

ADMINISTRATIVE PROCEDURE 114

Parent Involvement Committee (PIC)

The Director of Education, together with the staff members and Trustees of Limestone District School Board, believes that relationships between schools and their communities can be enhanced through the establishment of local school councils and the Parent Involvement Committee or PIC. The PIC serves as an ongoing mechanism for effective communication and consultation among system leaders, school communities, the Board, and the Ministry of Education. The purpose of the Parent Involvement Committee is to support, encourage, and enhance parent engagement at the board level in order to improve student achievement and well-being. 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.

The district is committed to providing, within its means, the resources necessary for an effective partnership between parents and schools through a variety of means including the PIC.

It is expected that the school council liaison Committee will operate under this administrative procedure and develop by-laws or terms of reference based on the procedural guidelines contained in this document.

1.0.0 DEFINITIONS

2.1.0 "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: "a person who has lawful custody of a child, other than the parent of the child; 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")

2.1.1 "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 6.3.0 or who fills a vacancy created by a parent member ceasing to hold office. ("père ou mère membre") O. Reg. 330/10, s. 3.

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3.0.0 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 (1.0.0 and 2.0.0) and clauses (a) to (d), is to be used.

4.0.0 COMPOSITION OF COMMITTEES, TRANSITION

4.1.0 appoint or elect its members in accordance with section 6.0.0 to 6.2.6 by November 15th of each school year.

4.2.0 The Committee is open to all parents/guardians of students in the Board.

4.2.1 The voting membership of the Parent Involvement Committee is to include:

1. A representative council member from each Family of School councils.
2. The Director and another Senior Staff member as determined by the Director.
3. One member of the Board of Trustees
4. A maximum of three community members
5. Other staff members as required as a resource.

4.3.0 A parent member may be:

- (a) A parent/guardian of a child currently attending a Limestone District School Board school

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- (b) A parent who is employed by the board is qualified to be appointed to the Committee.
 - (c) A parent referred to in subsection (b) shall, at his or her first Committee meeting, inform the Committee of his or her employment with the board.
- 4.4.0 The parent members appointed by the Board shall elect a parent member from their group to serve as Chair or Co-Chairs of the Committee.
- 4.4.1 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
- 4.4.2 Community representatives appointed by the PIC to the Committee shall not be members or employees of the board.
- 4.4.3 The board may appoint one or more of the individuals listed below to the Committee but at all times parent members must form a majority of Committee members:
 - (a) an elementary and/or secondary principal of a school of the Board
 - (b) an elementary and/or secondary teacher employed by the Board, other than a principal, vice-principal, or assistant vice-principal
 - (c) one person employed by the board other than a principal, vice-principal, assistant vice-principal, or teacher
- 4.4.4 An appointment of an individual listed in subsection 4.3 is of no effect unless the individual agrees to the appointment.
- 4.4.5 In the event that an individual appointed to a Parent Involvement Committee under section 4.0.0 vacates his or her position on the Committee, the board shall appoint another individual to the position.
- 5.0.0 VACANCIES
- 5.1.0 A board shall ensure that vacancies in parent member positions on its Parent Involvement Committee are advertised through a variety of methods, including:
 - (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.
- 5.2.0 A vacancy in the membership of a Parent Involvement Committee does not prevent the Committee from exercising its authority provided that parents constitute the majority of Members on the Committee.

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6.0.0 TERM OF OFFICE

- 6.1.0 The term of office of the parent members of a Parent Involvement Committee shall be one year.
- 6.2.0 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.

7.0.0 OFFICERS

- 7.1.0 A Parent Involvement Committee shall have a Chair or co-Chairs.
- 7.2.0 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.
- 7.3.0 An individual may not serve more than two consecutive terms as Chair or co-Chair of a Parent Involvement Committee unless they are acclaimed into the position(s).
- 7.4.0 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.
- 7.5.0 The Chair or Co-Chairs of a Parent Involvement Committee shall act as spokespersons for the Committee in communicating with the Director of Education, the Senior Staff member assigned by the Director of the Board, and the Board.
- 7.6.0 A Parent Involvement Committee may have such other officers as are provided for in the by-laws of the Committee.
- 7.7.0 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.

8.0.0 REMUNERATION

- 8.1.0 A person shall not receive any remuneration for serving as a member of a Parent involvement Committee.
- 8.2.0 Subsection (8.1.0) does not preclude payment of an honorarium that takes into account the attendance of a Board member at a Parent Involvement Committee meeting.

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8.3.0 A board shall establish policies respecting the reimbursement of members of its Parent Involvement Committee for expenses incurred as members of the Committee.

8.4.0 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 (8.2.0).

9.0.0 MEETINGS

9.1.0 A Parent Involvement Committee shall meet at least four times in each school year.

9.2.0 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, and/or the Senior Staff person designated by the Director, is present; and
- (c) the member of the Board (Trustee or Trustee alternate) who sits on the Committee is present.

9.3.0 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.

9.4.0 A member of a Parent Involvement Committee who participates in a meeting through electronic means shall be deemed to be present at the meeting.

9.5.0 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.

9.6.0 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 at least five days prior to the meeting; and
- (b) posting a notice on the Board's website.

10.0.0 SUBCOMMITTEES

10.1.0 A Parent Involvement Committee may establish subcommittees to make recommendations to the Parent Involvement Committee.

10.2.0 A subcommittee of a Parent Involvement Committee must include at least one parent member of the Parent Involvement Committee.

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10.3.0 A subcommittee of a Parent Involvement Committee may include persons who are not members of the Parent Involvement Committee provided a majority of the agree with the appointment(s).

10.4.0 Subsections 9.2.0 to 9.6.0 apply, with necessary modifications, to subcommittees of a Parent Involvement Committee.

11.0.0 VOTING

11.1.0 When a Parent Involvement Committee votes on a matter, only parent members and community representative members are entitled to vote.

12.0.0 BY-LAWS

12.1.0 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 4.4.3 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 6.2.3
 - (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.

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13.0.0 MINUTES AND FINANCIAL RECORDS

- 13.1.0 A Parent Involvement Committee shall keep minutes of all of its meetings and records of all of its financial transactions.
- 13.2.0 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.
- 13.3.0 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.
- 13.4.0 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.
- 13.5.0 Minutes posted on the website of the Board shall remain on the website for four years.

14.0.0 INCORPORATION

- 14.1.0 A Parent Involvement Committee shall not be incorporated.

15.0.0 CONSULTATION BY BOARD

- 15.1.0 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.
- 15.2.0 The board shall inform the Parent Involvement Committee of its response to advice provided to it by the Committee.

16.0.0 CONSULTATION BY MINISTRY

- 16.1.0 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.

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17.0.0 CONSULTATION BY PARENT INVOLVEMENT COMMITTEE

17.1.0 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.

19.0.0 SUMMARY OF ACTIVITIES

19.1.0 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.

19.2.0 The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement described in section 1.0.0 and 2.0.0 (a) to (d), was spent.

19.3.0 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.
- (c) Recommendations and decisions that are specifically related to a school should be referred to the school Principal.
- (d) Recommendations and decisions of the School Council Liaison Committee (PIC) that are broader in scope than a single school, may be referred to the Director of Education, who will address the recommendations and decisions as appropriate.
- (e) Should the Director or Board wish further clarification of recommendations or decisions received, the Director or Board, through the Director, may from time to time invite representatives from the council(s) to speak on behalf of the recommendation or decision. References:

This AP is based on Ontario Regulation 330/10 made under the *Education Act*. This document can be accessed at ...

http://www.e-laws.gov.on.ca/html/source/regs/english/2010/elaws_src_regs_r10330_e.htm

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