



# Grand Erie Parent Involvement Committee Terms of Reference 2023-2024

## Grand Erie Parent Involvement (GEPIC) Committee Terms of Reference [Ontario Regulation 612/00](#)

### 1.0 **Statement of Purpose and Responsibility**

1.1 The purpose of a Parent Involvement Committee is to support, encourage and enhance engagement at the board level to improve student achievement and well-being.

A parent/caregiver involvement committee of a board shall achieve its purpose by:

- (i) sharing effective practices to help engage all parents/caregivers in their children's learning,
- (ii) identifying and reducing barriers to parent/caregiver engagement at the system level,
- (iii) providing information and advice to the board on parent/caregiver engagement, and,
- (iv) communicating with and supporting school councils of schools of the board.

### 2.0 **Committee of the Composition**

2.1 The GEPIC committee shall be composed of:

- (i) A minimum of 6 School Council Chairs, and where possible, representing all areas of the board.
  - Parent/caregiver member(s) must have a pupil enrolled in a school of the board.
- (ii) a parent/caregiver to be recommended by the Special Education Advisory Committee.
- (iii) a parent/caregiver to be recommended by the Six Nations Advisory Committee/ Indigenous Education Advisory Committee.
- (iv) community members (a maximum of three).
- (v) the Director of Education/Designate.
- (vi) two Trustees.
- (vii) Manager of Communications and Community Relations or Superintendents of Education.
- (viii) two Principals and/or Vice Principal(s) – elementary and secondary.
- (ix) optional GEPIC members may include: one elementary teacher, one secondary teacher, one non-teaching board employee.

### 3.0 **Term of Appointment**

3.1 The term of office for community and parent members of the Committee shall be one or two years.

3.2 The term of office for the Trustee member(s) shall be determined by the Board of Trustees.



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- 3.3 The term of the chair of the Committee shall be elected for a two-year term by the parent members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of the chair.
- 4.0 **Committee Operating Procedures and Scope:**
- 4.1 The GEPIC Committee will:
- (i) share effective practices to help engage all parents/caregivers in their children's learning.
  - (ii) identify and reduce barriers to parent/caregiver engagement at the system level.
  - (iii) provide information and advice to the board on parent/caregiver engagement.
  - (iv) communicate with and support school councils of schools.
  - (v) determine, in consultation with the Director of Education, how ministry funding, if any, for parent/caregiver engagement initiatives is to be allocated.
- (i) operate using a consensus model or entitled to vote– by parent/caregiver and community representative members.
- (ii) select a Chair/Co-Chair(s) by the committee and must be a parent/ caregiver representative. The Chair/ Co-Chair(s) will be selected at the first meeting of each school year.
- (iii) staff representatives will provide information, support and direction as requested by the committee. In addition, staff liaisons will facilitate the work of the committee as requested.
- (iv) GEPIC may solicit and take into consideration the advice of school councils and parents/caregivers of students enrolled in schools of the board regarding matters under consideration by the committee.
- 5.0 **Role of the Board**
- 5.1 Appoint two Trustee members.
- 5.2 Support the work of the committee.
- 5.3 The board may solicit and take into consideration the advice of GEPIC regarding matters that relate to improving student achievement, well-being and belonging and respond to any recommendations from GEPIC.
6. **Meetings**
- 6.1 GEPIC shall meet a minimum of four times in each school year.
- 6.2 A GEPIC meeting cannot be held unless,
- (i) a majority of the members present at the meeting are parent/ caregiver members.
  - (ii) the director of education, or the person designated under subsection 46(1), is present.
  - (iii) the member of the board who sits on the committee, or the person designated under subsection 46(2), is present.
- 6.3 All meetings of GEPIC shall be open to the public and shall be held at a location that is accessible to the public or virtually to include a livestream.



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### 7.0 Reporting

- 7.1 A report on the work of the committee shall be presented at GEPIC annually.
- 7.2 Minutes will be taken at all meetings and available on the website and included in board meeting packages received as information.