Greater Essex County District School Board

Policy: Greater Essex County Parent Involvement Committee

Reference No: P-AD-41

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 Board will establish a Parent Involvement Committee using the provisions set out in the Student Achievement and School Board Governance Act (2009) and Ontario Regulation 612/00. The purpose of the Greater Essex County Parent Involvement Committee (GECPIC) is to support, encourage and enhance parent/guardian involvement at the Board level to support improved student achievement and well-being. GECPIC achieves its purpose by providing information and advice to the Board on effective parent/guardian engagement strategies and practices, communicating with and supporting school councils and undertaking activities to help parents/guardian support their children's learning at home and at school.

This policy:

- recognizes, encourages and supports many forms of parent/guardian engagement;
- recognizes and supports the important role parents/guardians have in contributing to their children's learning at home and at school;
- identifies strategies to remove barriers to parent/guardian involvement;
- supports parents/guardians in acquiring skills and knowledge they need to be engaged and involved in their children's learning; and
- provides a parent/guardian voice at the local level.

Greater Essex County District School Board

Regulation: Greater Essex County Parent Involvement Committee

Reference No: R-AD-41

1.0 Establishment

Under the Education Act (Ontario Regulation 612/00), every school board in Ontario is required to establish a Parent Involvement Committee. At the Greater Essex County District School Board, this committee shall be known as the Greater Essex County Parent Involvement Committee (GECPIC). GECPIC is a statutory committee of the Greater Essex County District School Board (GECDSB).

2.0 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.

3.0 Composition of GECPIC, General

GECPIC shall include the following:

a) The majority shall be parents/guardians with one Parent/Guardian Member selected through an application process coming from each of the 13 Family of Schools (Belle River, Essex, North Star, Herman, Kennedy, Kingsville, Leamington, Massey, Riverside, Sandwich, Tecumseh, Walkerville, Westview). Where there is no representation from a Family of Schools, the position may be filled for a one-year interim term by a Parent/Guardian "Member at Large" from the pool of applicants. The committee will attempt to ensure that representation comes from all regions of the district has an elementary/secondary balance and is reflective of the diversity of our community;

b) The Director of Education (or designate);

c) One Trustee Member, appointed by the Board and one alternate;

d) One Principal/Vice-Principal Member from the elementary panel;

e) One Principal/Vice-Principal Member from the secondary panel; an

f) One Parent/Guardian member appointed by the Indigenous Education Advisory Committee

g) Up to three (3) Community Members, determined by the Director of Education (or designate), in consultation with the Chair and Vice Chair of GECPIC.

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

The Community Member(s) appointed to GECPIC shall not be member(s) or employee(s) of the Board during the term of their appointment.

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

4.0 Parent/Guardian Members

Parent/Guardian Members shall be selected to GECPIC in accordance with the GECPIC Parent/Guardian Application Process outlined in the GECPIC by-laws.

A person is eligible to be selected as a Parent/Guardian Member of GECPIC if they will be a parent/guardian of a child registered as a student in the Greater Essex County District School Board during their term of appointment. A person is eligible 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.

The term of office of the Parent/Guardian Members of GECPIC shall be a one- or two-year term. This will be indicated by the Parent/Guardian Members on the application form. A member of GECPIC may be re-appointed 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 one -year term by GECPIC at the first meeting of the school year.

The Vice Chair shall be elected for a one-year term by GECPIC at the first meeting of the school year.

An individual may serve as many consecutive terms as Chair or Vice Chair as elected by GECPIC. The one (1) year term of the Chair and Vice Chair will commence with the election and continue until August 31 of the school year. The Chair and Vice Chair will then assume the position of Past Chair and Past Vice Chair, until the election of a new Chair and Vice Chair at the next meeting of GECPIC.

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

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

A vacancy in the office of the 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. GECPIC business will be deferred unless:

a) A majority (50% plus one) of the members present at the meeting are appointed Parent/Guardian Members and Community Members;

b) The Director of Education, or designate, is present; and

c) The Trustee Member or alternate, 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 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) governing the process of selection of Parent/Guardian Members and governing the filling of vacancies in Parent/Guardian Membership;
b) 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;
c) 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;
d) ~~e~~stablishing rules respecting conflicts of interest of the members of GECPIC; and
e) ~~e~~stablishing 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 the 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 GECDSB website; 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.

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 GECDSB; and
- designate a Supervisory Officer of the Board to attend a meeting of GECPIC in their place.

The Trustee Member may:

- delegate any of their powers or duties as a member of GECPIC to the Board alternate member.

15.0 Consultation by Board

The 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/Guardian Members 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.