



**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 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 engagement to the Board;
- b) communicating with and supporting school councils of schools of the Board;
- c) undertaking activities to help parents 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 and to effectively engage parents 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 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, especially parents who may find engagement challenging, in their children's learning;
  - ii. identify and reduce barriers to parent engagement;
  - iii. help ensure that schools of the Board create a welcoming environment for parents 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 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) One parent representative from each school council (parent members must constitute a majority of the members of GECPIC);
- b) The Director of Education;
- c) One member of the Board, appointed by the Board;
- d) One Principal representative;

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- e) One Vice-Principal representative; and
  - f) One community representative, determined by the Director, in consultation with the GECPIC executive.

School Councils shall appoint or elect members to GECPIC before the annual October GECPIC meeting.

In specifying the number of parent members to be appointed or elected to GECPIC in its by-laws, GECPIC shall ensure that parent members constitute a majority of the members of GECPIC.

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 Members**

Parent members shall be appointed or elected to GECPIC in accordance with the by-laws of GECPIC.

A person is qualified to be appointed or elected as a parent member of GECPIC if he or she is a parent of a child registered as a student in the Greater Essex County District School Board.

A person is qualified to be appointed or elected as a parent member of GECPIC if he or she is employed by the Board and shall, at his or her first GECPIC meeting, inform GECPIC of his or her employment with the Board.

### **4.0 Vacancies**

The Director of Education shall ensure that vacancies in parent member positions are advertised through a variety of methods. Methods of advertising vacancies in parent member positions may include:

- advertisements in newsletters of schools or school councils of schools of the Board;
- advertisements in newspapers with general circulation in the geographic jurisdiction of the Board;
- advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board;
- notices in schools of the Board; and
- notices on the Board's website and on the websites of schools of the Board.

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 members of GECPIC shall be one year. A member of GECPIC may be reappointed or re-elected to GECPIC for more than one term.

### **6.0 Officers**

GECPIC shall have a Chair who must be a parent member of GECPIC.

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The chair shall be elected for a two-year term by the Executive of GECPIC at the annual October 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 his or her 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 unless:

- a) a majority of the members present at the meeting are parent 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.

### **9.0 Subcommittees**

GECPIC may establish subcommittees to make recommendations to GECPIC.

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

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

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**10.0 Voting**

When GECPIC votes on a matter, only parent 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 members to be appointed or elected to GECPIC, governing the process of appointment or election of parent members and governing the filling of vacancies in parent 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 members of GECPIC that will hold office for one year and the number of parent 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:

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- delegate any of his or her powers or duties as a member of the parent involvement GECPIC to a Supervisory Officer employed by the Board; and
  - designate a Supervisory Officer of the Board to attend a meeting of GECPIC in his or her 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 another member of the Board; and

designate a member of the Board to attend the meetings of GECPIC.

**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 of pupils enrolled in schools 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 Chair of 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.