



# Parent Involvement Committee

Minutes - May 13, 2025

A meeting of the Waterloo Region District School Board Parent Involvement Committee (PIC) was held on Tuesday, May 13, 2025 in person at the Education Centre and virtually with the following members in attendance:

Trustees: M. Radlein

Board Staff: A. Gaymes-San Vicente, L. Gil, S. Miller

Committee Members: C. Bowman, C. Cormier, K. Fejzulla, C. Fernandes, J. Gingrich, A. Hallman, A. Hebert, S. Heroux, G. Horsman, A. Mohammad, S. Nanda, P. Stephens

Regrets: D. Bandekar, L. Farlow, A. Roy Choudhury, S. Variath

## **Welcome & Territorial Acknowledgement** - A. Mohammad

- A. Hallman gave the [Territorial Acknowledgement](#)
- C. Fernandes and G. Horsman shared their objection to the Land Acknowledgement because it is not mandated to be recited at meetings. They requested that the exact wording of the acknowledgement be shared in the minutes.
- A. Hallman called the point of order on the objection.

## **Approval of Agenda** - May 13, 2025

- C. Bowman motioned to approve the May 13, 2025 agenda, seconded by P. Stephens

## **Approval of Previous Minutes** - March 25, 2025

- A. Hallman motioned to approve the March 25, 2025 minutes, seconded by A. Hebert
- C. Fernandes - requested that the exact wording of the acknowledgement be added to the meeting minutes and the reason for the objection of reading the Territorial Acknowledgement going forward.

[PIC Chair Presentation](#) provided by A. Mohammad

## **Trustee Report** - Trustee M. Radlein

- Trustee M. Radlein provided the [Trustee Report](#)



- C. Fernandes requested the names suggested for the new school. Trustee M. Radlein confirmed this information can be found in the Committee of the Whole Meeting [Agenda](#) of April 16, 2025 (page 44).

## **WRDSB Leadership Team Update - Associate Director A. Gaymes-San Vicente**

- [Presentation](#)
  - Math:
    - At the June Board meeting, there will be a presentation with the Board Improvement and Equity Plan (BIEP) update on the Math Achievement and Action Plan (MAAP). The math team will share their work throughout the year during that time. They will focus on what happened with the work and what was the impact.
    - The Ministry identified focused schools have coaches to support school staff on how best to instruct math. Examples would be “coaches corner” which allows students to explore small group instruction.
    - A survey was given to grade 3 and 6 teachers of the 23 identified schools.
    - We look at tiered instruction for our students. There is lots of professional development provided to teachers and the expectation is that administrators also attend. During the PD, instructional strategies are taught to educators which they can bring back to their schools and share with staff.
    - Superintendents are also going into schools and looking at the instruction going on in the classroom. Teachers have resources available to use to support the learning.
  - Literacy:
    - At the April 23, 2025 Board meeting, staff provided the Board Improvement and Equity Plan (BIEP) update on literacy. More information can be found in the minutes on the board website.
    - The presentation shared the kinds of tools they used in each step of the implementation of the structured literacy multi-year plan.
    - Important to know what a child’s reading level is. The teacher would be able to provide this information to parents/caregivers. Teachers use the Acadience screening tool which helps evaluate the child’s level.
    - Acronyms for:
      - [UDL](#) - Universal Design for Learning (Tier 1)
      - [DI](#) - Differentiated Instruction (Tier 1)
      - [CRRP](#) - Culturally Responsive and Relevant Pedagogy

## **WRAPSC Update and Questions - S. Heroux**

- Last WRAPSC meeting of the year was held on May 6, 2025.
- Thanked the board for getting the School Council Report Survey and the Principal Profile Form message out to administrators. Schools are Ministry mandated to provide this information. Requested that this information be shared with PIC members.
  - The School Council Report Survey is an annual report which every school council needs to submit on its activities to the principal of the school and to the board.
  - The Principal Profile Form allows the school community to reflect on their school's priorities. The leadership characteristics that would allow these priorities to be implemented can then be articulated. The profile acts as advice from the school council, to be used by Senior Administration when making principal transfers and placements.
- PIC and WRAPSC relationship will continue the same to support each other in the committees.
- Members of the executive for WRAPSC would like to connect with the admin. teams of WRDSB's new schools and support their efforts in engaging parent communities and establishing vibrant school councils.
- Created a subcommittee to do government advocacy - members of the subcommittee reached out to Trustee K. Woodcock. Will be ready in October and review what topics they would like to see.
- Trustee wrap-up meeting - what would be relevant to the council. Class evacuation data will be a focus so that we can have consistency with the data.
- Acknowledged members of PIC as the most productive year and going into the new school year.
- School Council's don't typically meet every month and it's dependent on the administrator of the school and the members of council.
- At the May 14th Committee of the Whole meeting, Board Policy 1003 - School Councils is on the [agenda](#). It's required by the Ministry that all schools have a school council.

## **Treasurer Report - A. Hallman**

- [Treasurer Update](#)
- Working with N. Landry, Superintendent of Business Services & Treasurer, on creating a policy between the WRDSB and PIC on budget approval and financial accountability. This will provide good historical data.

## **PIC Subcommittee Updates**

- Governance and Board Collaboration - A. Mohammad
  - Would like to order magnets for all elementary students with a QR Code. The remaining budget would be used to purchase apparel for events.
  - Recommendation is that PIC members continue to meet in the summer to update the [website](#) and review policy and procedures.
  - Currently PIC is listed on the Board [website](#) under School Councils. Requested that PIC be added to school websites under the School Council tab. L. Gil will follow-up with the Communications Department to see if this is possible.
- Membership - K. Fejzulla
  - Currently working on new questions and specific requirements for the future. Will be reaching out with more updates.
- Newcomer Support - K. Fejzulla
  - Did not have data when she started and therefore worked on a survey for newcomer parents. Trying to get information from schools as well. Has submitted draft survey questions to A. Gaymes-San Vicente and they are being reviewed by staff and the Research Department.
  - Request from A. Hallman to have K. Fejzulla attend a WRAPSC meeting.
- Outreach, Engagement & Communications - A. Hebert
  - Would like to meet with the WRAPSC team to see how they can support each other. A. Hebert will reach out to S. Heroux to connect with the executive team.
  - There will be an event in September to let parents know about parent engagement. Working with the Communications Team.
- Parent Information Night - G. Horsman
  - The Town Hall scheduled for April 22nd, 2025 was cancelled by the Leadership Council on April 14th, 2025. Would like to know why the delay and no transparency as to why it was cancelled. Recommendation that there be some accountability so everyone can clearly understand. A clear policy needs to be developed for future events.
- PRO Grant - P. Stephens
  - No new changes to the grant.
  - Noted that approved amounts were changed for some applications after the fact. The grant is overspent by \$5,670 but we will not know the actual amount until all final reports have been submitted. The final report is due from schools by June 16th, 2025.
  - Requested for transparency, that the final reports are shared with members.

- Would like a policy created for the PRO Grant process and recommendation is that the Director approves the policy.
- Safe, Caring, Inclusive Schools - C. Cormier
  - [Presentation](#)
  - There needs to be clarity when messages are being sent to administrators so that they know this is a valid message and not spam.

## **Old Business**

- Update on PIC's March 25th [Recommendations](#) - S. Miller
  - No questions or comments

## **New Business**

- Parent Information Night Event: Understanding the Cancellation and Planning Ahead
  - Members inquired why the Town Hall scheduled for April 22nd, 2025 at KCI was cancelled and how we can prevent this from happening. They were led to believe that there was no issue with the town hall.
  - Director S. Miller indicated that PIC is a board committee and a motion was made to the Board and Trustees regarding the cancellation of the event. It was determined that the Town Hall did not fall under the strategic plan of student achievement and well-being and would be cancelled.
  - There are opportunities for school councils to hold events and PIC can support these events. Town Hall meetings are a larger group.
  - PIC's involvement with the board is to support engagement with School Councils to allow parents to access support.
  - Previous conversations with staff were had but PIC members weren't part of those conversations. Other options were offered but acknowledged that there wasn't enough time to make a change.
  - The Board would require the questions ahead of time in order for staff to prepare in a town hall meeting and provide the answers.
  - The board is highly regulated and follows Ministry mandates. The Motions are in the Board minutes. There is no policy that we can't have a town hall. Request was made to provide the exact text of the Motion that precluded the event taking place in order to have clarity before we proceed.
  - The Motion indicated that there would be parental input and was passed to that effect. To have a town hall that has questions and staff can respond in relation to the multi year strategic plan and can advance student achievement and well being is how a town hall can be conducted. There will be a report to the board about getting parental consultation on our multi year plan.

- The handbook for PIC mandate indicates a town hall would support this type of event. A lot of time and energy was spent on organizing the event and members felt dragged along as the Motion was created.
  - Members requested the exact language stated in the handbook that was referenced to cancel the Town Hall. The Town Hall wasn't approved at a Board meeting.
  - The committee would like to plan an event to take place in October 2025. Collaboration will be required from the beginning. Rules for members should be provided as currently it is very ad hoc. We need accountability and guidelines in order to move forward to organize an event.
  - Request made that staff need to trust the PIC members to support each other and work together as a team. Acknowledged the work of G. Horsman, C. Fernandes and A. Mohammad on the committee.
- Reflections on the 2024-25 School Year and **Hopes** for 2025-26
    - P. Stephens - has been on PIC for 6 months and indicated it has been a wonderful experience because of the members on PIC. We are dedicated people who work well as a group. Has learned a lot and acknowledged A. Mohammad for being a great resource. We need to get policy and guidelines in place. Big hope for next year is to understand what the group needs and more structure as a group.
    - S. Heroux - Best year for productivity and consistency of the PIC group. We need to work on getting timelines out earlier and get membership filled. Getting the PRO grant information out earlier. Continue to grow the relationship between PIC and WRAPSC.
    - Trustee M. Radlein - Congratulations for all the work of PIC members to improve the communication to school councils.
    - Director S. Miller - Appreciates the subcommittee reports as they provide valuable information to the group during the meetings. Acknowledged L. Gil, Administrative Assistant, for helping with the committee. Looking forward to establishing good practices with the committee in the new school year.
    - C. Bowman - Has enjoyed being part of the committee and being able to watch and learn about things she doesn't have experience with. Sees there are challenges with communication and what has been put in place. It has been a year of knowledge increasing and seeing the structures of PIC take place with some of the challenges turning around. Is hopeful that next year will be very different.
    - C. Fernandes - Thanked everyone and appreciates the dialog with everyone's point of view.

- A. Mohammad - Acknowledged all the hard work of members. We are a volunteer group with young children and here at every meeting coming prepared. All the chairs for the subcommittee are dedicated and have goals for the future. Excited to see what will happen next year.

**Date of Next Meeting**

The next PIC meeting date is September 25, 2025 at 6:30 p.m.

**Closing and Adjournment - A. Mohammad**

Moved by P. Stephens, seconded by S. Heroux:

That the Parent Involvement Committee meeting be adjourned.

- Carried -

The meeting adjourned at 8:48 p.m.