

September 23, 2014
PARENT INVOLVEMENT COMMITTEE

A meeting of the Waterloo Region District School Board **Parent Involvement Committee** was held on Tuesday, September 23, 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, D. Duncan Peacock and K. O'Reilly

Waterloo Region Assembly of Public School Councils (WRAPSC) Parent Representatives: A. Allen, G. Anderson, C. Gillis Bilton (Co-Chair), J. Magazine, J. Ortiz, C. Rose, L. Tremble (Co-Chair) and J. Wilson

Other Staff in Attendance: E. Burns, M. Deacon

Regrets: A. Hynes, Community Representative and J. Fairhall, Teacher Representative

CALL TO ORDER

Committee Co-Chair C. Gillis Bilton called the meeting to order at 6:36 p.m.

APPROVAL OF AGENDA

1. Moved by A. Allen, seconded by J. Ortiz:

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

-Carried-

APPROVAL OF MINUTES

2. Moved by J. Wilson, seconded by J. Magazine:

That the minutes of the May 27, 2014, Parent Involvement Committee meeting be approved as amended.

Amendments to the Safe, Caring and Inclusive Schools Update:

- change “due to recent revisions to the policy on bullying”, to read “despite recent revisions to the policy on bullying”
- change the name of the event on May 22, 2014 (referenced on page 4) to read Crime Prevention Council Annual Justice Dinner
- change the name of the survey as referenced on page 4 to School Climate Survey

-Carried-

PIC CHAIRS' REPORT

C. Gillis Bilton advised that the annual report, required by the Ministry, was completed. A copy will be posted in the PIC section of the Board website and the report will also be shared with WRAPSC.

Total expenditures for the year and remaining balance were presented. A discussion followed regarding potential uses for these funds, however, a decision was deferred until the new members are in place.

C. Gillis Bilton announced that PIC has received funding in the amount of \$13,500 as a result of the Parents Reaching Out Grant application submitted in the spring. These funds will be used to run next year's parent event, "Building Skills to Navigate the School Years", scheduled April 18, 2015.

DIRECTOR'S REPORT

J. Bryant advised the new school year was off to a smooth start: all facilities were ready for students; full-day kindergarten program is now implemented in all our schools; the revised bell and bus times are underway, with a few adjustments made to routes; our enrolment numbers are stabilized; staffing is complete as are the minor adjustments in class size that were required.

J. Bryant introduced M. Deacon, Executive Officer, Communications and Engagement to provide an update on the initiatives and focus of the team. M. Deacon also announced the addition of Kylie Penticost to the Communications and Engagement team effective Monday, September 29, 2014.

M. Deacon shared the "I am a Waterloo Region District School Board student" video clip with the group. This video and many others can be found on the corporate website, which underwent a significant overhaul this past summer and involved collaborating and gathering input from all areas of the business and our stakeholders, including J. Ortiz on behalf of PIC/WRAPSC.

A document regarding the new Canadian Anti-Spam Legislation and its impact on School Councils was distributed. Time did not allow for a discussion so members were asked to review the document and forward any feedback to L. Tremble by the end of the week. L. Tremble will submit feedback to M. Deacon for consideration prior to distributing the information to schools and WRAPSC the week of September 30, 2014.

TRUSTEE'S REPORT

Trustee K. Smith provided the committee with a verbal report on the following items: the Minister of Education's announcement regarding the freeze on the honorarium for trustees; that her motion to create an Ad Hoc Expenditure Review Committee to solicit public feedback on how to reduce the deficit was defeated at the Board Meeting on September 15, 2014, as a similar committee (Budget Task Force) had already been approved at the June 23, 2014 Board meeting; and that this fall, education contract negotiations will be tri-partied, i.e., representatives from unions, boards and the ministry will all be at the table.

With regard to the upcoming Municipal Election on October 27, 2014, K. Smith will share information electronically with the members on how to learn more about the candidates running in this area and to help parents understand what trustees do. Information will also be provided for All-Candidates nights being held in the region on October 21 and 22, 2014.

Copies of Board Policy 2005 Parent Support, the referenced Administrative Procedure 1410 Parent Support and Board Policy 2006 Consultation were distributed. Discussion ensued about parents not knowing what procedures are available and applicable to them. A suggestion was put forward to produce a one-page document for parents referencing the procedures parents should be aware of and the steps to follow if there is an issue with the school, administration etc.

PIC/WRAPSC TERMS OF REFERENCE/STRUCTURE

A subcommittee, consisting of A. Allen, C. Gillis Bilton, J. Magazine, L. Tremble, J. Wilson and Trustee K. Smith, was formed in May to review the PIC Terms of Reference (TOR) and to conform to a new template provided by the trustees. The subcommittee also took the opportunity to review the structure of PIC and its relationship to the Waterloo Region Assembly of Public School Councils (WRAPSC).

Three files were included with the meeting agenda: a document summarizing the proposed changes to the TOR, the revised PIC TOR and the revised PIC By-laws. L. Tremble led the discussion, reviewing all the proposed changes and soliciting member comments and feedback. J. Magazine recorded the suggested changes and will finalize the PIC Terms of Reference document prior to submission for trustee review.

D. Duncan Peacock requested that more information regarding the role(s) and responsibilities of the staff members serving on the Parent Involvement Committee be included in the PIC By-Laws.

3. Moved by A. Allen, seconded by J. Ortiz:

That the Parent Involvement Committee Terms of Reference be submitted to Trustees for their review and approval as presented, and amended, at the PIC meeting of September 23, 2014.

-Carried-

4. Moved by J. Wilson, seconded by C. Rose:

That the Parent Involvement Committee By-Laws, as presented, and amended, at the PIC Meeting of September 23, 2014, be approved.

-Carried-

MEMBERSHIP SUBCOMMITTEE

As stated in the revised Terms of Reference, there is now an opportunity for parents to be a member of PIC only, as opposed to being elected a member of both WRAPC and the PIC Steering Committee. Parents wishing to be a PIC-only member will need to resign their position on WRAPSC and go through the application process.

C. Gillis Bilton and L. Tremble proposed a Membership Subcommittee be formed to oversee the PIC-only member application process, to create/finalize the application, to establish the communication process to advise parents of the new opportunity, and then to review and bring forward submitted applications for consideration by the PIC members.

The Membership Subcommittee will consist of A. Allen, K. Smith and L. Tremble. L. Tremble will set up a time for the group to meet as soon as possible in an effort to have new members in place as quickly as possible.

5. Moved by G. Anderson, seconded by C. Rose:

That the Parent Involvement Committee members approve the formation of a Membership Subcommittee, to be struck effective September 25, 2014.

-Carried-

NEW/ONGOING INITIATIVES

PIC/Director's Forum

The following dates and locations have been confirmed for the PIC/Director's Forums:

- Thursday, November 6, 2014 – 7:00-8:30 p.m. at Bluevale Collegiate, Kitchener/Waterloo
- Thursday, November 13, 2014 – 7:00-8:30 p.m. at Preston High School, Cambridge

The PIC banner and brochures will be available for the November sessions. The forums will be an opportunity to share the good work of PIC, its connection with the Board's engagement strategy and to stress the value of parent involvement in their child's education. The forums are also an opportunity for engagement with the community.

A subcommittee will be formed to determine the content and format of the forums as well as who should be invited. An effective communication plan is needed to promote the event and to ensure that all schools are informed of the sessions in a timely manner.

6. Moved by J. Wilson, seconded by C. Rose:

That the Parent Involvement Committee members approve the formation of a PIC/Director's Forums subcommittee, to be struck effective September 25, 2014.

-Carried-

Subcommittee volunteers: C. Rose, D. Duncan Peacock, J. Ortiz and L. Tremble. L. Tremble to schedule a meeting with J. Bryant to discuss content for the forums as soon as possible.

People for Education Conference – November 8, 2014

The conference is being held at the Rotman School of Management, University of Toronto. The keynote speaker is Paul Tough.

Last year, eight members attended. The Parent Involvement Committee is willing to sponsor members who wish to attend, up to a total of eight. Spots will be open to PIC, then to WRAPSC members and then to school councils if there are spots still available.

Members were asked to email C. Gillis Bilton or L. Tremble by the end of the month if interested in attending. Remaining spots will then be offered at the WRAPSC meeting in early October.

A discussion ensued about the amount of funds to allocate to cover expenses associated with the conference. Expenses include registration, at approximately \$60/person (co-chairs were free last year), mileage and parking only as lunch is provided.

7. Moved by J. Magazine, seconded by J. Wilson:

That the Parent Involvement Committee members will direct a maximum of \$800 to cover the expenses associated with the People for Education Conference.

-Carried-

PIC Family Event – April 18, 2015

Grant funding, in the amount of \$13,500, has been received for next year's Family Event "Building Skills to Navigate the School Years", to be held on Saturday, April 18, 2015, at Bluevale Collegiate.

A subcommittee will be formed, once the new membership is established, in order to begin planning for this event.

DATE OF NEXT MEETING

The next PIC meeting is scheduled for Tuesday, December 2, 2014. C. Gillis Bilton proposed that an additional meeting be scheduled, prior to that date, in order to begin work on PIC initiatives.

The following dates, available on J. Bryant's calendar, were proposed: October 22 or October 30. The majority of members preferred October 22, 2014. Therefore, the next PIC meeting will be held:

Wednesday, October 22, 2014, at 6:30 p.m.

Cambridge Room, Education Centre

FUTURE AGENDA ITEMS

- Brainstorm ideas for the group to focus on; potential initiatives arising from the PIC/Director's Forums?
- Translation services? New members, once in place, should have the opportunity to provide input on what to spend funds on.
- Possibility of collaborating with other community groups, providing classes?
- Relationships Tool Kit, 14 were sent to each school – how are schools using them?
- Sexual Health Strategy – results from the pilot study?

ADJOURNMENT

8. Moved by J. Wilson, and seconded by J. Ortiz:

That the Parent Involvement Committee Meeting be adjourned.

-Carried-

The meeting adjourned at 9:44 p.m.