



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATION

**Regulation Name: Parent Involvement Committee**  
**Section: Board and Community**

**Regulation Code: B-7.3.1**  
**Policy Code Reference: B-7.3**

Established: September 24, 2013  
Revised or  
Reviewed: October 22, 2015; June 19, 2023

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### 1. OBJECTIVE

This administrative regulation is written in accordance with the guiding principles in Board Policy B.7.3, Parent Involvement Committee and provides specific guidance about the operation of the Board's Parent Involvement Committee.

The Parent Involvement Committee:

- provides information and advice on parent engagement to the Board;
- communicates with and supports school councils of the Board; and
- undertakes activities to help parents support their children's learning at home and at school.

### 2. DEFINITIONS

**Administrative Regulation**

A document issued through the Director of Education, governing the implementation of a Board policy, or required to coordinate and control certain aspects of system operations.

**Board**

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB

**Parent**

Any parent, guardian or caregiver of a KPR student.

**Policy**

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

### 3. APPLICATION

This administrative regulation applies to:

- Parent Involvement Committee members
  - Kawartha Pine Ridge District School Board staff
  - Parents, guardians, caregivers, community members
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**4. RESPONSIBILITY**

The Communications and Corporate Affairs area is responsible for the guidelines and directives within this administrative regulation.

**5. PROCEDURE**

**5.1 Terms of Office**

In accordance with Ontario Regulation 612/00, the term of office for some of the parent members shall be one year and the term of office for some of the parent members shall be two years.

The formula establishing this rotating term is set as follows:

<b>Region</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Clarington	1 two-year member 2 one-year members	1 two-year member 1 one-year member	1 two-year member 1 one-year member
Northumberland	1 two-year member 2 one-year members	1 two-year member 1 one-year member	1 two-year member 1 one-year member
Peterborough	1 two-year member 2 one-year members	1 two-year member 1 one-year member	1 two-year member 1 one-year member

Terms of office for community representatives shall be one year.

**5.2 Election of a Chairperson**

The committee shall elect or affirm a Chairperson at its first meeting of each term. In accordance with Board Policy B-7.3, Parent Involvement Committee, only a parent can chair the committee.

Chairpersons shall be elected for a two-year term and only parent members with a two-year term are eligible to be elected Chairperson.

An individual may not serve more than two consecutive terms as Chairperson of the committee.

**5.3 Meeting Agendas**

Committee meeting agendas will be developed collaboratively by the Parent Involvement Committee Chairperson and the Director of Education or designate.

**5.4 Decision Making**

The committee shall generally conduct its business on a consensus model of decision making, with related Board policy or Robert's Rules of Order serving as secondary references.

**5.5 Financial Motions**

Notwithstanding Item 5.4 Decision Making, motions affecting allocation or dispersal of committee funds should be made formally, and seconded, prior to voting of the committee.

**5.6 Community Representatives**

The committee will seek to have one community representative from each region of the Board (up to three) who is not a parent or employee of the Board. In the event of interest from more than one candidate per region, lots will be drawn to award positions on the committee.

Priority will be given to allow for new, or rotating, community representatives on an annual basis.

**6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:  
[B-7.3, Parent Involvement Committee](#)

**7. REFERENCE DOCUMENTS**

Legislation:  
[Ontario Regulation 612/00: School Councils and Parent Involvement Committees](#)  
[Ontario Regulation 330/10: School Councils \( s. 6\)](#)