

Lambton Kent District School Board Parent Involvement Committee

Terms of Reference

“School Boards shall be required to establish Parent Involvement Committees with a direct link to the Director and Trustees, to provide parent advice and support parent engagement” (Ministry Memorandum – Developing Partners in Education – December 1, 2005)

Committee Name

The committee shall be known as the Lambton Kent District School Board Parent Involvement Committee.

Purpose

The Lambton Kent District School Board Parent Involvement Committee represents the voices of parents who are engaged in their children’s education and who are dedicated to improved student achievement.

In our goal of supporting the Lambton Kent District School Board’s goal of success for all students, the Parent Involvement Committee will strive to:

1. To serve as liaison between parents of the Lambton Kent District School Board and the Director of Education and Trustees.
2. To provide advice to School Councils on how to encourage parent involvement.
3. To support parent engagement within the Lambton Kent District School Board (LKDSB).
4. To assist the LKDSB School Councils in the use of Parent Involvement Funds as outlined in the Ontario Parent Involvement Policy.
5. To utilize base funding provided to support the work of the Parent Involvement Committee (PIC) both effectively and responsibly.
6. To maintain and make public an annual report on how Parent Involvement base funding was spent.

Membership

1. Membership shall include:
 - Ten to twelve representatives selected from nominations put forth by School Councils.
 - The LKDSB Director of Education or designate
 - Two LKDSB Trustees.
2. LKDSB parent members shall be in the majority.
3. Parent members shall have a student(s) enrolled in the LKDSB.

Selection Process

1. Nominations will be submitted by School Council by **April 30** for the following school year.
2. Members will be sought to represent both elementary and secondary schools, geographic areas and specialized programs.

Geographic areas: City of Sarnia
Rural Lambton
City of Chatham
Rural Chatham-Kent

Programs: First Nations
French Immersion
Special Education

3. If multiple nominations are received for one of the above, selection will be made by “draw” by the past Chair/Co-Chairs.

Term of Membership

1. Positions will be term appointments for one year with the option to renew up to three years. A position will be deemed vacant after a member has served three years unless there are an insufficient number of new nominations.
2. Three vacancies will be identified annually to allow for broader representation.
3. A minimum of 50% of members will remain on the committee where possible to allow for continuity.

Terms of the Executive

1. The PIC executive positions shall be as follows:
 - Chair or Co-Chairs
 - Vice Chair (In the event of single Chair)
 - Secretary (Optional)
2. The term of the executive shall be one year.
3. If both co-chairs reach the end of the 3-year term, the individual with the least seniority as co-chair will be invited to stay on for another year.
4. The executive shall be elected at the first PIC meeting of the school year.
5. Executive positions shall be nominated from the PIC parent membership from those who have served at least one year on the PIC.

Responsibilities of the Members

Chair/Co-Chairs

The duties of the PIC Chair/Co-Chairs shall include but not be limited to:

- convene, preside and maintain order at the PIC meetings
- ensure that an agenda is prepared and presented
- ensure that minutes are recorded accurately and posted with notification of upcoming meeting dates
- take such actions, or ensure that such actions, are taken by others to achieve the objectives and purpose of the PIC
- be the official spokesperson(s) for the PIC
- maintain effective communication with all PIC members and serve as a liaison with School Council Chairs throughout the district.

Vice-Chair

The duties of the PIC Vice-Chair shall include but not be limited to:

- assume the PIC Chair's responsibilities in his/her absence
- assist the PIC Chair in the performance of his/her duties as delegated
- maintain effective communication with the PIC Chair.

Secretary (Optional)

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

- record accurate proceedings at meetings
- maintain file copies of agendas, minutes and correspondence
- maintain effective communication with the PIC Chair or Co-Chairs.

Members

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

- maintain effective communication with committee members
- advocate for parent involvement
- attend the PIC meetings on a regular basis (minimum of 50% of meetings)
- declare any conflict of interest
- recognize and respect the personal integrity of PIC members, allowing for diverse opinions to be shared.

Meetings

1. The PIC shall meet between the months of September and June of each school year alternating between the Sarnia Education Centre and the Chatham Regional Office.
2. Frequency of meetings shall be as the need arises but not fewer than four per year. Meeting dates shall be established at the start of the year where possible.
3. Notification of a special meeting date shall occur at least one week prior to the meeting where possible.
4. The PIC meeting reports shall be posted on the LKDSB website for public information. Meeting agendas and minutes will be distributed to School Council Chairs through the School Principal and will be posted on the Board's website.
5. The LKDSB Director or designate shall call and convene the first PIC meeting of each school year.
6. PIC elections shall be held at the first meeting of each school year.
7. PIC meetings shall follow Robert's Rules of Order when necessary.

Attendance at Out of District Workshops/Conferences

1. Invitations to attend out of district Parent Involvement workshops or conferences will be shared with PIC members unless specifically addressed to the PIC Co-Chairs only. In the event that one or both of the Co-chairs are unable to attend information will be shared with PIC members in order that an alternate(s) can be identified.
2. The merit of attending a particular event, based on the content focus and number of participants will be discussed by the Committee where timelines permit.
3. PIC members will respond to the Director or Secretary in writing to confirm their interest.
4. In the event that interest exceeds the number of participants requested, or agreed upon, consideration will be given to those who have not had an opportunity to represent the Board or to those who would best represent PIC for a particular event focus.
5. Participants will be encouraged to "car pool". The driver will receive the current Board mileage rate. Others attendees not travelling in the car pool will receive the Board's flat rate allowance. Other expenses require the preapproval of the Director.
6. Expenses incurred such as mileage, meals, parking and hotel accommodations (if deemed appropriate) will be submitted on the Board approved expense form for approval by the Director of Education.