

**PARENT INVOLVEMENT COMMITTEE BYLAWS
Lakehead District School Board**

1. Preamble

Miiniwewinan: Indigenous Education Advisory Committee (IEAC).

4.1.1 Process for Selection

- A parent is qualified to apply to be a voting member of the Committee if he or she is a parent/guardian of a child enrolled in a Lakehead District School Board school.
- A parent member may be an employee of the Board and shall at his or her first PIC meeting inform the PIC of his or her employment with the Board.
- The Committee will select the parent members through an application process before the first meeting in the school year and no later than November 15. (Appendix C: Parent Application Form)
- A membership selection sub-committee may be established by the PIC to oversee this process.

4.1.2 Term of Office

- All parent members can serve one or two year terms.
- Up to two parent members may be selected for one year terms.
- All alternate members will be elected to serve a one year term.
- A parent member may serve for more than one term.

5. Conflict of Interest

Each member of the PIC shall avoid situations that could result in an actual, potential, or perceived conflict between the overall goals and vision of the PIC and a personal or pecuniary interest of that PIC member.

Should an issue or agenda item arise during a PIC meeting where a PIC member is in a conflict of interest situation, he or she shall declare the conflict of interest immediately and shall absent himself or herself from the meeting for, and decline any participation in, the discussion and resolution of the issue or item.

6. Internal Conflict Resolution

Every PIC member will be given an opportunity to express his or her concern or opinion about the issue in dispute and how the dispute has affected him or her.

Speakers to an issue will maintain a calm and respectful tone at all times.

Speakers will be allowed to speak without interruption.

The responsibility of the chair or vice chair is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members. If no common ground can be identified, the chair or vice chair will seek to clarify preferences among all members before proceeding further.

If all attempts at resolving the conflict have been exhausted without success, the chair or vice chair shall request the intervention of the director, or other senior administrator, to facilitate a resolution to the conflict. In the absence of a resolution for a disagreement that requires a decision, the final decision will be made by the director.

7. Meetings

The work of the PIC shall normally be conducted through its regular meetings.

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A member who misses three consecutive meetings will be formally asked about their intention to continue on the Committee and may be removed from the Committee per 4.9 of these Bylaws.

Members who cannot attend a meeting are expected to send their regrets prior to the meeting and make arrangements for their alternate to attend in their stead.

Members who receive parent concerns/complaints shall direct their concerns to the director or designate for resolution or follow-up at the next meeting or by phone.

7.5.4 Duties of Alternates

Alternates are encouraged to remain current on the work of the PIC, and to attend and participate in meetings of the Committee, so that when a regular member is unable to attend a meeting, the alternate is ready to assume the full duties as a voting member.

Alternates attending in addition to the regular member may actively participate in discussion but may not vote.

7.6 Decision Making

Decisions of the Committee will not normally require formal motions (but rather follow the consensus model described in Appendix B).

PIC decisions will be reached through discussion and by consensus whenever possible. Consensus is a decision-making process where members seek to understand other points of view and collaborate to reach common ground (see Appendix B). Where no consensus is possible, the Committee may decide to defer the item for further study and debate at a later meeting.

Despite the foregoing, in special cases where formality is appropriate, the PIC may choose to use a more formal decision-making procedure involving a mover and seconder and a formal resolution. In such a case, the chair will call a formal vote through the show of hands noting the number in favour, number opposed and number of abstentions.

All officers of the Committee shall be voting members of the Committee.

A vote can only be held at a meeting if parent members form the majority of those present.

Decision-making can occur by arriving at consensus.

A call to put a matter or motion to a vote must be supported by a majority of voting members present.

8. Communications and Consultation

The PIC will host consultation/information sessions that will be open to all parents, school council members, and community participants as determined by the Committee.

8.1 Consultation by Board:

The Board may solicit and take into consideration the advice of the PIC with regard to matters that relate to improving student achievement and well-being. (Ed. Act. S.47(1))

8.2 Consultation by Ministry: The Ministry may solicit and take into consideration the advice of the PIC with regard to matters that relate to improving student achievement and well-being. (Ed. Act. S.48)

8.3 Consultation by Parent Involvement Committee: The PIC may solicit and take into consideration the advice of parents of pupils enrolled in schools of the Board with regard to matters under consideration by the Committee. (Ed. Act. S.49)

Meeting information and minutes will be distributed as per Section 7.1.5.

9. Reporting

- 9.1** The PIC shall formally submit a copy of PIC reviewed meeting minutes to the Lakehead District School Board through a report that will be placed on a public Board meeting as an item of information.
- 9.2** The PIC shall annually, following its final meeting of the year, submit a written summary of the committee's activities to the chair of the Board and to the director of education.
- 9.3** The director of education shall
 - 9.3.1 provide the summary of activities to school councils; and
 - 9.3.2 post the summary of activities on the Board's website.

10. Renewal of Bylaws

These Bylaws were approved by the Parent Involvement Committee on November 20, 2023 and will be reviewed no later than September 15, 2025.

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

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

ONTARIO REGULATION 612/00

made under the

EDUCATION ACT

Made: July 13, 2010

Filed: September 1, 2010

Published on e-Laws: September 3, 2010

Printed in *The Ontario Gazette*: September 18, 2010

Amending O. Reg. 612/00

(School Councils)

Note: Ontario Regulation 612/00 has not previously been amended.

1. The title to Ontario Regulation 612/00 is revoked and the following substituted:

SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES

2. The heading immediately before section 1 of the Regulation is revoked and the following substituted:

**PART I
INTERPRETATION**

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

1. In this Regulation,

“meeting”, in respect of a school council or a parent involvement committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide; (“réunion”)

“parent” means,

(a) in respect of a school council, a parent of a pupil who is enrolled in the school, and includes a guardian as defined in section 1 of the Act, and

(b) in respect of a parent involvement committee of a board, a parent of a pupil who is enrolled in a school of the board, and includes a guardian as defined in section 1 of the Act; (“père ou mère”)

“parent member” means,

(a) in respect of a school council, a member of the council who is elected to the council in accordance with section 4 or who fills a vacancy created by a parent member ceasing to hold office, and

(b) in respect of a parent involvement committee, a member of the committee who is appointed or elected to the committee in accordance with section 34 or who fills a vacancy created by a parent member ceasing to hold office, and

Appendix A Regulation 612/00

- (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,

- (6) A parent referred to in subsection (5) shall, at his or her first committee meeting, inform the committee of his or her employment with the board. O. Reg. 612/00, s.3.
- (7) The parent members appointed by the board shall elect a parent member to serve as chair or parent members to serve as co-chairs of the committee. O. Reg. 612/00, s.3.
- (8) The chair or co-chairs shall act as spokespersons for the committee in communicating with the director of education of the board and the board. O. Reg. 612/00, s.3.
- (9) Community representatives appointed by the board to the committee shall not be members or employees of the board. O. Reg. 612/00, s.3.
- (10) The board may appoint one or more of the individuals listed in subsection 33 (2) to the committee. O. Reg. 612/00, s.3.
- (11) An appointment of an individual listed in subsection 33 (2) is of no effect unless the individual agrees to the appointment. O. Reg. 612/00, s.3.
- (12) In appointing members to the committee, the board shall ensure that parent members constitute a majority of the members of the committee. O. Reg. 612/00, s.3.
- (13) In the event that an individual appointed to a parent involvement committee under subsection (3) vacates his or her position on the committee, the board shall appoint another individual to the position. O. Reg. 612/00, s.3.
- (14) In the event that an individual appointed to a parent involvement committee under subsection (10) vacates his or her position on the committee, the board may appoint another individual to the position. O. Reg. 612/00, s.3.

COMPOSITION OF COMMITTEES, GENERAL

- 33.** (1) A parent involvement committee of a board shall include the following:
1. The number of parent members specified in the by-laws of the committee.
 2. The director of education of the board.
 3. One member of the board, appointed by the board.
 4. The number of community representatives specified in the by-laws of the committee. O. Reg. 612/00, s.3.
- (2) Subject to the by-laws of the parent involvement committee, a board may appoint one or more of the following individuals to the parent involvement committee:
1. One principal of an elementary school of the board.
 2. One principal of a secondary school of the board.
 3. One teacher employed, other than a principal or vice-principal, in an elementary school of the board.
 4. One teacher employed, other than a principal or vice-principal, in a secondary school of the board.
 5. One person employed by the board, other than a principal, vice-principal or teacher. O. Reg. 612/00, s.3.
- (3) A parent involvement committee shall appoint or elect members to the committee before November 15 of the school year and before the first meeting of the committee in the school year. O. Reg. 612/00, s.3.
- (4) In specifying the number of parent members to be appointed or elected to a parent involvement committee in its by-laws, the committee shall ensure that parent members constitute a majority of the members of the committee. O. Reg. 612/00, s.3.
- (5) The term of office of the member of the board appointed under paragraph 3 of subsection (1) shall be determined by the board. O. Reg. 612/00, s.3.
- (6) Community representatives appointed to a parent involvement committee shall not be members or employees of the board. O. Reg. 612/00, s.3.
- (7) The board shall make any appointments under subsection (2) before November 15 of the school year and before the first meeting of the parent involvement committee in the school year O. Reg. 612/00, s.3.
- (8) An appointment to a parent involvement committee under subsection (2) is of no effect unless the person agrees to the appointment. O. Reg. 612/00, s.3.

PARENT MEMBERS

- 34.** (1) Parent members shall be appointed or elected to a parent involvement committee under section 33, in accordance with the by-laws of the committee. O. Reg. 612/00, s.3.
- (2) A person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee if he or she is a parent. O. Reg. 612/00, s.3.
- (3) A person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee of a board if he or she is employed by the board. O. Reg. 612/00, s.3.
- (4) A parent member referred to in subsection (3) shall, at his or her first committee meeting, inform the committee of his or her employment with the board. O. Reg. 612/00, s.3.

Appendix A Regulation 612/00

- (4) A member of a parent involvement committee who participates in a meeting through electronic means shall be deemed to be present at the meeting O. Reg. 612/00, s.3.
- (5) All meetings of a parent involvement committee shall be open to the public and shall be held at a location that is accessible to the public. O. Reg. 612/00, s.3.
- (6) The chair or co-chairs of a parent involvement committee shall ensure that notice of each meeting is provided to all members of the committee at least five days before the meeting by,
 - (a) delivering a notice to each member by e-mail or regular mail; and
 - (b) posting a notice on the board's website O. Reg. 612/00, s.3.
- (7) For the purposes of subsection

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

INCORPORATION

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Appendix B

PARENT INVOLVEMENT COMMITTEE

Parent Member Application Form

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

Date: _____

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

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

School: _____ Grade(s): _____

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

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

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

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

Yes
No

Please complete the details on the reverse of this form.

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

Appendix C

PARENT INVOLVEMENT COMMITTEE
Community Representative Application Form Page 2

Please provide a brief summary of your:

Community Involvement
