

**November 8, 2016**  
**PARENT INVOLVEMENT COMMITTEE**

A meeting of the Waterloo Region District School Board **Parent Involvement Committee** was held on Tuesday, November 8, 2016, at 6:30 p.m. in the Cambridge Room at the Education Centre, 51 Ardel Avenue, Kitchener, with the following members in attendance:

Trustees: K. Smith

Board Staff: J. Bryant, J. Crits, K. Graham, J. Windsor

Committee Members: G. Anderson, R. Barnett-Cowan, M. Cameron, S. Cranston, K. Gettliffe, B. Hutzal, A. Keep, J. Magazine, J. Ortiz, C. Penner Worden, L. Tremble (Co-Chair), C. Waterfall

Community Rep: B. Davidson

Regrets: A. Christiansen, H. Shalan

Other Staff in Attendance: E. Burns, S. Lomax and E. Ranney for Director's Update only

**CALL TO ORDER**

Committee Co-Chair L. Tremble called the meeting to order at 6:30 p.m.

**ELECTION / APPOINTMENTS**

The following members were affirmed:

G. Anderson – PIC/WRAPSC Member, Treasurer – year 2 of 2-year term

R. Barnett-Cowan – PIC/WRAPSC Member – 2-year term

K. Gettliffe – PIC/WRAPSC Member – year 2 of 2-year term

L. Tremble – PIC/WRAPSC Member, Co-Chair – year 2 of 2-year term

C. Waterfall – PIC/WRAPSC Member – 2-year term

J. Magazine – PIC Parent Member – 2-year term

J. Ortiz – PIC Parent Member – 1-year term

H. Shalan – PIC Parent Member – 1-year term

M. Cameron – PIC Parent Member – 2-year term

A. Christiansen - PIC Parent Member – 2-year term

S. Cranston - PIC Parent Member – 2-year term

B. Hutzal - PIC Parent Member – 2-year term

A. Keep - PIC Parent Member – 1-year term

C. Penner Worden - PIC Parent Member – 2-year term

Affirmation of officers for the Committee:

L. Tremble will continue as PIC/WRAPSC Co-Chair, fulfilling the second year of her 2-year term.

G. Anderson will continue as PIC/WRAPSC Treasurer, also in his second year of a 2-year term.

There is an opening for a PIC Co-Chair. This position must be filled by a PIC Parent Member.

Interested candidates must be nominated by another committee member. L. Tremble is prepared to continue on by herself but since she is required to step down at the end of October, 2017, it is important that someone step forward to gain experience and be able to lead next year. Those interested were invited to contact L. Tremble for more information and for an idea of the time commitment required.

## **APPROVAL OF AGENDA**

L. Tremble added Governance to the agenda, under item #11. Subcommittee Reports.

1. Moved by G. Anderson, seconded by J. Ortiz:

**That the agenda of the November 8, 2016, Parent Involvement Committee Meeting be approved as amended.**

-Carried-

## **APPROVAL OF MINUTES**

2. Moved by K. Gettliffe, seconded by J. Magazine:

**That the minutes of the September 27, 2016, Parent Involvement Committee Meeting be approved.**

-Carried-

## **DIRECTOR'S UPDATE**

J. Bryant introduced E. Ranney and S. Lomax, Superintendents, Student Achievement & Well-Being. The Strategic Plan has three operational goals for 2016-17: Mathematics, Graduation Rates and Student and Staff Wellness. The objectives of the Math Strategy are aligned with the Ministry of Education: increase student achievement/engagement in mathematics, increase educator knowledge and pedagogical expertise, increase leader use of effective math pedagogy to provide supports and conditions for school and system improvement and increase parent engagement in their children's math learning. The goal is to increase the percentage of students achieving at provincial standard by 8% yearly on primary (Grade 3), junior (Grade 6) and Grade 9 EQAO mathematics assessments over the next three years.

For elementary schools, the strategy involves building capacity for teachers and for elementary administrators; providing support to schools in the form of release days, consultant and LST support; having principals and teachers learning together; and building supports for families, i.e., Family Math Nights.

For secondary schools, the focus will be on Grade 9 Applied Math as this is where we scored the lowest. Strategies used to increase achievement can be applied to higher grades and also into the academic stream. As with the elementary strategy, the focus will be to build the capacity of both secondary teachers and administration. Each secondary school now has a Math Learning Support Teacher (MLST) on staff. Teachers and administrators will be invited to attend central sessions with Math LSTs. We will build administrator instructional leadership in mathematics by participation in central sessions with MLSTs and the hiring of retired principal coaches.

Other strategies being employed: spiraling – where learning is spread out over time rather than being concentrated in shorter periods. Concepts are revisited repeatedly over months, giving students time and multiple opportunities to grasp the skill being taught. The online math help tool (<https://homeworkhelp.ilc.org>) for Grades 7-10 is also being promoted. Students can call in and receive help from an actual teacher.

How will we know if we are progressing? EQAO will be monitored closely, but there is a recognized delay in receiving results. Diagnostics will be run at the start of the semester, assessing R and Levels 1-4. Results will inform teachers and specific strategies will be used. Another diagnostic will be run in November to assess achievement as a result of the strategies employed,

and again at the end of the semester.

For elementary grades, there is an online tool called *Dreambox* which is used to monitor student progression. It provides purposeful practice and builds fluency as students gain knowledge and apply their thinking in the online format. It is an engaging interactive way for students to solve problems. It is specifically tailored to individual students; modules need to be completed successfully before moving on. In addition, Board supported Family Math Nights are another method to monitor improvement: the number of nights offered? is attendance still increasing? There is also a need to look at how to reach those who cannot make it out to the Math Nights. Tools will be made available online, however, how can we reach out and engage those parents with no computer access? B. Davidson suggested partnering with community organizations such as Sunnydale or the Christopher Champlain Resource Centre. E. Ranney will look into that suggestion.

### **CO-CHAIR REPORT**

L. Tremble advised that the PIC/WRAPSC Member Handbook will be emailed to members by the end of the week. Going forward, the Membership Subcommittee will update the document when required. Also, a volunteer is needed to chair this subcommittee. L. Tremble circulated a sign-up sheet for the various subcommittees.

The recommended changes to the PIC Bylaws and Terms of Reference were discussed briefly. Please see attachment entitled PIC Bylaw and Terms Revisions, November 2016, for the updated sections.

3. Moved by K. Gettliffe, seconded by C. Penner Worden:

**That the suggested updates to the PIC Bylaws and Terms of Reference, as documented on the attachment entitled PIC Bylaw and Terms Revisions, November 2016, be approved.**

-Carried-

L. Tremble and J. Rodriguez had an opportunity to attend the Equity and Inclusion Advisory Group meeting to explain the role of PIC and WRAPSC on October 26, 2016.

Jennifer McCallum, publisher and owner of the Parent Guide Inc., contacted L. Tremble about a School Age Resource Guide, published in the London area, and a new Parent Resource Guide in the Region of Waterloo. The guides provide parents with topical information and a guide to key resources in the community. She is looking to publish a School Age Resource Guide (SARG) in our Region. Since the SARG is funded by the Thames Valley DSB PIC, she is reaching out to see if there would be interest in having a similar guide here and if we would like to provide financial support. This financial support can take many different forms and there are many levels of involvement.

To review the Thames Valley DSB resource, please check out the following link: [www.parentguide.ca](http://www.parentguide.ca). Before making a decision, further consideration is required: check with the TVDSB PIC to determine whether it is useful, the benefits, who is using it? This item will be brought forward for further discussion at the December 8, 2016, meeting.

L. Tremble also received an email from a non-profit organization called Parents Engaged in Education. Their request has been directed to WRAPSC as their market is school councils.

The Ministry of Education has send out an [Engagement Paper](#) on promoting well-being in Ontario schools. They are asking community members to organize their own events and submit feedback via their well-being page at [www.ontario.ca/studentwellbeing](http://www.ontario.ca/studentwellbeing). They are looking for feedback on three themes: understanding well-being, promoting and supporting student well-being and knowing their impact. Feedback is due by January 15, 2017. If interested in participating, please contact L. Tremble. Laurie will pick a date to get together and brainstorm ideas. J. Magazine volunteered to submit the feedback on behalf of PIC.

### **TRUSTEE REPORT**

K. Smith shared two videos: the new Strategic Plan and WE The WRDSB. The plan includes three strategic priorities and three operational goals for the 2016-17 school year: Mathematics, Graduation Rates and Student and Staff Wellness. N. Manning will be at the December 8 meeting to engage members in discussion pertaining to the Purpose Statement.

At the November 2, 2016 Student Senate Meeting, members approved the new Twitter handle #WeAreWRDSB in relation to the work being done in creating the Strat Plan Purpose Statement.

For those unfamiliar with the concept of “spiraling”, K. Smith directed members to the video of K. Phillips: [Spiraling the Curriculum to Get Sticky Learning](#)

### **TREASURER REPORT**

G. Anderson reminded members to send their original receipts and signed forms to E. Burns for processing as soon as possible after the expense has been incurred.

### **WRAPSC UPDATE**

The first WRAPSC meeting of the year was held on October 4, 2016. WRAPSC Steering Committee members were elected at this meeting. B. Bourgault and L. Maxwell were on hand to talk about the new Travel Planner position. The focus of this position will be to relieve traffic congestion at schools, to make pickup/dropoff safer, and to promote active transportation at schools. Carolyn Graham gave a presentation on *School Day*, a CASL-compliant communication tool which can also accept payments. *School Day* is available to all schools, however, schools are at different stages of implementation. Administrators are being encouraged to use it to communicate with their school community.

At the November 1, 2016, meeting, Board Chairperson K. Woodcock, J. Bryant, L. Read and N. Manning provided an overview of the Strategic Plan work to date. The next WRAPSC meeting is scheduled for January 10, 2017.

### **POLICY REVIEW**

As there was no feedback received on the policies under review, no recommendations were put forth.

### **PIC SUBCOMMITTEE UPDATES**

#### *Immigrant Engagement (IES)*

K. Graham, IES Subcommittee Co-Chair, provided an overview of the planned workshops at Franklin Public School. The first of five workshops is scheduled for this Thursday, November 10<sup>th</sup>. Sixteen families have registered; 30 adults, 40 children. Arabic and Farsi interpreters have been hired as well as an ECE for child care.

The dates of the workshops will be sent to all members. Members are encouraged to attend and consider becoming involved in this initiative as Westmount Public School has expressed an interest

in hosting the workshop series before the end of this school year. The subcommittee may need to request additional funds to help run the Westmount workshop series.

*Safe, Caring Inclusive Schools (SCIS)*

J. Magazine shared a black and white copy of the SCIS – “What Are They All About” document, which is one of three resources created. Design concerns have delayed the roll-out of the SCIS Orientation package for schools and the Well-Being and Positive School Climate pamphlet.

J. Magazine shared the latest version of the pamphlet which is being held awaiting clarification of the Ministry well-being strategy. The pamphlet is a tool for all families to learn about well-being. In order to ensure that this resource is available to all schools:

4. Moved by J. Magazine, seconded by C. Penner Worden:

**That it be recommended to Board staff that the Well-Being and Positive School Climate pamphlet, created by PIC, in consultation with Board staff, be added to all school websites once it is fully approved and ready for release.**

-Carried-

*2017 Parents Reaching Out (PRO Grant)*

The 6<sup>th</sup> Annual Parent Event will be held on April 8, 2017, at Bluevale Collegiate Institute. The theme of the day: Empowering Our Students through Parent Engagement.

L. Tremble announced that C. Penner Worden has volunteered to chair this year’s event.

J. Jackson, last year’s event chair, provided a proposal as to how to manage with less funding. (A grant of \$10,000 has been received - \$5,000 less than what was received last year.) Jordan prepared a report for the new subcommittee and stressed the importance of childcare as it allows both parents/caregivers to split up and attend more sessions. She also provided ideas to manage with the reduced budget and recommended that some of the PIC funds be allocated to help with event expenses.

5. Moved by K. Gettliffe, seconded by J. Ortiz:

**That a sum of up to \$5000 of Ministry funds received by the Parent Involvement Committee be allocated towards the parent conference in order to offset the decrease in PRO Grant funding received this year.**

-Carried-

*Governance Subcommittee Report*

L. Tremble advised that a volunteer is needed to chair this standing subcommittee. Interested members were asked to contact Laurie for more details as she also sits on this subcommittee. This item will be re-visited in December.

**CONFERENCE OPPORTUNITIES**

*People for Education Conference – Saturday, November 12, 2016*

Seven participants have been registered to attend, at a fee of \$60 per person. There are two openings if anyone else is interested in going.

*Digital Citizenship Summit – Saturday, November 26, 2016*

L. Tremble distributed event flyers for members to take back and post at their schools.

### **FUTURE AGENDA ITEMS**

1. N. Manning, Chief Communications Officer (December)
2. P. Rubenschuh & S. Miller: Well-Being Strategy (December)
3. G. Shantz, Newcomer Update (January)
4. R. DeBoer: Digital Symposium (March)
5. A. Mercier: Graduation Rates, Assessment & EQAO (May)
6. Food4Kids
7. Student Trustees & the role of Student Senate

Any additional agenda items can be forwarded to L. Tremble.

**DATE OF NEXT MEETING:** December 6, 2016, 6:30 p.m., Cambridge Room

### **QUESTION & ANSWER PERIOD**

J. Magazine requested clarification pertaining to the following point in the Strategic Plan: “*Our families and caregivers are supported in creating the best possible outcomes for our students*”. Trustee Smith replied that the focus on this, the initial year of the plan, has been on the operational goals and that this point will be addressed in the future.

### **ADJOURNMENT**

6. Moved by G. Anderson, seconded by M. Cameron:

**That the Parent Involvement Committee Meeting be adjourned.**

-Carried-

The meeting adjourned at 9:02 p.m.

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## PIC Bylaw and Terms Revisions, November 2016

### BYLAWS – Required Changes

#### 1.3 Alignment with Board Strategic Plan, 2016-2017

The role of PIC aligns with the Board's Strategic Plan, 2016-17. It primarily relates to the strategic priority, "*Our Staff, Families and Caregivers are Partners in Every Student's Learning Journey*" and secondarily to the other two strategic priorities, "*Our Students Are First - Each and Every One*" and "*Our Culture of Innovation Builds Students' Confidence and Success as they Face the Future*".

PIC also has the potential to promote and support all five commitments that accompany the above priorities:

- **Service:** *We seek to understand and meet the needs of those we serve.*
- **Integrity:** *We conduct ourselves in an open and transparent manner that inspires trust.*
- **Respect:** *We create an environment where people feel included, valued and treated with dignity.*
- **Innovation:** *We build our capacity to think critically and problem-solve creatively.*
- **Collaboration:** *We build collaborative relationships to achieve common goals and resolve differences.*

#### 3.1 Composition/Stakeholders

##### (a) Parent members

(i) The majority of the membership of the PIC shall be parents, with up to a total of 14 parent members. (s. 33 (4))

(ii) Five parent members will come from the WRAPSC steering committee as follows: the PIC/WRAPSC Co-Chairperson, the PIC/WRAPSC Treasurer, and three PIC/WRAPSC members-at-large. Collectively these members will be referred to as PIC/WRAPSC parent members.

(iii) The remaining parent members will not be WRAPSC Steering Committee members. This will include the PIC Co-Chairperson and eight members-at-large. They will be referred to as PIC parent members.

#### 3.3 Appointment and Election Process

##### (c) Appointments and elections of officers

###### (i) Process for election of PIC Co-Chairperson

1. After all member elections or affirmations are completed and any requests for one-year terms have been addressed, if the PIC Co-Chairperson office is vacant at the first PIC meeting of the year, then parent members may nominate any of the eligible PIC parent members to serve as the PIC Co-Chairperson.

## TERMS OF REFERENCE – Required Changes

### 1.3 Alignment with Board Strategic Plan, 2016-2017

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- **Collaboration:** *We build collaborative relationships to achieve common goals and resolve differences.*

### 3.1 Composition/Stakeholders

#### (a) Parent members

(i) The majority of the membership of the PIC shall be parents, with up to a total of 14 parent members.

(ii) Up to nine parent members will be selected through an application process as follows:

- the PIC Co-Chairperson
- eight members at large. (They may be referred to as PIC parent members).