

September 27, 2016
PARENT INVOLVEMENT COMMITTEE

A meeting of the Waterloo Region District School Board **Parent Involvement Committee** was held on Tuesday, September 27, 2016, at 6:30 p.m. in the Cambridge Room at the Education Centre, 51 Ardelt Avenue, Kitchener, with the following members in attendance:

Trustees: K. Smith

Board Staff: J. Bryant, J. Windsor

Committee Members: G. Anderson, K. Au Coin, K. Gettliffe, A. Hynes, J. Jackson, J. Magazine, J. Ortiz, C. Rose (Co-Chair), H. Shalan, L. Tremble (Co-Chair)

Regrets: J. Crits, K. Graham, K. O'Reilly

Other Staff in Attendance: E. Burns, M. Gerard and P. Rubenschuh for Director's Update only

CALL TO ORDER

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

It was announced that the following people are coming to the end of their terms and will not be returning:

- A. Hynes, Community Rep
- J. Jackson, PIC/WRAPSC member
- K. Au Coin, PIC-only member
- C. Rose, PIC-only member and PIC Co-Chair

APPROVAL OF AGENDA

1. Moved by G. Anderson, seconded by H. Shalan:

That the agenda of the September 27, 2016, Parent Involvement Committee meeting be approved.

-Carried-

APPROVAL OF MINUTES

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

That the minutes of the May 24, 2016, Parent Involvement Committee meeting be approved as amended (correction of typo on page 4).

-Carried-

DIRECTOR'S UPDATE

P. Rubenschuh provided information regarding the WRDSB Digital Citizenship Summit scheduled for Saturday, November 26, 2016, from 9:00-2:00, at Bluevale Collegiate Institute. This is a free event intended for parents and there will be a broad spectrum of presenters. The Keynote Speaker is Jennifer Moss, Author, Entrepreneur and Co-Founder of Plasticity.

Registration details and information regarding the sessions being offered will be available through the following website: dcs Summit.weebly.com. The day will consist of three 45-minute presentations with lunch in between. The intended launch date to promote the event is October 15, 2016.

A recommendation was made to have someone capture notes from each session to be shared with those unable to attend. This suggestion has been shared with P. Rubenschuh.

J. Bryant introduced M. Gerard, Superintendent, Business Services & Treasurer of the Board. Matthew gave a brief update on the Parents Reaching Out (PRO) Grant funds the Board received: a \$10000 regional grant to PIC for the annual Parent Event, and grants to 66 of our school councils for parent engagement initiatives they will run during the school year. Matthew will be back again in the new year as part of the budget consultation process.

John advised that throughout the year different superintendents will attend PIC meetings to meet and talk with members and to gain a better understanding of the role of PIC. It will also be an opportunity for the superintendents to share some of the portfolio work they do.

With regard to the Strategic Plan, John advised that Senior Administration presented the three overall goals - mathematics, graduation rates and student and staff well-being - to Trustees at the September 26, 2016, Board Meeting. The next step will be a Report to Board on October 17, 2016, to provide targets and an implementation plan for the goals.

CO-CHAIRS' REPORT

2015-16 Annual Report Overview

C. Rose provided an overview of the activities and accomplishments of the Committee over the past year. A copy of the 2015-16 Annual Report is attached to these minutes.

Jessica Rodriguez, WRAPSC Co-Chair, and PIC Co-Chairs L. Tremble and C. Rose continue to work on the PIC/WRAPSC Member's Handbook. A draft copy will be circulated to members to review and provide feedback. The goal is to have a more complete draft ready for the November 8, 2016 meeting. The handbook will be a helpful resource to assist new members become familiar with their role and to help with succession.

Within the next three weeks, members can expect to receive a survey to gather feedback about what is working well, anything that would help with their participation, areas for improvement or suggested changes. Departing members will also be asked to complete the survey.

WRAPSC Update

The following guest speakers will be attending the next WRAPSC meeting on October 4, 2016: M. Gerard and B. Bourgault regarding the new School Travel Planner position and C. Graham regarding the implementation of School Day across the system.

The November 1st WRAPSC meeting will be held in the St. Jacobs Learning Hub at the Education Centre. The focus of the meeting will be the Strategic Plan. J. Bryant, Director of Education, Chairperson K. Woodcock and N. Manning, Chief Communication Officer will present the work to-date. As part of his mandate to create a purpose statement, N. Manning will also consult with parents in attendance. The Student Achievement & Well-Being Superintendents have been invited and an invitation will be issued to Trustees via Trustee Smith.

With respect to the SafeTALK Training, made possible by Parents Reaching Out (PRO) Grant funding, five parent trainers led four sessions for parents last year. Trainers have signed on for 3 years. Three sessions have already been booked this fall: October 3, 18 and November 17. The goal is to have each trainer conduct three training sessions per year, with up to 35 (minimum of 15) attendees. If you are interested in having a session at your school, please contact L. Tremble.

TREASURER REPORT

G. Anderson provided a financial overview for 2015-16. This information can be found in the 2015-16 Annual Report attached to these minutes. New account balances for the 2016-17 year were shared and the idea of pre-budgeting for certain items, such as conference attendance and subcommittee expenses, was discussed. Subcommittee chairs were asked to come forward with any potential expenses at the next meeting on November 8, 2016. G. Anderson requested members submit their expenses in a more-timely manner. The Member's Handbook will be updated to include a section on submitting expenses.

TRUSTEE REPORT

K. Smith advised that the Board had received an update the previous evening regarding the Bus Camera/Stop Arms Pilot completed in Mississauga and K-W. The Board passed a motion to continue with the project which needs to be approved by the Region of Waterloo. K. Smith encouraged members to send a message to their Regional Councillor.

As mentioned, N. Manning is working on the purpose statement related to the Strategic Plan. He will be working with the two student trustees, primarily, to ensure student voice is represented in our purpose. There will be further consultation with parents, community members etc., and at the appropriate time, K. Smith will request their input and suggestions.

Kelly-Sue Labus, now with Food4Kids, has approached the Board about conducting a pilot with three of our schools, commencing in January. Food4Kids' service extends beyond the school day; it provides healthy food for kids with limited or no access to food on the weekends and over the summer. K. Smith suggested that PIC may want to consider helping promote the service.

PIC SUBCOMMITTEE UPDATES

Immigrant Engagement (IES)

H. Shalan advised that Franklin Public School is now on board to offer the Workshops for Newcomers. A settlement worker at Franklin PS, Fatima Awwad, has joined the IES subcommittee. An information flyer will be sent to families and collected by Fatima. The workshops will run every other week until December and will hopefully start on October 20, 2016. Five families are registered so far.

The plan is to use the Franklin pilot to create a model that can be replicated at other schools. Participants will receive a survey following the sessions to make any required adjustments to the model.

3. Moved by H. Shalan, seconded by J. Jackson:

That the members of the Parent Involvement Committee allocate a maximum of \$3000 to cover workshop expenses, such as, but not limited to, the cost to provide interpreters, child care, photocopying, translation of materials and refreshments.

-Carried-

Safe, Caring Inclusive Schools (SCIS)

J. Magazine showed examples of the SCIS materials that she created in conjunction with D. Ahluwalia. The first describes the purpose of SCIS teams. The second is a school climate and well-being brochure and is intended for all parents. It also provides information on mental health, parent concerns and resources. A few design/font changes are required but once ready, it will be sent out to parents. The plan is to translate it into different languages – S. Newmaster has recommended 8 languages. The third item is the orientation package. There are a few design issues with this as

well but the hope is that both resources will be ready to show at the November 8, 2016, meeting, and that they will be available to share shortly thereafter. A decision will need to be made as to where the information will be kept, how it will be accessed, distributed, etc. J. Magazine will touch base with J. Woolley and Communications' staff.

There will not be an SCIS Team Conference this year but there may be some central support available to help teams become active. J. Magazine will touch base with P. Rubenschuh about this support.

Note: at the May 24, 2016 meeting, a motion was made to allocate \$7000 towards the creation of these SCIS materials. The final cost was \$7039. As there were PIC funds available, the PIC Co-chairs agreed to cover the \$39.00 overage.

J. Bryant thanked J. Magazine for all her help in creating these incredible resources. This work ties in nicely with the priorities and goals of the new Strategic Plan.

2017 Parents Reaching Out (PRO Grant)

The 6th 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. A grant of \$10 000 has been received, which is less than what was received last year. J. Jordan is working on a proposal to request additional funds. She is also preparing a report for the new subcommittee recommending that it be formed as soon as possible. She stressed the importance of childcare as it allows both parents/caregivers to split up and attend more sessions. She will also provide ideas of what she would do with the reduced budget for consideration and recommends that some of the PIC funds be allocated to help with event expenses.

Governance Subcommittee

The Terms of Reference are have been revised and the new members of the subcommittee can take it forward to the membership for a vote. K. Au Coin has created an excel spreadsheet to organize what and when items should be reviewed; she will pass this forward.

Membership Subcommittee

Applications have been available since May and a reminder was issued earlier this month. So far, 11 applications have been received. The Elementary Principal rep vacancy has been filled by Jennifer Crits, Principal, Prueter Public School. Jennifer will start her term at the November 8, 2016 meeting. Josh Windsor, Vice Principal, Eastwood Collegiate Institute will be the Secondary Vice-Principal Rep, at least in the interim.

There are several open spots on PIC, two openings on the WRAPSC Steering Committee, and two WRAPSC/PIC openings. Applications are due by October 14. Interviews and reference checks will be conducted the week of October 24 and recommendations will be made at the November 8, 2016 meeting. The Community Rep position is also advertised on the website. No applications have been received as yet. If anyone has any recommendations, please let L. Tremble know.

POLICY REVIEW

4. Moved by K. Gettliffe, seconded by Jordan Jackson:

That the recommended changes to Board Policy 6001 - Code of Conduct and Board Policy 6008 - Student Discipline, as summarized by C. Rose, be provided to Trustee Smith to bring forward for discussion at the Board table.

-Carried-

NEW/ONGOING INITIATIVES

People for Education Conference – November 12, 2016

The one-day conference registration fee is \$60 per person. Keynote speaker: Dr. Stuart Shanker.

5. Moved by G. Anderson, seconded by H. Shalan:

That the Parent Involvement Committee members direct a maximum of \$800 to cover registration and any associated travel expenses for members to attend the People for Education Conference in Toronto, on November 12, 2016.

-Carried-

Returning Committee members were asked to contact L. Tremble to let her know if they are interested in attending. The opportunity to attend will also be open to new WRAPSC members elected at the next meeting.

FUTURE AGENDA ITEMS

1. Nick Manning, Chief Communication Officer (November)
2. Spencer Small, OK2BME
3. Perimeter Institute: Summer Events for Students? (WRAPSC Agenda Item?)
4. Scott McKenzie, Teacher in New Dundee re Coding (WRAPSC Agenda Item?)
5. Strategic Plan Video (November)
6. New Well-Being Consultants' Role
7. Student Trustees

Members were asked to email L. Tremble with any other ideas.

J. Magazine shared a suggestion regarding the useful information intended for parents found at the front of student planners. Some schools also put this information on their website. This might be something that the IES Subcommittee could consider translating in future.

2016-17 MEETING SCHEDULE:

All meetings start at 6:30 and will be held in the Cambridge Room, Education Centre.

Tuesday, September 27, 2016

Tuesday, January 31, 2017

Tuesday, November 8, 2016

Tuesday, March 7, 2017

Tuesday, December 6, 2016

Tuesday, May 23, 2017

ADJOURNMENT

6. Moved by J. Magazine seconded by G. Anderson:

That the Parent Involvement Committee Meeting be adjourned.

-Carried-

The meeting adjourned at 8:55 p.m.