



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES PARENT INVOLVEMENT COMMITTEE

1. The Board will establish a Parent Involvement Committee (PIC). The purpose of the PIC is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being. (Reg. 330/10 s27)

2. MANDATE

The PIC will achieve its purpose by:

- Supporting and enhancing meaningful, inclusive, and constructive parent involvement
- Facilitating communication among Catholic School Councils and the Director of Education and Trustees
- Seeking the advice and ideas of Catholic School Councils, other parents, parishes and community partners as they plan and implement strategies to involve more parents
- Proclaiming and promoting the distinctiveness and value of Catholic education in our community
- Approving the expenditures for activities or projects funded with the Ministry's Parent Involvement funding
- Reporting regularly to the Board through minutes of its meetings

3. MEMBERSHIP

- Every effort will be made to ensure that membership is representative of the population of the geographic areas in the Board's jurisdiction.
- The number of parent representatives shall be the majority of the members of the PIC.
- Parent Representatives (6) voting members.
  - To be eligible for appointment on the PIC, parents must have a child/ren in the Huron-Superior Catholic District School Board and be a member of a Catholic School Council.
  - Every effort will be made to have representation as follows:  
Sault Ste. Marie – 4 members

North District (includes Hornepayne, Wawa, White River, Chapleau)

– 1 member

East District (includes Elliot Lake, Massey, Espanola, Blind River)

– 1 member

- Community Representatives – voting members
  - 1 member appointed by the Special Education Advisory Committee (SEAC)
  - 1 member from the community/agency/parishes as determined by the PIC

Community members may not be a member of the Board of Trustees or an employee of the board.
- Other Representatives – non-voting members
  - 1 Elementary Principal or Vice-Principal, appointed by Administrative Council
  - 1 Secondary Principal or Vice-Principal, appointed by Administrative Council
  - 1 teacher representative, appointed by OECTA
- Committee Resource – non-voting members
  - Director
  - Chair of the Board of Trustees
  - Superintendent appointed by the Director of Education

#### 4. TERMS OF OFFICE

The Huron-Superior Catholic District School Board Parent Involvement Committee shall be established by November 15 of the school year and before the first meeting of the PIC in the school year.

Notification of positions will be sent to all Catholic School Councils in September of the school year and posted on the Board's website and in school newsletters. Interested parents will be required to submit their names to the Huron-Superior Catholic District School Board by a designated date.

Nomination forms and self-nomination forms must be submitted and received by the designated date.

Terms of office are for one or two years, as specified in the bylaws established by the PIC. A member of the PIC may be re-appointed for more than one term as provided by the bylaws of the PIC.

In the event that an individual appointed to the PIC vacates his or her position on the committee, the committee shall appoint another individual to the position.

5. DUTIES

Chairperson

The PIC shall have a Chair or Co-Chairs and must be a parent member of the committee and shall be elected for a two-year term by the parent members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of Chair or Co-Chairs.

The Chair, in consultation with the Superintendent appointed to the PIC, shall call the PIC meetings, prepare the agenda for the meetings, and conduct the meetings.

Members

Members of the PIC shall attend all meetings, act as a liaison between Catholic School Councils and the PIC, and uphold the mandate of the PIC.

6. MEETINGS

The PIC shall meet at least four times in each school year whether in person or electronically.

A meeting of the PIC cannot be held unless a majority of the members present are parent members, the Director of Education/designate and Board Chair.

All meetings are open to the public and held in a location that is accessible to the public.

Meeting dates, times and locations will be posted on the Board website in advance of the meeting.

7. VOTING

When the committee votes on a matter, only parent members and community representative members will be entitled to vote.

8. MINUTES AND FINANCIAL RECORDS

The committee shall keep minutes of all meetings and records of all financial transactions.

Minutes and Financial Records shall be retained in accordance with the policies of the board.

The minutes of the PIC shall be posted on the Board website. Minutes shall also be distributed to all members of the PIC, all Catholic School Council Chairs, and Board of Trustees.

9. REMUNERATION

A parent member shall not receive any remuneration for serving as a member of the PIC.

Expenses incurred as members of the committee shall be reimbursed as per Board policy.

10. CONFLICT OF INTEREST

A parent committee member shall excuse themselves from the meeting when the matter being discussed is a conflict of interest. Conflict of interest may be actual, potential or perceived.

11. CONFLICT RESOLUTION

Members of the PIC are appointed as representatives of the Board's community and will demonstrate respect for their colleagues on the PIC at all times.

The responsibility of the Chair or Co-Chairs is to clarify statements to identify common ground among points of view raised.

If all attempts at resolving the conflict have been exhausted without success, the Chair or Co-Chairs shall request intervention of the Director or other senior administrator to facilitate a resolution to the conflict.

12. SUMMARY OF ACTIVITIES

The PIC shall annually submit a written summary of the PIC's activities to the Chair of the Board and the Director of Education by June 30 of each school year.

The summary of activities shall include a report on how funding was spent.