



Parental Involvement Committee TERMS OF REFERENCE

Revised February 25th, 2011

1.0 PURPOSE

The purpose of Hamilton-Wentworth District School Board's Parent Involvement Committee is to support, encourage and enhance parent/guardian engagement at the board level in order to improve student achievement and well-being.

2.0 MANDATE

Members of the Parental Involvement Committee (PIC) are valued partners of the Hamilton-Wentworth District School Board. Their advice, from their perspective, is much needed, and appreciated. The PIC will champion and demonstrate a commitment to parental engagement, contribute to productive meetings, participate in sub-committee work, represent the broad parent/guardian interest with respect to all PIC work and deliberations and provide input/feedback and raise issues as a representative of a Board Committee. The mandate is as follows:

The **Parental Involvement Committee (PIC)** will:

- 2.1 Provide input to and evaluate the success of HWDSB parental engagement strategies annually in the fall, for the previous year, in a report to the Committee of the Whole including the following:
 - i. consultation of parents on relevant policy
 - ii. support for parent engagement
 - iii. information transparency
 - iv. communication responsiveness
 - v. combined school/parent engagement
- 2.2 Provide advice to the Board regarding all matters related to the establishment, development, and delivery of parental engagement strategies.
- 2.3 Raise common parental issues of concern with the Board of trustees through formal and informal mechanisms including, but not limited to, written reports to the Committee of the Whole and to HWDSB staff.
- 2.4 Provide a link between parents/guardians and senior staff/trustees, in order to provide parent advice and to support parent engagement.
- 2.5 Be actively involved in supporting and embracing those elements of Effective Schools that relate to positive parental engagement.

- 2.6 Provide support to schools and the Board on ways in which to engage parents/guardians at the board/school/classroom/home level.

This would include supporting the work of School Councils, supporting the sharing of best practices across the district, and providing support for engagement that includes (Joyce Epstein):

- a. Parenting
 - b. Communicating
 - c. Volunteering
 - d. Learning at Home
 - e. Decision-making
 - f. Collaborating with the Community
- 2.7 Liaise with Parental Involvement Committees from other school boards as well as the Provincial Parent Board to ensure it is informed about local and provincial issues related to parental engagement, to include best practices allowing for local adjustment thus ensuring ongoing effectiveness.
- 2.8 Provide a formal link (see Membership, Section 2) to all mandated and organizational committees in the Board with parental representation, including SEAC, Rural and French Immersion Advisory Committees; and the Hamilton-Wentworth Council for Home and School Associations.
- 2.9 Provide assistance and support to parents/guardians as they navigate the various areas of the Board.

3.0 MEMBERSHIP

3.1 PIC Voting Membership

PIC members will provide a parental perspective on items for which advice is being sought. They are not expected to represent the voice of all parents. At minimum the HWDSB Public Consultation process will be followed for acquiring a broader perspective.

Every effort will be made to ensure membership is representative of the broader Hamilton-Wentworth community. The objective is to create a balanced membership. The Membership Selection Sub-Committee (See Section 8), through recruitment and applications, will attempt to achieve membership from each cluster, geographic area, elementary/secondary balance, refugees, ethnic/cultural background, aboriginal people etc.

- 3.2 The PIC will consist of a maximum of 37 voting members. Membership is open to all parents/guardians who have applied through an application process.

Article I – Voting Member Composition of PIC

	Minimum	Maximum
Parents/Guardians	14	29
Community Representatives	1	3
Parent Advisory Committee Representatives	1	5
Total Voting PIC Members	<u>16</u>	<u>37</u>

- 3.3 A person is qualified to apply to be a voting member of the Parent Involvement Committee if he or she is a parent/guardian of a child enrolled in an HWDSB school/program.
- 3.4 A person is qualified to apply to be a voting member of the Parent Involvement Committee if he or she is a parent/guardian of a child enrolled in an HWDSB school/program and employed by the board.
- 3.5 A parent/guardian member referred to in subsection (4) shall, at his or her first committee meeting, inform the committee of his or her employment with the board.
- 3.6 All HWDSB advisory committees and any additional committees formed where parents/guardians consist of a large part of the membership, will be asked to provide a liaison who will be a voting member of PIC and who will bring input/feedback/issues from their representative group.
- SEAC
 - French Immersion Advisory
 - Hamilton-Wentworth Council of Home and School Associations
 - Rural Schools Advisory Committee
 - Any other committee where parents consist of a majority part of membership
- 3.7 The PIC may have a maximum of three community representatives who are voting members selected through an application process and who are not parents/guardians of HWDSB students.

3.8 PIC Non-Voting Membership

The Board shall appoint the following people to the committee:

- The Director of Education or Superintendent designate
- Minimum of one and a maximum of three Trustees
- One elementary Vice Principal or Principal
- One Secondary Vice Principal or Principal
- One representative from the Leadership and Learning Department
- One Corporate Communications representative
- Additional support staff as determined

The majority of PIC members must be parents

Membership of the PIC is reviewed each May.

3.9 Member Attendance

The expectation is that PIC members will endeavor to attend monthly meetings. When absent, regrets should be made to the Chair. After 2 consecutive missed meetings the Chair or designate will contact the member and inquire about their ability to fulfill his or her roles and responsibilities. If membership ceases at that time the position will be filled (See Section 4 Vacancies).

4.0 TERM OF OFFICE

- 4.1 The term of office of parent members of the Parent Involvement Committee is two years.
- 4.2 A member of the Parent Involvement Committee may be reappointed or re-elected to the committee for more than one term.

5.0 OFFICERS

5.1 Chair

The Chair of the Parent Involvement Committee must be an active parent member of the committee who has participated on PIC for a minimum of 1 year prior to election. He or she shall be elected for a two-year term by the voting members of PIC at the October meeting in each school year that there is a vacancy in the office of Chair.

The Chairperson is responsible for

- a. Championing and demonstrating a commitment to parental engagement.
- b. Setting the agenda.
- c. Facilitating productive meetings.
- d. Acting as the spokesperson for the committee.
- e. Representing broad parent interest with respect to all PIC work and deliberations.
- f. Being aware of diverse parent perspectives across the district.
- g. There is no limit to the number of terms a Chair may seek re-election.

The Chair is a non-voting member. In the event of a tie, the motion is defeated.

5.2 Vice Chair

Must be an active parental member of PIC and is elected annually by the PIC membership.

The Vice Chair is elected in October of that year.

The Vice Chair is responsible for

- a. Championing and demonstrating a commitment to parental engagement.
- b. Facilitating productive meetings in the absence of the Chair.
- c. The Vice Chair is a voting member unless they are acting in the role of Chair.

6. MEETINGS

- ▶ At the September meeting of the PIC, a meeting schedule for the upcoming year will be established and shared with the community via the Board's website.
- ▶ Meetings will be held monthly, except for July and August.
- ▶ PIC meetings are open to the public.
- ▶ PIC agendas and minutes will be posted on the Board's website.
- ▶ Meeting agendas shall be provided two working days prior to the meeting.
- ▶ Minutes of the meetings will be circulated to members prior to approval.
- ▶ Meetings will be held outside of school hours.
- ▶ Extra meetings may be called at the discretion of the Chair.

7. VOTING

When the Parent Involvement Committee votes on a matter, only parent members, parent advisory committee representatives and community representative members are entitled to vote.

Email communication may be used when PIC consultation is sought between meetings. Topics will be presented electronically or by hard-copy to members. Members shall respond in accordance with the terms of the communication. A formal record of all electronic consultations will be presented at the next PIC meetings and will be reflected in the minutes.

8. VACANCIES

If any vacancies occur in the committee, the Membership Selection Sub-Committee (see Section 8) may fill the vacancy.

9. QUORUM

Half plus one of the minimum amount of voting members shall constitute a quorum (see Article I).

10. CONFLICT RESOLUTION PROCESS

In the event of a conflict between members the Chair or designate will make every effort to resolve the dispute by negotiation.

Members of the PIC have a duty to make decisions consistent with Ministry and Board policy and procedures and in the best interest of students. Members will not act in order to gain financial or other material benefit personally. There may be times when members will be required to treat discussions, documents or other information relating to the work of the PIC in a confidential manner.

11. SUB-COMMITTEES

Sub -Committees will be established as required in order to achieve the mandate as outlined.

12. MEMBERSHIP SELECTION SUB-COMMITTEE

Membership on the Selection Sub-Committee is determined annually in February. Membership includes the PIC Chair, Vice Chair, four Non-Staff Representatives (elected by the voting PIC members), one Trustee, One Corporate Communications Representative and the Director or Superintendent designate.

This Sub-Committee will annually (from March to April) process the recruitment, application and selection process for members of the PIC. They will also be responsible for recruiting members where there are gaps, following the application process.

13. TERMS OF REFERENCE REVIEW

The PIC Terms of Reference will be reviewed on an annual basis in May. Notice of the review must be provided to members at least 5 days prior to the review meeting. Two-thirds of the voting membership is required to change the Terms of Reference.

Passed this day of: _____ 2011

Signature: _____
(Chair of Parent Involvement Committee)

Signed: _____
(Vice-Chair of the Parent Involvement Committee)

Parent Involvement Committee Voting Member's Signatures