



**REGULATION: Greater Essex County Parent Involvement
Committee**

REFERENCE NO: R-AD-41

1.0 Purpose

The purpose of the Greater Essex County Parent Involvement Committee (GECPIC) is to support, encourage and enhance parent/guardian engagement at the Board level in order to improve student achievement and well-being.

GECPIC shall achieve its purpose by:

- a) providing information and advice on parent/guardian engagement to the Board;
- b) communicating with and supporting school councils of schools of the Board;
- c) undertaking activities to help parents/guardians of pupils of the Board support their children's learning at home and at school;
- d) developing strategies and initiatives that the Board and the Board's Director of Education could use to effectively communicate with parents/guardians and to effectively engage parents/guardians in improving student achievement and well-being;
- e) advising the Board and the Board's Director of Education on ways to use the strategies and initiatives referred to in clause (a);
- f) communicating information from the Ministry of Education to school councils of schools of the Board and to parents/guardians of pupils of the Board;
- g) working with school councils and through the Board's Director of Education to:
 - i. share effective practices to help engage parents/guardians, especially parents/guardians who may find engagement challenging, in their children's learning;
 - ii. identify and reduce barriers to parent/guardian engagement;
 - iii. help ensure that schools of the Board create a welcoming environment for parents/guardians of its pupils; and
 - iv. develop skills and acquire knowledge that will assist GECPIC and school councils of the Board with their work.
- (h) determine, in consultation with the Board's Director of Education, and in keeping with the Board's policies, how funding, if any, provided under the *Education Act* for parent /guardian involvement as described in section 27 and clauses (a) to (d), is to be used.

2.0 Composition of GECPIC, General

GECPIC shall include the following:

- a) The majority shall be parents/guardians with one parent/guardian representative selected through an application process coming from each of the 13 Family of Schools (Belle River, Essex, General Amherst, Herman, Kennedy, Kingsville, Leamington, Massey, Riverside, Sandwich, Tecumesh, Walkerville, Westview). Where there is

insufficient representation from an area, the position may be filled by a parent/guardian from another area. The committee will attempt to ensure that representation comes from all regions of the board. Has an elementary/secondary balance and is reflective of the diversity of the student population.

- b) The Director of Education (or designate);
- c) One member of the Board, appointed by the Board;
- d) One Principal/Vice-Principal representative from the elementary panel;
- e) One Principal/Vice-Principal representative from the secondary panel; and
- f) Up to three community representative, determined by the Director (or designate), in consultation with the GECPIC executive.
- g) One parent/guardian from the Indigenous Education Advisory Committee

Appointments will be made by the committee that will consist of members of the GECPIC executive, the director (or designate) and administrator representatives from the elementary and or secondary panel and the GECPIC Trustee.

The term of office for the member of the Board shall be determined by the Board.

The community representative appointed to GECPIC shall not be a member or employee of the Board.

An appointment to GECPIC is of no effect unless the person agrees to the appointment.

3.0 Parent/Guardian Members

Communication will be sent out in January inviting those interested to apply for the position of parent/guardian representative of GECPIC. An information session will be held in March for interested applicants. Applications must be submitted to GECPIC at a date determined prior to the last meeting for parents/guardians to be considered for the next school year.

Parent/guardian members shall be selected to GECPIC in accordance with the by-laws of GECPIC.

A person is qualified to be selected as a parent/guardian member of GECPIC if they are a parent/guardian of a child registered as a student in the Greater Essex County District School Board.

A person is qualified to be selected as a parent/guardian member of GECPIC if they are employed by the Board and shall inform GECPIC of their employment with the Board on the application.

4.0 Vacancies

The Director of Education shall ensure that vacancies in parent member positions are advertised through a variety of methods. Vacancies will be filled through an application process. Methods of advertising vacancies in parent/guardian member positions may include but are limited to:

- advertisements in newsletters of schools or school councils of schools of the Board;
- notices in schools of the Board;
- notices on the Board's website and on the websites of schools of the Board.
- notices on social media and the parent portal

A vacancy in the membership of GECPIC does not prevent GECPIC from exercising its authority.

5.0 Term of Office

The term of office of the parent/guardian members of GECPIC shall be one or two year term. This will be indicated by the parent/guardian member on the application form. A member of GECPIC may be reappointed to GECPIC for more than one term.

6.0 Officers

GECPIC shall have a Chair who must be a parent/guardian member of GECPIC. The chair shall be elected for a two-year term by the Executive of GECPIC at the annual May meeting of GECPIC.

An individual may not serve more than two consecutive terms as chair of GECPIC.

An individual who has served one term or two consecutive terms as chair of GECPIC may be re-elected as chair of GECPIC provided at least one term has elapsed since their last term as chair.

The chair of GECPIC shall act as spokesperson for GECPIC in communicating with the Director of Education of the Board and the Board.

GECPIC may have such other officers as are provided for in the by-laws of GECPIC.

A vacancy in the office of chair, or any office provided for in the by-laws of GECPIC, shall be filled in accordance with the by-laws of GECPIC.

7.0 Remuneration

A person shall not receive any remuneration for serving as a member of GECPIC. The Board shall establish policies respecting the reimbursement of members of GECPIC for expenses incurred as members of GECPIC. The Board shall reimburse members of GECPIC for expenses incurred as members of GECPIC in accordance with the said policies.

8.0 Meetings

GECPIC shall meet at least four times in each school year. A meeting of GECPIC cannot be held and business will be deferred unless:

- a) a majority (50% plus one) of the members present at the meeting are appointed parent/guardian members and/or community members;
- b) the Director of Education, or designate, is present; and
- c) the member of the Board who sits on GECPIC, or designate, is present.

The Board shall make available to GECPIC the facilities that the Board considers necessary for the proper functioning of GECPIC, and shall make reasonable efforts to enable members to participate fully in meetings of GECPIC by electronic means.

A member of GECPIC who participates in a meeting through electronic means shall be deemed to be present at the meeting.

All meetings of GECPIC shall be open to the public and shall be held at a location that is accessible to the public.

The chair of GECPIC shall ensure that notice of each meeting is provided to all members of GECPIC at least five days before the meeting by:

- i. delivering a notice to each member by e-mail or regular mail; and
- ii. posting a notice on the Board's website and parent portal.

9.0 Subcommittees

GECPIC may establish subcommittees to make recommendations to GECPIC.

A subcommittee of GECPIC must include at least one parent/guardian member of GECPIC.

A subcommittee of GECPIC may include persons who are not members of GECPIC.

10.0 Voting

When GECPIC votes on a matter, only parent/guardian members and the community representative(s) member(s) are entitled to vote.

11.0 By-laws

GECPIC may make by-laws governing the conduct of GECPIC's affairs.

GECPIC shall make by-laws:

- a) specifying the number of parent/guardian members to be appointed or elected to GECPIC, governing the process of appointment or election of parent/guardian members and governing the filling of vacancies in parent/guardian membership;
- b) specifying the number of community representatives, up to three, to be appointed to GECPIC, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership;
- c) governing the election of members of GECPIC to the offices of chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of GECPIC;
- d) specifying the number of parent/guardian members of GECPIC that will hold office for one year and the number of parent/guardian members that will hold office for two years;
- e) specifying how many persons, if any, may be appointed by the Board to GECPIC;
- f) specifying the length of the term of office for the community representative member of GECPIC and the members appointed by the Board, if any;
- g) establishing rules respecting conflicts of interest of the members GECPIC; and
- h) establishing a process for resolving conflicts internal to GECPIC, consistent with any conflict resolution policies of the Board.

12.0 Minutes and Financial Records

GECPIC shall keep minutes of all of its meetings and records of all of its financial transactions.

GECPIC shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the Board, if any, respecting the retention of documents by committees of the Board.

The minutes of GECPIC shall be:

- a) posted on the website of the Board; and
- b) sent electronically to the chairs of the school council of each school of the Board.

The minutes of GECPIC meetings and the records of its financial transactions shall be available for examination at the Board's office by any person without charge for four years.

Minutes posted on the website of the Board shall remain on the website for four years.

13.0 Incorporation

GECPIC shall not be incorporated.

14.0 Delegation by the Director of Education and the Board Member

The Director of Education may:

- delegate any of their powers or duties as a member of GECPIC to a Supervisory Officer employed by the Board; and
- designate a Supervisory Officer of the Board to attend a meeting of GECPIC in their place.

The member of the Board who sits on GECPIC may:

delegate any of his or her powers or duties as a member of GECPIC to the Board alternate member.

15.0 Consultation by Board

A Board may solicit and take into consideration the advice of GECPIC with regard to matters that relate to improving student achievement and well-being. The Board shall inform GECPIC of its response to advice provided to it by GECPIC.

16.0 Consultation by Ministry of Education

The Ministry of Education may solicit and take into consideration the advice of GECPIC with regard to matters that relate to improving student achievement and well-being.

17.0 Consultation by Greater Essex County Parent Involvement Committee

GECPIC may solicit and take into consideration the advice of parents/guardians of pupils enrolled in schools and public education supports of the Board with regard to matters under consideration by GECPIC.

18.0 Summary of Activities

GECPIC shall annually submit a written summary of its activities to the Board and to the Board's Director of Education. The summary of activities shall include a report on how

funding, if any, provided under the *Education Act* for parent involvement described in section 27 and clauses 28 (a) to (d), was spent. The Director of Education shall:

- a) provide the summary of activities to the school councils of the schools of the Board; and
- b) post the summary of activities on the website of the Board.

Appendix A

PARENT INVOLMENT COMMITTEE

Parent/Guardian Membership Application Form

GECPIC invites parents/Guardians of students currently enrolled in one of the GECDSB schools to apply for positions on the Greater Essex County District School Board's Parent Involvement Committee.

The purpose of the Greater Essex County Parent Involvement Committee (GECPIC) is to support, encourage and enhance parent involvement at the Board level to support improved student achievement and well-being. The Greater Essex County District School Board supports the vision of parents/guardians as both valued partners and active participants in their children's education.

The Greater Essex County Parent Involvement Committee shall achieve its purpose by:

- Providing information and advice on parent/guardian engagement to the Board;
- Communicating with and supporting school councils of the Board; and
- Undertaking activities to help parents/guardians of pupils of the Board support their children's learning at home and at school.

The Greater Essex County Parent Involvement Committee currently meets on the fourth Tuesday of October, November, January, February, April and May. Meetings begin at 7:00 p.m. and conclude by 9:00 p.m.

By Submitting an application form you are making the commitment to attend and participate in each of the meetings as scheduled by GECPIC. Members may be asked to make further commitments by participating in sub-committees of the group.

The Greater Essex County Parent Involvement Committee shall be composed of:

- Thirteen parent/guardian representatives, one from each family of school;
- The Director of Education or designate;
- One member of the Board, appointed by the Board;
- One Principal/Vice Principal representative from the elementary panel;
- One Principal/Vice-Principal representative from the secondary panel; and
- Up to three community representatives, as determined by the Director, in consultation with the GECPIC Executive.
- One parent/guardian of the Indigenous Education Advisory Committee

One parent/guardian representative will be selected through an application process coming from each of the 13 Family of Schools (Belle River, Essex, General Amherst, Herman, Kennedy, Kingsville, Leamington, Massey, Riverside, Sandwich, Tecumseh, Walkerville, Westview). Where there is not sufficient representation from an area, the position may be filled by a parent/guardian from another area. The committee will attempt to ensure that representation comes from all regions of the board, has elementary/secondary balance and is reflective of the diversity of the student population.

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All 13 parent/guardian members will be members of GECPIC, representing parents/guardians of the GECDSB. Parent/Guardian members have the option to apply for a one or two year term.

All members are expected to have a strong interest in and commitment to public education, student achievement and well-being and parent engagement. They must be able to represent the views of a wide variety of parents. Strong communication and leadership skills and the ability to work as a member of a team will be preferable.

You do not need to be a member of school council to be a member of GECPIC.

All Applicants must be submitted by....

To learn more about GECPIC check out the GECPIC's By-Laws, Policy and Regulation which can be found on the Board's website under the Parent Involvement tab at:

<https://www.publicboard.ca/Parents/Involvement/pages/default.aspx>

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Which school(s) do your child(ren) currently attend:

School(s): _____

Grade(s): _____

Please Check:

I would prefer to be a committee member for a term of: One Year _____ Two Years _____

I am an employee of the Greater Essex County District School Board: Yes _____ No _____

I can communicate in the following language(s): _____

Please note: Applicants for Parent Representative of GECPIC must have a child attending a Greater Essex County District School Board school.

**Parent Involvement Committee
Parent/Guardian Member Application Form**

Please provide some additional information regarding:

School and Community Involvement

Skills and Interests

I am interested in joining GECPIC because:

Please describe briefly, why you are interested in joining GECPIC and any specific ways you want to contribute to the mandate of the committee

Date: _____

Applicant's signature: _____

Deadline for Applications:

Please submit to your child's school to be submitted in the courier or directly to 451 Park St. W., PO Box 210, Windsor, On N9A 6K1 (c/o Melissa LeBoeuf, Office of the Director)