

SEPTEMBER 12, 2012
PARENT INVOLVEMENT COMMITTEE

A meeting of the Waterloo Region District School Board Parent Involvement Committee was held on Tuesday, September 12, 2012, at 6:30 p.m. in the Board Room at the Education Centre, 51 Ardelt Avenue in Kitchener with the following members in attendance:

Trustee: K. Smith.

Board Staff: M. Allen Marklevitz, L. Fabi and K. O'Reilly were in attendance. J. Fairhall and D. Duncan Peacock did not attend.

Waterloo Region Assembly of Public School Councils Parent Representatives: A. Allen (Chair), K. Deml, R. Lackner, C. Laughren, M. Rolston and J. Weston.

Community Representative: Vacant.

Other Staff in Attendance: E. Roberts.

CALL TO ORDER

Committee Chairperson A. Allen, called the meeting to order at 6:45 p.m.

APPROVAL OF AGENDA

1. Moved by K. O'Reilly, seconded by C. Laughren:

That with the following amendment, the agenda of the September 12, 2012, Parent Involvement Committee meeting be approved.

- Move agenda item 6 WRDSB Fundraising Policy to the second item on the agenda.

-Carried-

APPROVAL OF MINUTES

2. Moved by K. Deml, seconded by M. Rolston:

That the minutes of the June 5, 2012, Parent Involvement Committee meeting be approved.

-Carried-

During review of the minutes members questioned whether two sections of the draft Parent Involvement Committee Bylaws (Bylaw 7 – Conflict of Interest and Bylaw 8 – Conflict Resolution) had been approved at the June 5, 2012, meeting as that had been their understanding and intention. While consensus had been expressed, no motion for approval had been tabled at that time. It was decided that a motion would now be made to reflect this.

3. Moved by J. Weston, seconded by K. Deml:

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That Bylaw 7—Conflict of Interest and Bylaw 8—Conflict Resolution of the draft Parent Involvement Committee Bylaws (Version 3, June 3, 2012), be approved.

-Carried Unanimously-

HANDBOOK FOR PARENT INVOLVEMENT COMMITTEE MEETINGS

Copies of the Ministry of Education document: *Making a Difference: A Practical Handbook for Parent Involvement Committee Members* were distributed. The handbook is designed to provide an understanding of the role played by parents as partners in their children's education; a knowledge of the purpose, organization and function of a Parent Involvement Committee (PIC); and tips and resources to assist members to contribute to the success of their local PIC. The document was briefly reviewed and members were asked to read and familiarize themselves with the information contained in it.

Avenues for improved communication of PIC activities and function on the Waterloo Region District School Board website and on individual school websites is being pursued. The Manager of Communications will be invited to the next PIC meeting to discuss this topic.

Discussion of components of the Handbook will be included as a standing agenda item on future PIC meetings.

WRDSB FUNDRAISING POLICY

The Ministry of Education established fundraising guidelines as an aid to schools on how to plan and administer fundraising activities and report the results of those activities to their school communities. Executive Superintendent of Business and Financial Services, M. Allen Marklevitz, attended the meeting to provide information regarding the Waterloo Region District School Board's draft fundraising policy compiled in accordance with the Ministry guidelines. Copies of the draft policy were distributed and reviewed in detail by Ms. Allen Marklevitz. Questions were posed by PIC members and suggested changes offered. The policy approval process was explained. Further opportunities for parent and school input will be made available. A revised policy will be submitted to the Board's Policy and Bylaw Committee for review and recommendation to the Board.

TERMS OF REFERENCE/BYLAWS

A discussion regarding adherence to the Committee's established Terms of Reference and compliance with the Ministry of Education's mandate for the committee took place. The process for election of officers is not included in the Terms of Reference. The current practice is that members of the Steering Committee for the Waterloo Region Association of Parent School Councils (WRAPSC) become the PIC representatives including the appointment and term of the Chairperson. The need to align the PIC Bylaws, with the Terms of Reference, was stated. The need as well to align PIC meeting dates following WRAPSC meetings and the appointment of

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WRAPSC Steering Committee members each school year was identified. An effort to coordinate the timing of appointment of other Board Committee Chairs and Vice-Chairpersons, should be sought. A review of Ministry requirements for appointment of Chairpersons and meeting date cycles is required.

CONFERENCE PARTICIPATION

Two committee members will attend the Summit on Children & Youth Mental Health in October organized by the Ontario Public School Boards' Association: K. O'Reilly and J. Weston. A. Allen and C. Laughren plan to attend the annual People for Education Conference. The conference is held each November and brings together parents, trustees, experts, educators and community members to connect and participate in hands-on training sessions about current and best education research. Funding is available for two additional members to attend.

PARENT/STUDENT EVENT THEME AND DATES

Discussion of the topic for an event(s) to be organized for parents/families during the 2012-1013 took place. The PIC Handbook provides guidance concerning the holding of events and states that the activities should support learning for parents and families at home.

Agreement by consensus was expressed for an event to be organized during the current school year. Themes for the event were proposed. A means of engaging parents who do not frequently participate in school councils was mentioned.

4. Moved by J. Weston, seconded by K. Deml:

That a subcommittee of the Parent Involvement Committee be formed to consider holding a family event during 2012-2013 at a date to be determined, and that a report by the subcommittee on initial planning for the event be presented at the December 4, 2012, Parent Involvement Committee.

-Carried Unanimously-

A. Allen, K. Deml and K. Smith offered to form the sub-committee. Additional members interested in participating on the committee were asked to provide their names to A. Allen. The subcommittee will consider the agenda, speakers, costs and venue for the event(s). Options will be provided in the report to be given at the December 4, 2012, PIC meeting.

PARENT INVOLVEMENT COMMITTEE BUDGET

Funding in the amount of \$5000 is provided annually by the Ministry of Education for this Committee. There is an outstanding balance of \$5000 in the Committee's budget from 2011-2012 and an additional \$5000 for 2012-2013. These funds are for the Committee's use, function and event planning. Additional funding may be available from surplus Parents Reaching Out (PRO) grant funds which may exist. A budget update will be provided at each PIC meeting.

DIRECTOR'S REPORT

L. Fabi provided an update on Board activities and initiatives. Highlighted was the approval in late May of the 2012-2015 Strategic Plan for the Waterloo Region District School Board. All school administrators and staff have received in-servicing on the Plan. The new Board Vision in the Plan is "Inspired Learners. Tomorrow's Leaders. To coincide with roll-out of the Plan, posters and business cards are being prepared reflecting the new Vision.

Committee members indicated they wished to receive business cards identifying themselves as members of the Parent Involvement Committee. Cards will be ordered without individual names and separate cards for the Chairperson.

L. Fabi stated that a positive climate exists with respect to the status of negotiations with employee group. The need to maintain strong relationships was emphasized. Bargaining groups are responding to Bill 115 and continue to meet with their memberships. A further update will be provided at the December PIC meeting.

DATE OF NEXT MEETING

Tuesday, December 4, 2012 – 6:30 p.m.
Cambridge Room, Education Centre

FUTURE AGENDA ITEMS

- Standing Items: Content—Handbook for Parent Involvement, PIC Budget
- Promotion of PIC Committee – Manager of Communications, A. Dancey
- Parent Engagement Initiative - Manager of Communications, A. Dancey
- Reports from Attendees at Conferences
- Parent Involvement Committee Budget Update and Access to PRO surplus funds
- Meeting Dates/Cycle

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

4. Moved by C. Laughren, seconded by R. Lackner:

That the Parent Involvement Committee meeting be adjourned.

-Carried-

The meeting adjourned at 8:00 p.m.