



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

Student Achievement K-12

1325 California Avenue
Windsor, ON N9B 3Y6

CHAIRPERSON: Barbara Holland

DIRECTOR OF EDUCATION: Paul A. Picard

Telephone: (519) 253-2481 FAX: (519) 253-0620

**PARENT INVOLVEMENT COMMITTEE MEETING
MINUTES**

**Thursday, January 26, 2012 at 6:30 p.m.
Essex Civic Centre – Cafeteria**

PRESENT:

F. Favot, Trustee

Board Representatives:

J. Shea, Superintendent

E. Byrne, Superintendent

R. LoFaso, Vice-Principal, Safe Schools

Elementary Parent Representatives:

D. Thachuk - Cardinal Carter Family

S. Bolger - Holy Names Family

J. St. John - St. Joseph's Family

D. Tonus – St. Thomas of Villanova Family

H. Sawyer - Elementary Alternate

J. Blevins - Elementary Alternate

Secondary Parent Representatives:

A. Mason – St. Anne Family

H. McAuley – Assumption Family

G. Antogiovanni - Secondary Alt.

M. Houston - Post Secondary Representative

REGRETS:

J. Courtney - Alternate Trustee Representative

D. Turner - F. J. Brennan Family

A. Brink - Catholic Central Family Representative

C. McCarthy-Romanick - Representative at Large

A. Carlini - Special Needs Representative

H. Shamoon - ELL Representative

Rev. Fr. D. Adam - Diocesan Representative

Recording Secretary:

S. Lira

Agenda Item	Decision/Action Taken	Person(s) Responsible
Call to Order and Opening	Meeting called to order at 6:40 p.m. and opened with the PIC Prayer	Chair St. John

Prayer		
Recording of Attendance		
Approval of Agenda	Moved by John Blevins and seconded by Michael Houston that the January 26, 2012 PIC Meeting Agenda be approved. Carried	
	There was discussion regarding the format of the minutes. It was requested that they be done in the sample format in the <i>Practical Handbook for Parent Involvement Committee Members – Appendix A16</i>	
	Due to the tight timeframes between the Umbrella Meetings and the PIC, it was questioned whether the umbrella group could get a <i>copy of the draft PIC minutes</i> for their meeting. This request will be investigated, though normally they are not made public until approved by the committee at the next meeting.	Superintendents Shea and Byrne
Disclosure of Interest – Pursuant to the Municipal Conflict of Interest Act	None	
Approval of Minutes	Moved by Dana Tonus and seconded by Heather Sawyer that the November 24, 2011 PIC Meeting minutes be approved. Carried	Chair St. John
	Chair St. John introduced the two new members of PIC, Derek Thachuk, the Cardinal Carter Family of Schools Representative and Michael Houston, Director of International Affairs at the University of Windsor who is the Post-Secondary Representative on PIC.	
Presentations/ Delegations -Food & Beverage Policy	J. Ulicny gave an overview of the Food & Beverage implementation resulting from PPM 150, Policy/Program Memorandum from the Ministry of Education, which went into full effect September 2011. He reported on the funding, and explained the 80% sell more category and 20% sell less category of the program. The Board is working closely with the Windsor-Essex County Health Unit and Elizabeth Strachan, the Public Health Nutritionist regarding acceptable food and vendors. The Ministry provided funding in 2010/11 for training Principals, Vice-Principals and elementary teachers. We begin training secondary teachers second semester this school year. Should anyone wish to discuss the food that is presently being sold in the schools, they can contact Elizabeth at	Superintendent John Ulicny

	(519) 258-2146.	
	There was discussion and questions were asked regarding the Food & Beverage Policy, approved vendors, high school cafeteria sales, the drop in fundraising for the schools and opinions/ research on unhealthy food in the schools. It was suggested that CSAC Chairs be offered the Food & Beverage training. Superintendent Ulicny had no problem adding those parents who wish to be trained when the secondary teachers are, but the training is during the day. It was advised that PIC members advise their respective CSAC Chairs of the training and see if there is an interest. There might be a possibility of getting a workshop set up through the Health Unit.	
	It was suggested that PIC draft a letter to the Ministry to advise them of their concerns regarding PPM 150 regulations and the backlash that is apparent. It will be brought back to PIC at the next meeting.	
Action Items		
a) Use of Board Suppliers	J. Shea informed the committee of the information available on the Board website, under Departments – Business Operations Services. The Invitation for Contractor Qualifications, a prequalification form must be completed by the contractor. The Invitation for Vendor Qualification form can also be found. The Board Policy on purchasing, FO2 is also on the Board website. J. Ulicny discussed the advantages of schools purchasing through the Board or using Board vendors for computer-related and I/T purchases in order to take advantage of educational pricing and to maintain the standardization of equipment in all of our schools. It was suggested that the Principal at each school be advised to contact Board Administration, when there are larger or capital purchases being made in order to guarantee best pricing through the Board as well as direction in locating vendors. There was further discussion on re-evaluation of vendors, cutting costs to the Board and obtaining quotes. It may be beneficial to have someone from Purchasing or Facilities Services attend a PIC meeting to respond to any other questions.	Superintendent Shea
b) Library Update	An overview was given regarding the direction the Board is going, using ideas from the Learning Commons Centres, blended with high tech digital resources. With both paper and electronic sources, the hope is to enrich the libraries with circulation and access to the best and most current content in each format. It is the plan that the new model will integrate school items with what the Public Library has.	Al Maghnieh, Strategic Planning and Communications Coordinator

	<p>Al Maghnieh introduced A. Cameron from the Windsor Public Library who explained that with the joint programming of the Board and Library, each student would receive a library card, which would allow full access to the current public system and the libraries in the schools. There is a hope that the Essex County Public Library will be open to joining the venture. The venture is still in the planning stages, although work has begun and decisions are being made. There is no projected timeframe for program integration at all schools, as the program is being phased in. Al Maghnieh is happy to listen to anyone who would like to discuss the issue or recommend the support of any other agency in the process. Trustee Favot was concerned about maintaining equity among all schools, including those that may not have the resources for any new project. Discussion was had and questions asked regarding the role of the library in the schools, financial support, Catholic content of material and firewalls or filtering of inappropriate material, the books currently in the schools not in use and assessment of these collections, transfer of material, and student access to books from all school libraries and the 11 branches in the city.</p> <p>J. Ulicny, whose portfolio includes I/T for the Board gave a brief description of EBSCO and the various other resources the Board subscribes to that can be found on the Board website. These include various magazines, teaching aids and curriculum resources with the most current and accurate information in .pdf format for students and their families to utilize. The Board has done their best to share this information with staff and students at the Board level, but it is imperative that parents are aware of these resources. This could prove to be a very good parent engagement topic.</p> <p>It was requested that Al Maghnieh and Alex Cameron attend the PIC meeting in March to continue the discussions. They both agreed to attend.</p>	<p>Alex Cameron, Windsor Public Library</p>
<p>c) School Budget Allocations – 2011-12</p>	<p>Deferred to the PIC meeting on March 29, 2012</p>	<p>Business Department Personnel</p>
<p>d) Reporting Mechanism for Umbrella Group Meetings</p>	<p>Discussion ensued regarding the sharing of PIC meeting information to the Umbrella Groups. The group meets before PIC meetings to share information and discuss parent engagement, fundraising and many other topics of interest to parents. H. McAuley reported that the transition to the new PIC model has caused some frustration among CSAC members and they would like to address some of the concerns.</p>	

	Moved by Dana Tonus and seconded by Shelley Bolger that an Umbrella Group sub-committee be created to discuss the various areas of concern by CSAC members. Carried	
	Nomination by Dona Tonus of Heather McAuley to Chair this sub-committee. The nomination was accepted by H. McAuley. She will report back to PIC after their first meeting.	
e) Communication with Family of Schools Council Chairs	Discussion ensued regarding the use of First Class as a communication tool for all CSAC Chairs and PIC members. They find it a nuisance to have to check their mail in another communication source. It was determined that CSAC Chairs and PIC members are not accessing their mail in First Class. They would prefer to use their home email addresses. E. Byrne advised that this was the method of streamlining communication and keeping in line with the privacy issues legislation. We cannot post email addresses publicly, and we do not have the clerical and I/T personnel available to maintain this request. J. Ulicny confirmed this, and advised that he would send out through S. Lira, information on how to download the First Class Client to their individual home computers as opposed to going through the web, which is not as effective. After much discussion, the members were advised that if parents are willing to make a commitment to CSAC and PIC, they should commit and make an effort to use the Board First Class system of communication. It was also recommended that if CSAC members feel they are not being informed, school Principals can assist with the dissemination of information to their individual CSAC Chair(s). S. Lira will post a notice to CSAC Chair and PIC mailboxes when something is posted to the Information Folders.	H. McAuley
f) Timeline for Agenda Item Submission	There is a concern by PIC members that the 14 day submission timeline for agenda items, based on the Terms of Reference is too long and should be shortened. They feel that often there are items that come up within the 14 days prior to a meeting that need to be addressed at the meeting. J. Shea advised that <i>walk-on</i> items can always be added to the agenda the night of the meeting.	
g) Boundary Adjustment Information	With the aid of maps, E. Byrne explained the Board public consultation process presently taking place in three boundary areas: F.J. Brennan Secondary School, St. Joseph Secondary School, Immaculate Conception Elementary School and St. Angela Elementary School. It also involves Catholic Central and Brennan open access,	Superintendent Byrne

	as well as St. Anne Secondary boundary issues. There is a review to move ICS to the Victoria site of St. Michael's school, in an attempt to gather Catholic students in the St. Angela school area that were lost years ago with the closing of St. Clare School. It would provide a Catholic school in the downtown area. The Board shall endeavour to have the changes made for September, 2012, if possible. (Get dates of these public meetings for minutes)	
h) Field Trip Policy	Discussion ensued regarding field trips that are out of country and out of province. E. Byrne advised that the policy was reviewed and changes made to ensure that parents are aware of insurance to cover medical costs should a student be hurt on a field trip outside of Ontario. There is now a new parent consent form that provides a check-off box to ensure verification of insurance coverage. Principals must decide if the risk outweighs the benefit of some trips. There were concerns about the increase in field trip costs, and the Superintendents reminded parents that occasional teacher coverage is paid by the individual school, and the increased cost of bussing and field trip entrance fees may be the reason for the increase.	Superintendent Byrne
i) Trustee Conflict of Interest	Tabled and Deferred F. Favot will speak to this item at the meeting in March.	Trustee Favot
j) Faith Audit Status	Faith Audits involve going into the schools and speaking to students in religious studies classes, looking at what they are learning, the curriculum, the goals of the program and the success criteria. Superintendent Seguin will hold his second meeting early next week on the findings of the Faith Audits.	Superintendent Byrne for Superintendent Seguin
k) Accepting Schools Act	D. Thachuk spoke of his concern of Bill 13, which will require all schools to comply and take preventative measures against bullying and support students who want to promote understanding and respect for all. There is concern regarding this bill which involves gay and lesbian groups (LGBTTTIQ category), being protected under this legislation and what this means for Catholic teachings surrounding these choices in our Catholic Schools. He is urging PIC members to contact their MPPs to protect Catholic teachings in our schools. J. Shea advised that the bill has just passed the first reading in November. At some point we could invite M. Seguin, Superintendent of Faith Development to speak on this item, in which he is presently involved.	D. Thachuk Superintendent Seguin
Updates/ Reports		
a) Parent Engagement Initiatives	See Sub-Committee Reports	H. McAuley

b) Student Achievement Initiatives	J. Shea gave an overview of the PLCs; high school EQAO testing; promoting continual pathways for Crown Wards (transition and advocacy); Aboriginal Initiatives; Grade 8 Night conclusion; Student Success Teachers and Cross Panel discussion regarding parent engagement - working with teachers to extend the school experience; and the Data Warehouse with 6 yrs. of student learning information.	Superintendent Shea
	E. Byrne gave an overview of the Schools in the Middle, funding and working with teacher strategies; parent engagement – beyond fundraising and possibly holding sessions on what students are learning for problem-solving; student learning scans and what this involves for Superintendents (where they interact with students in classes at each school and get a 10 minute scan of the learning and propose next-steps for teachers); BIBSA – Ministry visits to the Board for Board Improvement Plan and accountability; Principal PD - to assure their teachers are using best practices and training of teachers on report cards.	Superintendent Byrne
c) Faith Formation & Student Well-being Initiatives	R. LoFaso gave an overview of the School Climate Survey which has gone out to the schools. We are required to provide this survey every 2 yrs. to the Gr. 6 students in the VIP program and the grade 10 students. It involves 40 questions, for which responses drive school improvement, programs and initiatives based on the findings. A letter is being sent home to parents to consent. It is voluntary and anonymous. The results, which will be sent to the Principals can be shared with PIC and CSAC.	R. LoFaso, Safe Schools
d) Finance Report	The Board was granted \$8817 from the Ministry for this school year. Currently, the Parent Engagement account has a balance of \$7175, which includes a rollover of funds from last year. Expenses this year include the School Council Commissioning Ceremony (food, guest speaker and other expenses) and membership in OAPCE (Ont. Assoc. for Parents in Cath. Ed.) for CSAC members. The balance of funding can be used for resources and speakers/ workshops.	Superintendent Shea
Correspondence	Letter from Laurel Broten, Minister of Education – In the letter which references Bill 13, she extends an invitation to two parent members of each PIC to attend the Third Annual PIC Symposium being held in Toronto on April 20 and 21, 2012. J. Blevins and D. Tonus requested approval to attend. The request was accepted by all. S. Lira will forward further information on the Symposium when it becomes available.	Chair St. John
Chair's Report	None	Chair St. John

Sub-Committee Reports		
a) Parent Engagement Sub-Committee	H. McAuley handed out a pamphlet from the Hamilton Wentworth DSB on their parent involvement. She suggested doing something along the same lines to spread the word to the WECDSB community. The committee is looking at other boards for ideas. They came up with workshop proposals and a proposed date. This workshop would be free to parents and would include a speaker. Heather handed out a list of ideas for the workshop and speaker, and suggested surveying parents on the top three ideas. This would be full day event, including food (snacks or lunch). It was determined that a Parent Engagement Event Sub-committee be struck to work on the event. Members include J. Blevins and D. Tonus, who will work with Heather on the event. Superintendents Shea and Byrne would like to ensure that they are kept informed of the event activities and that ideas for parents to assist their children are included in the day.	H. McAuley
b) Parent Reaching Out (Regional) Sub-Committee	Shelley has communicated with the Umbrella Group for ideas and volunteers. They are recommending a submission for a Regional PRO Grant, which would involve transitions into JK/SK, grade 1, grade $\frac{3}{4}$ and high school. She is suggesting a brochure or web document with ideas to help parents with these transitions as they pertain to curriculum expectations and providing websites that offer help. The brochure would include community ideas, places and things parents can do with their children outside of school to coordinate with or enhance their learning in school. It has been determined that it is hard to get parents out at night due to family commitments and they feel that getting information out to parents may be more beneficial. The grant submission is due May, 2012.	S. Bolger
Next Meeting Date	Thursday, March 29, 2012 Superintendents Shea and Byrne suggested that at the suggestion of Sr. Administration, we hold meetings in schools alternating Windsor and County sites. They suggested St. Christopher School in the library at 6:30 p.m. The meeting on May 31, 2012 will be held at St. Thomas of Villanova in the Library at 6:30 p.m.	Chair St. John Superintendents Shea & Byrne
Closing Prayer & Adjournment	Closing Prayer and Adjournment at 10:26 p.m.	Chair St. John
	Moved by Andrea Mason and seconded by Shelley Bolger that the meeting be adjourned. Carried	