



Parent Involvement Committee Terms of Reference and Procedures

Name

The name of this organization shall be known as the Keewatin-Patricia District School Board Parent Involvement Committee.

Terms of Reference

1. "School boards will be required to establish Parent Involvement Committees with a direct link to the Director and Trustees, to provide parent advice and support parent engagement." (Developing Partners in Education December 1, 2005)
2. Evaluation (valuation) of responsiveness (activity) by the Keewatin-Patricia District School Board:
 - Consultation of parent on relevant policy
 - Support for parent engagement
 - Information transparency
 - Communication responsiveness (activity)
 - Combined school/parent engagement(Developing Partners in Education December 1, 2005)

Purpose

1. To support parent engagement in the Keewatin-Patricia District School Board.
2. To maintain a reporting procedure on best practices for use of Parent Involvement Funds.
3. To provide liaison with School Councils to the Parent Involvement Committee of the board.
4. To develop strategies and initiatives that the KPDSB could use to communicate with parents and to engage parents in improving student achievement and well being.
5. To promote best practices of parent/school involvement, a sharing of how any Parent Involvement Funds are spent including annual school based allocation.
6. To develop strategies/initiatives that the KPDSB could use that enhances communication between schools and parents, fostering supportive and welcoming environments and focused on engagement of student achievement and well-being.

Membership

1. The KPDSB-PIC parent members shall be in the majority.
2. One KPDSB-PIC student representative.
3. One voting representative appointed by each KPDSB school council
4. KPDSB Director or designate
5. Two appointed Trustees by the KPDSB
6. One KPDSB voting member shall be a student representative from the same Secondary School that the Student Trustee is selected from.

Terms of the Executive

1. The PIC executive positions
 - a. Chairperson
 - b. Co-Chairperson
2. The term of the executive shall be two years
3. Office positions shall be elected at the first meeting
4. The KPDSB-PIC Chairperson shall be a parent nominated from the PIC committee who has served at least one year on the PIC
5. The Co-chairperson shall be a parent representative nominated from the parent membership

Responsibilities of Members

Chairperson

The duties of the KPDSB-PIC Chairperson shall include, but not be limited to:

- Convene, preside and maintain order at the PIC meeting
- Ensure that an agenda is prepared and presented
- Ensure minutes are recorded accurately and posted
- Notify PIC members of upcoming meeting dates
- Take such actions, or ensure that such actions, are taken by others to achieve the objectives and purpose of the Keewatin-Patricia District School Board
- May call for Ad Hoc Committees as needed
- Be the official spokesperson for the KPDSB-PIC
- Maintain effective communication with all KPDSB-PIC members and serve as a liaison between PIC members

Co-Chairperson

The duties of the KPDSB-PIC Co-Chairperson shall include, but not be limited to:

- Assume the KPDSB-PIC Chairperson's responsibilities in his/her absence
- Assist the KPDSB-PIC Chairperson in the performance of his/her duties as delegated
- Maintain effective communication with KPDSB-PIC Chairperson

Director/Designate's Secretary

The duties of the KPDSB-PIC Secretary shall include, but not be limited to:

- Record accurate proceedings at meetings
- Maintain the file copies of agendas, minutes and correspondence
- Maintain effective communication with KPDSB-PIC Chairperson

Members

The duties of the KPDSB-PIC members shall include, but not be limited to:

- Maintain effective communications with School Councils.
- Be a strong advocate for parent involvement.
- Keep regular attendance at the PIC meetings.
- Declare any conflict of interest.
- Recognize and respect the person integrity of KPDSB-PIC members.
- Treat all other KPDSB-PIC members with respect and allow for diverse opinions to be shared.
- Present School Sharing Reports

Meetings

- The KPDSB-PIC shall meet via electronic means and will be deemed as present by participating by such means between September and June of each school year.
- Frequency of meetings shall be no less than four per school year as required.
- Dates for meetings throughout the year may be set at the first meeting of the year.
- Notification of upcoming meeting dates shall occur at least five days prior to the meeting date set.
- The KPDSB-PIC meeting reports shall be posted to the board's webpage for public viewing.
- The KPDSB-PIC Director or designate shall call and convene the first PIC meeting of each school year.
- The KPDSB PIC meetings shall be decided in accordance with **Procedures for Meetings and Organization (Second Edition)**, writing by Kerr and King, insofar as they are applicable.

Voting

- When a parent involvement committee votes on a matter, only parent members and community representative members are entitled to vote.