

Parent Involvement Committee (PIC) Meeting

**Wednesday, January 29, 2014
Noon – 1:00 p.m., Room #3**

MINUTES

Committee Members Present: Sean Jackson (Chairperson), Laura Cater (Parent), Susan Elsdon (Parent), Laura Lea Johnston (Parent), Joanne MacEwan (Trustee), Cindy Owens (Principal), Cathy Philpott (CSPA Chairperson), Julian Hanlon (Director of Education), Kathy Hodgins (Executive Officer)

Absent: Mirna Akkawi (Parent)

In attendance: Sandra Falcomer (Administrative Assistant)

Chair Sean Jackson welcomed two new parent members Susan Elsdon and Laura Cater; Kathy Hodgins, Executive Officer and Sandra Falcomer, Administrative Assistant from the Director's Office

PRAYER (Julian)

1. APPROVAL OF AGENDA (Sean)

Motion: Moved by Cathy Philpott, seconded by Laura Lea Johnson

THAT the Agenda of January 29, 2014 be approved as presented.

Carried

2. CONFIRMATION OF MINUTES – OCTOBER 9, 2013 (Sean)

Motion: Moved by Laura Lea Johnson, seconded by Cathy Philpott

THAT the Minutes of the October 9, 2013 meeting be approved as presented.

Carried

3. **ACTIONS RESULTING FROM OCTOBER 9TH MEETING:**

- PIC Budget reallocation (Sean)
- PIC Communications Survey (Sean)
- OAPCE Membership (Julian)
 - Membership to OAPC will be declined

4. **NEW BUSINESS:**

- **PIC representation (Sean)**
 - Susan Elsdon (parent – St. Mark Family of Schools) and Laura Cater (parent, St. Pius Family of Schools)
- **Update on events conducted since last meeting (Sean & Cathy)**
(Details included in January 29, 2014 Agenda Package)
 - Parenting Now
 - Social Networking Safety, Paul Davis
 - People for Education
 - The Story of Bob
 - Boot Camp for Councils
 - OCSB Kindergarten Workshop
 - Math Workshops for Parents
- **PRO Regional Grant Update (Sean)**
 - *Notre Dame HS Rec Leadership Pilot Project*: well underway
 - *PIC Survey*: in the works
 - *100 Years of Loss*: will be funding a portion of the cost
 - *South East Ottawa funding*: speaker and food cost; advertising in their community
 - *Family Welcome Centre*: number of initiatives dealing with translation initiatives, including Prayer Card; translation is expensive, requires a large budget but will have a resource for number of years
 - Video Project: a video series of “what can you expect and when....”; draft contract coming in a week with an estimate of the cost
 - Director Hanlon will follow-up with further suggestions
 - Sean raised the question about how we follow up to ensure money is spent and Director Hanlon advised that as long as the schools were spending the money, the Ministry was satisfied.
 - Trustee MacEwan expressed the need to continue with the follow-up with the Ministry to ensure reports have been sent directly; we want to be fiscally responsible and account for money; if money is coming back we can plan for it.

- **PIC Budget Update (Sean)**

- Sean provided an overview of the projected budget
- Travel cost will be submitted at end of year
- Use of Unspent PIC Funds: remains unspent
- Communications: no change
- Workshops for Parents
 - Directors Forum
 - Parenting Now
 - Bootcamp for Councils
- Conferences & Networking
 - CEFO Gala to be added
- Julian Hanlon has requested initiatives from Superintendents and will get ideas to the table

Motion: Moved by Laura Lea Johnston, seconded by Cathy Philpott

THAT the PIC Budget for 2013-2014 be approved as presented.

Carried

- **New Initiatives:**

1. Update Name Tags and CSPA banner with new board logo
 - Allocate a budget line to update PIC and CSPA logo with the new Board logo (approx. \$200 each)
 - PIC banner with new logo (\$500 approx.)
 - Table skirt and table cloth (one of each for PIC and CSPA) with new logo (Sandra Falcomer to investigate and provide to Sean who will send out to committee)
 - Total cost of \$1,500 (maximum) for logo updates, banner to include table skirts/cloths

Motion: Moved by Laura Lea Johnston, seconded by Susan Elsdon

THAT the PIC Committee approve the new initiative, "Update Name Tags and CSPA banner with new board logo" including tables skirt and table cloths, to a maximum of \$1,500.

Carried

2. Proposal to purchase a table at the CEFO Gala
 - Recommend that PIC purchase tickets a table for 8, for the Catholic Education Foundation Gala Dinner to be held May 1, 2014.

Motion: Moved by Laura Cater, seconded by Susan Elsdon

THAT a table for 8 be purchased for the Catholic Education Foundation Gala Dinner to be held May 1, 2014.

Carried

- **PIC Communication Survey Status (Sean)**
 - Purpose of the survey is to gather information about how the school communication is sent to parents and to develop a communications strategy for improvement, i.e. what they are getting, what do they want and method of delivery they receive/prefer
 - Would like to consider aligning data with zones so they could show what schools are engaged and share best practices with others
 - This survey will only be done once so best to do it well; it would assist with developing a multi-year strategy to move communications forward
 - PIC and CSPA can identify the show case schools and work out the strategies and share the information with schools; Cathy felt this would take the load off the schools and recognizing that what may work with one school may not necessarily work with another
 - Cindy suggested that the communication tools being listed should be more generic and not so tool specific
 - There is a difference in communication from early elementary to higher grades
 - Some felt that if schools were identified, you might get pushback and the survey could be perceived as negative
 - Sean asked if it would be possible to have 5-10 minutes with principals (possibly at a CLL)
 - Susan Elsdon suggested extending the electronic communication list to include Podcast, blogging, personal class websites
 - It was noted that “School council” is missing
 - Constant contact via synervoice was discussed
 - Some barriers to communication are language, understanding and accessibility
 - Accessibility could be a separate line item or include in the “challenges section”
 - Sean indicated that we would try to have the survey translated
 - There is a need to revisit what we have already done, what we are trying to achieve. Tools are changing quickly so there is a need to be more generic
 - Cindy wondered if we might be setting our schools up for false expectations
 - Reiterated that the purpose of survey is to identify the tools, revisit the electronic form of communication
 - CSPA recommendations – look through forms and see something missing like parent teacher interviews, open house; let Sean know and put a new draft together
 - From a school perspective, Cindy recommended that the preamble statement and the language be kept simple with a statement “Home School Communication” so that parents will complete the survey; many parents will still think information is coming from the school
 - It is important that they know it is coming from a group (PIC/CSPA) who are interested in parent engagement.

- **Upcoming Events (Sean)**
 - PIC conference coming up soon; Ministry will provide funding for two people. It was recommended that Sean Jackson and Cathy Philipott attend as representatives of PIC and CSPA.

Motion: moved by Susan Elsdon, seconded by Laura Lea Johnson

THAT Sean Jackson and Cathy Philipott attend the upcoming PIC Conference.

Carried

- **Online Parent Resources (Cathy)**
 - Working with Rob Long and Donna Presz to create easier access to parent resources on blackboard; this could be communicated by setting up a generic parent login at each school which could be code from website and needs to be communicated with principals. Julian to communicate with Brenda to facilitate ease of use for parents.
 - ***Parenting Now*** generated a lot of interest from the workshop and parents are interested.

5. OTHER BUSINESS ARISING

- A meeting was held with the Chairs from OCASE (public Board) and consideration is being given to doing something together.

6. NEXT MEETING: April 16, 2014, noon

Motion: Moved by Cathy Philpott, seconded by Laura Lea Johnston

THAT the meeting be adjourned at 1:30 p.m., be approved.

Carried