

DEFINITIONS

“LDSB” – Limestone District School Board, *also “Board”*

“PARENT” - a parent of a pupil who is enrolled in a school of the LDSB, 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”

“PIC” – Parent Involvement Committee as described by LDSB AP 114 (AP 114 last revised June 2017) and Ontario Regulation 612/000

“REPRESENTATIVE” – one formal representative from each school who is the selected voting member at a meeting as defined in (14-18)

“SCHOOL” – any school funded by the Ontario Ministry of Education through the LDSB

FOUNDATIONAL STATEMENT

1. 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 (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 to improve student achievement and wellbeing.
2. The Parent Involvement Committee shall achieve its purpose by,
 - a) providing information, advising and advocating on parent engagement to the Board;
 - b) communicating with and supporting LDSB school councils and parents/guardians of students of the Board;
 - c) 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;
 - d) work with School Councils of the Board and, through the Board’s Director of Education, 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
 - (v) determine, in consultation with the Board’s Director of Education and in

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keeping with the Board's policies, how funding, if any, provided under the Education Act for parent involvement is to be used; and

- e) undertaking activities to help parents of pupils of the Board support their children's learning and well-being at home and at school.
3. The LDSB 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 Parent Involvement Committee. Furthermore, all parents/guardians are always encouraged to attend and participate in PIC meetings or events.

BYLAW REVIEW

4. Bylaws will be reviewed annually prior to or on the last scheduled meeting of each school year.
5. Bylaws must not contravene any provincial laws or regulations, or any Ministry or Board policies.

MEETINGS

6. Four or more meeting dates will be established by the last day of the previous school year. A parent involvement committee shall meet at least four times in each school year.
7. 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, or the person designated under subsection 46 (1), is present;
 - (c) the member of the board who sits on the committee, or the person designated under subsection 46 (2), is present; and
 - (d) at least one of the Co-Chairs, or their designate, is present to preside over the meeting.
8. Additional meeting dates may be added with at least 5 days' notice or 2 days' notice for urgent matters where "time is of the essence" as defined in Special Meetings.
9. Notifications of meeting will be sent to all schools, the PIC email distribution list and will be posted on the LDSB website at least 5 days in advance or 2 days' notice for urgent matters where "time is of the essence" as defined in Special Meetings.
10. 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 enable members to participate fully in meetings of the committee by electronic means.

A representative who participates in a meeting through electronic or telephonic means shall be deemed to be present at the meeting.

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11. All meetings shall be open to the public and shall be held at a location that is accessible to the public.
12. Any elected position(s) deemed necessary to be established for the following school year, such as Secretary, Treasurer, Communications or other, shall be established at the final meeting of the previous school year.
13. The duties of any elected position(s) deemed necessary shall be clearly established at the final meeting of the previous school year.

SPECIAL MEETINGS

An emergency or special meeting may be called by a Co-Chair to consider an emergent or time sensitive matter, or at the request of no less than eight (8) members, or at the request of the Director or his/her designate. 2 days' advance notice is required and all reasonable steps shall be taken to notify PIC members and the community. No business requiring a vote shall be transacted at a Special Meeting unless the requisite quorum is present at the commencement of the meeting.

FORMAL REPRESENTATIVES

14. The duties of a formal representative shall include:
 - a) Attend the majority of meetings (or send regrets to the Co-Chairs prior to each meeting) and cast one vote per school they represent at each meeting;
 - b) Declaring themselves present at each meeting by providing their name, the school(s) they represent, and ensuring they are able to vote by the mechanism available;
 - c) Receiving PIC correspondence;
 - d) Sharing information from communications and PIC meetings with parents at the school(s) they represent; and
 - e) In the case where a formal representative represents more than one school, they will be entitled to one vote for each school they represent.
15. At the commencement of each school year, a request will be made to each school through the Principal and School Advisory Council to designate one formal representative. The ideal representative will be an active and engaged participant in their school with the school-specific background necessary to represent their school.
16. In the event that a school has not yet or, does not at all, select a formal representative, all communication shall be sent to the Principal and School Advisory Council of the school.
17. In the event that a formal representative from a school cannot attend a meeting, they may designate any other parent from their school to attend a meeting in their place

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without any prior notification to the PIC.

18. All parents are encouraged to attend meetings and participate in discussions.

OFFICERS – CO-CHAIRS AND OTHER REQUIRED ELECTED OFFICERS

19. The duties of a second year/incumbent Co-Chair shall include:
- a) To regularly communicate with representatives, the Director of Education or Designate, Ministry of Education, and other relevant external organizations;
 - b) To act as a spokesperson of the PIC in communicating with the Board of Trustees, the Director and/or designate, the Ministry or any other entity
 - c) To provide relevant orientation materials and training, at their discretion, to all new PIC members by their first meeting;
 - d) To prepare the newly elected/first year Co-Chair to preside as the incumbent/second year Co-Chair the following year;
 - e) To attend, when requested, or select an alternate delegate to attend, other board committee meetings;
 - f) To attend, or select an alternate delegate to attend, other relevant conferences or events as deemed necessary by the committee;
 - g) To ensure they provide a platform and facilitate discussion on germane topics identified by parents, as outlined in Section 2 of the LDSB PIC bylaws;
 - h) To ensure that the PIC website is maintained and kept up to date;
 - i) To ensure that accurate minutes record the business transacted at any meeting;
 - j) To ensure that minutes are amended as necessary and approved at each meeting;
 - k) To ensure the approved minutes are posted for a period of four years on the PIC website and available in hard copy at the Board office;
 - l) Ensure to annually submit a written summary of the Committee's activities to the Chair of the Board and to the Board's Director of Education including a report on how funding, if any, provided under the Education Act for parent involvement, was spent;
 - m) To attend, or select an alternate delegate to attend, the annual Spring Ministry of Education PIC Symposium.
20. The duties of a newly elected/first year Co-Chair shall include:
- a) Fulfilling the duties of the incumbent Co-Chair as required by absence and

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availability;

- b) To become fully prepared, through tutelage and communications with the incumbent Co-Chair, to assume the role of the incumbent/second year Co-Chair the following year; and
 - c) To support the incumbent Co-Chair as required.
21. An ideal Co-Chair will be an active and engaged participant in the Board's PIC as well as their school with the school and board-specific background necessary to effectively guide the various activities of the PIC.
22. The duties of any other Officer deemed necessary by the prior year PIC shall be clearly established at the final meeting of the prior year.
23. Any LDSB parent, may hold the position of Co-Chair or any other officer position established.
24. If the parent is also an employee of the LDSB (full-time, part-time, or casual), they must declare this information to other representatives to the LDSB PIC at least two weeks prior to the election or potential acclamation as part of their biography and declare this at the meeting prior to their election or acclamation. They may be asked to remove themselves from a vote if there is deemed a Conflict of Interest.

ADDITIONAL REQUIRED MEMBERSHIP

25. The Director of Education role and responsibilities shall include those as prescribed by O. Reg. 330/10 of the Education Act. The Director of Education may:
- (i) delegate any of his or her powers or duties as a member of the parent involvement committee to a supervisory officer employed by the board; and
 - (ii) designate a supervisory officer of the board to attend a meeting of the parent involvement committee in his or her place.
26. The Trustee representative role and responsibilities shall include acting as a liaison between the Board of Trustees and PIC, as prescribed in O. Reg. 330/10 of the Education Act. The Trustee representative may:
- (iii) delegate any of his or her powers or duties as a member of the parent involvement committee to another member of the board; and
 - (iv) designate a member of the board to attend the meeting of the PIC in his or her place.

NOMINATIONS

27. Nominations for a first year Co-Chair may be submitted by any parent of the LDSB.
28. Nominations or self-nominations must be received at least two weeks prior to the election which will be held annually before November 15.
29. Nominations must be submitted to the Director of Education or designate or the Assistant to the Director and/or designate and be accompanied with a short (maximum 250 words) biography. Nominations and biographies can be mailed or dropped off at the LDSB Education Centre at 220 Portsmouth Avenue. Alternatively, they can be e-mailed to the Director and/or designate. These biographies will be shared with the other school's representatives at least 10 days prior to the election.
30. In the event that no individual is nominated or self-nominates, the incumbent Co-Chair will be acclaimed as the sole Elected officer until a first year Co-Chair can be acclaimed.

ELECTIONS

31. The former first year Co-Chair will be acclaimed as the incoming second year/incumbent Co-Chair for a one-year term.
32. In the event that the former first year Co-Chair is incapable of assuming the role of the second year/incumbent Co-Chair, elections will be held to select two Co-Chairs from among the nominees.
33. Elections will be held annually for the role of one incoming/first year Co-Chair.
34. Notice of elections will be provided at least one month prior to the scheduled election via e-mail and on the LDSB website.
35. Each candidate will also be allotted two minutes to address the other representatives prior to the vote.
36. The Co-Chair(s) will be elected by secret ballot.
37. Each school's formal representative will have one vote.
38. Voting will be supervised by the Director (or designate) and two formal school representatives who are not running in the election.
39. Results, beyond the elected individuals who will hold office, will not be shared.
40. All ballots and tallies will be destroyed upon completion of any round of voting.

TERM

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41. A newly elected/first year Co-Chair will serve one year until they are acclaimed at the following years election and then will serve one year as the incumbent/second year Co-Chair.
42. Incumbent/second year Co-Chair terms will be one year following a one-year first year/newly elected Co-Chair term.
43. Co-Chairs may hold office for a maximum of two continuous terms in the same role if no other candidates are nominated.

VACANCIES

44. A vacancy shall occur if a Co-Chair steps down from their position, is unable to fulfill their duties or if a resolution is passed that he or she be removed, by a majority of the formal representatives present and entitled to vote at the meeting.
45. If any vacancy shall occur for any reason, the representatives by majority vote may, by appointment, fill the vacancy with any other parent for the balance of the term of the vacancy.
46. A vacancy in the membership of formal representatives on the Parent Involvement Committee does not prevent the Committee from exercising its authority provided that formal representatives constitute the majority of Members on the Committee as per O. Reg. 330/10, s. 6.

COMMUNITY MEMBER APPOINTMENTS

47. In recognizing that members of the community can bring an important perspective, up to three community members may be appointed as representatives.
48. Community Representatives may include:
 - a) a representative of the Special Education Advisory Committee (SEAC), designated by the SEAC;
 - b) a representative of KFL&A Public Health as designated by Public Health; and/or
 - c) any other community organization the representatives select.
49. Community members may not be a member of the Board of Trustees or an employee of the LDSB.
50. Community members are voting members except for the selection of the Co-Chairs.
51. Community members' terms will be one year.
52. Community members may serve a maximum of three consecutive terms (3 years).

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53. An exception to the number of consecutive terms may be made in exceptional circumstances where no other representative is available from the community group/organization.
54. If a vacancy occurs at any time, it is the responsibility of the community group/organization to select a replacement representative.
55. Additional community representatives may be invited to individual meetings as a resource but would not hold voting privileges.

QUORUM

56. No business shall be transacted at any meeting unless the requisite quorum is present at the commencement of the meeting.
57. If quorum is not achieved, an informational meeting may be held.
58. Quorum shall be represented by fifteen percent of total number of formal representatives or a minimum of 8.

VOTING

59. Agenda items that may require voting will be identified to representatives 5 days prior to the meeting or 2 days' notice for urgent matters where "time is of the essence" as defined in Special Meetings.
60. Unforeseen matters that arise at the meeting that require voting will be tabled or voted on at the discretion of the Co-Chairs and Board designate.
61. When the Parent Involvement Committee votes on a matter, only formal representatives and appointed Community members are entitled to vote.
62. All matters and questions arising at any meeting shall be decided by a majority of votes of the formal representatives and appointed Community Members at the meeting.
63. Every vote at any meeting shall be decided by a show of voting cards by those present or by show of hands by those attending electronically by video or by any other means that allows all formal representatives to be adequately identified and to cast one vote.
64. Electronic voting outside of a scheduled meeting is permissible only when the Co-Chairs and Board designate deem that the situation is urgent and that "time is of the essence."
65. In the case of a disagreement where the Co-Chairs and Board designate are required make a joint decision, the tie shall be broken by a vote of these three.

CONFLICT RESOLUTION

66. Every representative will be given an opportunity to express his or her concerns or opinions on matters on the floor.
67. Speakers will maintain a calm and respectful tone at all times.
68. Representatives are designated as representatives of the LDSB's community and will demonstrate respect for their colleagues at all times.
69. Speakers will be allowed to speak without interruption.
70. 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.
71. If no common ground can be identified, the Co-Chairs will seek to clarify preferences among all members before proceeding.
72. If all attempts at resolving the conflict have been exhausted without success, or if the Co-Chairs are not in a position to be impartial with respect to the conflict, the Co-Chairs shall request the intervention of the director, or other senior administrator, to facilitate a resolution to the conflict.

CONFLICT OF INTEREST

73. Each representative shall avoid situations that could result in an actual, potential, or perceived conflict between the overall goals and vision of the LDSB PIC and a personal or pecuniary interest.
74. If a representative identifies they have a conflict of interest, he or she shall declare the conflict of interest immediately and remove himself or herself from the meeting and decline any participation in, the discussion and resolution of the issue or item.

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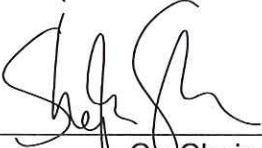
CONFIRMED AND PASSED by the LDSB PIC Representatives on the 4 day of January in the year 2021.



Co-Chair



Director or Director designate



Co-Chair