

## **Parent Involvement Committee: MINUTES**

Monday, November 3, 2008 J. D. Hogarth Public School library 7-9pm

### **AGENDA**

Welcome and introduction

*Present: Anna, John, Lynne, Janet, Cheryl, Tamara, Martha, Claudia, Kay, Erin, Guest Parent Peter*

#### **Admin (60 min)**

- Board/Ministry initiatives/info pertinent to PIC Martha/Erin (10 min)  
*Erin has been in dialogue with the ASCD. A full day conference on Parent Engagement will be held on April 28<sup>th</sup> at the Delta Inn in Guelph. PIC members will be needed as volunteers at the event. ([www.ascd.org](http://www.ascd.org))*
- Parent Liaison Report Kay (15 min)  
*The Folder Parents and Schools: Partners in Student Success was distributed. 3 copies will be going to each school: Principal, School Council and Parent Resource Section. This folder is intended to be an initial communication tool which, the PIC can add to. PIC members are encouraged to speak with Councils to find out what they might find useful.  
42 PRO grants have been received to date. Last year 44 were submitted. PL is confident that there are more to come in. History shows that not all Councils submit promptly. 14 proposals came from schools that did not submit last year. PL did not hold a writing workshop but did conference with individual Councils and Principals.  
Initial feedback from Councils that submitted last year but not this year was that they had personnel issues and they were discouraged at the amount of work put into the planning of events and the limited turnout.  
Councils that did participate found the online process easier this year.*
- Kay to highlight conference opportunities  
*People for Education: Making Connections Saturday Nov. 8 (There will be a workshop dedicated to PICs) Register now. Spaces are limited. [www.peopleforeducation.com](http://www.peopleforeducation.com)  
Volunteer Centre of Guelph Wellington: Diversity Matters Nov. 19  
Volunteer Centre of Guelph Wellington: Coaching & mentoring For Success Nov. 12 <http://www.volunteerkw.ca>  
Safe Futures Canada: Youth Today Youth Tomorrow Nov. 26  
[info@safefuturescanada.ca](mailto:info@safefuturescanada.ca)  
UGDSB, CEC, WCDSB: Your Choice Explore your options Nov. 26*
- Committee Reports (30 min)  
*Anna discussed her intentions of establishing committees: 1. Succession Development 2. Skill Development 3. Help members get to know each other better. (See attached)  
Discussion around the time commitment involved.*

*Many of the items listed are part of the PL position. Are we duplicating responsibilities? More hands less work.  
Suggested that committee work be more task oriented. Decide on a task and then establish who will work on it.*

- **Setting up of Committees and their mandates: Anna**
  - Communication
  - Selection
- **Budget (initial discussion) John (15 min)**

*John began discussion on setting the budget. Group decided that before this can be set a clear goal needs to be decided on.  
Discussion around the Parent Liaison Position. This took 44% of the budget last year.  
Is the PIC engaging disengaged parents? How is the budget being spent to accomplish this mandate?*
- **FYI Agenda setting process: Anna (5 min)**

*Committee members are asked to submit items for the agenda 2 weeks prior to the next scheduled meeting. Co chairs and PL will set agenda via email. Agenda will be out 1 week prior to meeting and minutes should follow no more than 1 week post meeting.*

#### **Advisory (10 min)**

**Bottled water update: Mark Bailey (5min)**

*Martha gave the bottle water background and informed the PIC that UGDSB staff has been directed to do a study on the issue. UGDSB staff to report Dec. 2009.*

*Question raised: How is this related to the PIC? What does it have to do with Parent Engagement? PIC may be a vehicle for hearing the Parent voice on this issue.*

**Textbook survey: Anna (5 min)**

*Anna has worked with the High School Superintendent to come up with a survey that will assess the issue of textbooks – lack of, outdated etc. in the High schools.*

*Question raised: How is this related to Parent Engagement? Anna explained that a commitment has been made to the parent that brought this issue forward. May be better coming through the Secondary School Council? Need to establish if the PIC will look at this sort of thing in the future.*

#### **Sharing (50 min)**

**Survey to SCs: PIC needs to hear the needs of SC and plan events accordingly. (5 min)**

*Anna distributed the survey. Discussion around the need for the PIC to be involved in the goals and specific activities of each School Council. This may help shape the direction or show the areas in which the PIC could offer support. Agreement that the survey needs to be reworked. Noted that Councils were asked last year to provide feedback and their answers helped shape the Folder Parents and Schools. Also noted that there was limited response. Suggested that surveys might be distributed a Parent Teacher interviews. Are*

*we trying to reach parents or councils with a survey about PIC? Maybe the question to each parent would be: How are you being hindered in engaging with your child's education?*

*Should Family of Schools be revisited as a way of supporting Councils and getting information out to the school? Are parents willing to attend another meeting? PIC members could facilitate meetings?*

**Strategic Planning: (15 min)**

Who? Facilitator? (In-house?)

When? (at reg meeting, separate ½ day?)

Why? Team-building

Develop short-term (2 year) strategic planning for PIC

- Identify PIC focus, goals and initiatives
- Develop budget process and set budget for 2008-2009

Formalize Parent Liaison hiring process and job description

*Suggested that we start by picking one goal for this year and work with the Epstein Model of Involvement to develop a strategy.*

***ACTION:** Each PIC member is asked to think about the concept of reaching every Parent in the UGDSB and reminding them about the Role they have to play in their Child's education. As a PIC, how can we get this message out? Each member may wish to look at Epstein's model of the 6 areas of involvement: Parenting, Communicating, Volunteering, Learning At Home, Decision Making, Collaborating with Community; however thinking outside this model is also encouraged.*

*At the next meeting this will be discussed and the hope is that the ideas that come forward will shape the budget and event planning for the 2008-2009 PIC year.*

Discuss any feedback from School Councils/parents (5min)

**PIC's PRO regional grant (20 min)**

*Submitted. Hope to hear by December.*

***ACTION:** PL will contact Ministry to see what time lines can be expected.*

**Logo Contest update (5 min)**

*Claudia outlined the plan of opening up the contest to all Secondary schools and possible gr. 7&8. Parents and teachers will also be invited to participate. Cash Prize. One Secondary PIC member, one Elementary PIC member and a local artist will act as judges.*

*Cheryl raised question about the logo that is on the Folder. Do we need to go through the logo contest? Claudia explained how it would increase public awareness of PIC and that she is willing to do the work.*

***ACTION:** Think about the logo. Do you think it should be opened up to a contest or are you happy with the selection on the folder?*

Next meeting date: Monday, Dec 8/08