

**October 22, 2014**  
**PARENT INVOLVEMENT COMMITTEE**

A meeting of the Waterloo Region District School Board **Parent Involvement Committee** was held on Wednesday, October 22, 2014, at 6:30 p.m. in the Cambridge Room at the Education Centre, 51 Ardel Avenue, Kitchener, with the following members in attendance:

Trustee: K. Smith

Board Staff: J. Bryant, K. Graham

Committee Members: G. Anderson, K. AuCoin, S. Lawrence, J. Magazine, J. Ortiz, C. Rose, H. Shalan, J. Stevens, A. Sumner, L. Tremble (Co-Chair)

Community Member: A. Hynes

Other Staff in Attendance: E. Burns

Regrets: K. O'Reilly

**CALL TO ORDER**

Committee Co-Chair L. Tremble called the meeting to order at 6:32 p.m.

**ELECTION / APPOINTMENTS**

L. Tremble shared the names of the PIC-only representatives recommended by the membership subcommittee: K. AuCoin, S. Lawrence, J. Magazine, J. Ortiz and C. Rose. L. Tremble advised that 5 applications had been received for the 5 PIC-only positions and, therefore, the applicants were acclaimed as PIC-only members.

*Election of Officers:*

A. Sumner was elected Treasurer for WRAPSC and will also serve as Treasurer for PIC.

Nominations were requested for the position of PIC Co-Chair: G. Anderson nominated C. Rose. C. Rose accepted the nomination and was acclaimed to the position of PIC Co-Chair as there were no other nominations.

L. Tremble shared key points of the Terms of Reference with the group, including the role of the co-chairs, meeting protocol, expectations of membership and member conduct.

*Member Name and Term of Service:*

G. Anderson – second year of PIC/WRAPSC term

L. Tremble – second year of PIC/WRAPSC term; second year as co-chair of PIC/WRAPSC

A. Hynes – Community Member; second year of three possible one-year terms

J. Stephens – 2-year term on PIC/WRAPSC

A. Sumner – 2-year term on PIC/WRAPSC

H. Shalan – 2-year term on PIC/WRAPSC

K. AuCoin – 2-year term as PIC only member

S. Lawrence – 1-year term as PIC only member

J. Magazine – 2-year term as PIC only member

J. Ortiz – 2-year term as PIC only member

C. Rose – 2-year term as PIC only member

## **APPROVAL OF AGENDA**

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

**That the agenda of the October 22, 2014, Parent Involvement Committee meeting be approved.**

-Carried-

## **APPROVAL OF MINUTES**

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

**That the minutes of the September 23, 2014, Parent Involvement Committee meeting be approved.**

-Carried-

## **TREASURER'S REPORT**

A. Sumner advised members of the Ministry funds available to cover PIC initiatives and expenses:

- 1) *Director's Account* - \$5,000 plus unused funds from 2013-14 for a total of \$7293.29. There is one pending expense in the amount of \$480 (People 4 Education registration fee).
- 2) *Parent Engagement Funds* – Central - \$10,415 (.17/student)
- 3) *Parents Reaching Out Regional Grant* in the amount of \$13,500 to be used for the PIC Parent Event in April.

## **PIC CO-CHAIR REPORT**

L. Tremble distributed copies of proposed initiatives that have been discussed over the last few months:

- *Include staff on more subcommittees* and encourage them to give updates to their colleagues at system meetings, etc. Continue to revise Terms of Reference to include expectations of staff members and other language in the bylaws.

- *Provide teamwork training/team building for PIC members*, but closer to the end of the school year in order to let the team operate together first. It was also suggested that team building could occur the first 30 minutes prior to the start of each meeting.

- *Increase the profile of PIC and WRAPSC* and communicate better with the community: discussion ensued re the use of the pop-up banners and brochures. Information in the brochure is fairly generic: information about PIC and WRAPSC, how to get involved, websites, twitter and feedback contact information (no dates) so can be used over a number of years. Determine how best to use the brochures: send some to each school? Keep for distribution at parent event? Parent-teacher nights? For schools that don't have a WRAPSC or PIC rep, make it a priority to go to their meetings and share info.

- PIC and WRAPSC websites need to be updated. WRAPSC has a Facebook page and PIC has a Twitter account. Suggestion was made that a schedule be created for members to volunteer to monitor the twitter account for a month. C. Rose to create a schedule.

- Suggestions to increase the profile of PIC and WRAPSC: PIC channel on YouTube? business cards to distribute versus pamphlets? Provide a poster for each school foyer? Create a slide show or video and include a link on website or show it while parents are waiting to see the teacher at Parent-teacher interviews? Push information out via school day? Attendance at school council meetings, especially for schools that don't have a WRAPSC or PIC rep. L. Tremble to create a list of volunteers to deliver a clear, consistent message regarding both PIC and WRAPSC and also to promote the April parent event.

- *Possible collaboration with community groups* to provide classes to parents in schools? Find community groups with parenting programs that will ultimately help children. PIC to act as a conduit

to help groups get together, possibly help to fund? This will require research and will be a longer-term project.

- *Possible presentation at Family of Schools' meetings* and/or set up a display? Director Bryant advised they meet once a month during the day and that he would bring this idea forward to the Superintendents. J. Bryant advised one consistent message be delivered at each of the four meetings. The co-chairs will summarize the great ideas around Communication and bring to next the meeting.

- *Provide funding for translation of static documents*, such as faith and religious accommodation policy, code of conduct, kindergarten information, welcome centre brochures, etc. A more up-to-date list of documents requiring translation will be obtained through personnel in the Equity and Inclusion department.

3. Moved by G. Anderson, seconded by J. Magazine:

**That the Parent Involvement Committee decision to direct a sum of \$3,000 towards translation of an updated list of Board documents be approved.**

-Carried-

- *Work with Learning Services to develop math resources* and events for parents to help them support their children's math learning at home. L. Tremble has been in touch with M.L. Mackie and will be working with Learning Services to develop resources for parents. L. Tremble to provide an update of their progress at the next meeting.

- *Tip Sheets/resource for parents in plain language*: J. Magazine to start the process of looking into which policies and procedures directly affect parents. Additions can be made to the list throughout the year.

- *Use of CODE Building Healthy Relationships resource* in school communities: the intent of this resource is for parents to teach other parents. L Tremble advised that at their last council meeting Lackner Woods PS expressed interest in being a pilot location. L. Tremble will ask at next WRAPSC meeting if they are aware of any schools using this tool so information can be shared between schools. This item will be brought back as a discussion item at the next meeting when Administration reps are present to ask if they can consult with their colleagues to help this process along.

- *PIC to pass on information and programs offered by community organizations* that would be of interest to parents and school councils: A. Hynes agreed there are so many organizations with a variety of services the challenge is to connect people with the services.

### **DIRECTOR'S UPDATE**

J. Bryant encouraged members to spend time looking through the corporate website as all Board policies and procedures, which ultimately affect all parents, are available there, as is the Board Improvement Plan for Student Achievement (BIPSA). The BIPSA is our guiding document; a digital representation of our strategic plan of optimizing student learning and well-being and to understanding our targets of collaboration and mathematics to achieve our goals.

J. Bryant also gave an overview of the message he delivered at the WRAPSC meeting in October with respect to productive working relationships with staff and stakeholders. The most important/influential person in the classroom with respect to student achievement and well-being is the teacher. Second is the principal. The teacher uses the curriculum and the principal uses the Ontario Leadership Framework (OLF) to support the teacher. OLF, through the Council of Directors of Education (CODE), have been gathering research on how to move leadership along in the province. There are 9 goals for system level leadership. As an organization, the Board has chosen to focus on two: provide clear instructional guidance and nurturing productive working relationships;

internally and with our parents and local community organizations. Healthy relationships with parents and schools are essential for student success and well-being.

### **TRUSTEE'S REPORT**

Trustee K. Smith provided the committee members with a verbal report on where to go to find information for candidates running in the municipal election. Due to technical difficulties, K. Smith promised to send a follow-up email containing the links to members via C. Rose or L. Tremble. Members were encouraged to take the time to learn about the people running for trustee in their area and to be sure to vote.

K. Smith advised she had the opportunity to attend the swearing in of the new Chief of Police, Bryan Larkin. Chief Larkin's priority is youth and children. He is committed to placing more resource officers in schools.

### **WRAPSC UPDATE**

J. Stephens provided a verbal update on information presented at their October meeting: L. Meikle, Communications Officer, shared the challenges presented by the new Canadian Anti-Spam Legislation (CASL) where express consent is required from parents for specific types of information, J. Bryant provided an overview of the work the Board is involved with regarding building productive relationships and T. Jasmins, from the Crime Prevention Council, provided an update of the 30 Days of Think initiative.

#### *Upcoming Dates and Initiatives:*

November 4, 2014 – Birds, Bees and Trees: Greening projects/eco schools/eco energy incentives for cost savings etc., to be held at Forest Heights Collegiate Institute

November 5, 2014 - Waterloo Region Shade Matters seminar at Victoria Park Pavilion

The Waterloo Region Public Health has contacted WRAPSC. They would like to consult with parents who have children in publicly funded elementary schools with regard to the Human Development and Sexual Health component of the Health and Physical Education (HPE) curriculum.

### **SAFE, CARING AND INCLUSIVE SCHOOLS (SCIS) UPDATE**

J. Magazine provided an update on SCIS teams. Teams are made up of staff and parents and their mandate is to promote a positive school climate. Most schools have a team in place, however, not all teams are clear on their purpose. The goal is for every school to have a functioning team. J. Magazine encouraged new members to chat with her or send her an email as she would be interested in knowing if their school has a team and how it is progressing.

SCIS teams have been invited to attend a full-day SCIS session, which are being held on October 30 and 31, 2014. There are a number of guest speakers and the opportunity for teams to work through their school climate data together. J. Magazine and M. Deacon have prepared a joint presentation and will be using the opportunity to gather information: attendees can share what stage their teams are at and what they need to make their teams more effective. The plan is to set up a communication system so parents from different teams can share information with each other. This information sharing may result in meetings or potentially an on-line forum.

The SCIS portion of the corporate website is still not live although J. Magazine has been told it will be live to coincide with the conference. J. Magazine advised she has not had an opportunity to preview the site content, prior to the site going live, as she had hoped.

## **NEW/ONGOING INITIATIVES**

### **PIC/Director's Forum**

The PIC/Director's Forums, previously scheduled for November 6 and 13, 2014, have been postponed until next fall. The postponement was necessary due to the amount of time and work involved in creating the new Terms of Reference for PIC and the WRAPSC charter. Once that work was completed, members felt there was not enough time to pull together an effective parent event. In addition, several of the volunteers on the subcommittee are no longer members of PIC. A new subcommittee will need to be struck. K. AuCoin, L. Tremble, J. Ortiz and K. Smith expressed interest in helping out and planning for next fall.

### **People for Education Conference – November 8, 2014**

A total of nine people have been registered for this event. A maximum amount of \$800 has been approved to cover expenses associated with this conference. Allowable expenses include registration, at approximately \$60/person (co-chairs were free last year), mileage and parking only as lunch is provided. There are two spots available for any of the new pic members wanting to attend. Members were asked to let C. Rose or L. Tremble know at the conclusion of the meeting, if possible.

### **PIC Family Event – April 18, 2015**

L. Tremble gave a brief overview of last year's full-day parent event and advised that a chair and co-chair are needed for a subcommittee that will be formed to work on this year's event. A. Allen, previous chair of this subcommittee, has offered to help out and also provided a memory stick containing a template and planning details related to last year's event. A. Sumner volunteered to be a co-chair. H. Shalan and A. Hynes volunteered to help on the committee. L. Tremble reminded the group that non-PIC members can also help. L. Tremble will ask for a volunteer to be second co-chair at the next WRAPSC meeting.

## **DATE OF NEXT MEETING**

Tuesday, December 2, 2014

6:30 p.m.

Cambridge Room, Education Centre

L. Tremble will inquire about possible dates in February that Director Bryant would be available for an additional meeting.

## **FUTURE AGENDA ITEMS**

1. L. Tremble advised that PIC had also been contacted by Chris Harold of the Waterloo Region Public Health regarding consultation with parents related to the Human Development and Sexual Health survey. L. Tremble feels this is more geared to WRAPSC as opposed to PIC so will have WRAPSC handle.
2. L. Tremble asked J. Bryant if he felt it would be beneficial for PIC members to hear more about the pilot projects being conducted across the province related to Ken Leithwood's engagement work. J. Bryant thought this was an excellent idea and advised there are some excellent examples of teachers/parent engagement underway in several of our schools – work that is being facilitated by a Principal leader. J. Bryant will coordinate the invitation.
3. Continued focus on the differentiation between PIC and WRAPSC and what each is working on.
4. Teacher member K. Graham to present/share information on the parent engagement course she took this past summer.
5. J. Ortiz would like to see the committee establish suggested metrics – a means to measure the success of the committee.

**ADJOURNMENT**

4. Moved by J. Ortiz, seconded by A. Hynes:

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

-Carried-

The meeting adjourned at 9:22 p.m.