



## **Parent Involvement Committee (PIC) Meeting**

**Wednesday, March 20, 2013  
Noon – 1:00 p.m. , Room #3**

### **MINUTES**

**Present:** Sean Jackson, Cathy Philpott, Karen Delaney, Joanne MacEwan, Denise Andre (representing Director), Cindy Owens, Alana Schryburt

**Absent:** Mirna Akkawi

**Prayer:** Denise

#### **1. Approval of the agenda**

- Added: Improving Communications with Parents (Sean)

THAT THE AGENDA BE APPROVED, AS AMENDED

Moved by Karen Delaney, seconded by Laura Johnston

#### **2. Approval of January 16, 2013 Minutes**

THAT THE MINUTES BE APPROVED AS PRESENTED

Moved by Cathy Philpott, seconded by Karen Delaney

#### **3. PIC Budget update (Sean)**



- Detailed accounting from Director's Forum and other big ticket items will be reviewed and brought forward to the committee in June for final approval.
- Smaller expenses will be submitted throughout the months ahead and will be itemized on the final budget
- We will have no issues with spending the entire PIC Budget this year.
- Expense items may need to move to CSPA for sharing, such as : badges used by both CSPA and PIC members. Next CSPA meeting will be discussed further

#### **4. Parent Engagement for remainder of year (All):**

- Math workshop #2 (April 3<sup>rd</sup> St. Peter HS)
  - Cathy updated the committee. Still looking for a west-end high school
  - Denise spoke with Jen Oake, Principal, Holy Trinity HS, and school community would be interested in hosting, however timing may be an issue. Input was that to wait for the Fall would be a better option.
- Other potential events
  - Cathy approached Brent Ullman to speak at an intermediate/high school and depending on the date he would consider speaking.
  - Cathy contacted several principals to find out who could host and at present waiting to hear back from the principal at St. Paul
  - Denise will follow-up with principals to see who may be able to host.
  - Approximately \$1500 available for expenses including a night event for parents
  - Cost to school would be approximately \$500

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#### **Catholic Education Centre**

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- Should school not have funds available to host, funds may be available from PRO/PIC
- Schools can partner should this work better for them
- Location is key
- Terry Orlick – mental health speaker – Cathy having problems getting in touch with him. Have discussed other speakers but still not yet decided
- Talked about a multi-lingual bookmark which would have a link to the CSPA/PIC website.
- Speaking with Ministry to see how funds may be spent on these initiatives.

#### **5. PRO Grant and PIC spending by schools (Sean)**

- In early May, principals will receive a memo reminding them to complete the spending of their PIC funds. At this time they will also receive the Report Back Form and an envelope for receipts.
- It was felt that principals should be contacted now and informed that if they feel their school council will be unable to spend any/all of their PIC funds (\$1000 HS and \$500 elem) they should contact the PIC Chair for options.
- **ACTION:** Denise to inform principals at the April CLL (principals meeting) to contact Sean Jackson by email for advice/recommendation.

#### **6. PIC Logo/Website renewal (Sean)**

- Sean provided an overview on other boards who have logos and asked our needs for a logo
- Sean provided a preview of new CSPA website
- PIC Webpage – needs to be retooled so that it links more easily to CSPA



- **ACTION** : Sean will talk with Mardi regarding assistance from Kelly to update the web presence.
- 7. Directors Forum (All)**
- Sean asked for feedback on speaker and if cost was worth the extra money
  - Cindy – well received speaker, resonated with board theme and he was inspiring. It is important for parents to hear about the whole child and it was an excellent night.
  - Denise – days later heard two separate principals at different events speak highly about the event and the message. This showed parents about the engagement that the board does. Students are very involved in We Day so there could be a connection based on what parents heard that night. It was a excellent turnout
  - Joanne – 33 schools represented, keynote may have been a reason why those parents came to the Forum. Past speakers were less money, however, still feel that well worth spending the money. There was a whole message to the community.
  - Sean – appreciated the feedback which supports the decision
  - Joanne/Karen – February is a difficult time with weather, etc.
  - Denise – we could look at another date, however ensuring not too close to Easter or other events will be a challenge. End of March may be an option.
  - Sean – need to start planning and settle on a date asap. If decide on November date need to start planning now; if after Christmas can plan next school year.
  - **ACTION** : Denise will discuss with Julian a proposed date.
- 8. Parent Engagement Toolkit on Safe and Accepting Schools (Cathy)**



- Request from CODE for input and Cathy created a google form and received a few responses. Comments around bullying, welcoming schools, safe schools, etc. Possibly this was a prelude to another survey coming out in the near future.

**9. Regional EQAO Parent Forum, Saturday March 23<sup>rd</sup> (Sean)**

- 100 spaces reserved
- 78 people registered, EQAO asked that information be pulled off our website because of so many registrations

**10. CCSTA Conference (National conversation) Oct 3 – 5 (Sean)**

- \$426 registration – Cathy requested to attend.
- CSPA and PIC to share the cost
- Approved \$213+tax to send Cathy

THAT THE CATHY PHILPOTT ATTEND THE CCSTA CONFERENCE,  
OCTOBER 3-5, 2013 AND THAT EXPENSES BE SPLIT BETWEEN PIC  
AND CSPA

Moved by Karen Delaney, seconded by Laura Johnston

**11. CSPA Advertising in Connections - Fall 2013 (Cathy)**

- Cathy spoke with a staff member in Continuing Education and the next Connections booklet will feature CSPA on the inside, back page
- No charge to CSPA



## 12. Improving Communication with Parents

- There are challenges and need to discuss what works and ways to improve
- Would like to develop a sub-committee involving a high school principal, an elementary principal, board rep, Communications dept and parents. Would prefer principals/parents that have communication challenges.
- Cindy – this was discussed at PIM (Privacy Information and Management) committee and presently looking at the same issues. Would like to know from parents what issues they are facing. I can send out a message 50 different ways and will hear parents say “Why didn’t you tell me?”
- Joanne – Communications Dept is looking at how we share information with parents. There are several groups looking into this and may need to tap into.
- Karen – feel that we may need to say how we communicate and be consistent rather than provide many options.
- Cindy – possibly defer this discussion until we see what Communications develops and the discussion with PIM.
- Sean – feedback from these discussions would be helpful to PIC
- **ACTION:** Cindy will provide feedback at June meeting

MOVED TO ADJOURNE AT 1:00 P.M.

Moved by Karen Delaney, seconded by Cathy Philpott

v. **Next Meeting: Wednesday June 12, 2013, noon, Room #3**