

## **MARCH 4, 2014 PARENT INVOLVEMENT COMMITTEE**

A meeting of the Waterloo Region District School Board Parent Involvement Committee was held on Tuesday, March 4, 2014, at 6:30 p.m. in the Cambridge Room at the Education Centre, 51 Ardelt Avenue in Kitchener with the following members in attendance:

Trustee: K. Smith. Board Staff: J. Bryant, D. Duncan-Peacock and K. O'Reilly. J. Fairhall did not attend. 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. Community Representative: A. Hynes did not attend. Other

Staff in Attendance: M. Deacon, M. Harper, S. Lomax and E. Roberts.

### **CALL TO ORDER**

Committee Co-Chair L. Tremble called the meeting to order at 6:35 p.m.

### **APPROVAL OF AGENDA**

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

**That the agenda of the March 4, 2014, Parent Involvement Committee meeting be approved.**

-Carried-

### **APPROVAL OF MINUTES**

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

**That the minutes of the December 3, 2013, Parent Involvement Committee meeting be approved as amended.**

-Carried-

Amendment: On review of the Terms of Reference, it was determined that a quorum, as defined in the Terms, had not been met on December 3, 2013. All motions contained in the minutes were reviewed and confirmed.

### **PROGRAM PATHWAYS—APPLIED AND ACADEMIC**

M. Harper, Superintendent of Learning Services, and S. Lomax, Assistant (to) Superintendent of Learning Services, Program and Special Education JK-12, gave a presentation on secondary program

pathways. Course types were explained as well as program and course selections in relation to student destination: workplace, college, college/university combined, and university.

## **MARCH 4, 2014 PARENT INVOLVEMENT COMMITTEE**

An overview of course calendars and specialized programs was provided. Information on secondary courses is available on the WRDSB website at: <http://www.wrdsb.ca/programs/secondary-school-information/program-offerings/>. Further detailed information, and support for selection of courses geared to individual goals, is available from secondary school guidance departments.

### **WRDSB COMMUNICATIONS AND ENGAGEMENT STRATEGY**

M. Deacon, Executive Officer, Communications and Engagement, attended the meeting to provide an overview of the WRDSB plan for communication and engagement. A review of stakeholder engagement was directed by the Board of Trustees in the spring of 2013. The framework being developed will align with the WRDSB strategic plan and the Board Improvement Plan for Student Achievement (BIPSA). As an initial step in the plan's development, a stakeholder engagement survey is being conducted. A copy of the survey was distributed to PIC members for completion. A question and answer period followed.

With respect to engagement and parent involvement, discussion of the WRDSB corporate and PIC websites took place. M. Deacon stated that redesign of the website is planned to improve ease of use and will include an enhanced search function. It was noted that recommendations for changes to the corporate and PIC websites have been received from PIC.

### **PIC TERMS OF REFERENCE REVIEW**

L. Tremble advised that following the Board's committee structure review in December 2013, terms of reference of all board committees are required to be updated. A template for completion has been provided. A. Allen and C. Gillis Bilton volunteered to review the terms over the summer, and to prepare a draft for review and approval at the September 2014 meeting.

### **PIC BYLAW APPROVAL – REVISED DRAFT BYLAWS 5 & 6**

Revisions to PIC Bylaws 5 & 6 were discussed at the September 24, 2013. An updated version of the Bylaws, reflecting changes identified at the September 24, 2013 meeting, was presented.

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

**That PIC Bylaws 5 & 6 be approved as presented.**

-Carried-

L. Tremble recommended that a task group be struck to review the remainder of the draft bylaws contained in the document: WRDSB Parent Involvement Committee Bylaws Version Three (June 3, 2012). A. Allen, C. Gillis Bilton and K. Smith volunteered to review the remaining bylaws and to bring forward proposed revisions.

**SAFE AND SECURE SCHOOLS UPDATE**

J. Magazine informed members that she has offered to provide input and liaise with WRDSB staff regarding implementation of Safe and Secure Schools' policies and procedures. She will

## **MARCH 4, 2014 PARENT INVOLVEMENT COMMITTEE**

meet periodically with Assistant (to) Superintendent P. Rubenschuh to convey questions from WRAPSC and PIC, and she will provide regular updates at PIC meetings.

### **PIC TREASURER'S REPORT**

Treasurer J. Wilson, stated that she will distribute a written report to members including information regarding conference attendance costs, PIC meeting costs, and expenditures related to the April 12, 2014, family event at Bluevale Collegiate Institute.

### **DIRECTOR'S REPORT**

J. Bryant advised members that the Communications and Engagement Department, led by Executive Officer M. Deacon is presently restructuring, and roles and responsibilities within the department are being identified. This will include work on the engagement strategy and redesign of the WRDSB website. Postings for positions in the department are anticipated in coming months.

J. Bryant noted that the time period following March break is an extremely busy one for Human Resource Services in addressing staffing requirements and changes for the coming school year. It is also a very busy time for schools conducting year end activities and preparing for September start-up.

### **CONFERENCE PARTICIPATION REPORT**

K. O'Reilly and J. Magazine attended the Canadian Safe Schools Conference on February 25, 2014. Both members felt the conference was very informative and their attendance was worthwhile. A summary of conference sessions and contents was shared and discussed.

C. Gillis Bilton and L. Tremble plan to attend the annual PIC Symposium in April. Summaries of conference notes will be distributed through WRAPSC.

### **2013-2014 FAMILY EVENT SUBCOMMITTEE UPDATE**

A. Allen distributed copies of planned programs and workshops for the April 12, 2014, Rise to Success parent/family event at Bluevale Collegiate Institute. The planning committee is exploring means to inform parents, in addition to those actively involved with school councils, of the event, including ESL families, House of Friendship users and multi-cultural groups and is looking at providing transportation for those who require it. Costs for transportation over and above the amount provided under the Ministry grant for the event were discussed.

4. Moved by A. Allen, and seconded by G. Anderson:

**That up to \$900 from general PIC committee funds to spent to provide bus transportation to families to attend the April 12, 2014, event.**

-Carried



## **MARCH 4, 2014 PARENT INVOLVEMENT COMMITTEE**

### **PIC PROMOTION/WEBSITE**

J. Ortiz gave an update on PIC promotion and the PIC website. As mentioned by M. Deacon in her presentation on Communications and Engagement, recommendations have been provided to improve ease of use and regarding the content of the PIC and corporate websites.

A discussion of means to improve awareness of PIC and to better support parent/teacher engagement took place. The development of a committee brochure was suggested and supported.

C. Rose indicated she is willing to assist in the development of a PIC brochure.

### **NEW/ONGOING INITIATIVES**

Support was expressed at the March 4, 2014, meeting for holding a Directors' Forum early in the 2014-2015 school year. J. Bryant and M. Deacon have agreed to participate in such an event if planned. PIC volunteers will be required to assist with planning. Members were asked to advise the committee Co-chairs if they are able to help out. An initial planning meeting will be scheduled, based on the Director's availability, prior to the May PIC meeting and an update will be provided at that time.

### **WATERLOO REGION ASSEMBLY OF PUBLIC SCHOOL COUNCILS UPDATE**

C. Rose gave a report on recent topics discussed at WRAPSC meetings. The January meeting was cancelled due to inclement weather. Board Chairperson Ted Martin made a presentation at the February meeting providing his account of the role of school board trustee.

### **FUTURE AGENDA ITEMS**

Future agenda items were discussed.

### **OTHER BUSINESS**

K. Smith informed members that March is Nutrition for Learning Month and expressed support for the services offered by this group.

### **DATE OF NEXT MEETING**

Tuesday, May 27, 2014 Cambridge Room, Education Centre  
6:30 p.m.

### **ADJOURNMENT**

5. Moved by A. Allen, and seconded by J. Wilson:

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

-Carried-

The meeting adjourned at 9:40 p.m.