



REPORT

Parent Involvement Committee

§ *Minutes of the Parent Involvement Committee meeting September 12, 2013.*



Parent Involvement Committee Minutes
Education Centre
September 12, 2013 – 6:30 p.m.

COMMITTEE MEMBERS PRESENT: Leslie Danielson, J.W. Walker School Council; Trish Neilson, Sturgeon Creek School Council; Gabrielle Langlais, Rainy River High School Council; Steve Sinclair, Sturgeon Creek Alternative School Council; Kirsty Sinclair, Sturgeon Creek Alternative School Council; Dianne McCormack, Trustee; Heather Campbell, Director of Education; Kendall Olsen, Principal, Sturgeon Creek School/SCAP; Char Bliss, Parent, J.W. Walker School Council; Jennifer Learning, North Star Community School Council (teleconference)

ABSENT: Owen Johnston, Secondary Teacher, Fort Frances High School;

REGRETS: Jessica Tucker, Crossroads School Council; Janice Gagne, Kenora-Rainy River Child & Family Services; Rhonda Spuzak, J.W. Walker School Council; Lonna Oster, North Words;

ALSO IN ATTENDANCE: Sandra Ward, Recording Secretary

1. **Call to Order**

The meeting was called to order by Leslie Danielson at 6:34 p.m.

2. **Disclosure of Conflict of Interest**

There was no disclosure of conflict of interest.

3. **Approval of Agenda**

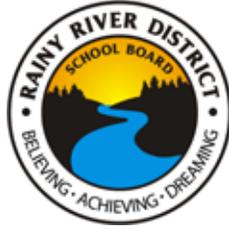
A motion was made by Kirsty Sinclair and seconded by Trish Neilson to approve the agenda. All were in favour.

4. **Confirmation of Minutes**

The minutes of the May 2, 2013 meeting were reviewed and one change was noted. Trish Neilson indicated she was present at the last meeting and not participating by teleconference. The minutes will be changed to reflect this.

A motion was made to accept the minutes with this change by Kirsty Sinclair and seconded by Gabrielle Langlais.

Sandra Ward was introduced as the new Recording Secretary. All members introduced themselves and stated their representation on the Committee.



5. Business Arising from the Minutes

2012-2013 Annual Report

The Committee reviewed the Annual Report in the package. The report is a summary of Parent Involvement Committee Activities from the previous school year and it was presented at the September 3, 2013 Board Meeting.

Parent Involvement Committee Newsletter

The PIC newsletter was distributed at the schools in June 2013 and it was also available at the schools during registration. The Committee had previously noted that consideration would be given to publishing newsletters at the start of the school year, mid-year, and at the close of the school year, depending on information available.

The Committee discussed the merits of starting the new school year with a newsletter and made the following suggestions for items that could be included in the next PIC newsletter:

- Recruitment for new members on the PIC Committee;
- School Council meeting dates from all the schools;
- PRO Grant – announcement of money received from the government;
- Tips for a successful transition from Grade 8 to Grade 9 (same as in first edition);
- What to expect from the Early Learning Program;
- Helpful websites to keep them visible to parents.

It was suggested that we need to make the Newsletter more prominent with possibly a web page for the Parent Involvement Committee.

Heather Campbell will create a draft PIC newsletter to be reviewed by the Committee at the next meeting.

PRO Grant Announcement 2013-14

Heather Campbell informed the Committee that the PRO Grant Application submitted on May 21, 2013 has been approved. The application was for \$20,000 and the Committee received \$18,500. The Transfer Payment Agreement (TPA) has not yet been received that will show the restrictions for spending. There are very clear expectations and guidelines to be followed. The application was done in conjunction with the Best Start Program for the whole region. There has been no formal announcement yet from the Ministry Of Education with regard to the awarded funding.



Heather Campbell thanked Kendall Olsen, Leslie Danielson and Kirsty Sinclair for their assistance on the proposal.

The PRO Grant Application had an emphasis on family math workshops designed to encourage building parent skills to support learning math at home. It was geared to Elementary levels but could involve a workshop at the Secondary level as well.

The application also notes that the math workshops would take place in at least four locations across the region. Certain schools could hold a parent night and invite parents from another school.

The question was asked, who will set the guidelines for math night workshops? Heather Campbell informed the Committee that Sharla McKinnon is interested in joining the PIC Committee as the Elementary Teacher representative. Sharla is the Numeracy Facilitator (K-8) so she will be a great resource for this initiative. There was also a question regarding what the deadline for spending the allocation is. Heather Campbell indicated that it would be most likely by the end of the school year but that this information would be included in the TPA when it is received.

The PIC's role is to support school councils. It was recommended that it be taken to School Councils to see which ones are interested in participating. Also it was noted that this is something the 2013-2014 PIC Committee take on once new members are in place.

6. New Business

Budget for 2013/14

Heather Campbell reported that the budget for last year was approximately \$5,909.00. The Committee did not spend all of the allocation, and it does not roll over to the next year. The budget for the PIC Committee for the upcoming year is \$5,409.00 plus the \$18,500 for the PRO Grant. The budget can be used for printing, resources, metrage and to top up conference fees.

Updated Action Plan – Parents' Math Night

No further discussion was required at this time as it was addressed during the PRO Grant discussion.

Review of Bylaws and Recruitment

- Leslie Danielson will remain for another year.



- Rhonda Spuzak has completed a 2 year term.
- Kirsty Sinclair and Gabrielle Langlais will remain for another year as parent reps.
- Char Bliss will remain for another year only if necessary.
- Janice Gagne and Lonna Oster will remain as Community reps.
- Kendall Olsen indicated he would remain for another 2 year term.
- Owen Johnston, Secondary Teacher – we need to find out his intentions.
- Heather Campbell noted during the meeting that Sharla McKinnon was interested in joining as an Elementary Teacher representative.

The By-law was referred to for clarification that you do not necessarily have to be a member of the School Council to be a member of the Parent Involvement Committee. It was noted that having someone from the School Council on the PIC would be helpful so that they could pass information back and forth between the two groups.

The minutes from PIC get sent to all school principals and they pass those on to their School Council members.

It was agreed that Heather Campbell will send a letter to schools and school councils to recruit new members for PIC.

There was a discussion regarding By-law 7 – Meetings (bottom of page 6 and top of page 7) and the definition of quorum. A motion was made to revise the By-Law to reflect the wording in the Ministry of Education regulations. Parent/Community members would be combined. This was agreed to by all. Heather Campbell will draft a written notice to amend the By-Law and it will be included as an Agenda item for the next Committee meeting.

When the meeting Agenda and package for the next meeting is sent out, it is requested that each member reply as to whether they will or will not be able to attend. This will ensure that staff knows if there will be a quorum for the meeting.

School Council Templates Sub-Committee

Heather Campbell noted that she has several user friendly templates available that would be helpful as guidelines for school councils to follow. Steve Sinclair and Gabrielle Langlais agreed to review these templates and make suggestions as to which ones should be passed on to the school councils as part of the Parent Involvement Committee's efforts to support councils.



7. Director's Update

Heather Campbell, Director of Education, reported as follows:

- It has been a great start to the new school year with elementary enrollment up and secondary enrollment down – across the Board.
- The Information Technology Dept., Maintenance and school custodians worked hard to ready schools for the start of the year.
- Kiss n Ride at JW Walker and Robert Moore to ensure student safety went very well with the help of community partners and school councils.
- Sarah Irwin-Gardner has been hired as our Mental Health Leader.
- First Nations Metis Inuit additional funding was received in June. The Board has a new Work Study Teacher working on a project to help with parent engagement and mathematics.
- The Strategic Plan focuses for 2013/14, within the Annual Operational Plan include:
 - Working with community partners to support the implementation of Early Learning as the Board approaches the final year of implementation;
 - Completing the First Nation Metis resources and supporting teachers in using these resources;
 - Continuing the commonsense.org resources within the system to promote responsible and safe use of technology;
 - Continuing the work on websites as well as looking at other ways to provide timely information to parents (Synre Voice – a phone system that will be in all schools in October, that will leave messages for parents);
 - Continuing MERL project (Modernize, Expand, Revitalize, Localize) – involving all FN communities to support Ojibwe language at home and at school;
 - Working with community partners on safe school procedures and protocols, with an emphasis on students at risk;
 - Working with parents on successful transitions of students, with a focus on working with Aboriginal parents;
 - Creating opportunities for parents to understand inquiry and play-based learning (math project and Best Start Network).

8. Correspondence

Letter to PIC Co-Chairs

The “We All Belong” toolkit was presented at the April 2013 PIC Symposium and a link to this resource can be accessed at <http://infocopa.com/capsules-en.html> as mentioned in the letter. A copy of the toolkit was also sent to Leslie Danielson. Leslie passed it on to Kristy Sinclair and she will review it and report on it at the next meeting.

Heather Campbell
Director of Education



Michael Lewis
Chair

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People for Education

Heather Campbell received information regarding a conference on November 2, 2013 hosted by the People for Education. This conference is in Toronto. Heather will send out the link for everyone to look at. At the next meeting it can be decided by the Committee if someone from the Committee should attend.

9. Next Meeting

The next meeting will be held October 17, 2013 at 6:30 p.m. at the Education Centre.

10. Adjournment

The meeting adjourned at 7:30 p.m.