

# **GREATER ESSEX COUNTY PARENT INVOLVEMENT COMMITTEE**

## **BY-LAWS**



## **Table of Contents**

Section 1	Establishment
Section 2	Purpose
Section 3	Composition of GECPIC
Section 4	Parent/Guardian Members
Section 5	GECPIC Parent/Guardian Member Application Process
Section 6	GECPIC Parent/Guardian Selection Subcommittee
Section 7	Terms of Office
Section 8	Responsibilities of GECPIC Members
Section 9	GECPIC Executive Officers
Section 10	Voting Procedure for GECPIC Executive Officers
Section 11	Responsibilities of GECPIC Executive Officers
Section 12	Meetings
Section 13	Subcommittees
Section 14	Voting
Section 15	Conflicts of Interest
Section 16	Conflict Resolution
Section 17	Professional Conduct
Section 18	Remuneration
Section 19	Minutes and Financial Records
Section 20	Summary of Activities
Section 21	Amendments
Appendix 1	GECPIC Application – Cover Letter
Appendix 2	GECPIC Application

## **1 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 Country Parent Involvement Committee (GECPIC). GECPIC is a statutory committee of the Greater Essex County District School Board (GECDSB).

## **2 Purpose**

The purpose of the Greater Essex County Parent Involvement Committee (GECPIC)

Parent/Guardian “Member at Large” from the pool of applicants. The Parent/Guardian Member Selection Subcommittee 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;
- d) One Principal/Vice-Principal Member from the elementary panel;
- e) One Principal/Vice-Principal Member from the secondary panel;
- f) One Parent/Guardian Member appointed by the Indigenous Education Advisory Committee; and
- g) Up to three (3) Community Members, determined by the Director of Education (or designate), in consultation with the GECPIC Executive Officers.

#### **4 Parent/Guardian Members**

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

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

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.

#### **5 GECPIC**



## **7 Terms of Office**

The term of office for the Parent/Guardian Members of GECPIC shall be either one (1) or two (2) years. This will be indicated by the member on the GECPIC Application Form.



- b) assisting the GECPIC Chair in the performance of their duties;
- c) maintaining ongoing communication with the GECPIC Chair.

## **12 Meetings**

GECPIC shall meet at least four (4) times in each school year. All meetings of GECPIC shall be open to the public and give consideration to accessibility to the public in areas such as, but not limited to, language translations, visual and/or hearing impairment, mobility, access to a gender neutral washroom. When a member of the public wishes consideration for an accommodation at a GECPIC Meeting, a request shall be made to the Chair of GECPIC at least 2 weeks prior to the meeting date. Meetings are scheduled to begin at 7:00 pm and conclude by 9:00 pm.

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 Parent/Guardian Members and Community Members;
- b) the Director of Education, or designate, is present; and
- c) the Trustee Member or designate is present.

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

The chair of GECPIC shall ensure that notice of each meeting and the agenda for the meeting is provided to all members of GECPIC at least three (3) days before the meeting by delivering a notice to each member by e-mail or through electronic means and posting a notice on the Board's website.

## **13 Subcommittees**

GECPIC may establish subcommittees to make recommendations to, or focus on specific projects for GECPIC. A subcommittee of GECPIC must include at least one Parent/Guardian Member of GECPIC. At the discretion of the Chair of GECPIC, a subcommittee of GECPIC may include persons who are not members of GECPIC.

## **14 Voting**

Every effort shall be made by GECPIC to make decisions by consensus. In the event that a vote is required, only parent/guardian members, the Indigenous Education Advisory Committee Representative and the community members are entitled to vote. In the event of a tie, the GECPIC Chair shall have the deciding vote. (Voting Members: 13 Families of Schools, 1 Indigenous Education Advisory Committee Representative and up to 3 Community Representatives)

## **15 Conflicts of Interest**

A conflict of interest for am0 7BT/F2 12Tm0 g0 G[(A)795[( )] TJET60.00000912 0 612 792 reW\*nB





## **17 Professional Conduct**

Members of GECPIC have a duty to make decisions consistent with Ministry and GECDSB policies and procedures, in the best interest of students and in compliance with the requirements of relevant legislation and regulations. Members shall respect the privacy of individuals in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and abide by the Ontario Human Rights Code. When meeting, members shall not discuss personal information relating to parents, students, school boards, trustees, other board personnel or GECPIC members.

## **18 Remuneration**

A person shall not receive any remuneration for serving as a member of GECPIC. The Board has established 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 these policies.

## **19 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 posted on the website of the Board and maintained for a period of four (4) years, and 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 (4) years.

## **20 Summary of Activities**

GECPIC shall annually submit a written summary of its activities to the Chair of the Board and the Director of Education for presentation to the Board. The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement was spent. The Director of Education shall provide the summary of activities to the school councils of the schools of the Board and post the summary of activities on the website of the Board.

## **21 Amendments**

The GECPIC Bylaws may be amended by a two-thirds vote of the GECPIC Members, or by a special meeting called for the purpose of amending, provided that the proposed amendments have been provided to the GECPIC Members seven (7) days prior to the voting date.

## **GREATER ESSEX COUNTY PARENT INVOLMENT COMMITTEE**

**GECPIC invites parents/guardians of students currently enrolled in one of the GECDSB schools to apply for a position 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 Country 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 & May. Meetings are scheduled from 7- 9 pm.

**By Submitting an application form you are committing to attend and participate in each of the meetings as scheduled by GECPIC. Members may be asked to make additional commitments by participating in subcommittees of the group.**

The Greater Essex County Parent Involvement Committee is composed of:



## **GECPIC Parent/Guardian Member Application Form**

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicants for Parent Member of GECPIC must have a child attending a GECDSB school.**

Which school(s) will your child(ren) attend in September:

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-US \_\_\_\_\_

**GECPIC Bylaws:**

*Originally Approved at the May 22, 2018 meeting of public GECPIC.*

*Amended at the May 28, 2019 public meeting of GECPIC.*