

SECTION 6: OPERATIONS

Policy 6.45: Parent Involvement Committee (PIC) Policy

Supporting Policies

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

[Regulation 612/00](#)

[A Practical Handbook for Parent Involvement Committee Members \(Ministry of Education, 2012\)](#)

Approved by Resolution #067-2021 06 15

Mandate:

As per Ontario Regulation 612/00, an Algoma District School Board Parent Involvement Committee (PIC) shall be established, whose mandate shall be to:

- support, encourage and enhance meaningful parent engagement, at the board level, to improve student achievement and well-being;
- provide information and advice to the board on parent engagement;
- communicate with and support school councils;
- undertake activities to help parents support their children's learning at home and at school.

Responsibilities:

The Parent Involvement Committee, or PIC, establishes a direct link between parents and the director of education and the board of trustees. Responsibilities of the PIC shall be:

- to develop strategies and initiatives that the board and the board's director could use to communicate effectively with parents and to engage parents in support of their children's learning at home and at school, and to advise on the use of these strategies;
- to communicate information from the ministry to school councils and parents;
- to determine, in consultation with the director of education, how ministry funding, if any, for parent engagement initiatives is to be allocated;
- to work with school councils to:
 - share effective practices to help engage parents in their children's learning, identify and reduce barriers to parent engagement, and help to ensure that schools are welcoming to parents;
 - support initiatives that help build knowledge and skills that will assist the PIC and school councils of the board with their work.

Composition:

The Parent Involvement Committee shall be comprised of:

- the director of education or superintendent designate (non-voting)
- a trustee (non-voting)
- parent members (voting) who must be the parent of a pupil enrolled in a school of the board that established the PIC (Note: employees of the board may serve as a parent member and must inform the committee of their employment at the first meeting they attend)
- up to three community members (voting). (Note: A community member cannot be a board member or an employee of the board that the PIC serves)

The majority of PIC members must be parents and PIC parents may be selected by appointment or election (subject to the by-laws of the PIC). The regulation does not stipulate the number of parent members; however, efforts are to be made to have representation from all regions of the board and to reflect the diversity of the parent population.

The PIC may include some or all of the following board staff, who are non-voting members and who are appointed by the board:

- one elementary school principal
- one secondary school principal
- one elementary teacher, other than a principal or vice-principal
- one secondary teacher, other than a principal or vice-principal
- one board employee, other than a principal, vice-principal or teacher.

New PIC members must be selected by November 15 each year and before the first PIC meeting of the school year.

Meetings:

The PIC shall meet at least four times during the school year.

Meetings are to be open to the public, held in a location that is accessible to the public (or by electronic or telephonic means) and advertised, so that those who have an interest in matters before the PIC can attend. The Board shall provide the facilities necessary for the proper functioning of the committee and shall make reasonable efforts to enable members to participate fully in meetings.

The chair will be required to reschedule the meeting if any one of the following occurs:

- parents are not the majority of members present
- the director of education (or designate) is not present
- the trustee (or designate) is not present.

By-laws:

The PIC is required to develop a set of mandatory by-laws that governs its affairs. Mandatory by-laws are outlined in the Regulation and in the Ministry's document, "Making a Difference," which is a practical handbook for PIC members. The PIC may also make by-laws to permit the election of other officers, such as a treasurer and/or secretary.

Terms of Office:

The term of office for parent members shall be either one or two years. Parent members are eligible for reselection at the end of the term, provided that the member continues to have a child enrolled in a school of the board. The PIC will develop a process to provide continuity through the staggering of terms of membership. In its by-laws, the committee will establish the number of one- and two-year terms for parent members and terms for community members and board staff representatives.

Remuneration:

No PIC member will receive remuneration for serving as a member of the committee. Ministry funds must not be used to cover any part of the salary of any person sitting on this committee or associated with this committee in any way. This does not preclude the possible payment of a trustee honorarium, as set out in section 191 of the Education Act or the salary of board employees.

The Algoma District School Board shall reimburse members and officers of the PIC for expenses they incur as a member or officer of the PIC, as approved in advance, by the Board and in accordance with approved Board policies and/or procedures.

Minutes and Financial Records:

The PIC must keep minutes of all its meetings and records of its financial transactions. The minutes are to be posted on the board's website and sent electronically to each school council in the board.

Annual Summary of Activities:

The PIC shall demonstrate its accountability through the annual submission, to the chair of the board and the board's director of education, of a written summary of its activities and a record of how funding from the ministry to support the activities of the PIC was spent. The director will ensure the summary is posted on the website of the board and that a copy is provided to each school council in the board.