

Parent Representative Handbook



<http://parents.lbpsb.qc.ca>

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Rev.2

Parental participation in school board activities is essential. School board parents' committees exist to ensure that the parents' needs and advice are communicated to the Council of Commissioners and the board's administration. We know that the parent representative role in this regard may initially seem daunting initially. This handbook provides an overview of your responsibilities as a parent representative and of the roles parents can serve on various committees. We hope it will serve as a great resource to you.

In addition to this handbook, the Parents' Committee maintains a phone message service at the school board (514-422-4000 ext. 3299 or ask for Parents' Committee), and an email address (pc-chair@lbpearson.ca). The PC also has a website which provides many resources, including documents, links, meeting minutes, parent commissioner reports, and other information, allowing you to see how these committees make a difference. Visit us at <http://parents.lbpsb.qc.ca>.

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Background

According to Quebec's Education Act, parents and guardians have a right to participate in the activities of their school board and to be represented on various school board committees. In order to accomplish this, every public school board in Quebec must establish a parents' committee.

How are members elected to the Parents' Committee?

Each school must hold an Annual General Assembly of parents **no later** than September 30th. It is during this assembly that the parents must also elect Governing Board parents and a representative to the Parents' Committee from among the *parent members* of the Governing Board. The assembly also elects an alternate representative. The alternate is encouraged to attend PC meetings and to act (and vote) when the representative is unable to do so. The members of the PC represent **all** of the parents and guardians whose children attend the school. Their term of office is one year.

The parent representative and alternate are elected at the school's Annual General Assembly of parents held during the month of September. Although they must be parents on the Governing Board, they are not elected by the Governing Board, nor solely by the parent members of the Governing Board. Any eligible parent or guardian who attends the assembly may vote for the person they feel will best represent them.

What is the purpose of the Parents' Committee?

This committee is composed of delegates from each LBPSB elementary and high school, as well as a delegate from the Special Needs Advisory Committee.

Its role is:

- To promote the parents' participation in the activities of the school board
- To designate parents to participate in various school board committees
- To give advice on any subject conducive to the most efficient operation of the school board
- To focus the common interests and concerns of all parents in the school board
- To ensure that the parents' representatives receive information, training, and support in their roles at various committee levels
- To respond to consultations submitted by the school board
- To advise the school board on any matter of concern to parents
- To elect three parent commissioners, one from each the elementary and secondary school levels, and one at large
- To attempt to resolve, with their administrative liaison, issues of concern to parents in general within the school board
- To promote effective communication between the members of the Parents' Committee and parent representatives at the school level
- To designate the parent members of the Special Needs Advisory Committee

In accordance with Section 191 of the Education Act, the Parents' Committee must elect a chairperson at the beginning of each year.

What are the responsibilities of the members of the Parents' Committee?

The members act as liaisons between the parents of their school and the PC. As such, they should:

- Be informed on educational matters
- Attend the Parents' Committee meetings as well as Governing Board meetings
- Be attentive to parental issues and inform the PC of the parents' concerns and needs
- Make a concerted effort to attend any Parent Participation Organization meetings
- Prepare for committee meetings
- Inform the Parents' Committee chairman (and their school's alternate) if unable to attend a meeting
- Encourage the alternate's attendance at meetings and share all pertinent documents and information with them
- Request that an item be placed on the agenda
- Clearly communicate to the Parents' Committee the positions and views of the parents of their school, as well as the parent members of the Governing Board and PPO (where applicable)
- Participate in the decisions of the Parents' Committee and follow up on them
- Report to the Governing Board and parents of the school
- Participate in training sessions and workshops
- Run for positions on subcommittees or on the advisory of the PC
- Offer to be elected/ appointed to a school board committee

Parents voting for the Parent Representative at their Annual General Assembly should first determine the candidates' availability, experience, and willingness to commit

Parent Rep/Alt Meeting Expenses

The Parent Committee (PC) pays for Babysitting/Transportation expenses of Reps and Alts when they attend PC and Sub Committee meetings.

Receipts should be directly given, or scanned and e-mailed to the Treasurer

A. Babysitting Expenses Rules

Maximum hourly claimable rate is \$10/hour for a maximum of 4 hours.

"Please note that we are working on the honor system, and expect that you will not claim expenses to pay someone you would not normally pay (were it not for this subsidy)."

B. B. Transportation

1. We pay for Taxi and Uber costs.

2. We encourage Car Pooling

**** The Lester B Pearson School Board has determined that parents of children with special needs will be called to a general assembly every September to elect their representatives to the Special Needs Advisory Committee. In order to fulfill its obligation, the PC must officially designate these individuals once elected.***

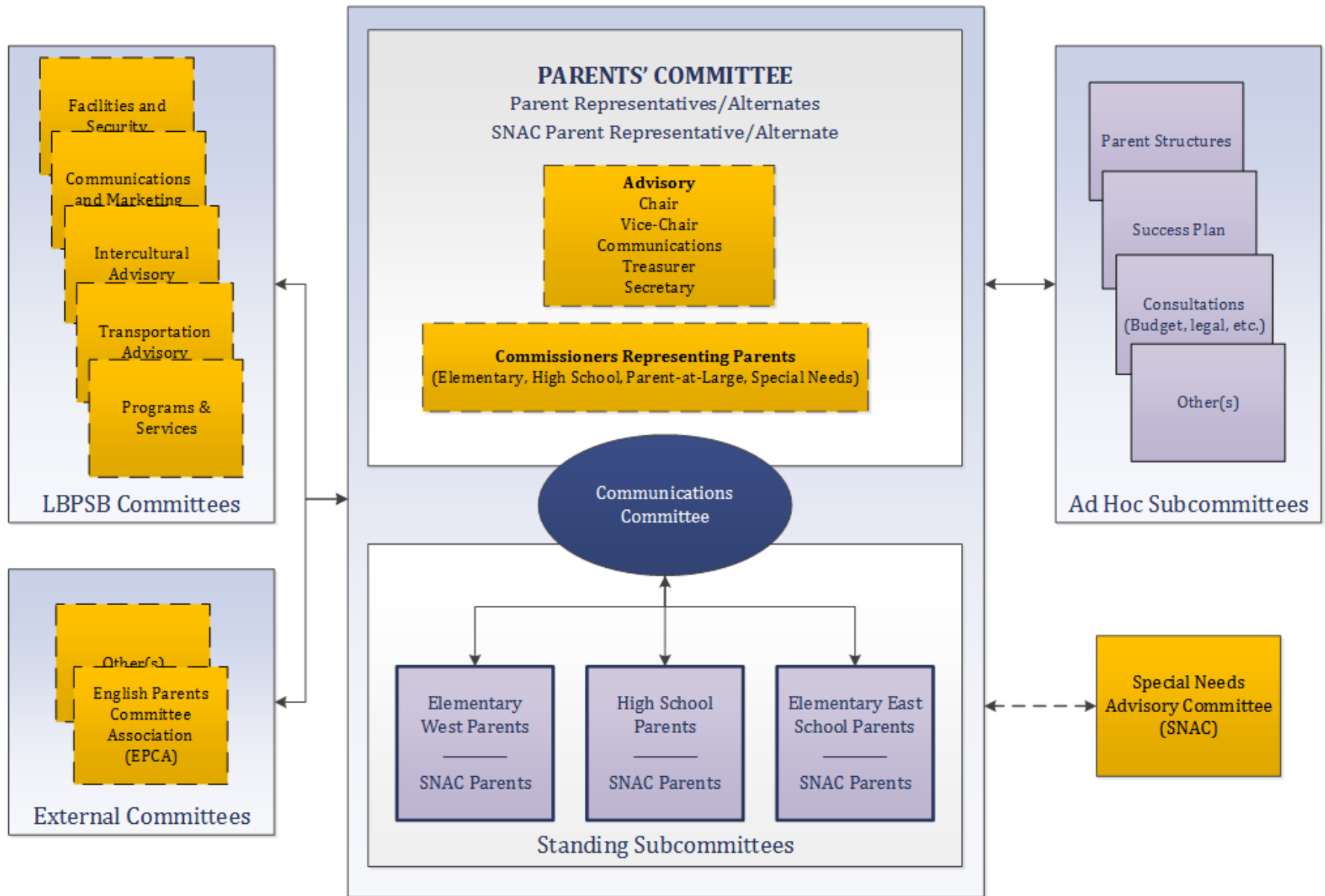
What are the Parent Commissioners' rights and responsibilities?

- Have the same rights and responsibilities as other commissioners
- Make every effort to attend **all** meetings of the Council of Commissioners, as well as meet any other commitments made to Council (i.e. serving as representative on an LBPSB committee)
- Represent the Parents' Committee and communicate its advice to Council and/or its related committees
- Ensure that the Parents' Committee is consulted on those matters requiring compulsory consultation, and further, act persuasively such that the parents' advice be considered in all decisions
- Report to PC on the matters discussed and decided upon at Council

What are the ideal qualities of a Parent Commissioner?

- Be informed on educational matters
- Have experience on various parents' committee
- Be available for several monthly meetings (i.e. Governing Board, PPO, Parents' Committee, Council of Commissioners, Executive Committee, school board and external committees)
- Be honest and firm, as well as able to reflect the views of the parents' committees
- Be amenable and diplomatic
- Be eager to share and represent parents' concerns and priorities

2017-2018 LBPSB Parents' Committee Structure



Parents' Committee Standing Subcommittees Member Schools List

2017/2018

Elementary East	Elementary West	High School
Allion	Beacon Hill	Beaconsfield
Beechwood	Birchwood	Beurling Academy
Children's World	Christmas Park	John Rennie
Clearpoint	Dorset	Lakeside Academy
Dorval	Edgewater	Lasalle Community
Kingsdale	Evergreen	Comprehensive
Lasalle Jr	Forest Hill Jr	Lindsay Place
Lasalle Sr	Forest Hill Sr	MacDonald
Maple Grove	Margaret Manson	Pierrefonds Comprehensive
Riverview	Mount Pleasant	Riverdale
Springdale	Pierre Elliott Trudeau	St. Thomas
St. John Fisher Jr	Sherbrooke Academy Jr.	Westwood Jr
St. John Fisher Sr	Sherbrooke Academy Sr.	Westwood Sr
Sunshine Academy	Soulange	
Terry Fox	St. Anthony	
Verdun	St. Charles	
Westpark	St. Edmund	
Wilder Penfield	St. Patrick	

What is the PC Advisory and why is it needed?

- Comprised of the Chair, Vice-Chair, Communications Director, Treasurer, and Secretary
- Schedule and facilitate PC meetings
- Discuss arising issues and make recommendations to the PC at large
- Respond to any issues that require immediate attention in between meetings

What is the purpose of the PC's standing subcommittees?

- To support and facilitate the PC's various activities and responsibilities
- To request presentations applicable to their group
- To organize certain activities and/or provide specific supports to the PC and the parent committee structure in general
- To provide an open forum for round table discussions regarding the concerns of their group
- Meet monthly

What ARE the standing subcommittees?

- Elementary East Subcommittee
- Elementary West Subcommittee
- High School Subcommittee

*members are determined by which group the school they represent belongs; alternates may vote only in the absence of the rep

What is the purpose of the Communications subcommittee?

- To advise on effective communication procedures between the PC, its subcommittees, and various levels of board administration, Council, and their related committees
- To optimize the role of the parent representative through training organized and provided by the PC
- To organize events for parents such as workshops and lectures
- To promote communication amongst parents via social media, the PC website, and the Parent2Parent Newsletter

*open to all parent reps and alternates

What are ad hoc subcommittees?

- Subcommittees created as needed, and *temporarily*, to address certain issues/ needs for information (e.g. the Parent Structures subcommittee, which is formed yearly to address the efficiency and effectiveness of the parents' committee structure)

*open to all parent reps and alternates

Mandates of the school board's standing committees that are open to parental representation

Committees of the Lester B. Pearson School Board	
Programs & Services	<ul style="list-style-type: none"> • To study and oversee the development of policies, procedures, programs and (in cooperation with other standing and advisory committees of Council) facilities related to educational and complementary educational services in the day care, kindergarten (4 & 5), youth, adult, and vocational sectors of the LBPSB; • To evaluate the implementation of policies, procedures, programs and (in cooperation with other standing and advisory committees of Council) facilities related to educational and complementary educational services in the daycare, kindergarten (4 & 5), youth, adult, and vocational sectors of the LBPSB and make appropriate recommendations to Council. • To undertake any other tasks assigned to it by Council. • To report to Council on a monthly basis during the school year. <p>➤ <i>One PC member is elected as the voting delegate</i></p>
Facilities & Security	<ul style="list-style-type: none"> • Studies the facilities and security needs of the Lester B. Pearson School Board • Reviews the capital budget and priority list • Makes recommendations to the Council of Commissioners regarding facilities and security matters • Undertakes any additional tasks assigned to it by the Council of Commissioners <p>➤ <i>One PC member is elected as the voting delegate</i></p>
Transportation Advisory	<ul style="list-style-type: none"> • To meet the norms established by government regulation • To make recommendations to the Council of Commissioners regarding transportation contracts • To review board policies and procedures relative to transportation matters and to make recommendations to the Council of Commissioners • To undertake any other task assigned to it by the Council of Commissioners <p>➤ <i>One PC member is elected as the voting delegate</i></p>
Intercultural Advisory	<ul style="list-style-type: none"> • Reviews the school board's Intercultural Policy and make recommendations to the Council of Commissioners regarding proposed changes • Advises the school board on intercultural concerns facing the LBPSB community • Recommends ways of integrating intercultural and global education into school curricula and into the life of schools • Reviews local intercultural projects & distributes resources provided by the School Tax Management Committee • Encourages schools and centers to develop local intercultural projects <p>➤ <i>Two PC members are elected as the voting delegates</i></p>

Mandates of other school board and external committees

External Affiliations	
<p>EPCA (English Parents Committee Association)</p>	<p>EPCA is composed of parents involved on a volunteer basis in the different committees of the educational structure in the youth sector. Created in 2009 this association represents and expresses the opinion of parents at the provincial level, defends their rights and interests in the educational cause, and participates in the development of education in collaboration with other partners.</p> <p><i>PC elects two Directors to represent the LBPSB Parents' Committee</i></p>
<p>PEF (Pearson Educational Foundation)</p>	<p>The Pearson Educational Foundation is an incorporated organization with Canada Revenue Agency charity status, legally independent of the Lester B. Pearson School Board. PEF offers financial support to schools and programs throughout the board at the elementary, secondary and adult education levels.</p> <p><i>PC elects one non-voting Director to represent the LBPSB Parents' Committee</i></p>

Contact Information

LBPSB Parents' Committee
(514) 422-3000 ext.3299
pc-chair@lbpearson.qc.ca
<http://parents.lbpsb.qc.ca>

Lester B. Pearson School Board
1925 Brookdale Ave., Dorval
(514) 422-3000
<http://www.lbpsb.qc.ca>

Regional Directors: (514) 422-3000

Region 1	David Chisholm	dchisholm@lbpearson.ca
Region 2	Christopher Fuzessy	cfuzessy@lbpearson.ca
Region 3	David Meloche	dmeloche@lbpearson.ca

Elementary Parent Commissioner:	(514) 422-3000 ext. 4026
High School Parent Commissioner:	(514) 422-3000 ext. 4027

Glossary of Acronyms

ADG	Assistant Director General
AGA	Annual General Assembly
CC	Council of Commissioners
DG	Director General
EPCA	English Parents Committee Association
FCPQ	Fédération des Comités de Parents de Québec (Quebec Federation of Parent Committees)
GB	Governing Board
LBPSB	Lester B. Pearson School Board
MELS	Ministère de l'Éducation, du Loisir et du Sport (Ministry of Education, Leisure and Sport)
PC	Parents' Committee
PPO	Parent Participation Organization
QESBA	Quebec English School Boards Association
QFHSA	Quebec Federation of Home and School Associations
SNAC	Special Needs Advisory Committee

APPENDIX A

Articles of the Education Act pertaining to the Parents' Committee

Election of parent representatives to the Regional Parents' Committees.

47. Each year during the period beginning on the first day of the school year and ending on the last day of September, the chair of the governing board or, if there is none, the principal shall, by written notice, call a meeting of the parents of the students who attend the school to elect parents' representatives to the governing board. The notice shall be sent at least four days before the meeting is to be held.

Parents' committee.

At the meeting, the parents shall elect a representative to the parents' committee established under section 189 from among their representatives on the governing board.

Substitute.

At the meeting, a second parents' representative on the governing board may be designated as a substitute to attend and vote at meetings of the parents' committee when the representative elected for that purpose is unable to do so.

1988, c. 84, s. 47; 1990, c. 78, s. 31; 1997, c. 96, s. 13; 2008, c. 29, s. 3.

Composition of the parents' committees

189. A parents' committee composed of the following persons shall be established for each school board:

- (1) one representative from each school, elected by the meeting of parents pursuant to the second paragraph of section 47;
- (2) one representative of the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities, designated by and from among the parents who are members of that committee.

Loss of qualification.

A representative from a school whose child no longer attends the school may remain on the parents' committee.

Substitute.

The parents who are members of the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities may designate a second representative as a substitute to attend and vote at meetings of the parents' committee when their representative is unable to do so.

1988, c. 84, s. 189; 1989, c. 36, s. 263; 1997, c. 47, s. 12; 1997, c. 96, s. 34.

Election of chairman.

Election of chairpersons to the Regional and Central committees

190. Each year, before 31 October, the chairman of the parents' committee or, in his absence, the secretary general of the school board shall call a meeting of the parents' committee to elect the chairman of the parents' committee.

1988, c. 84, s. 190.

Regional committees.

191. Every school board that divides its territory into administrative regions may, for the same purposes, replace the parents' committee by a regional parents' committee for each region and a central parents' committee composed of delegates from the regional parents' committees and a representative of the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities, designated by and from among the parents who are members of that committee.

Election of chairman.

Section 190 applies to the election of the chairman of the central parents' committee and the chairman of each regional parents' committee.

Functions, operation and financing.

The school board, after consulting with the members of the regional parents' committees, shall determine the allocation of functions and the mode of operation and financing of the regional and central committees.

1988, c. 84, s. 191; 1989, c. 36, s. 264; 1990, c. 78, s. 54; 1997, c. 47, s. 13; 1997, c. 96, s. 35.

Functions.

192. The functions of the parents' committee are

- (1) to promote parents' participation in the activities of the school board and, for such purpose, to designate parents who shall take part in the various committees established by the school board;
- (2) to give advice on any matter conducive to the most efficient operation possible of the school board;
- (3) to inform the school board of the needs of parents as identified by the school representatives and by the representative of the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities;
- (4) to give its opinion to the school board on any matter the latter is required to submit to it.

1988, c. 84, s. 192; 1990, c. 78, s. 54; 1997, c. 96, s. 36.

Consultation.

193. The parents' committee shall be consulted on the following matters:

- (1) the division, annexation or amalgamation of the territory of the school board; (1.1) the school board's strategic plan and any updated version of the strategic plan;

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- (2) the three-year plan of allocation and destination of the immovables of the school board, the list of schools and the deeds of establishment;
 - (3) the policy adopted under section 212 on the continued operation or closure of schools and on other changes made to the educational services provided in a school;
 - (3.1) the financial contributions policy adopted under section 212.1;
 - (4) *(paragraph repealed)*;
 - (5) the distribution of educational services among the schools;
 - (6) the criteria referred to in section 239 for the enrollment of students in schools;
 - (6.1) the dedication of a school to a special project pursuant to section 240 and the criteria for the enrollment of students in that school;
 - (7) the school calendar;
 - (8) the rules governing promotion from elementary school to secondary school or from the first cycle to the second cycle of the secondary level;
 - (9) the objectives and principles governing the allocation of subsidies, school tax proceeds and other revenues among educational institutions as well as the criteria pertaining thereto, and the objectives, principles and criteria used to determine the amount to be withheld by the schoolboard for its needs and those of its committees;
 - (10) the learning activities established by the school board and intended for parents.

1988, c. 84, s. 193; 1990, c. 8, s. 17; 1990, c. 78, s. 54; 1997, c. 47, s. 14; 1997, c. 96, s. 37; 2002, c. 63, s. 23; 2005, c. 16, s. 8; 2006, c. 51, s. 97.

Election and rights of parent commissioners
COUNCIL OF COMMISSIONERS

§ 1. — *Composition*

Composition.

143. Every school board shall be administered by a council of commissioners composed of the following persons:

- (1) the commissioners elected or appointed pursuant to the Act respecting school elections (chapter E-2.3);
- (2) two commissioners representing the parents' committee, one chosen from among the representatives of schools providing instruction at the elementary level and the other from among the representatives of schools providing instruction at the secondary level, elected pursuant to this Act;

145. Each year before the first Sunday in November, the chairman of the parents' committee or, in his absence, the secretary general of the school board shall convene the members of the parents' committee or of the parents' central committee, as the case may be, to elect from those among their members who are not members of the personnel of the school board, a commissioner for each of the elementary and secondary levels.

Majority vote.

The representative shall be elected by a majority vote of the members present. Term of office.

The elected representative shall take office on the first Sunday in November following his election. His term of office shall be one year.

Oath of office.

Within 35 days from taking office, every elected representative shall swear before the director general, or the person designated by him, to fulfill his duties faithfully and to the best of his judgment and ability.

Entry in Minutes of Proceedings.

An entry of the oath shall be made in the Minutes of Proceedings of the school board. 1988, c. 84, s. 145; 1989, c. 36, s. 261; 1997, c. 96, s. 18; 2006, c. 51, s. 93.

146. *(Repealed).*

1988, c. 84, s. 146; 1989, c. 36, s. 262; 1990, c. 8, s. 64; 1997, c. 47, s. 6.

Loss of qualification.

147. A commissioner representing the parents' committee whose child no longer attends a school of the school board may remain on the council of commissioners until the expiry of the commissioner's term of office.

Vacancy.

The office of the commissioner representing the parents' committee becomes vacant in the same cases as those provided for commissioners elected under the Act respecting school elections (chapter E-2.3).

Procedure.

Such vacancy shall be filled in accordance with the procedure prescribed in section 145, but only for the unexpired portion of the term.

1988, c. 84, s. 147; 1997, c. 96, s. 19; 1997, c. 47, s. 7.

Rights, powers and obligations.

148. Every commissioner representing the parents' committee shall have the same rights, powers and obligations as those prescribed for the other commissioners.

Restriction.

Notwithstanding the foregoing, the commissioner is not entitled to vote at meetings of the council of commissioners or of the executive committee, or to be appointed chairman or vice-chairman of the school board.

1988, c. 84, s. 148; 1997, c. 47, s. 8.

Annexation or amalgamation.

149. In case of the amalgamation or total annexation of the territories of school boards, the commissioners of such school boards, other than the representatives of the parents' committee, become members of the council of commissioners of the school board resulting from the amalgamation, or of the annexing schoolboard.

Designation of the parent members of the Special Needs Advisory Committee

185. Every school board shall establish an advisory committee on services for handicapped students and students with social maladjustments or learning disabilities.

Composition.

The committee shall be composed of

- (1) parents of the students concerned, designated by the parents' committee;
- (2) representatives of the teachers, of the members of the non-teaching professional staff and of the members of the support staff, designated by the associations which represent them in their dealings with the school board and elected from among the persons who provide services to the students concerned;
- (3) representatives of bodies which provide services to handicapped students or to students with social maladjustments or learning disabilities, designated by the council of commissioners after consulting with those bodies;
- (4) a school principal designated by the director general.