

## 2015-2016 WRDSB Parent Involvement Committee Annual Report

In October 2015 our WRDSB PIC included five PIC only parent members, five PIC/WRAPSC parent members, the director of education, one secondary vice-principal, one teacher, one trustee and one community member. At the March 2015 meeting, PIC members voted to increase the number of PIC only parent members to up to nine, to bring our total PIC parent member count to a total of up to fourteen parent members. This goes into effect with our new membership for the 2016-17 term.

Communication and engagement continue to be priorities of our PIC committee, and these goals align with our board's board improvement plan for student achievement. It has been an outstanding year of growing the great work of our PIC subcommittees.

The Director's Town Hall initiative was a success, bringing together school councils and administrators to learn from one another to support parent engagement across the board.

We continue to foster good working relationships with our board and with our parents/guardians, sharing a common goal to improve student achievement and well-being.

**PIC Meetings:** PIC held six meetings throughout the 2015-16 school year. Every meeting offered a wide range of information and discussion. We invited at least one guest speaker to present at most PIC meetings and the topics presented support our PIC goals and sub-committee efforts.

- ✓ Jim Woolley, SCIS System Administrator, presented on Expulsion Process/Alternate Programming.
- ✓ Matthew Gerard, Superintendent, Business Services & Treasurer of the Board, presented a Financial Update for the 2015-16 school year
- ✓ Dennis Cuomo, Manager of Planning-WRDSB, presented the New Pupil Accommodation Review Policy & New Community Planning & Partnerships Policy
- ✓ Graham Shantz, Superintendent Student Achievement & Well-Being, presented an update on the Syrian Refugee Resettlement
- ✓ Betti Adams, Principal, presented the findings of the Ken Leithwood Research – *“Hand in Hand”: Parent Engagement Project.*
- ✓ Hend Shalan, PIC/WRAPSC Parent Member presented her doctoral thesis on *“Uncovering the processes and consequences of Arab immigrant parental involvement in their children’s education: Bridging cultural differences”*
- ✓ Kathi Smith, Trustee & PIC Member, presented an update on the Trustee Strategic Plan
- ✓ Communications and Engagement Executive Officer, Marty Deacon, presented *‘Engagement, Our Work Continues’* - an update of WRDSB Communications and Engagement.

As well, one or both of our co-chairs always attends our Board of Trustee and Committee of the Whole meetings throughout the year.

In May, several members of PIC and WRAPSC Steering Committee, representing internal stakeholders, were invited to attend and collaborate at the Strategic Planning Session.

Information from PIC meetings and the Board/COW meetings is shared at regular WRAPSC (Waterloo Regional Assembly of Public School Council) meetings, to encourage the school council representatives to carry through the communication flow to their school council meetings and school community.

**Communication Materials:** Communication materials are in place to help build awareness of PIC and to further engage our parents/guardians.

- ✓ Business Card
- ✓ PIC Brochure & WRAPSC Brochure – a quantity of these were distributed to all WRDSB schools with a letter of introduction and request to post on school council and staff room bulletin boards
- ✓ PIC Pop-Up Banner & WRAPSC Pop-Up Banner – these are used as displays for promoting PIC and WRAPSC at various school or board run events.
- ✓ PIC Website – ongoing development with the posting of meeting agendas, minutes, news updates and expanding our parent resource section to provide a variety of information, practical tips and links for our parents/guardians.
- ✓ PIC Twitter - PIC tweets and follows relevant accounts to spread information through social media.

**Sub-Committees:** PIC has established a number of subcommittees to continue further development of PIC initiatives. The Governance subcommittee was newly formed this year, and all but the Director's Town Hall subcommittee will carry into the next school year as well.

- ✓ Safe, Caring, Inclusive Schools Sub-Committee
  - SCIS Collaboration Website
  - SCIS Orientation Package development
- ✓ Director's Town Hall Meeting Sub-Committee
  - Two events (Kitchener, Waterloo) held at local high schools provided an opportunity for school councils, WRAPSC & PIC members to network with the director of education, senior and school administrators, to share ideas and discuss ways to improve their school councils.
- ✓ Immigrant Engagement Sub-Committee
  - Planned and developed a workshop pilot project to connect immigrant parents with their children's school and provide them with opportunities to learn about and be involved in their children's education – to be launched Fall 2016
  - Supported parent engagement needs related to newcomer parents: cost of materials – Living Well Series books
- ✓ Governance Sub-Committee
- ✓ PRO Grant Proposal/PIC-WRAPSC Event Sub-Committee
- ✓ Membership Sub-Committee

**Policy Review:** Our Board continues to undergo a regular process of reviewing policies. PIC members have been invited to review these policies, specifically those that directly align with the goals of PIC and best interest of parents, and provide input back to the board for consideration. This year PIC formalized the policy review process and added this item to each meeting agenda.

**Resources:** PIC continues to focus on developing resources for parents/guardians. The Policy and Procedures Index is a new tool that can help navigate applicable policies and procedures. The School Council Handbook is a comprehensive reference for school councils.

**PIC Event:** Our annual PIC family event continues to be a very well-received parent/guardian resource in our region.

- ✓ On April 16, 2016, our PIC planned and held our fifth annual board-wide family event “*Strengthening Family-School Relationships, Achieving excellence and well-being for all students*”. This event was made possible through a PRO regional grant from the Ministry of Education we acquired for \$15,000.

**Professional Development:** We believe that empowering our members with learning opportunities helps us provide more effective support to our board and resources to our parents/guardians. We invested in this area and sent several PIC members to conferences, where they could learn and network with other parents, administrators, PIC members and Ministry staff. An effort is made to share the information/resources through the PIC member networks to benefit many.

- ✓ November 7, 2015: Eight committee members attended People for Education 2015 ‘Making Connections’ (Toronto)
- ✓ February 26, 2016: Two committee members attended the Canadian Safe Schools Network Conference (Toronto)
- ✓ April 7-8, 2016: Two committee members attended the Summit on Children & Youth Mental Health (Toronto)
- ✓ May 13, 2016: Three committee members attended TedXKitchenerEd (Kitchener)

This year the Ministry of Education’s PIC Symposium changed the format and date. The conference date conflicted with our annual PIC-WRAPSC parent event and we were unable to attend the PIC Symposium. Our Ministry contact will be sharing the resources to support our PIC.

**Future Plans for 2016/17:**

- ✓ We applied for another PRO Grant with plans to continue our annual event (“*Empowering our Students with Parent Engagement*”, April 8, 2017) for our parent/guardian community of the WRDSB school communities.
- ✓ PIC will support the board event on ‘Digital Citizenship’, November 2016
- ✓ Ongoing development of resources to be posted to the PIC website
- ✓ Ongoing development of subcommittee project work
- ✓ PIC-WRAPSC Handbook – an internal resource for new PIC members

# PIC Financial Report for school year 2015-2016

## PIC Central Account

PIC Expenses: 2015/16 School Year	Sept 15 - Dec- 15	Jan- 16	Feb- 16	Mar- 16	Apr- 16	May- 16	Jun-15	Jul-16	Aug-16	Subtotals	Totals
<b>PIC Central ACCOUNT</b>											
<b>Starting Balance</b>											<b>\$10,425.00</b>
<b>Promotional Materials</b>											
Living Well Series							\$1,401.31	\$1,162.43		\$2,563.74	
SCIS									\$7,039.90	\$7,039.90	
<b>Total Promotional materials</b>										<u>\$9,603.64</u>	
<b>Translation Materials</b>											
Translation										\$0.00	
Printing										<u>\$0.00</u>	
<b>Total translation materials</b>										<u>\$0.00</u>	
<b>Total by Month</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,401.31	\$1,162.43	\$7,039.90	\$9,603.64	
										<b>Total Spent 2015-16</b>	<u><b>\$9,603.64</b></u>
										<b>Closing Balance</b>	<u><u><b>\$821.36</b></u></u>

# PIC Financial Report for school year 2015-2016

## PIC Director's Account

PIC Expenses: 2015/16 School Year	Sept - Oct- 15	Nov-15	Dec- 15	Jan- 16	Feb-16	Mar- 16	Apr-16	May-16	Jun-15	Jul-16	Aug- 16	Subtotals	Totals
<b>Starting Balance</b>													<b>\$5,000.00</b>
<b>Conferences</b>													
People for Education		\$190.00										\$190.00	
Canadian Safe Schools					\$598.00							\$598.00	
Summit on Children and Youth Mental Health							\$629.82					\$629.82	
CSSN Conference								\$56.70				\$56.70	
<b>Total Conferences</b>												<b>\$1,474.52</b>	
<b>PIC/Director Town Hall Sessions</b>		\$494.51				\$60.00						\$554.51	
<b>Printing of School Covering Letters</b>											\$99.67	\$99.67	
<b>Survey Monkey Upgrade Fee</b>										\$30.00		\$30.00	
<b>Deposit - PIC- WRAPSC Event Lunches</b>								\$340.00				\$340.00	
<b>Total by Month</b>	\$0.00	\$684.51	\$0.00	\$0.00	\$598.00	\$60.00	\$629.82	\$283.30	\$0.00	\$30.00	\$0.00	\$1,818.70	
												<b>Total Spent 2015- 16</b>	<b>\$1,818.70</b>
												<b>Closing Balance</b>	<b>\$3,181.30</b>