

TITLE: ADVISORY COMMITTEE FOR EXTENDED DAY AND CHILD CARE PROGRAMS

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1.0 OBJECTIVE

To establish an advisory committee for extended day and child care programs to assist the Board of Trustees to meet its commitment to the provision of quality programming in extended day and child care programs.

2.0 DEFINITIONS

In this policy,

- 2.1 **Day Care Programs** means programs which cater to children who are not yet of school-age (toddler, preschool) for whom care will be provided during the day, during the school year, and in the summer.
- 2.2 **Extended Day Program** means the program delivered to school-age children between the ages of 4 and 12 before school, after school, over the Christmas holidays, during March Break, and over the summer.
- 2.3 **Child Care Council** means the formal council of representative child care providers from across the city.
- 2.4 **Community Partners (Child Care Agencies)** means child care agencies who have entered in agreements with the District to deliver extended day or day care programs on behalf of the District.
- 2.5 **District** means the Ottawa-Carleton District School Board.

3.0 POLICY

- 3.1 The Advisory Committee for Extended Day and Day Care Programs shall:
 - a) Provide ongoing advice to the Board on the management, delivery and implementation of the extended day child care programs;
 - b) Advise with respect to the development of policy with regard to extended day programming and child care to ensure successful delivery of programming for early learners;

- c) Establish a forum for stakeholders to collaborate and share experience across related sectors;
- d) To be an advocacy voice for excellence in extended day initiatives across the District; and
- e) Ensure that the members and representatives have current public information about extended day, child care and full-day kindergarten to communicate to their communities in Ottawa.

4.0 SPECIFIC DIRECTIVES

- 4.1 Participation in the Committee shall be voluntary and open to individual members of the District community and to stakeholder organizations with an interest in early learning programs.
- 4.2 The Committee shall be comprised of 16 members.
- 4.3 Voting members shall include:
 - a) Five parents of elementary school-age children enrolled in schools across the District to the extent possible to be broadly reflective of a diversity of school communities and a diversity of experiences with the extended day and child care programs offered in District schools;
 - b) One representative from the Parent Involvement Committee (PIC);
 - c) One representative from the Ottawa-Carleton Assembly of School Councils (OCASC);
 - d) One representative from the Special Education Advisory Committee (SEAC); and
 - e) One representative from the Advisory Committee on Equity (ACE).
- 4.4 Non-voting members shall include:
 - a) One trustee as appointed by the Board of Trustees;
 - b) One Superintendent of Instruction or designate appointed by the Director;
 - c) One representative from the Child Care Council;
 - d) Three community partners (child care agencies); and
 - e) One representative from Ontario Secondary School Teachers Federation Student Support Professionals Bargaining Unit.
- 4.5 Support staff to the Committee shall be assigned by the Director or designate and may include:
 - a) One elementary school principal;
 - b) System Principal of Early Learning; and
 - c) Manager of Early Learning.

Roles and Responsibilities of Members

- 4.6 All members of the committee shall:
- a) Demonstrate a commitment to the delivery of excellence in early learning and child care programs in the District through the work of the Committee;
 - b) Attend committee meetings;
 - c) Review all relevant material(s) prior to the meetings;
 - d) Participate in Committee and sub-committee work as required; and
 - e) Provide input and/or feedback and raise issues as is the duty of a representative of a Board Special Purpose, ad-hoc or advisory committee.
- 4.7 The Chair of the Committee shall:
- a) plan the agenda in consultation with the Superintendent of Instruction or designate;
 - b) chair the committee meetings;
 - c) act as the spokesperson and representative of the committee in communicating with the Director of Education, Board of Trustees and the public; and
 - d) review the minutes with the secretary before circulating them to members.

Term of Office

- 4.8 The term of office of a voting member shall be two years. The term of office will begin on December 01 and end November 30. Members may serve no more than two consecutive terms of office.

Elections and Appointments

- 4.9 Members of the committee shall be elected or appointed before the first committee meeting of the school year which shall be held no later than October 31 of each year.
- 4.10 The Committee shall:
- a) elect a Chair and Vice-Chair for one year from the voting community members for a one year term; and
 - b) subject to the election or appointment process, allow a member of the Committee to be re-elected or re-appointed to the position of Chair or Vice-Chair for more than one term.
- 4.11 The Committee shall review its membership annually. A membership sub-committee of three to five members that must include two members of the executive shall post a notice to initiate an "invitation of interest" for voting members and an application process for community and non-voting members.

Sub-Committee

- 4.12 The Committee shall establish a sub-committee to review its membership annually. The sub-committee shall include three to five members, including Chair and/or Vice-Chair.
- 4.13 The sub-committee shall establish a process for the appointment of new members which includes:

- a) expressions of interest from persons interested in being parent/guardian members;
 - b) expressions of interest from community partners (child care agencies);
 - c) requests for nominees to represent PIC, OCASC, SEAC and ACE and the Child Care Council; and
 - d) requests to the Director of Education or designate for the names of staff representatives on the Committee.
- 4.14 All notices, requests and invitations for expressions of interest shall include:
- a) a summary of the position, including the term of office of the appointment;
 - b) describe the process for making an application;
 - c) note the deadline for application;
 - d) provide the name and contact information of the person(s) responsible for managing the process; and
 - e) be posted through a variety of methods to ensure awareness of the application process throughout the jurisdiction of the District. Such methods may include, but are not restricted to, advertisements in District newsletters, advertisements in newspapers, notices in schools, notices on the District's website, and on school websites.
- 4.15 The sub-committee shall review all applications and shall make a recommendation to the Committee for appointments.
- 4.16 The Committee shall have final approval of the appointment of all voting members, and non-voting members, unless otherwise specified.

Vacancies

- 4.17 A vacancy in the membership of the Committee does not prevent the Committee from delivering on its mandate.
- 4.18 In the event that a voting member vacates his or her position during the appointed term, the Committee may appoint another individual to the position for the remainder of the term.
- 4.19 To replace a non-voting member, the Board or District shall appoint another individual to the position for the remainder of the term.

Meetings

- 4.20 The Committee shall meet at least six times per school year.
- 4.21 All meetings of the Committee shall be open to the public and be held in a location that is accessible.
- 4.22 Notice of each regular meeting shall be provided to all members of the Committee at least five days before the meeting. Notice may be by email, by telephone and/or by posting to the District website.

- 4.23 A meeting cannot achieve quorum unless a majority of voting members are present. Majority is 50 percent plus one.
- 4.24 Non-voting members of the Committee shall have all the rights and obligations of voting members except that they may not move, second, or vote on a motion and they are not part of the count for quorum.
- 4.25 The rules of order for the conduct of meetings shall be consistent with the OCDSB By-laws and Standing Rules.

Reporting Requirements

- 4.26 The Committee shall provide an annual report to the Board of Trustees in June of each year. This report shall summarize the activities and achievements of the Committee over the year and outline its plans for the upcoming year.

5.0 REFERENCE DOCUMENTS

Education Act and Regulations

OCDSB By-laws and Standing Orders

Board Policy P.001.GOV: Policy Development and Management

Board Policy P.048.GOV: Board Guiding Principles

Board Policy P.065.GOV: Advisory Committees to the Board