

Parent Involvement Committee (PIC) Meeting
Wednesday, September 17, 2014
Catholic Education Centre – Room 3
Noon – 1:00 p.m.

MINUTES

Committee Members Present: Sean Jackson (Chairperson), Julian Hanlon (Director of Education), Laura Cater (Parent), Susan Elsdon (Parent), Cindy Owens (Principal), Cathy Philpott (CSPA Chairperson), Sandra Falcomer (Administrative Assistant), Kathy Hodgins (Executive Officer), Mark Savenkoff (Parent)

Absent: Laura Lea Johnson (Parent), Mirna Akkawi (Parent), Joanne MacEwan (Trustee)

PRAYER (Julian)

1. **WELCOME TO NEW PEOPLE** (Sean)

Sean introduced Mark Savenkoff (CSPA member) who has been invited to participate in today's meeting and consider being a member of the PIC Committee.

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

Motion: Moved by Laura Cater, Seconded by Susan Elsdon,

THAT the Agenda of September 17, 2014 be approved as presented.

Carried

3. **CONFIRMATION OF MINUTES – June 11, 2014** (Sean)

Motion: Moved by Cathy Philpott, Seconded by Laura Cater,

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

Carried

4. **ACTIONS RESULTING FROM JUNE 11, 2014 MEETING:**

None

5. **NEW BUSINESS**

- There was discussion regarding clarification of the instructions provided by the Ministry for group reporting of PIC funds where a family of schools decides to pool funds for a particular parent engagement initiative, (i.e. one school to manage the reporting (lead school) with the schools in the group to report back to the lead school). We want to ensure there is a single, consistent message to schools in our board on best practices for these group initiatives.
- Cathy Philpott to get clarification and report back to PIC.

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

- Sean introduced the new budget
- \$11,200 for PIC support has been received
- Noted that we have PIC and PRO unspent funds from multiple schools that total approximately \$6,000. An analysis of the reasons for funds not being spent resulted in the following:
 - A major portion was from a family of school initiative where the planned presenter was already in the city for another event, so the cost was substantially reduced. The remaining dollars were minor amounts from a number of schools where total funds were not spent, but collectively it added up to a larger total.
 - We want to ensure schools understand they can redirect funds to appropriate initiatives upon approval, and that they have better guidance from us on tracking funds, so we recommend a follow up letter to schools from us regarding PIC and PRO to see how the project is going; another follow-up letter later in the school year from PIC and PRO regarding unspent funds (redirect funds if required).
 - MOE recommends funds be kept within the board and used for parent engagement; so the PIC will ensure it engages with schools to be able to redirect funds when appropriate and aid schools in selection of projects.
 - PIC and CSPA have put resources in place to keep on top of spending money; and to offer assistance to school councils, so we need to communicate this to our schools. We will put together a reminder notice to councils who have not spent their money, and Sean will email committee a draft of first letter, then send it out before the November council meetings; Sean to work with Sandra regarding the cheque distribution and letter to councils.
 - Have not heard from 8 PIC schools; Julian will follow up with SOs.
- For the PIC budget, it was also noted that any GST rebate has never been allocated (approx. \$1,100) which accounts for additional money in budget.

b) **PIC Report back for schools (Sean/Sandra)**

- We will request PIC cheques as soon as possible and send them to schools with guidelines
- PRO cheques – funds will be received in October, to be sent out at that time with an updated letter, Sean and Sandra to coordinate.

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

- ELL consultant (Tania Gonsalves) came up with several large initiatives : ELL program night and 4 events for parent outreach (across the board)
- Tania's group is leading the initiative which is currently in the proposal stage
- Video series will continue (looking at who, what steps and aspect of video)
- Partnerships continuing with SEOCHC, St. Joe's Women's Center and will be expanding to other partners
- International Languages – partnership outreach to communities (i.e. sign language, interpretation, translation)
- There is a shortfall of \$1,475 between funds received for the project and what was approved; proposed that the returned PIC funds be used to cover the shortfall

MOTION : Moved by Susan Elsdon, seconded by Cathy Philpott,

THAT PIC funds be used to cover the \$1,475 shortfall between the PRO funds received and what was actually proposed.

Carried

d) **PIC Survey Update (Sean)**

- Survey will be translated into 5 languages
- monthly cost \$50/month for survey tool
- translation approx. \$500 (will follow-up with Committee if over \$500)
- \$600 to get survey out and return
- Better numbers will be available by November
- Printed copies will be provided to principals in whatever language they are offering
- Family of Schools grants – one school to manage for all

e) **Canadian Anti Spam Legislation – Board Implementation (CASL)**

- Developing a policy to come forward in January (Cindy)
- A request may come forward to allocate PIC money for translation services for CASL material
- School Councils – print copy of CASL consent form to be passed around table to get emails (Cathy P)
- Cindy provided an update on what is taking place in her high school
- For communication between school council members within a school, consent to communicate via email is implied but not to the parent community as a whole. That would require express consent under CASL.
- By November we will have a better idea of how CASL is working in the schools
- Non-parents who wish to receive board information are to go to the website to sign up
- Cathy will provide update on CASL at the next to CSPA meeting

6. **OTHER BUSINESS ARISING**

a) **Online Parent resource books** (Cathy)

- Cathy to put communication together to go out to principals

b) **Events currently planned for this year** (Cathy)

- Lunchbox Lifesaver – St. George School, workshop on October 23rd, 7-8:30 p.m. in partnership with CSPA; information going out this week
- Bootcamp for School Councils II – October 21st
- Algonquin Open House information session for parents on November 6th – information sent to high schools
- Parenting Now/SEAC partnering – events planned for this year

c) **PIC letter from Minister of Education** (Sean)

- We received a letter that contained a welcome to a new school year and thanking PIC for the work they do in support of education
- links provided to support parent engagement
- letter will be linked to the website (Sean to follow up)

d) **Healthy Relationships Toolkit** (Sean)

- Kits sent to all schools via principal for school councils
- PIC is one of the participating partners
- This is the link to the CODE page :
http://www.ontariodirectors.ca/parent_engagement.html

e) **PIC Membership**

- Laura Johnson is unable to attend the Wednesday PIC meetings
- Mark Savenkoff was invited to be part of the PIC Committee
- Mirna Akkawi will remain on Committee
- PIC membership will be on the agenda at the upcoming CSPA Meeting

Motion : Moved by Cathy Philpott, seconded by Susan Elsdon,

That Mark Savenkoff be added as a Parent Representative to the Parent Involvement Committee

Carried

f) **Addition of SEAC Member to PIC (Cathy)**

- Consideration should be given to inviting the SEAC Chairperson to be a member of the PIC Committee
- Sean indicated that this would be allowed as per Constitution
- there is interest from SEAC parents and parent engagement input would be beneficial

Motion : Moved by Susan Elsdon, seconded by Laura Cater,

THAT the SEAC Chairperson or designate be invited to be a member of the Parent Involvement Committee.

Carried

Susan raised the question regarding parent representatives on Board Committees and how they are selected; Sean indicated that membership is solicited from CSPA (PIC does not have a big parent base and we use our partnership with CSPA to ensure parent voice is represented on committees where appropriate.)

7. **NEXT MEETING: November 12, 2014, noon in Room 3**

Motion : Moved by Cathy Philpott, seconded by Susan Elsdon,

THAT the meeting be adjourned at 1:04 p.m., be approved.

Carried