

Parent Involvement Committee (PIC)
to support, encourage and enhance parent involvement at the Board level, and to support improved student achievement and well-being

Avon Maitland District School Board
MINUTES
Wednesday, October 2, 2019 – 5:30 p.m. to 7:00 p.m.
Festival Room, Seaforth Education Centre

Parents: Jenn Cox (Clinton) Chair, Sarah Campbell (Goderich), Jill Rolfe (Milverton), Carling Buchanan (Listowel Eastdale), Lori Nolan (North Perth Westfield), Tricia Robb (Hamlet), Jen Love-Campbell (FE Madill), Lisa Sheldon (DCVI, South Perth), Judy Greig (DCVI, Little Falls), Jeanette Versteeg (LDSS)

Principal Rep: Marie McDade

Trustees: Nancy Rothwell, Laura Bisutti

Staff/Resource: Lisa Walsh (Director), Chera Longston (Communications Manager), Erin Moore (Finance Manager), Lindsey Martchenko (Admin Assistant)

Agenda Item	Notes
1.0 Routine Matters	
1.1 Approval of the Agenda	<i>That the Agenda be approved as presented. Moved by Judy Greig, Seconded by Sarah Campbell</i>
1.2 Approval of the June 5, 2019 Minutes	<i>That the Minutes be approved as presented. Moved by Lisa Sheldon, Seconded by Sarah Campbell</i> <i>Highlights from the minutes:</i> <ul style="list-style-type: none"> - presentation from Amy Kipfer on Administrative Procedure 398 Gender Identity - bring a friend to a meeting! - last year we focused on Mental Health and had presentations by the Superintendent and School Psychologist
2.0 Items Brought Forward	
2.1 Welcome Back and Board Update <i>Director Lisa Walsh</i>	Director Lisa Walsh introduced herself and welcomed everyone. She advised that all school boards are mandated to have a Parent Involvement Committee, and that this committee is meant to serve as an advisory committee to the Director and the Board. She is looking to share what is happening at a system level, and to bring the parent voice back to Senior Staff. Update on Collective Agreements: <ul style="list-style-type: none"> ● Governments extended all collective agreements 2 years ago, and they are now coming due for negotiation with all union partners

		<ul style="list-style-type: none"> • CUPE is the first to negotiate with the province, and we are not part of CUPE so their current work to rule/strike position does not affect our board • We have 9 unions/representatives bodies in our board that will all go through negotiations. • Parents will be well informed if something happens that affects our board. Chera Longston asked parents to follow social media, and to sign up for news updates through our website. <p>2019/20 School Year</p> <ul style="list-style-type: none"> • Lisa advised that throughout this year we are working on our Strategic Plan, which is a plan outlining what trustees would like to see from the board over the 4-year period. This plan is on a 4-year cycle, and we are preparing the 2020-2024 plan right now. We collected information through ThoughtExchange to elicit input from parents around the new Strategic Plan, and we have another ThoughtExchange going on with our staff. We will bring our draft Strategic Plan to PIC for feedback before it is launched in June 2020. • Focus areas - Literacy and Numeracy, Social Engagement (safe, strong sense of belonging, conflict vs bullying, mental health champs in schools) and Intellectual Engagement (excited to come to school, challenged, connected with real world) • We had to cut \$7.1 million from our budget, which will show up as changes at the school level, i.e. changes in class ratios at the secondary level, reduction of professional learning for staff
<p>2.2 Old Business</p> <p>Revisit the idea of the project “Finding the Invisible” as a way to support and connect with students who may need extra</p>		<p>Jenn told the group about her involvement in the Emerging Leadership Development program which is a program open to staff at AMDS. One of the projects was Finding the Invisible which identified students who might need more support or a stronger connection with someone at the school. A group of teachers came together to provide this additional support for students. This project was started by Nadine Fletcher of North Perth Westfield.</p>
<p>3.0 New Business</p>		
<p>3.1 PRO (Parent Reaching Out) grant money 2019/2020</p>		<p>Erin spoke to the new process for the Parent Reaching Out grant, and how the application process will run this year. Previously student councils had to apply for this grant directly to the Ministry, this year the board was given funding directly that we need to distribute to schools. The funds for the school projects</p>

	<p>must be used within the 2019/20 school year, so applications will need to be prepared quickly. There are stipulations on how much can be spent on different expenses (e.g. 10% on refreshments; can't spend the money on anything that the Ministry currently provides; limits to tech and capital items). These stipulations will be included in the application form.</p> <p>Lindsey advised that a committee will be developing an application form and criteria for the projects, which will be circulated to all school councils by the end of October. The applications will be due by the third week of November, and decisions on which projects will be funded will be made and communicated to the schools by the end of November.</p> <p>We want to showcase some of the successful projects, and have them present to PIC. We are hoping to use PIC as a platform to share ideas and network between schools.</p> <p>Brainstorming of Ideas for School Projects:</p> <ul style="list-style-type: none"> ● one school bought mental health resources for parents (books, games, etc) and set up a parent library ● work together with other schools for larger events ● math night/ "games" night - some people are intimidated by the word "math", can include literacy games ● one school is doing a callout for people to bring board games they no longer want to keep and want to donate to the school ● game swap night ● Wellness through the Arts night ● Inquiry through Learning night - activities for kids (loose parts night) ● Literacy Night - have "celebrity" readers reading their books in different rooms of the school ● Social Media presentation - being safe online
<p>3.2 Planning for 19/20 school year: best way to get our message out, recruit members, stable membership, terms of membership, communication plan, event?</p>	<p>Chera reminded the group that this committee is meant to be a network to share ideas, and that we hope to send requests and information to each of the school councils as they are not all represented at PIC.</p> <p>Suggestions/Idea from the group:</p> <ul style="list-style-type: none"> ● one school created a role for PIC representative on their school council at the executive level

		<ul style="list-style-type: none"> ● create an online forum for PIC members to facilitate idea sharing ● create standing item on school council agendas to discuss online forum - this should go out in a System Memo to school councils once the online forum is created
3.3 Responses to online survey		<ul style="list-style-type: none"> ● only 1 response was received
3.3 Exit slip for members please complete, what would you like to see going forward		<ul style="list-style-type: none"> ● Jenn asked members to complete the exit slip before leaving the meeting
		<p>Jenn invited parents to share what they see in their schools that shows the focus on Mental Health. Each school was asked to make a Mental Health/Well-Being goal, and she asked people to share the goal of their school.</p> <p>Some ideas that were shared were:</p> <ul style="list-style-type: none"> ● mirrors in the front of the school - phrases written on such as “I see a champion” ● include link to MH & Wellness newsletter on parent voice website
5.0 Next Meeting(s)		February 5, 2020, April 8, 2020 and June 3, 2020 – start at 5:30 p.m., meetings are held at the Seaforth Education Centre
6.0 Adjournment		

From Board Policy #10 re Committees of the Board

The PIC is a parent-led committee. The chair/co-chairs are parents, and the majority of members are also parents. For parents to qualify for election or appointment, they must have a child enrolled in a school of the board. To provide a direct link to the board, the director of education and a trustee are also members. The PIC appoints up to three community members. Each Parent Involvement Committee decides, based on its local needs, who else to include, such as a principal, teacher and support staff. The committee meets at least four times a year.

5.4 **Parent Involvement Committee (PIC)**

5.4.1 **Purpose:**

- a) The Parent Involvement Committee (PIC) is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.
- b) A Parent Involvement Committee shall achieve its purpose by providing information and advice on parent engagement to the board; communicating with and supporting school councils of schools of the board; and understanding activities to help parents of pupils of the board support their children's learning at home and at school.

5.4.2 **Membership:**

- a) The number of parent members specified in the by-laws of the committee (parent members must constitute a majority of the members of a PIC)
- b) The director of education (or designate)
- c) One trustee and one alternate appointed by the board
- d) The number of community representatives specified in the by-laws of the committee

5.4.3 **Meetings**

PICs are to meet at least 4 times in each school year. Meetings are to be held in public and no meeting may be held unless the following members are present: a majority of parent members present, the director of education (or designate) and the board member (or his/her designate).