

Greater Essex County Parent Involvement Committee  
**Tuesday, October 22, 2013**  
 6:00 p.m. – 9:00 p.m.  
 Board Office – Kingsville Room  
**AGENDA**

6:00 pm           **OUTLOOK TRAINING IN THE COMPUTER LAB**

7:00 pm           **Meet and Greet with Director Kelly and Trustees**

7:30 pm           **Welcome** – Jamie del’Eveille

**Attendance** – An attendance sheet will be distributed

**Approval of the Agenda**

**Approval of Previous Minutes**

7:35 pm           **Chair’s Report** – Jamie del’Eveille

7:40 pm           **School Climate Survey** – Superintendent Pyke

8:00 pm           **Executive Elections**

8:30 pm           **Director’s Report** – Erin Kelly

8:40 pm           **Q and A**

**GECPIC 2012/2013 Executive**

Chair	Jamie del’Eveille	962-6308	Taylor
Vice-Chair	Armand Matte	252-6184	Talbot Trail
Secretary	Katrina Elchami	966-7504	Roseland/Massey
Conference Moderator	Kelly Schwab	251-1174	Riverside
Workshop Coordinator	Cindy Mitchell	258-5667	Herman
Member at Large	Gene Myers	258-6109	Hugh Beaton
Member at Large	Karen Seguin	944-6539	Princess Elizabeth

**2013-2014 Meeting Dates**

**November 26, 2013**

**January 28, 2014**

**February 25, 2014**

**April 22, 2014**

**May 27, 2014**

### Minutes from May 28, 2013

Agenda was accepted (1<sup>st</sup> Karen 2<sup>nd</sup> Armand Matte) and approved

Minutes were accepted (1<sup>st</sup> Armand Matte 2<sup>nd</sup> Gene Myers) and approved

#### ECDSB Nutrition Program - M.L. Biggley

- Students were reluctant to access this program due to some stigmas attached to it.
- Student Nutrition Program is for ALL kids.
- They serve nearly 4 million meals a year.
- Government gives 12 cents per student and requires them to have fresh fruit and two other nutritious foods
- Jumpstart and Forgotten Harvest help fulfill the program's needs.
- Local high schools get food for about 600 students each morning. Principals changed the schedule so that the nutrition break is after the first period due to other before school activities so that all the students can benefit from it.
- In grade schools there is a "happy" mood around the prep areas from both the volunteers and the students.
- Volunteers are helping teach kids the importance of good nutrition as well as letting other parents know about how nutrition plays an important role at school. Focusing on breakfast.
- Kids love breakfast programs because they get good nutritious food as well as a social gathering.
- For more information on this program, call M. L. Biggley at the Board Office.

#### Parent Portal and Office 365 Update- John Howitt

- A co-op student from Walkerville is helping write the stories on the Portal
- All old website information has been transferred to the Portal
- All but two schools are on the Portal
- New feature coming soon, "School Finder"
- Each school has a map attached to their Portal site
- Bottom of each school's Portal site has all of the school's information
- Intranet is launched. All employee info is there for employees only as well as "Team Sites"
- Next part to launch will be the "Parent Portal" There have been several challenges (delays).
- It is anticipated that the board will gain access to the new log in system and will test it over July and August. They will look at some parents to help test it in September.
- "E-Commerce" will come shortly after the Parent Portal is released. It is a way to pay for school purchases like spirit wear and field trips. It can be a "pay as you go" or you can deposit a lump sum and make withdrawals. The second option will avoid the transaction fees for this service.
- Q: Will GECPIC have a "Team Site" A: There is a problem with including everyone. Will have to email all council chairs and have to publish everything under the Parents portion of the Portal. This way all parents can access it, not just GECPIC.
- Demo of Office 365
- Changing from First Class to Office 365 will save the board \$80,000

- Q: Do we need to use the website or can we use existing Office accounts? A: You can add a new account to already existing Office accounts
- Q: Will First Class emails be migrated to Office? A: You should forward all important emails from First Class to your new Office account
- Q: Will chairs still have access to Board Member's emails? A: Yes

### **Tweeting with the PRO- Scott Scantlebury**

- Web Portal has to be the main way to communicate with everyone to get notices and invites out.
- Twitter is a nice "general" communication tool
- What to consider: Your handle. Your picture. Promoting your account. Gathering followers. Who to follow. What to tweet. What to re-tweet.
- Some Twitter resources can be found at; Support.twitter.com and Mashable.com/guidebook/twitter
- Rule of thumb for privacy protection, no more than two identifiable in a tweet or picture

### **Chair Report- Jamie del'Eveille**

- Not much to report on due to the school year wrapping up
- Reminder to council chairs to hand in a school report to the Board. There is no set format for this report

### **Mental Health Committee Workshop Report- Tracy Rilett**

- Thanked all speakers for their work on the seminars
- T. Rilett provided a brief recap of the topics that were covered. Overview of Mental Health, Anxiety, Depression, Suicide, Crisis Response, and Self-Medication (coming up on June 5<sup>th</sup>)
- They had a contact list of 265 people that attended, averaging 55 people per seminar
- Would like to continue seminars next year if GECPIC can get another grant
- Videos can be found <https://www.youtube.com/channel/UCx8dLYfSNHihSH4IrnQKLWQ>

### **Director's Report- Warren Kennedy**

- Announced a grant (\$30,00) to work with Dr. Ken Leithwood to see how to get people more involved with schools
- Sub-Committee of GECPIC to see how to get parents involved.
- Superintendent Pyke is heading a committee called the "Safe Welcome Committee". This committee will review processes in place with regard to our schools being welcoming to parents.
- Policy on Human Rights (handout). Any comments on the policy should be given to Superintendent Pyke as she is overseeing this.
- Director Kennedy gave thanks and acknowledgements to Trustee McKinley, Principal Awender, GECPIC Execs, and parents for coming out and supporting the Board

### **Budget Update- Jamie del'Eveille**

- Update was handed out with agenda.

GECPIC welcomed Kathleen Westlake and Usha Jacob as our Community Reps

**End of Meeting Motion** 1st Gene Myers, 2<sup>nd</sup> Armand Matte. Meeting adjourned

**GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD**  
**GECPIC**  
**ELECTIONS PROCEDURES**

**1. Purpose:**

The GECPIC is designed to provide assistance and support to all of the School Councils within the GECDSB.

Although every school council member is invited to attend all of our meetings, only the GECPIC members are allowed to vote.

The following are the guidelines and procedures for the GECPIC:

**2. Membership:**

- 2.1 The membership shall consist of the current chair or vice-chair or appointed representative from each school council; Board Member; and a community representative appointed by the Director.
- 2.2 All school councils shall appoint a representative to attend the GECPIC meetings during their first meeting of the new school year. Notification of this representative shall be made to the GECPIC executive through the Director's Office by the first week of October, in each school year.
- 2.3 If a school council representative is unable to attend a GECPIC meeting, they are encouraged to send an alternate person.

**3. Executive:**

- 3.1 The executive shall consist of seven members.
- 3.2 Executive members are to be current chairs or vice-chairs or appointed representatives of their individual school councils.
- 3.3 Executive members are to be elected by the membership of the GECPIC at its October meeting. The term of office of the executive shall be for two years and is not to exceed two consecutive terms. The new executive shall assume their positions upon declaration of the election results. The term shall end upon election of the next executive.

**4. Election Process:**

- 4.1 The current executive shall notify the SC chairs of the upcoming elections prior to the scheduled election date.
- 4.2 Nominations can be submitted from the time of notification up and to the time of the election, at the election meeting. Nominations will only be considered with the consent of the nominee.
- 4.3 The election will be supervised by a non-partial person (board administration or principal) designated for the election.
- 4.4 Any GECPIC member or designated alternate attending the election may vote for up to seven people on a ballot. One school, one vote.
- 4.5 The seven people with the greatest number of votes will be declared the executive members.
- 4.6 Acclamation is an acceptable form of election.
- 4.7 A tie vote for the last position will be broken by drawing names from among those tied.

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD  
GECPIC Executive Self-Nomination Form

I wish to declare my candidacy for the GECPIC Executive for 2013/14 and 2014/15 term.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I am the parent/guardian of a student who is currently registered at \_\_\_\_\_ School.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

Please attach a brief autobiography to this form and fax to 519-255-3215 or email to  
Melissa.Leboeuf@publicboard.ca

**The elections will take place at the GECPIC meeting scheduled on Tuesday, October 22, 2013, at 7:00 p.m.,  
at the Board Office, 451 Park Street West.**



# GREATER ESSEX COUNTY Parent Involvement Committee

## By-Laws

1. **Purpose:** The purpose of the Greater Essex County Parent Involvement Committee is to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being.

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

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

2. **Official Name:** Greater Essex County Parent Involvement Committee

3. **Composition:** Each school council should select a representative for the Greater Essex County Parent Involvement Committee. This is often the Chair or Vice-Chair of the school council. However, it may also be a member of the school council or a parent of a pupil at the school who has been selected by the school council to represent them on the Greater Essex County Parent Involvement Committee.

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

- One parent representative of each school council (Parent members must constitute a majority of the members of the Greater Essex County Parent Involvement Committee);
- The Director of Education;
- One member of the Board, appointed by the Board;
- One Principal representative;
- One Vice-Principal representative; and
- One community representative, as determined by the Director, in consultation with the GECPIC Executive.

Wherever possible, the Greater Essex County Parent Involvement Committee should reflect the diversity of the school communities it represents.

4. **Election of Executive Members:** The Greater Essex County Parent Involvement Committee members shall elect an executive at its October meeting. The term of office of executive members is two years and the executive is charged with providing leadership to the Greater Essex County Parent Involvement Committee. Only parent members and the community representative are entitled to vote for executive members.

- Voting shall occur by secret ballot in October;

- The Director of Education shall coordinate the elections;
  - Ballots shall be destroyed at the direction of the Greater Essex County Parent Involvement Committee;
  - Newly elected executive shall appoint elected executive to executive positions; and
  - Executive positions shall be communicated to members of the Greater Essex County Parent Involvement Committee.
5. **Chairperson:** The Chair of the Greater Essex County Parent Involvement Committee must be held by a parent. The term of office of the Chairperson is two years and is not to exceed two consecutive terms.
6. **Executive Positions:** All executive positions must be held by parent members. The executive of the Greater Essex County Parent Involvement Committee shall consist of:
- Chair;
  - Vice-Chair;
  - Secretary;
  - Conference Moderator;
  - Workshop Coordinator; and
  - Member at Large (2 positions).
7. **Term of Office for General Members:** A Greater Essex County Parent Involvement Committee member may be re-elected or re-appointed.
- Parent members – 1 year term;
  - Board member – term to be determined by the Board; and
  - Community Representative and other members appointed by the Director, in consultation with the GECPIC Executive, for a one year term.
8. **Vacancies Left by General Members:** Vacancies that may occur during the school year may be filled by the school council through a previously determined alternate, or by nomination.
9. **Meetings:** The Greater Essex County Parent Involvement Committee meet on the fourth Tuesday of October, November, January, February, April and May. There will also be an annual workshop in November. Meetings are to be held in public. No meeting may be held unless parents form a majority of those present and the following members are present: the Director of Education or designate, and the Board member or designate.

Meetings begin at 7:00 p.m. and usually conclude at 9:00 p.m.

Meeting dates and members of the executive are listed on all agendas and the minutes from each meeting shall be provided electronically. Meetings are open to members of all school councils, but only the Greater Essex County Parent Involvement Committee representative or alternate, in the absence of the representative, is permitted to vote. In the case where the Greater Essex County Parent Involvement Committee representative is not able to attend, they are encouraged to send an alternate.

Every effort shall be made by the Greater Essex County Parent Involvement Committee to make decisions by consensus. In the event that a vote is required, every member (one per school), and the Community representative will be provided with one ballot with the exception of the Director of Education and the Board representative. The Chair shall have the deciding vote in the case of a tie.

10. **Minutes/Records:** Meeting minutes of the Greater Essex County Parent Involvement Committee must be kept and posted for a period of four years on the Board's website and sent electronically to all school councils. Records of all financial transactions must also be kept. The Greater Essex County Parent Involvement Committee must annually submit a written summary of their activities to the Chairperson of the Board and the Director of Education. The Director of Education shall provide this summary to the school councils and post it on the Board website.
11. **Remuneration:** A person shall not receive any remuneration for serving as a member of the Greater Essex County Parent Involvement Committee.
12. **Conflict of Interest:** Members of the Greater Essex County Parent Involvement Committee shall declare a conflict of interest at the beginning of each meeting in the case where an agenda item presents a conflict of interest. The Chair will note the conflict of interest and ensure that the member does not participate in the discussion or vote of said agenda item.
13. **Resolving Conflicts:** Conflict resolution shall be the responsibility of the Director of Education.
14. **Annual Report:** The Greater Essex County Parent Involvement Committee shall provide an annual written report summarizing its activities. The report shall be submitted to the Director of Education for presentation to the Board and will be available to the public on the Board's website.