



Parent Involvement Committee (PIC) Meeting

Wednesday, June 11, 2014
Catholic Education Centre – Room 3
Noon – 1:00 p.m.

MINUTES

Committee Members Present: Sean Jackson (Chairperson), Mirna Akkawi (Parent), Laura Cater (Parent), Laura Lea Johnston (Parent), Joanne MacEwan (Trustee), Cindy Owens (Principal), Cathy Philpott (CSPA Chairperson), Denise Andre (Deputy Director of Education), Sandra Falcomer (Administrative Assistant)

Absent: Julian Hanlon (Director of Education), Kathy Hodgins (Executive Officer)

PRAYER (Denise)

1. **APPROVAL OF AGENDA** (Sean)

Motion: Moved by Laura Cater, Seconded by Mirna Akkawi

THAT the Agenda of June 11, 2014 be approved as presented.

Carried

2. **CONFIRMATION OF MINUTES – APRIL 16, 2014** (Sean)

Motion: Moved by Laura Cater, Seconded by Laura Lea Johnston

THAT the Minutes of the April 16, 2014 meeting be approved as presented.

Carried

3. **ACTIONS RESULTING FROM APRIL 16, 2014 MEETING:**

a) none

4. **NEW BUSINESS**

a) **PIC budget update (Sean)**

Since we do have funds available in both our ProGrant and our base PIC funding, it is proposed to continue video series with Family Welcome Centre. As the companies proposal submitted has a large cost increase (\$1000 to \$3500) we will have a look at other companies to ensure we are getting a competitive cost. Have money in PIC and PRO. Approval of \$1000 for video (moved by Cathy Philpott, seconded by Mirna Akkawi)

There was a suggestion from Joanne MacEwan to see if a high school could do the video. It was recommended to not do this by Julian and Communications for a number of reasons: timing (late in the school year, resources availability, etc)

More potential ideas for parent engagement: let Continuing Education know there is money for translation services, Denise to speak to Peter, Nicki, Communications; possibility of paying for posters that direct parents to CEC for summer registration, thus engaging parents early in their child's schooling.

b) **Canadian Anti Spam Legislation (CASL) (Cindy)**

Presentation at last CSPA meeting; effective July 1, 2014 need express consent from parents in our system; developed a set of questions for CLL Friday (handout) (update to Board in June 24th). Important for all to understand due to potential liability of school board for non compliance, and it may prove difficult to manage all correspondence with only consenting parents as we roll out our implementation.

Currently there are many different communication platforms used by schools (Synrevoice, Constant Contact, Flash Alert). Decision made to strongly suggest that all use Synrevoice as primary communication. A benefit is that there is no cost to schools to use Synrevoice. The boards communications strategy starts with the first email being sent out Monday, June 16th, possibly second message the next week or a voicemail follow up. Looking at developing a Board policy in the Fall. To ensure we are aligned with parent contact lists, the board will be asking schools not to maintain different databases re bbqs etc. Principals will be asked to give councils some direction on maintaining parent contact lists, the wording will come from PIM. Cathy Philpott will be parent voice on PIM.

Question from Susan Elsdon re who is legally responsible if a school council does not follow legislation, as a council is not a legal entity. Cindy indicated that is an area still being looked into.

c) **PIC report backs for schools (Sean/Sandra)**

PIC - 21 out of 82 schools have reported back to date
PRO – 13 out of 46 schools have reported back to date
Discussion took place on how schools who pool PRO funds together should report back.
Sandra, Sean to have a conversation with Glenn Court about this.

d) **PIC focus for next year – start the discussion (All)**

All okay with focus that PIC has on parent engagement as well as the focus for our PRO Grant proposal for next year. Anything else we should be doing? Think about this and email Sean with ideas. Ideas need to represent various schools

e) **Parent representation on Board committees (Cathy)**

Earlier this year a Trustee raised the question "how parents are chosen for Committees." This information is on CSPA website, should be added to PIC website. The number of daytime meetings is a factor. To appoint a representative, historically have always gone to CSPA which would solicit interest. CSPA representing the regional parent group as opposed to individual schools. Sean to update PIC website page with email address which will be directed to contact person.

f) **PRO Regional Grant Update (Sean)**

Our proposal for next years regional ProGrant will be building on what we did this year, with a slightly increased budget. The key for us is that it is mostly being managed and spent by our partners, which is our goal to enable them, rather than we do the work for them.

g) **PIC and CSPA events held this year (Cathy)**

Recap of the year. We had 20 events this school year. Cathy noted that the Green register is a way of funding parent workshops without a grant. Gino could do an update at a Fall CLL and give some examples of green register activities so principals are aware of this potential avenue to engage parents.

h) **PIC and CSPA events preview for next year (Cathy)**

Cathy Philpott provided a list and noted that the CSPA website has all events and dates listed.

i) **Regional PRO Grant 2014-15 submission (Sean)**

Cathy and Sean have submitted the 2014-15 ProGrant proposal to the Ministry, as discussed at previous PIC meetings. We are asking for \$14,725

5. **OTHER BUSINESS ARISING**

- a) Tentative date for Director's Forum – Wednesday, March 25th (after March Break) at St. Paul High School.

6. **NEXT MEETING: September 17, 2014, noon in Room 3**

THAT the meeting be adjourned at 1:03 p.m., be approved.

Motion: Moved by Cathy Philpott, seconded by Mirna Akkawi