



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

Parent Involvement Committee

Terms of Reference and Procedures

Name

The name of this organization shall be known as the **District School Board Ontario North East Parent Involvement Committee (ONE-PIC)**

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 District School Board Ontario North East:
 - 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 District School Board Ontario North East.
2. To maintain a reporting procedure on best practices for the use of Parent Involvement Funds.
3. To utilize the base funding provided to support the work of the Parent Involvement Committee both effectively and responsibly.
4. To enhance parental communication through School Council communication throughout the Board.
5. To promote liaison with School Councils to the Parent Involvement Committee to the Board.



Membership

1. The ONE-PIC parent members shall be in the majority.
2. The ONE-PIC parent members shall have a student(s) enrolled in the ONE-PIC.
3. THE ONE-PIC parent members shall be appointed in accordance to the rules of the representing organizations - District School Board Ontario North East (ONE-PIC).
4. ONE-PIC membership shall include:
 - Nine representatives appointed by District School Board Ontario North East school councils.
 - District School Board Ontario North East Director of Education or designate
 - District School Board Ontario North East Chair and Vice-Chair
5. Resource persons to the ONE-PIC may include staff as required.

Terms of the Executive

1. ONE-PIC members would ideally serve no longer than five consecutive one year terms.
2. The ONE-PIC executive positions shall be the following:
 - Chairperson
 - Vice-Chairperson
3. The term of the executive shall be two years.
4. Office positions shall be elected at the first ONE-PIC meeting.
5. The ONE-PIC Chairperson shall be a parent nominated from the ONE-PIC parent membership who has served at least one year on the ONE-PIC (except in the ONE-PIC inaugural year).
6. The ONE-PIC Vice-Chairperson shall be a parent representative nominated from the ONE-PIC parent membership.

Responsibilities of Members

Chairperson

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

- convene, preside and maintain order at the ONE-PIC meetings
- ensure that an agenda is prepared and presented
- ensure minutes are recorded accurately and posted
- notify ONE-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 District School Board Ontario North East Parent Involvement Committee
- be the official spokesperson for the ONE-PIC
- maintain effective communication with all ONE-PIC members and serve as a liaison between ONE-PIC members

Vice-Chairperson

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

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

Secretary (Director's)

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

- record accurate proceedings at meetings
- maintain file copies of agendas, minutes and correspondence
- maintain effective communication with ONE-PIC Chairperson

Members

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

- maintain effective communication with Family of Schools
- be a strong advocate for parent involvement
- keep regular attendance at the ONE-PIC meetings
- declare any conflict of interest
- recognize and respect the personal integrity of ONE-PIC members
- treat all other ONE-PIC members with respect and allow for diverse opinions to be shared.

Meetings

1. the ONE-PIC shall meet between September and June of each school year at the District School Board Ontario North East Schumacher Board Office.
2. Frequency of meetings shall be not less than three per school year or as required.
3. Dates for meetings throughout the year shall be set at the first meeting of the year.
4. Notification of upcoming meeting date shall occur at least three weeks prior to the meeting date set.



5. The ONE-PIC meeting reports shall be posted to the ONE-PIC webpage for public viewing.
6. The ONE-PIC Director or designate shall call and convene the first ONE-PIC meeting of each school year.
7. The ONE-PIC meetings shall follow the Robert's Rules of Order. The Meetings will operate on a consensus basis.