



**Parent Involvement Committee (PIC) Meeting
Wednesday, January 16, 2013
Noon – 1:00 p.m., Room #3**

MINUTES

Present: Sean Jackson, Cathy Philpott, Karen Delaney, Mirna Akkawi, Laura Johnston, Joanne MacEwan, Julian Hanlon, Cindy Owens, Alana Schryburt

Absent: Laura Johnston

Prayer: Julian

1. Welcome to new member(s)

- Trustee Joanne MacEwan was welcomed by the committee

2. Approval of the agenda

THAT THE AGENDA BE APPROVED AS PRESENTED

Moved by Cathy Philpott, seconded by Karen Delaney

3. Approval of Oct 2, 2013 meeting minutes, with changes requested

THAT THE MINUTES BE APPROVED AS PRESENTED

Moved by Karen Delaney, seconded by Mirna Akkawi

4. PIC Budget update

- The draft budget for the year was highlighted in a video presentation. PRO Regional Grant for a workshop for parents in the amount of \$5,000 is shown on the budget form
- Approximately \$1800 from the \$5000 Regional Grant is not accountable for at this point. The Director's office was contacted and recommending additional PIC funds be used to off-set additional cost of keynote speaker at Director's Forum



- Posters/pamphlets, etc. was suggested as a way to use some of the \$1800.
- It was suggested that the Ministry be contacted and asked if the additional \$1800 could be applied to another parent event or website improvements

THAT THE BUDGET BE APPROVED AS PRESENTED

Moved by Mirna Akkawi, seconded by Karen Delaney

5. Directors Forum update

- Refreshments will be ordered, punch will be available rather than wine to follow Ministry guidelines
- Sean will contact the Director's office to get a total of the expenses submitted by the keynote speaker for the conference.

6. Upcoming Conferences and workshops

- Discussion of Regional EQAO Parent Forum, on Saturday March 23
 - i. Ministry is hosting at the Brookstreet Hotel, EQAO will cover food, mileage, however no indication as to the number of people who may attend from each board.
 - ii. It was recommended that the Ministry be contacted on registration information and then share with the group.
 - iii. Sean will contact Simone Oliver for further details and contact information
- PIC Symposium
 - i. Date to be determined
 - ii. We have sent people in the past and hoping to do the same this year. Sean and Cathy indicated that they would like to attend, and it is assumed it will be funded.

7. CSPA update

- Parenting Now wrap up



- i. Fall event is more difficult to arrange than the Spring as the fall is a busy time for those in the board who assist.
 - ii. This past symposium was difficult to pull together.
 - iii. The new caterer worked to our favour; the custodian was new to the school and that made it difficult
 - iv. An unknown speaker is not a draw; almost a 50% drop from pre-registration.
 - v. No workshops cancelled; however, some were as small at 5-6 people. The feedback was good in all workshops.
 - vi. Green Registers – did make some funds
 - vii. Going forward – survey conducted to give us parent input
 - Parent survey results for our workshops
 - i. The results were shown on an overhead presentation and highlighted.
 - ii. Cathy will forward a copy of the survey results to the committee
 - iii. Major comments: We should communicate more and in a consistent fashion; we should share information with schools so they can tell their parents
 - iv. In future November better option, October very difficult for everyone
 - v. Committee was asked to let Sean/Cathy know of an east or west school that would be interested in hosting.
 - vi. Struggles – sessions are workshop based, however with the Green Register format will have to look at a different format. Caution expressed about burning out volunteers / parents.
 - New website
 - i. A new CSPA website is currently being developed which will meet accessibility requirements and will have a more consistent look and feel.
8. How to improve communication with principals and parents – Information sharing
 - Lack of reaching parents in our present communication format expressed and committee was asked for provide input on ways to improve.
 - Cindy informed the group that parents receive a lot of information about school activities and what is going on across the board. Need to use caution that don't saturate



parents with information and they tune out or complain about too much material coming at them.

- The Director informed the committee that he could mention the communication issue to all principals if it is a concern across the board; however, if only a few schools Julian asked to be given the names of the schools and he will contact them individually.
- Communications Issues: Superintendent Brenda Wilson will attend the next CSPA meeting and will inform the Director about the discussion on Communications. Sean will also take notes and provide these to Julian so they could look at ways to improve.

9. Parent Engagement for the rest of this year/future years

- New funding source through Green Register for workshops
- Ideas or suggestions for other events (non-workshop targeted) based partly on results of surveys discussed above
 - i. Math workshop
 - ii. Spring 2013 Parenting Now conference

10. **Next Meeting:** Wednesday, March 20, 2013

11. Adjournment

THAT THE PIC MEETING BE ADJOURNED AT 12:55 p.m.

Moved by Mirna Akkawi, seconded by Karen Delaney



Parent Involvement Committee
Tuesday, October 2, 2012
Catholic Education Centre – Trustees' Lounge (inside Board Room)

MINUTES

Present: Cathy Philpott, Laura Johnston, Karen Delaney, Mirna Akkawi, Sean Jackson, Alison Baizana (via speaker phone), Julian Hanlon, Alana Schryburt

Regrets: None

Prayer (Julian)

1. Welcome New Committee Member: Sean Jackson / and Introduction of Committee Members (Cathy)

- Sean introduced himself, and the committee members did a roundtable introduction

2. Election of Chairperson (Cathy)

- Sean expressed an interest to have his name stand as Chair of PIC. No other names came forward for the position of Chair

Moved by Karen Delaney, seconded by Laura Johnston

THAT SEAN JACKSON BE ELECTED CHAIRPERSON OF PIC FOR A TWO YEAR TERM, UNTIL THE FALL OF 2014, IN COMPLIANCE WITH PROCEDURAL BY-LAW 3.1.

3. Approval of Agenda

- Moved by Cathy Philpott, seconded by Karen Delaney

THAT THE AGENDA BE APPROVED AS PRESENTED.

4. Confirmation of Minutes – June 12, 2012

- Moved by Karen Delaney, seconded by Laura Johnston

THAT THE MINUTES OF JUNE 12, 2012 BE APPROVED, AS AMENDED

5. Actions resulting from June 12th meeting

a. Budget – 2011-2012 Update

- Committee members were updated on the spending which occurred over the summer months, in particular, the website redesign for CSPA and PIC.

b. Update on items to be actioned

- Cathy and Cindy provided an update on items to be actioned from the June meeting, i.e. best way to communicate with principals (newsletters, etc.), “Ready, Set, High School” document, and Me to We.

6. New Business:

a. Letter from Minister of Education re: Transfer of Funds for School Council Parents Reaching Out (PRO) Grants, dated August 30, 2012

- Information item

b. List of Schools Receiving PRO Grants

- Information item

c. 2011 PRO Letter Template (to be updated for 2012-13)

- Once the PIC Chair email address has been updated, the letter as presented was approved to send out mid October.
- The school councils receiving PRO grants will receive their memo in the same envelope as the PIC memo and cheque.

d. PIC funds – distribution

- Information item

e. 2011 PIC Letter Template (to be updated for 2012-13)

- Cathy and Cindy will review the letter, make recommendations on more ways to spend PIC funds, and forward to Sean for distribution to the committee. Once approved, the memos and cheques will be sent to schools mid October.

f. Posting in CLL for all superintendents, principals, managers

- It was explained the “CLL” is a committee of all superintendents, principals and managers in the board who meet monthly and that the information provided in the agenda was distributed to the CLL members to update them on PIC and CSPA.
- Sean will prepare a blurb on PIC to introduce at next CSPA meeting.

g. Parenting Now – October 27, 2012

- Overview of agenda presented.
- Flyers and letters will be distributed from the Director's office by Friday, October 5th.
- Cindy will forward agenda to principals for October newsletters.

7. **Next meeting:** Wednesday, January 16, 2013

NOTE: Future meetings: Wednesday, March 20, 2013 and Wednesday, June 12, 2013. Meetings will be from noon to 1:00 p. m.