



French Immersion Advisory Committee (FIAC) Terms of Reference

(as discussed at the first two meetings of the 2012-2013 school year)

Mandate:

A group of parents, students, school and system staff within Hamilton Wentworth District School Board who are invested in enhancing, promoting, advocating and providing informed advice on French Immersion programming to the Board and the community.

Norms:

- Everyone has an equal chance to contribute to the discussion
 - Consider all contributions/ideas from the group
- Value, support and treat everyone with dignity and respect
 - Positive reinforcement
 - All members are given the opportunity to voice their opinions/ideas, all opinions/ideas are respected and valued
- Avoid distractions by turning off cell phones and other technology
- Mature and respectful behavior is modeled and honoured by all members
 - Active participation by all members
- Work together collaboratively to create a community with a common goal for French Immersion in HWDSB
- Comments/input focused on system/program issues rather than specific school/personal issues
 - Be constructive

1. Membership:

The French Immersion Advisory committee shall consist of the following members:

- 1 Superintendent of Education responsible for French Immersion
- 1 Elementary Principal/Vice-Principal of a French Immersion school
- 1 French Immersion Elementary teacher representative of a French Immersion school
- 1 French Immersion Secondary teacher representative of a French Immersion school
- 2 French Immersion Elementary parents – School Council and/or Home and School representatives
- 2 French Immersion Secondary parents – School Council and/or Home and School representatives
- 1 Secondary French Immersion student
- 1 Consultant or support person responsible for French Immersion

2. Roles & Responsibilities

Superintendent of Education:

Chairing the FIAC meeting;
Sharing information from the board, executive council and the ministry with members of the FIAC group;
French Immersion strategic plan, vision etc.
Share the information/feedback from the French Immersion Admin with this group;
Advocate for the thoughts and view of FIAC with the executive council, board and French Immersion Admin;
Advise FIAC of upcoming changes/initiatives/proposal being developed at the board or Ministry level that will impact the French Immersion program.

Principals and Vice-Principals:

Bring news from schools to share school perspective and activities;
Bring information back to French Immersion colleagues re: FIAC issues/concerns/needs.

Teachers:

Update the committee on school activities and programs;
Answer questions from committee members regarding programs;
Contribute to discussions from a classroom perspective;
Present to parents and other members what something may look like in the classroom (both elementary and secondary).

Parents:

Share and bring parent perspective, concerns, ideas and questions;
Liaise between the board and parents/school council (communication route);
Bring student perspective, concerns, ideas and questions;
Provide program recipient perspective;
Advocate on behalf of the students to the board and schools;
Attend committee meetings to participate and vote;

Student(s):

Bring student perspective, concerns, ideas and questions;
Contribute to discussions with classroom perspective;
Advocate on behalf of the students in French Immersion programs;
Participate in committee meetings.

Consultant/Support Person:

Prepare the meeting agenda and record minutes;
Communicate information to the community;
Share board-wide program French Immersion information;
Communicate Ministry initiatives;
Provide direction in FSL learning;
Provide data regarding program retention and success.

3. Communication Processes:

- Important information is communicated to committee members consistently;
- FIAC members/attendees are advised of relevant agenda items on upcoming Board/Committee of the Whole;
- FIAC communication sent to school Administrators for their newsletter and shared on the board/school websites;
- CPF Newsletter;
- Regular two-way communication between the committee and the board;
- Communication to and from English parents and other program representatives;
- Meeting times, agendas and minutes shared with committee members and all French Immersion schools staff and parents via email and board website;
- Invitation to attend meetings regularly sent out to the community via Principals.

4. Meeting Process:

- Follow the agreed upon norms;
- Meetings are chaired and discussions are led by the Superintendent of Education;
- Each meeting has an agenda with standing items;
- Additional agenda items can be brought forward by the committee members prior to or at the beginning of each meeting;
- Raise hand to speak;
- Wherever possible vary the group facilitation with a variety of different groupings.