



Lambton Kent
District School Board
Student Achievement ✓ *Community Success*

LAMBTON KENT DISTRICT SCHOOL BOARD

PARENT INVOLVEMENT COMMITTEE

BY-LAWS

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Establishment of Parent Involvement Committee and Development of By-laws

Regulation Governing PICs

Under the Education Act (Ontario Regulation 330/10), every school board in Ontario is required to establish a Parent Involvement Committee. At the Lambton Kent District School Board, this committee shall be known as the Lambton Kent District School Board Parent Involvement Committee (LKDSB PIC).

Parent Involvement Committees are not required to develop constitutions, as their roles and responsibilities are outlined in Ontario Regulation 330/10.

Parent Involvement Committees are, however, required to create by-laws that govern their affairs, as set out in Ontario Regulation 330/10, as amended. The creation of by-laws allows each Parent Involvement Committee to establish operational procedures that reflect the needs of its local communities.

The regulation requires that, at a minimum, Parent Involvement Committees develop by-laws that specify:

- the number of parent/guardian members on the Parent Involvement Committee;
- the number of community representatives (up to three) on the Parent Involvement Committee;
- procedures for the election or appointment of parent/guardian members, for the appointment of community members (up to three), and for the filling of vacancies in these positions;
- the number of optional members (representatives from the board's employee groups) the board may appoint;
- the election of members to office;
- the length of members' terms;
- the rules for conflict of interest;
- a conflict resolution process for internal disputes.

Parent Involvement Committees may develop additional by-laws or terms of reference to provide members with direction to guide their operations and help them work effectively. These may include by-laws or terms of reference concerning:

- general guidelines regarding meetings;
- the number and types of subcommittees that may be established;
- timelines and processes for submitting agenda items;
- the process for placing emergency items on the agenda;
- the process for calling special meetings to deal with time-sensitive matters;
- a code of ethics.

Additional by-laws or terms of reference may include a process for making supplemental appointments to address diversity.

Purpose

The purpose of the Lambton Kent District School Board Parent Involvement Committee (LKDSB PIC) is to support, encourage and enhance parent/guardian engagement at the Board level in order to improve student achievement and well-being.

The LKDSB PIC will achieve its purpose by:

- Providing information and advice on parent/guardian engagement to the Board;
- Communicating with and supporting school councils of the Board; and
- Undertaking activities to help parent/guardians of students of the Board support their children's learning at home and at school.

The LKDSB PIC will:

- Serve as liaison between parents/guardians of the Lambton Kent District School Board and the Director of Education and Board of Trustees.
- Assist the Board and the Director of Education on development of strategies and initiatives to effectively communicate with parents and engage parents in improving student achievement and well-being.
- Communicate information from the Ministry, related to parent engagement, to school councils and parents of students of the Board.
- Work with school councils of the Board and through the 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/guardian engagement;
 - iii) help ensure that schools of the Board create a welcoming environment for parents/guardians of its students; and
 - iv) develop skills and acquire knowledge that will assist the LKDSB PIC and school councils of the Board with their work.
- Determine in consultation with the Director of Education, and in keeping with the Board's policies, regulations and procedures, how central funding, if any, provided under the Education Act for parent/guardian involvement is to be used.

PIC Membership

The PIC is a parent-led committee. The Chair or Co-Chairs are parents/guardians and the majority of members are parents/guardians. To provide a direct link to the Director of Education and the Board, the Director and a Trustee are also members of the PIC. The PIC decides whether to include other members, such as a principal, teacher, and/or support staff, and also determine the number of community members to be included (up to three), to suit local needs.

Director of Education: The Director of Education will be a member of the PIC. The Director may delegate any of his or her powers or duties as a member of the PIC to a Supervisory Officer of the Board and may designate a Supervisory Officer to attend a PIC meeting in his or her place. The Director is a non-voting member.

Trustee Member: A Trustee, appointed by the Board, will be a member of the PIC. An alternate Trustee member will also be appointed by the Board. The Trustee may delegate any of his or her powers or duties as a member of PIC to another member of the Board and may designate a fellow Trustee to attend a PIC meeting in his or her place. The Trustee is a non-voting member.

Parent/Guardian Members: Each Parent/Guardian member must be the parent of a pupil enrolled in a school of the Board that established the PIC; and sit on the School Council of the school. Employees of the Board may serve as Parent/Guardian Members and must inform the committee of their employment at the first committee meeting they attend.

The majority of PIC members must be parents/guardians. Although Regulation 330/10 does not stipulate the number of parent members, all regions of the Board and the diversity of the parent population should be represented.

Community Members: Members of the community bring an important perspective to the work of the PIC. These members are voting members.

By-law 1 – Parent/Guardian Members

Parent/Guardian members:

A parent/guardian member must be the parent/guardian of a pupil enrolled in a school of the Board and sit on the School Council of the school. Employees of the Board may serve as parent/guardian members and must inform the Committee of their employment at their first Committee meeting.

The majority of PIC members must be parents/guardians.

Members will include 10-15 parents/guardians representing both elementary and secondary schools within the geographic regions of the Board (City of Sarnia, Rural Lambton, City of Chatham and Rural Chatham-Kent) and the specialized program areas within the Board (First Nations, French Immersion and Special Education). Board staff will consult with the Indigenous Liaison Committee and the Special Education Advisory Committee regarding the appointment of parent/guardian members on PIC.

Selection of new parent members:

Parent/Guardian Members shall be selected to the LKDSB PIC in accordance with the Parent/Guardian Application Process.

A selection subcommittee comprising of one of the co-chairs and at least two parent members of the LKDSB Parent Involvement Committee (PIC) will determine the selection process for committee approval and will manage the recruitment and selection of parent members. The subcommittee will be facilitated by the Director of Education (or designate). Efforts will be made to represent the diverse communities of the Board.

Parent/Guardian Member Application Process

Annually the LKDSB PIC shall review its membership needs and provide direction to the LKDSB PIC Parent/Guardian Member Selection Subcommittee.

The Selection Subcommittee will annually communicate a notice inviting applications for selection to the position of LKDSB PIC Parent/Guardian Member. The notice will be communicated in a variety of ways to ensure awareness of the application process throughout the entire school district. The notice will include the Parent/Guardian Membership Application Form (Appendix A) which outlines the role of the LKDSB PIC and the deadline for application. Applicants are required to provide personal contact information and written confirmation that they are a parent/guardian of a pupil enrolled in a LKDSB school and a member of the School Council. Additional information including a summary of their school and community involvement and a statement outlining why they are interested in joining the LKDSB PIC is also required, as well as their interest in serving a one(1) or two (2) year term.

Supplemental appointments:

The diversity of the parent/guardian population, and all regions of the Board, should be represented. Up to three supplemental appointments, drawn from school council representatives of the schools of the Board, may be made by consensus of the LKDSB PIC in order to help ensure that the membership of the PIC represents the parent/guardian population of the Board.

Filling vacancies:

If any parent/guardian member position becomes vacant before the next application/selection process, the PIC shall invite the school councils in the region of the member being replaced to select an alternate member to fill the vacancy. PIC shall appoint the individual to the vacant parent/guardian member position for the remainder of the term held by the member vacating the position.

By-law 2 – Community Members**Appointment procedures:**

The LKDSB PIC shall appoint two (2) community members, one representing Chatham-Kent and one representing Sarnia Lambton where possible.

Community members may not be a member of the Board of Trustees or an employee of the Board.

Community members are voting members of the Committee.

Community members shall serve on the PIC for a term of one year. An individual may serve a maximum of three consecutive terms.

Filling vacancies:

Vacant positions for community representatives may be filled by appointment of the PIC for the remaining term of office, from among members of the community who meet the requirements set for the vacant positions.

By-law 3 – Offices

Co-chairs:

The PIC will have co-chairs, each elected by the parent/guardian members of the LKDSB PIC for a two-year term. To promote continuity, terms shall be staggered such that one of the two positions is open at the beginning of each school year. Only a parent/guardian member who is beginning a two-year term is eligible to stand for the position of co-chair. An individual cannot serve more than two consecutive terms in this office.

Treasurer:

At the first meeting of alternate school years, or earlier if a vacancy arises, parent/guardian members of the PIC shall elect a parent/guardian member to serve as treasurer. The term of office shall be two years. An individual cannot serve more than two consecutive terms in this office.

Vacancies:

1. Should an officer position become vacant before the next election process, the PIC shall fill the vacancy by election of a parent/guardian member. Only parent/guardian members of the PIC may vote in an election to fill an officer position.
2. When a vacancy on the PIC is filled, the new officer's term will expire at the time the previous officer's term would have ended.

By-law 4 – Parent/Guardian Members – Term of Membership

Parent/Guardian members – term of membership:

Terms of membership for parent/guardian members of the Committee are for one or two years. Terms will be staggered so that parent/guardian positions become available each year. Terms will begin in October and end September 30. Upon application, candidates will indicate whether they would like to serve on the LKDSB PIC for one or two years. Committee members may apply for additional terms as long as they are eligible.

By-law 5 – Board Employee Group Members

The LKDSB PIC is not recommending the appointment of any Board employee group members to the Committee at this time.

By-law 6 – Community Members – Term of Membership

Community members – term of membership:

Two community members appointed by the PIC will serve on the Committee for one or two years. Terms will be staggered so that community positions become available each year.

By-law 7 – Meetings

- The LKDSB PIC shall meet between the months of September and June of each school year, alternating between the Sarnia Education Centre and the Chatham Regional Office where possible or via video conference from the Sarnia and Chatham offices.
- Frequency of meetings shall be as the need arises but not fewer than four per year. Meeting dates and times shall be established at the start of the year where possible.
- Meetings will be open to the public and shall be accessible to the public. A meeting cannot be held unless the following members are present: a majority of parent/guardian members, the Director of Education (or his/her designate) and the Board member (or his/her designate).
- The co-chair (or designate) will ensure that notice of each meeting and the agenda for the meetings is provided to all members of the LKDSB PIC at least three (3) days before the meeting.
- Notification of a special meeting date shall occur at least one week prior to the meeting where possible.

By-law 8 – Voting

Every effort shall be made by the LKDSB PIC to make decisions by consensus. In the event that a vote is required, only parent/guardian members and the community members are eligible to vote. In the event of tie, the presiding co-chair shall have the deciding vote.

By-law 9 – Conflict of Interest

Each member of the LKDSB 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 economic 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 remove himself/herself from the meeting for, and decline any participation in, the discussion and resolution of the issue or item.

By-law 10 – 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 time.
- Speakers will be allowed to speak without interruption.
- The responsibility of the co-chairs 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 co-chairs will seek to clarify preferences among all members before proceeding further.

- If all attempts at resolving the conflict have been exhausted without success, the co-chairs shall request the intervention of the Director, or other senior administrator, to facilitate a resolution to the conflict.

By-law 11 – Remuneration

A member shall not receive any remuneration for serving on the LKDSB PIC. The Board has established regulations for the reimbursement of members of the LKDSB PIC for expenses incurred as members of the committee. The Board shall reimburse members for expenses incurred as members of the LKDSB PIC in accordance with these regulations.

By-law 12 – Minutes and Financial Records

- The LKDSB PIC shall keep minutes and records of all of its financial transactions.
- The LKDSB PIC shall retain the minutes of meetings and financial records in accordance with the policies and procedures of the Board.
- Agendas, minutes and reports of LKDSB PIC meetings will be posted on the Board website for public information.

By-law 13 - Attendance at Out of District Workshops/Conferences

- Invitations to attend out of district parent involvement workshops or conferences will be shared with PIC members unless specifically addressed to the PIC Co-Chairs only. In the event that one or both of the Co-chairs are unable to attend information will be shared with PIC members in order that an alternate(s) can be identified.
- The merit of attending a particular event, based on the content focus and number of participants will be discussed by the Committee where timelines permit.
- PIC members will respond to the Director or Secretary in writing to confirm their interest.
- In the event that interest exceeds the number of participants requested, or agreed upon, consideration will be given to those who have not had an opportunity to represent the Board or to those who would best represent PIC for a particular event focus.
- Participants will be encouraged to “car pool”. The driver will receive the current Board mileage rate. Others attendees not travelling in the car pool will receive the Board’s flat rate allowance. Other expenses require the preapproval of the Director.
- Expenses incurred such as mileage, meals, parking and hotel accommodations (if deemed appropriate) will be submitted on the Board approved expense form for approval by the Director of Education.

By-law 14 – Summary of Activities

The LKDSB PIC shall annually submit a written summary of activities of the committee's activities to the Chair of the Board and the Director of Education. The summary of activities shall include a report on how funding, if any, provided under the Education Act for parent involvement was spent. The Director of Education (or designate) shall provide the summary of activities to the school councils of the schools of the Board and post the summary of activities on the website of the Board.