposing rules? Is it fair for the board to withhold insurance protection if we don't follow the board's rules?

A-3. **Yes**, it is fair. The board has a high onus to ensure that any activity in which it or its representatives are involved is conducted in a safe manner. A board develops procedures and policies with respect to various activities with safety in mind. Safety and security must have priority when it comes to any school activity. Matters such as accommodations, equipment, supervision, training, appropriateness of the activity, etc. must all be addressed before an activity is undertaken. School officials have developed policies and procedures to ensure safety for students and others. To disregard these policies and procedures may lead to injury and to losses.

A liability insurance policy issued to a school board provides protection to the school board and to other interests while they are acting within the scope of their duties on behalf of the board. The insurer protects the board and others for activities within the control and jurisdiction of the school board. If the activity is outside the jurisdiction of the school board, then coverage is not provided for that activity. A board is not obligated to assume responsibility for an activity independent of a school even if the school might be the beneficiary.

Therefore, it is fair for the board to advise school councils that if they run activities outside the board's jurisdiction, they must purchase their own insurance that would respond to claims brought against them arising out of their events. They cannot be deemed to be working within the scope of duties for the board if they are not involved in a board controlled activity.

Q-4. If the school council is given permission to use a school gymnasium for an after-school program that the parents are running, are the parents protected by the board's liability insurance?

A-4. **No.** If the school council is simply using the school gym to operate a non-school activity, the group would require its own liability insurance for the activity they are running. They would be in the same position as other users of school premises, and should provide liability insurance for their activities on the board's premises.

Q-5. Do school councils require their own liability insurance?

A-5. **Yes,** they do if they engage in any activities beyond their assigned duties. School Councils will inevitably be involved in personal activities that are not under the jurisdiction of the school. Activities such as providing after-hours childcare, running music programs, or organizing a Christmas party or other social activity for the council members would need to be insured by the school council's insurance.

Q-6. Can school councils purchase liability insurance from OSBIE?

A-6. **No,** not through OSBIE. OSBIE is a Reciprocal Exchange that is licensed to insure school boards only.

Q-7. Where would school councils purchase liability insurance?

A-7. We are aware of two possible sources of group insurance for school councils.

1. The Ontario Federation of Home and School Associations has a group liability insurance policy available to **their members only**. School councils members involved in fundraising and other activities independent of a school may wish to consider membership in this Association.
2. The Ontario Association of Parents in Catholic Education will add School Councils who become members to their group liability policy. Information about membership and insurance can be obtained through the London Office at 519-432-5573.

Liability insurance protection is just one of the benefits of membership in either of these organizations.

These group liability insurance programs are designed to complement liability insurance policies provided by OSBIE or any other school board insurer."

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF PARENT INVOLVEMENT COMMITTEE

Board Room
Jim McCuaig Education Centre

2025 OCT 6
6:00 p.m.

MEMBERS PRESENT:

Laura Prodanyk
Tara Ingram
Terry Godick
Dawn-Marie Francis

Robin Cawlishaw, Chair
George Saarinen (virtual)
Ellen Chambers
Michelle Riemer, Vice-Chair

MEMBERS ABSENT, WITH REGRET:

Carla Mulholland
Brittany Kennedy

Terry Godick
Lorraine Mashongoane

RESOURCE PRESENT:

Sherri-Lynne Pharand, Director of Education
Jamie Smith, Communications Supervisor
Fred Van Elburg, Teacher
Christine Jones, Executive Assistant
Kali Bernst, Principal of Indigenous Education and Program
Kathleen Andrews, Student Success Lead

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

Robin Cawlishaw, Chair, welcomed the following guests:

- Kali Bernst, Principal of Indigenous Education and Program; and
- Kathleen Andrews, Student Success Lead.

2. **Land Acknowledgement**

Robin Cawlishaw, Chair, 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 – October 6, 2025**

The agenda of October 6, 2025, was approved by consensus.

5. Delegations/Presentations

5.1 2025 Summer Learning

Kali Bernst, Principal of Indigenous Education and Program, and Kathleen Andrews, Student Success Lead, presented the highlights of Lakehead District School Boards 2025 Summer Learning Programs. Sherri-Lynne Pharand, Director of Education, thanked Kali Bernst and Kathleen Andrews and their team for their support of another successful summer for student learning.

6. Approval of Minutes – May 12, 2025

The minutes of May 12, 2025, were approved by consensus.

7. New Business

7.1 Parent Involvement Committee (PIC) Recruitment

Robin Cawlishaw, Chair, shared the recruitment for PIC started in the summer and we continue to source and fill the open positions. Members are asked to share with those in their network and have them go to the boards website for applications, or have them contact Christine Jones, Executive Assistant.

7.2 Miiniwewinan: Indigenous Education Advisory Committee (IEAC) Funding Report

Robin Cawlishaw, Chair, shared that the Miiniwewinan (IEAC) Funding report is included in their package for review.

7.3 Special Education Advisory Committee (SEAC) Funding Report

Robin Cawlishaw, Chair, shared that the SEAC Funding report is included in their package for review.

7.4 Miinewewinan (IEAC) Report

No representative, deferred to next meeting.

7.5 Special Education Advisory Committee Report

Tara Ingram, SEAC Representative, reminded the Easter Seals week is May 25-30, 2026, with the celebration of red shirt day on May 28, 2026.

7.6 Jamie Smith, Communications Supervisor, shared the following:

- student attendance video is posted on our board website;
- they attended a 24 unique media opportunities;
- Nor'wester View Public School had their summer tree planting event;
- a successful Bruce Nugent Annual Golf Tournament;
- this years orange shirt in support of Truth and Reconciliation Day, was designed by a St. James Public School;
- Ogden Community Public School, had a visit from Terry Fox's brother;

- starting October 10, 2025, 99 The Bay radio, will host Joe Newhouse, Activities Director, to discuss LDSB high school sports; and
- an announcement is coming soon for LDSB's retro merchandise store, with all donations supporting Lakehead Public School Foundation.

7.7 2025/2026 Parent Involvement Committee Meeting Schedule

Robin Cawlishaw, Chair, shared the PIC 2025/26 meeting schedule and was approved by consensus

7.8 Director's Report

Sherri-Lynne Pharand, Director of Education, presented the following board report:

- Trustee's expressed their appreciation of the PIC letter sent to the Ministry on behalf of the committee;
- the following Character Awards were given out since May;
 - Owen Weiss, Special Olympics volunteer;
 - Branden Robb, Janae Grafham & Natalie Hache (HEAL-Healthy Eating, Active Living;
 - Ogden Community Public School hockey team;
- OPSBA Achievement Awards were given to Mike Judge, Joe Gaudreau, Elliot Cromarty & Malcome Sutherland. **ACTION:** Christine Jones, Executive Assistant, will send out the requirements for a trustee character award;
- Trustee's are sending a letter to their local MPP, and members are asked to email Christine Jones, if they would be interested in supporting this type of letter from PIC;
- the unfortunate events of the recent childcare tragedy in Southern Ontario, has resulted in barriers required to be installed in front of school areas with child care;
- members were asked if they would be interested in a speaking opportunity for parents on *Student Resilience*. **ACTION:** Christine Jones, Executive Assistant, will add to next PIC agenda;
- future presentations suggested from the committee; TVO, EQAO results;
- new programs include Anishinaabee Language Revitalization;
- French immersion program, suggestion received was researching East Coast Mi'Kmaq language program, as they have changed modern songs into Ojibway language;
- the 25-26 Order of Policies for review was provided as a handout to members and consensus was to have the 8080 School Council Policy presented;
- **ACTION:** Christine Jones, Executive Assistant, will send out the strategic plan that shows the work that is needed to be completed.

All questions were answered.

8. Other Business

- #### 8.1 Michelle Riemer, Vice-Chair, shared the Crossing Guard appreciation week is in June.

8.2 Robin Cawlishaw, Chair, reviewed the PIC correspondence that was distributed during the month of September 2025.

8.3 Robin Cawlishaw, Chair, shared that the Equity and Inclusive Education Committee is in need of a PIC representative. The committees' next meeting is October 22, 2025, starting at 9:00 am.

9. Next Meeting Date:

Meeting date of November 17, 2025.

10. Adjournment:

The meeting adjourned at 6:53 p.m.