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Lambton Kent District School Board Parent Involvement Committee

**October 3, 2016
Chatham Regional Education Centre – Board Room
6:30 p.m.**

A G E N D A

Pg.

1. Welcome and Introductions – Dan Chauvin/Jim Costello
2. Purpose of PIC/By-Laws (Attached) – Jim Costello
3. Business Arising from the Meeting of May 16, 2016 (Minutes Attached)
4. Director's Update – Jim Costello
 - Pupil Accommodation
 - Volunteers/Volunteer Drivers
5. PIC Update – Sue Fraser
 - 2015-2016 / 2016-2017 Budget Summary (Attached)
 - PRO Grant Approvals
6. Election of PIC Co-Chair for 2016-17 and Terms of Membership
7. Upcoming Events
 - People for Education Annual Conference – Saturday, November 12 (Toronto)
8. Future Meeting Dates
9. Other Business/Future Agenda Items
10. Adjournment

LAMBTON KENT DISTRICT SCHOOL BOARD

PARENT INVOLVEMENT COMMITTEE

May 16, 2016

Sarnia Education Centre

Present:

Jim Costello, Director of Education; Ruth Ann Dodman, Trustee; Kelly-Lynn Musico, Northern Collegiate; Angie Baresich, Brooke Central; Karen Green Williams, Gregory Drive; Kristen Schrie, High Park; Alexandra Smith, P.E. McGibbon; Annette Schleihauf, Zone Central; Martina Jackson, Lambton Public Health

Regrets:

Shannon Sasseville, Trustee; Dan Chauvin, Chatham-Kent S.S.; Michelle Beimers, East Lambton; Sheila Rogerson, Errol Road; Melissa Hewitt, Queen Elizabeth II Sarnia; Jessica McCracken, Tilbury Area P.S.; Jenelle Arnew, Chatham-Kent Public Health

Welcome and Introductions – Jim Costello / Kelly-Lynn Musico

- Kelly-Lynn welcomed everyone to the last PIC meeting of the school year.
- She introduced Superintendent of Business, Brian McKay and members introduced themselves.

Budget Information Session – Brian McKay, Superintendent of Business

- Superintendent McKay provided an overview of the 2016/17 Grants for Student Needs (GSNs). (A copy of the presentation will be included with the minutes.)
- He explained the funding structure, noting that the GSNs support four key areas: funding for classrooms; specific education priorities; funding for schools; and funding for a locally managed system.
- The Ministry is reducing the level of additional supports to school boards through reductions in the following grants: Top-up Funding under the School Facility Operations and Renewal Grant; Declining Enrolment Adjustment Grant, Geographic Circumstances Grant (rural designation) and the School Foundation Grant.
- As a result of changing demographics and declining enrolment, the Ministry of Education is forcing school boards to make better use of school space through consolidations and school closures.
- In response to the question as to whether boards can accept donations of time for school repairs; Superintendent McKay explained that the procurement of goods and services must follow BPS (Broader Public Sector) Guidelines. Procedures are in place for financial donations. Schools have also received funding through Trillium Grants and community members have donated items such as iPads etc.
- Enrolment projections for 2016-17 and birth rate history were reviewed. Enrolment continues to decline but at a decreasing rate. Student enrolments for 2016-17 are projected to decline by 178 in the elementary panel and 311 in the secondary panel for a total decline of 489 students.
- Funding for 5th year or “victory lap” students was clarified. The Board has not discouraged students from attending a 5th year; however beyond 32 credits boards are only funded at 50% or the Adult Education Grant rate. Jim noted that the Board has granted approximately 4,000 credits through Adult Education and each month about 8-10 adult students graduate from the LKDSB.
- The Ministry has transferred a large portion of EPO (Education Project Other) funding into the GSNs. The Board will continue to receive EPO funding for library staff, the MISA (Managing Information for Student Achievement) Initiative, Outdoor Education and Technology Enabled Learning and Teaching. TELT funding is used towards the LKDSB TELP program in addition to funding from the operating budget. The Minister of Education has asked boards to provide assessment data to prove that technology funding is improving student achievement results. Some concerns were shared around the use of technology outside of the school day and the impact this has on social engagement. It was suggested that a survey be developed for students, staff and parents to complete to gather feedback following the first year of TELP implementation.

- The Board's Revenue Forecast Summary by Grant Category was reviewed. The 2016-17 estimates as compared to 2015-16 Revised Estimates reflect an overall revenue reduction of \$5,069,749.

Business Arising from the Meeting of February 1, 2016

- The Mental Health Strategy questionnaire was sent to members of PIC.
- The Board's Mental Health Lead has talked with the Superintendent responsible for safe schools and some common language will be developed re lockdown drills to help reduce fear/anxiety among younger students.
- A modified calendar was approved for the 2016-17 school year and is posted on the Board website.
- Changes to the regulations and procedures on Volunteers and Volunteer Drivers were reviewed. Criteria were explained around requirements for Vulnerable Sector Criminal Background Checks every five years. An implementation plan is being developed for September and will be communicated to principals. Principals will communicate information to parents/volunteers.

Feedback from the May 2 & 3 Presentations – Dr. Jean Clinton

- The LKDSB Parent Involvement Committee partnered with the SCCDSB to offer two evening presentations on May 2 and 3 with Dr. Jean Clinton as the speaker. A half-day session for principals was also held on May 3.
- Feedback was very positive and attendance was good. (205 registered for the evening at St. Clair Secondary School in Sarnia and 151 registered at Ursuline College in Chatham.)
- In future it was recommended that more questions be added to the registration form to track demographic data and that an exit or comment sheet be provided to gather feedback.
- PIC members supported pursuing another joint event with the coterminous board. **Jim will talk to the SCCDSB Director regarding the possibility of another collaborative event in spring.** (David Bouchard for possible speaker.)
- PRO Grant applications are due by May 29, 2016.

Report on the Regional PIC Symposium – Kelly Lynn Musico

- Kelly Lynn and Jessica attended the Regional PIC Symposium in London on April 16 at Ivey Spencer Leadership Hall. The Symposium provided a good networking opportunity.
- A summary of notes will be sent out with the minutes.
- Kelly-Lynn and Jessica spoke to other PIC representatives about setting up an email group and Facebook Page to enhance communication and parent engagement.
- Parent engagement opportunities need to continue at the secondary level. It was suggested that a Family BBQ/Meet the Teacher night be organized for the consolidated SCSS/SCITS community. AMSS held a spring showcase that was well attended.

Director's Update – Jim Costello

Pupil Accommodation Update

- An update was provided on the Sarnia South Secondary Schools Accommodation Review.
- On May 10, Trustees voted 9-2 in favour of the consolidation of St. Clair Secondary School (SCSS) and Sarnia Collegiate Institute and Technical School (SCITS) temporarily at the SCITS site effective September 2016 and permanently at the SCSS site effective September 2017 and to close the SCITS site as of July 1, 2017.
- The vote re the consolidation of South Plympton/Wyoming Public Schools will take place at the May 24 Board Meeting.
- It was noted that Kristin Schrie was on the Sarnia South Secondary ARC.
- As a result of the vote a Transition Committee is being struck to work with a Board facilitator to address the transition of students and staff in the new building. The Committee will be responsible for such things as school orientation/ transition, memorabilia, resources and equipment, special events (including graduation and awards), extra-curricular activities, mascot and logo. Subcommittees will be established as needed. The first priority will be the physical move. Kristin expressed interest in being on the Transition Committee.

- A more formal Naming Committee will also be established as per Board Regulation to select a name for the consolidated school based on set criteria. The Naming Committee will meet before June 30, 2016 in order to establish criteria for the new consolidated school name and a process to gather input from appropriate stakeholders. The Committee will be asked to report back to Board at the August 30, 2016 Board Meeting with this information. The Naming Committee will be asked to submit a final report containing a recommended name for the consolidated school to the Board for approval at the end of October 2016.
- Information was shared on the Ministry process to change a school name and identification number to ensure that start and end dates are entered. School name is important for graduation and issuing transcripts.
- A new school name will help set the tone going forward. Students from SCSS and SCITS have already participated in a joint art project.
- PIC members recommended investigating community partnerships (grant applications – i.e. renewable energy).
- Jim will speak to the Director of the SCCDSB regarding the transition process at St. Chris' and St. Pat's.
- Additional ARCS will be named in the Annual Pupil Accommodation Report.
- An overview was provided on Ontario Regulation 444 which outlines the process for the disposition of surplus sites.

PIC Planning for 2016-17

Membership

- Dan Chauvin will be staying on for a second year as PIC Co-Chair. Kelly-Lynn has completed her second year as PIC Co-Chair and a second Co-Chair will be elected at the first meeting in the fall.
- Parent and community members would like to stay on for another term in the event that other school council representatives do not express interest in joining PIC. Areas in need of representation will be reviewed.

Other Business/Future Agenda Items

- A parent member raised concern regarding the secondary health curriculum and the focus on weight/body image (calculation of body mass index). It was recommended that as a parent, the concerns should be discussed with the principal. The Ontario Curriculum can be accessed on the MOE website.
- Lambton Public Health has sent a letter to principals and school council chairs regarding school greening opportunities to get shade trees for school yards as part of the cancer prevention program.
- PIC members were not assigned a specific family of schools as there is significant overlap in Sarnia and Chatham. PIC members are welcome to communicate with feeder schools. **Karen and Martina volunteered to set up a LKDSB PIC Facebook account that could perhaps be linked to the PIC website. Sue will invite the Manager of IT to attend a fall PIC meeting.**
- Karen and Ruth Ann attended a Regional EQAO forum in Windsor a few years ago where participants were asked to provide input for the next 5 years. Recommendations were made by stakeholder groups to utilize language to reduce stress levels for students taking part in the assessments. The follow up session conflicted with the May 16 PIC meeting. Karen will try to get an update from EQAO on key items and will share this with the Committee.
- In response to a question regarding walk distance for secondary school students; the courtesy seat process was reviewed. The Transportation policy was approved by Trustees of both the LKDSB and the SCCDSB. Previously recommendations were made to investigate a reduced walk distance for FDK students; however changes were too costly and not sustainable.

Future Meeting Dates

- Monday, October 3, 2016 at the Chatham Regional Education Centre at 6:30 p.m.
- Remaining dates for 2016-17 will be set at the October meeting.
- Kelly-Lynn thanked PIC members for another good year.

Adjournment: 9:08 pm

Sue Fraser, Recording Secretary



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

PARENT INVOLVEMENT COMMITTEE

(PIC)

BY-LAWS

Implementation Date: September 12, 2011

Amended: November 14, 2011, November 12, 2012, September 2013

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Development of By-laws

Regulation Governing PICs

PICs are not required to develop constitutions, as their roles and responsibilities are outlined in Ontario Regulation 612/00.

PICs are, however, required to create by-laws that govern their affairs, as set out in Ontario Regulation 612/00, as amended. The creation of by-laws allows each PIC to establish operational procedures that reflect the needs of its local communities.

The regulation requires that, at a minimum, PICs develop by-laws that specify:

- the number of parent members on the PIC;
- the number of community representatives (up to three) on the PIC;
- procedures for the election or appointment of parent 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.

PICs 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 Lambton Kent District School Board Parent Involvement Committee represents the voices of parents who are engaged in their children's education and who are dedicated to improved student achievement.

In our goal of supporting the Lambton Kent District School Board's goal of success for all students, the Parent Involvement Committee will strive to:

1. To serve as liaison between parents of the Lambton Kent District School Board and the Director of Education and Trustees.
2. To provide advice to School Councils on how to encourage parent involvement.
3. To support parent engagement within the Lambton Kent District School Board (LKDSB).
4. To assist the LKDSB School Councils in the use of Parent Involvement Funds as outlined in the Ontario Parent Involvement Policy.
5. To utilize base funding provided to support the work of the Parent Involvement Committee (PIC) both effectively and responsibly.
6. To maintain and make public an annual report on how Parent Involvement base funding was spent.

PIC Membership

The PIC is a parent-led committee. The Chair or Co-Chairs are parents and the majority of members are parents. 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 will be a member of the PIC. 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 Members: Each Parent 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 Members and must inform the committee of their employment at the first committee meeting they attend.

The majority of PIC members must be parents. Although Regulation 612/00 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. The PIC must make a by-law regarding community members.

By-law 1 – Parent Members

Parent members:

A parent member must be the parent 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 members and must inform the Committee of their employment at their first Committee meeting.

The majority of PIC members must be parents.

Members will include 10-15 parents 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).

Selection of new parent members:

A selection subcommittee comprising of one of the co-chairs and at least three 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. Efforts will be made to represent the diverse communities of the Board.

Supplemental appointments:

The diversity of the parent 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 population of the Board.

Appointment procedures:

1. When there is a vacancy at the beginning of a school year, each school within the area in need of representation will be asked to name a parent representative as a member of the PIC. The term of the PIC parent member will be one or two years.
2. Parent members entering the second year of a two-year appointment will be affirmed.

Filling vacancies:

If any PIC parent member position becomes vacant before the next 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 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 include 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 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 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 members of the PIC shall elect a parent 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 member. Only parent 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 Members – Term of Membership

Parent members – term of membership:

Terms of membership for parent members of the Committee are for one or two years. Terms will be staggered so that parent positions become available each year. Terms will begin October 1 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 6.0 – 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 – 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 8 – 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 9 – 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 shall be established at the start of the year where possible.
- Meetings will be held in public and no meeting will be held unless the following members are present: a majority of parent members, the director of education (or his/her designate) and the Board member (or his/her designate)
- Notification of a special meeting date shall occur at least one week prior to the meeting where possible.
- PIC meeting agendas, minutes and reports will be distributed to School Council Chairs through the School Principal and will be posted on the Board's website for public information.
- PIC meetings shall follow Robert's Rules of Order when necessary.

By-law 10 - 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.



Parent Involvement Committee

2015-2016 Financial Summary

2015-2016 Central PIC Funding	\$ 8,332.00
Expenditures:	
May 2 & 3, 2016 District School Council / Parent Evenings with Dr. Jean Clinton The First R in Resiliency: Relationships	\$ 3,062.32
PIC Meetings / Operational Costs	\$ 267.15
Mileage – PIC Meetings/Workshops/Conferences	\$ 2,282.19
Conference Costs Ontario College of Teachers – <i>Inspiring Public Confidence</i> People for Education – <i>Making Connections</i> Minister’s Sixth Annual PIC Symposium	\$ 3,335.56
London Regional PIC Symposium (Accommodation/Parking Costs) Reimbursement by Ministry	<u>+411.34</u>
Total Expenditures	\$ 8,535.88
Year End Balance	\$ -203.88