

Superior-

Learning: Develop tools to enhance family/caregiver and community engagement and increase social capital in learning and well-being.

Relationships: Develop strategies to enhance communication and transparency with and

- b. PEC is responsible for:
  - i. developing and recommending strategies and initiatives that the Board can use to effectively communicate with, and engage, parents in their children’s education,
  - ii. advising the Board on ways to use strategies and initiatives for communication and engagement,
    - 1) collaborating with Board employees through the Director of Education and collaborating with school councils throughout SGDSB to enhance the skills and knowledge of these groups and individuals with respect to effective parent engagement,
    - 2) to identify and reduce barriers to parent engagement,
    - 3) to focus on the needs of parents who find engagement challenging, and
    - 4) to help ensure that schools of the Board create a welcoming environment for parents.
  - iii. communicating information from the Ministry to parents directly or through school councils, and
  - iv. determining, in consultation with the Director of Education, how funding provided under the Education Act for parent involvement will be used in keeping with PEC’s purpose and responsibilities.
- c. Where necessary, PEC will establish subcommittees to assist in achieving its purpose. Subcommittees will make recommendations to PIC. A

## SGDSB PARENT ENGAGEMENT COMMITTEES OF REFERENCE

of community representative, principal/vice-principal and teachers will be reduced at the discretion of the committee, with the goal of ensuring equal representation and voice.

- ii. Parent members selected to form the committee shall be representative of the communities within each region of the school board (5 regions).

b. Other members shall include:

- i. the Director of Education or their designate,
- ii. one trustee or their designated alternate,

c. Other members may include:

- i. one community representative who is not employed by the Board,
- ii. one principal/vice-principal of an elementary school of the Board,
- iii. one principal/vice-principal of a secondary school of the Board,
- iv. one teacher presently teaching in a school of the Board, for both the elementary panel and secondary panels, and,
- v. One person employed by the Board, other than principal, vice-principal or teacher.

### 3.2 Term

a. All parent members serve two-year terms unless they request to serve a one-year term.

- i. Members wishing to serve additional terms must go through the process set out for appointment or election of parents.
- ii. Parent members may serve a total of six consecutive years.

- iii. A parent cannot serve more than two consecutive terms

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c. Vacancies of the trustee or Board employee members owillTj 0 Tc 0 Tw 0

- i. Working with the Executive Assistant, the PEC Co-Chairpersons will schedule PEC meetings and communicate those dates to PEC members at PIC meetings.
- ii. The Co-Chairpersons are responsible for setting the agenda for PEC meetings in consultation with the Director of Education. In addition, they will chair the meetings.
- iii. The Co-Chairpersons will communicate with the Director of Education regarding media communication, when necessary. The Director will serve as the spokesperson for the PEC committee. No other individuals shall speak on behalf of the Board, as per policy 202 Control and Release of Information.
- iv. If one Co-Chairperson is unavailable for a meeting, the Director may assist the other Co-chairperson with the meeting.

b. Board Personnel

Board employee members of PEC may not vote during PEC meetings or serve as a Co-Chairperson or the treasurer of PEC. They may serve on, or chair, PEC subcommittees.

## 5. ROLE OF BOARD PERSONNEL/STAFF

### 5.1 Restrictions of Membership

Board staff may join PEC as parent representative or as Board employee representatives. If they join as Board employee representatives they may not vote during PEC meetings or serve in an officer position.

### 5.2 Personnel and Services

- a. A board staff person will take minutes at PEC meetings and will circulate and post the minutes.
- b. Board staff will assist PEC members with administrative services as requested for the functioning of PEC and its subcommittees and following Board budgetary guidelines.
- c. The Board will provide a meeting place for PEC meetings and subcommittee meetings, which will generally be held via electronic means.
- d. Board staff will assist with the distribution and posting of notice of PEC meetings and agendas.
- e. Where applicable, board staff will be responsible for the retention of records of PEC's financial transactions and will provide access to such documents as required by law.

## 6. MEETINGS

- a. PEC shall meet a minimum of four times in each school year.
- b. A meeting cannot be held unless:
  - i. The majority of members present are parent members,
  - ii. The Director of Education or designate is present, and
  - iii. A trustee is present.

### 6.1 Access to Meetings

All meetings shall be open to the public and be held via electronic means.

Accommodations will be made to ensure that all members have equal opportunity to participate in committee activities and discussions.

### 6.2 Quorum

A majority of the members who are eligible to vote must be present in order for any vote to count. Members who are present by electronic means are eligible to vote.

### 6.3 Voting

- a. Where possible, decisions will be made by consensus.

of the Board of Directors (the Board) of the District of Columbia Department of Education (the Department) shall be the Board of Directors of the District of Columbia Department of Education.



SGDS PARENT ENGAGEMENT COMMITTEES OF REFERENCE

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