



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2018	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2023	<i>Page</i> 1 of 5
<i>Contact Person/Department</i> Director of Education	<i>Identification</i> BD-2008

DISTRICT SCHOOL COUNCIL/PARENT INVOLVEMENT COMMITTEE

1.0 PURPOSE

Trillium Lakelands District School Board believes that parents play a vital role in the development and education of their children and in the success of Trillium Lakelands District School Board schools.

The Board is committed to the establishment of a District School Council/Parent Involvement Committee to help schools, through school councils, to implement strategies which will create the conditions for parents to engage in their child's education and reduce barriers for parents who find involvement more challenging.

This Committee will also provide the opportunity for parents to have a voice that will be taken into account at the Board level. The District School Council/Parent Involvement Committee will focus on supporting schools in the planning and implementation of strategies to involve parents at the school and the District level.

2.0 REFERENCES / RELATED DOCUMENTS

- 2.1 Education Act – Ontario Reg. 612/00
- 2.2 Ontario Parent Involvement Policy “Developing Partners in Education”
December 1, 2005
- 2.3 TLDSB OP-6016 School Councils Procedure
- 2.4 Planning Parent Engagement - Council of Ontario Directors of Education
[http://www.ontariodirectors.ca/Parent Engagement/Parent Engagement.html](http://www.ontariodirectors.ca/Parent%20Engagement/Parent%20Engagement.html)
- 2.5 “Making a Difference; A Practical Handbook for Parent Involvement Committee Members,” 2012 – Ontario Ministry of Education
<http://www.edu.gov.on.ca/eng/teachers/HandbookPIC.pdf>

3.0 DEFINITIONS

- 3.1 PARENT INVOLVEMENT – includes a wide range of activities from parenting resources, helping with homework, attending school functions and events, serving on School Councils or provincial/local committees, communicating with and meeting with teachers, and volunteering in the classroom or on school trips.
- 3.2 MEETING – a regularly scheduled meeting of the District School Council/Parent Involvement Committee
- 3.3 PARENT - includes a guardian as defined in Section 1 of the Education Act.
- 3.4 SCHOOL COUNCIL CHAIR – the individual selected, through election or acclamation, in accordance with TLDSB OP-6016 School Council Procedure to be Chair of the School Council in each school;
- 3.5 PARENT MEMBER – a member of the School Council who is elected to the council in accordance with TLDSB Board Procedure OP-6016;
- 3.6 REGIONS OF THE BOARD – TLDSB is made up of three distinct regions including City of Kawartha Lakes, the County of Haliburton, and the District of Muskoka.

4.0 PROCEDURE

4.1 COMPOSITION OF THE COMMITTEE:

- 4.1.1 All TLDSB School Council Chairs or designates;
- 4.1.2 One trustee representative – all trustees are to be invited to attend meetings;
- 4.1.3 One principal representative from each region of the Board – all principals are to be invited to attend meetings;
- 4.1.4 The Director of Education or designate;
- 4.1.5 The District Manager of Corporate Communications.

4.2 LEADERSHIP OF THE COMMITTEE:

- 4.2.1 The Committee shall be jointly chaired by 3 Regional Chairpersons, one from each of City of Kawartha Lakes, County of Haliburton, and District of Muskoka.

4.3 APPOINTMENT OF REGIONAL CHAIRPERSONS:

- 4.3.1 A communication towards the end of the school year will be sent to all School Council chairpersons within Trillium Lakelands DSB inviting those who are interested in being a Regional Chairperson to send a written expression of interest to the attention of the Director of Education;
- 4.3.2 The Director will appoint one person to the position of Regional Chairperson from each area of the Board (City of Kawartha Lakes, County of Haliburton, District of Muskoka) for the subsequent school year.

4.4 ROLE OF REGIONAL CHAIRPERSONS:

- 4.4.1 The Regional Chairpersons will form a sub-committee of the District School Council/Parent Involvement Committee;
- 4.4.2 This subcommittee will plan a minimum of 4 meetings per year of the full committee;
- 4.4.3 Each Regional Chairperson will chair a minimum of one District School Council/Parent Involvement Committee meeting per year;
- 4.4.4 The subcommittee of Regional Chairpersons will provide advice, assistance and support to the Director's Office in areas and activities related to parent involvement at the District level (e.g. parent conferences, speaker series, etc.)

4.5 RESPONSIBILITIES OF THE DISTRICT SCHOOL COUNCIL/PARENT INVOLVEMENT COMMITTEE:

Members of the Committee shall:

- 4.5.1 Focus primarily on helping schools, through School Councils, to implement strategies which will create the conditions for parents to engage in their child's education and reduce barriers for parents who find involvement more challenging;
- 4.5.2 Seek out the advice and ideas of School Councils as well as other parents and partners, in planning and implementing strategies to involve more parents at the regional or district level by ensuring that School Council meeting agendas include District School Council/Parent Involvement Committee updates and/or discussions;
- 4.5.3 Approve expenditures for activities funded by parent involvement allocations from the Ministry of Education;
- 4.5.4 Provide an annual report to the Board on parental involvement within the school board including a summary of involvement at each school;
- 4.5.5 Establish and maintain a protocol on information input and dissemination to parents and School Council;
- 4.5.6 Provide other supports to School Councils as deemed appropriate and relevant by the committee.

4.6 MEETINGS

- 4.6.1 The District School Council/Parent Involvement Committee will meet a minimum of four times per school year;
- 4.6.2 All meetings will be held by video conference with the host sites in Bracebridge, Minden, and Lindsay.

- 4.6.3 Each regional Chairperson shall assume the role of Chair of the meeting at least once per year from his/her host site;
- 4.6.4 School Council Chairs may provide input to the District School Council/Parent Involvement Committee meeting agendas through their regional chairperson at least two weeks prior to the meeting;
- 4.6.5 Agenda shall be distributed electronically at least one week prior to the DSC/PIC meeting;
- 4.6.6 Meetings shall be open to the public;
- 4.6.7 A note taker will be designated at each site and minutes of each meeting will be recorded and distributed to School Council chairs and school board trustees;
- 4.6.8 Whenever possible, decisions shall be reached through consensus. If it is necessary to call a vote, the voting delegates shall be one representative per school. This delegate shall be the School Council chair or their designate(s) only.

4.7 REMUNERATION

- 4.7.1 Members of the District School Council/Parent Involvement Committee shall not receive any remuneration for serving as a member or officer of the District School Council/Parent Involvement Committee.
- 4.7.2 The Board may reimburse members of the District School Council/Parent Involvement Committee for expenses incurred as a direct request by the Board to participate in activities beyond the Board's jurisdiction.

4.8 COMMUNICATION, RECORD KEEPING, AND REPORTING

- 4.8.1 After each District School Council/Parent Involvement Committee meeting, a trustee member will report to the Board of Trustees;
- 4.8.2 Minutes of meetings will be kept as per 4.6.7 and 4.6.8;
- 4.8.3 Minutes of meetings will be distributed by email to all District School Council/Parent Involvement Committee members, principals, and school board trustees;
- 4.8.4 Regional and District activities planned by the District School Council/Parent Involvement Committee will be communicated to schools and School Councils by the Communications Officer through a variety of means (e.g. website, email, social media, posters, etc.);

- 4.8.5 An annual report to the Board of trustees on parental involvement within TLDSB, including a summary of involvement at each school, will be developed by the Committee by September 30 of each year;
- 4.8.6 The annual report will be presented by the Regional Chairpersons at the first District School Council/Parent Involvement Committee meeting of the next school year (usually in the fall);
- 4.8.7 A copy of the annual report will be given to each school and posted on the District School Council/Parent Involvement Committee section of the Board website;
- 4.8.8 Reports required by the Ministry of Education will be prepared by TLDSB staff with the input of the Committee as appropriate, and submitted as per required timelines.