



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

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**PARENT INVOLVEMENT COMMITTEE MEETING
MINUTES**

Thursday, March 29, 2012 at 6:30 p.m.
St. Christopher Catholic Elementary School

PRESENT:

F. Favot, Trustee

Board Representatives:

J. Shea, Superintendent
E. Byrne, Superintendent
R. LoFaso, Vice-Principal, Safe Schools

Elementary Parent Representatives:

D. Turner - F. J. Brennan Family
S. Bolger – Holy Names Family
J. St. John - St. Joseph’s Family and Chair of PIC
D. Tonus – St. Thomas of Villanova Family
H. Sawyer - Elementary Alternate
J. Blevins - Elementary Alternate
A. Carlini – Special Needs Representative

Secondary Parent Representatives:

A. Mason – St. Anne Family
H. McAuley – Assumption Family

Secondary Alternate

Vacant Position filled by: Jill Braido

Post Secondary Representative

M. Houston

Representative at Large - Vacant

position filled by: Colleen Switzer

REGRETS:

A. Brink - Catholic Central Family
D. Thachuk - Cardinal Carter Family
H. Shamoon - ELL Representative
Rev. Fr. D. Adam – Diocesan Representative

Recording Secretary:

Celeste DiPonio

AGENDA ITEM	DECISION/ACTION TAKEN	PERSON(S) RESPONSIBLE
Call to Order and Opening Prayer	Meeting called to order at 6:40 p.m. and opened with the PIC Prayer.	Chair St. John
Recording of Attendance	The chair circulated the attendance sheet. She welcomed and thanked the guests in attendance - Paul Picard (<i>Director of Education</i>), Al Maghnieh (<i>WECDSB - Strategic Planning and Communications Administrator</i>), Barry Holmes (<i>Windsor Public Library</i>), P.King & S. Swiatoschik (<i>Finance Dept.</i>) and	Chair St. John

	Principal Lisa Boudreau and Vice-Principal Maggie Kobrosli for hosting meeting.	
PIC Chair <i>Timeframe of Meetings (2 hour block – 6:30 – 8:30 p.m.)</i>	She noted the sense of frustration by all with the duration of the PIC meetings and urged the committee to move fairly quickly on agenda items in a timely manner.	Chair St. John
Approval of Agenda	Heather McAuley gave her rationale and suggested moving the subcommittee reports to the top of the agenda. [<i>Move Item 12 subcommittee reports after presentations and put between items 7 and 8.</i>] She also suggested an agenda item should be: “Business Arising from the Minutes.” (Action Items) Moved by: Dona Tonus Seconded by: Heather Sawyer That the March 29, 2012 PIC Meeting Agenda be approved. Carried	Chair St. John
Disclosure of Interest – Pursuant to the Municipal Conflict of Interest Act	None	Chair St. John
Approval of Minutes	<i>Superintendent Shea</i> in response to H. McAuley’s question for clarification on page 7 Section D under the finance report reported the OAPCE fees had already been paid and was presented as information. Moved by: John Blevins Seconded by: Shelly Coulter That the January 26, 2012 PIC Meeting minutes be approved. Carried	Chair St. John
Presentations/ Delegations		
▪ Director	He thanked the parents and the committee as a whole for their valuable involvement and willingness to work with the board for the same goal of a quality Catholic Education for all children. He gave examples of the various challenges the board and the community are facing and what is on the horizon. He noted his respect for the those parents involved in the Accommodation Review Committees (ARC), the French Immersion Program Adjustment Committee, and the Immaculate Conception relocation to the St. Michael’s site on Victoria St. He praised the parents for their integrity, purpose and articulation and remarked how classy they handled some decisions the trustees made. He acknowledged their important role on the PIC. PIC Vice Chair Tonus thanked the Director for the parents’ ability to be present and give input. Secondary Parent rep McAuley sited the committees other Parent Involvement Committees are involved in	Paul Picard (Director of Education)

	<p>throughout the province in other School Boards and presented the Director with a list for the Board's consideration.</p> <p><i>Superintendent Byrne</i> commented that we had an elementary and a secondary parent rep on the recent Field Trip Policy committee.</p> <p>ACTION ITEM: <i>The recording secretary to record in the minutes and present to the director the PIAC 2012 Working Groups list for consideration to see if parents from our board fall into any of these categories on a volunteer basis.</i></p>	
<p>▪ Budget Updates (Board/School)</p>	<p><i>They gave a broad overview of how the board is funded.</i></p> <ul style="list-style-type: none"> ▪ Four major components: <i>Pupil Foundation Grant; School Foundation Grant; 13 Special Purpose grants & Debt Service Grants.</i> ▪ GSN funding formulas are based on enrolment. ▪ Four financial reporting cycles yearly. ▪ School boards allocate resources within their budgets. ▪ Listed the restrictions on how a board may use certain components of their allocation. ▪ Board Budget Development - approved budget schedule on Feb. 29, 2012 for 2012-13 school year with a projected decline of approximately 600 FTE pupils. ▪ Budget schedule contains a community consultation period. The plan is to table a draft budget with Board of Trustees by mid June for approval and submission to the Ministry of Education by June 30th deadline. ▪ The School Budget Development is budgeted at the board level and allocated to schools based on allocation factors, mostly tied to school enrolment. They highlighted the lengthy list of items that are part of the provision in \$ per FTE (Full Time Equivalent) for the school budgets. ▪ School Budgets are monitored on a monthly basis by Principals, the Business department and Superintendents. ▪ They explained the monthly bank reconciliations of school generated funds. ▪ Discussion ensued and questions and answers were given for clarification of the various procedures. <p><i>It was the general consensus that we all consume too much and everyone must do their part in order to have cost saving measures right down to the teachers and students. A suggestion box was proposed for consideration to be made available at school sites to achieve cost savings ideas at the grass roots level.</i></p>	<p>Penny King & Susan Swiatoschik (Finance Department)</p>
<p>▪ Library Update</p>	<p>Al Maghnieh introduced Barry Holmes the CEO of the Windsor Public Library (WPL) and gave an overview of the initiatives.</p> <p>Barry thanked everyone for this opportunity and noted the exciting times the WPL is embarking upon and the many initiatives taking place. The WPL is endeavouring with the assistance of their Information</p>	<p>Barry Holmes (Windsor Public Library)</p>

Library Update
cont'd

Technology Department and staff to provide a wide range of services from servicing of iPads and iPhones, to checking out books or accessing digital resources. He noted people are no longer in need of reference materials as it is easily accessible on the web. Rather, the WPL staff will assist supporting customers in finding the tools to improve literacy, supporting self-publishing and self-writing, and also supporting local stories and content. The WPL is very committed in their partnership with our board to be inside and outside of the library assisting schools by informing students and staff of what is available both at the Library and on line on their data base; getting speakers to come in and talk about the writing process; speak about copyright; people telling stories, etc.

He noted this is the first invitation he has had to attend a meeting such as this one and reiterated how committed WPL is to work with the school board.

Much discussion ensued and many questions and concerns were answered. The following are some of the answers.

- *Yes, the WPL is reaching out to the Essex County Library system with the hopes they will partner with the WPL. If we can demonstrate models that are serving people in the community and what works and doesn't work will keep libraries relevant.*
- *No cost to the schools if the Librarians come into the schools as they would bring the necessary tools, for example mobile net books, look into the possibility of having circulated electronic readers on loan, etc. It's just changing the concept by bringing the Library to the students.*
- *With respect to screening of materials or books on line, Barry noted a parent has the ability to see what the student can select and certainly as a library system the librarians will talk about our selections and the appropriate choices.*
- *Concerns were raised as to what our school libraries were going to look like.*

He concluded by reiterating he is a strong believer of a variety of formats, that this is a work in progress for all and is still evolving. The WPL is very committed to assisting our board in any way they can.

ACTION ITEM:

EDUCATIONAL RESOURCES AND COMPUTERS IN THE LIBRARY. It was noted that many students in our system do not have a home computer. ***At the next PIC meeting, identify and discuss the school communities whereby students may not have home computers. Discuss the possibility of bringing educational resources and computers into those school library communities.***

Al Maghnieh
(WECDSB - *Strategic Planning and Communications Administrator*)

Library Update
cont'd

Principal Boudreau asked if she could proceed with her presentation as she felt it would answer many of the questions the parents have. She welcomed and thanked everyone for giving her the opportunity to showcase their library. ***The following are some of the key points she captured in her PowerPoint presentation:***

- 24 classrooms at St. Christopher and therefore not enough room in the Library to accommodate everyone
- In order to replicate the learning environment in the Library and optimize learning experiences and keep students engaged and motivated to learn they moved all the fiction books into the classrooms.
- Created a learning space and environment in the School Library that is multipurpose – it has iPads, iPods, computers, conference table and chairs, and a white space where students can write on the wall. Students in this environment must share, think, work collaboratively and be prepared to learn in different ways in order to achieve the task the teacher has given them.
- The Library is booked solid with different activities taking place in different parts of the library.
- Website created - process has been incremental. After the experimental phase, they wanted to make sure that the resources are not be used for play but rather for better learning opportunities.
- Next phase brought in students and teachers and taught them how to use apps on the MAC iPad's as it refers to school work and technology.
- Once the teachers were trained and received the information everything took off. She explained how a teacher with only one iPad was able to instruct their students and keep them engaged and focussed.
- The new library model is a forum that teachers, parents and students can journey on together.
- They have documented how they have transitioned the space in the Library step by step.
- Students' coming into the library is an extension of the classroom.
- This new model has transformed the lives of students with special needs as these tools in the library has taken away barriers whereby they feel accepted, successful, look like everyone else and produce.

Principal Boudreau then answered many questions and much discussion ensued. She stressed each school has varied needs and a principal and staff work must within the parameters set out by the board and the needs of the overall school community. She concluded that there is nothing greater than a teacher standing in front of the classroom. All these teaching methods are tools, no different than a textbook. Due to concerns brought forward, she urged parents to speak to their school principal.

Principal
L. Boudreau
Vice-Principal
M. Kobrosli

<p>Library Update <i>cont'd</i></p>	<p><i>Superintendent Byrne</i> clarified two schools that are faced with socio-economic pressures and do not have the ability to fundraise. She explained the supports they have in place such as the Collaborative Inquiry in Math allows for the purchase of iPods and/or iPads for both schools.</p> <p><i>Superintendent Shea</i> in response to a concern noted the technology supports have been put in place at Assumption through funding from Student Success. 10 Ipad were purchased in June, 2011.</p>	
<p>▪ Accepting Schools Act & Faith & Audits Update</p>	<p>Deferred to May Meeting</p>	<p>Mike Seguin (Superintendent of Education)</p>
<p>Sub-Committee Reports</p> <p>Parent Engagement</p>	<p>The next Umbrella Group meeting will take place on May 14th.</p> <p><i>ACTION ITEM:</i> <i>Recording Secretary Simone Lira to book the Pope John Paul II Board room and ensure the doors are unlocked for the meeting.</i></p> <p>The following items were brought up at the last Umbrella meeting:</p> <ul style="list-style-type: none"> ▪ <i>Loss of profit from Cafeteria</i> sales due to the stringent rules of Policy PPM 150. Secondary students are going down the road to purchase offsite limit food items. Elementary schools are not facing this issue. ▪ Some Elementary schools facing <i>fund raising concerns</i>. ▪ <i>Absenteeism policy and sick day policies</i>. ▪ Essex County not on board with <i>library</i> and there was talk about making it equitable. ▪ <i>Retention problems</i> as some 8th graders not going to their respective high school, namely F. J. Brennan. Parents want involvement in order to ensure processes are in place for maintaining and retaining our students to our Catholic school system. ▪ <i>Student Learning Scans</i> – comment about her son came home and indicated it was top secret and noted inconsistency in this process. <i>Superintendent Byrne noted consistency in the process for grades 1-6 classrooms. Superintendent Shea indicated it is not intended to be top secret and not all schools in the elementary panel are involved.</i> ▪ <i>Parents Reaching Out Pro Grants</i> – try to get more parents and schools to apply. ▪ Lack of consistency in <i>libraries</i> ▪ Lack of consistency in <i>fundraising</i> 	<p>H. McAuley (Secondary Parent Rep)</p>

<p>Sub-Committee Reports Parent Engagement <i>cont'd</i></p>	<ul style="list-style-type: none"> ▪ <i>Youth summit</i>, cover girl culture. ▪ <i>Junior achievement</i> highly sought after program. ▪ <i>Issue with getting in touch with chairs.</i> Hoping to resolve when we specifically ask for personal e-mail addresses. <i>Superintendent Shea recommended the use of a phone tree.</i> 	<p>H. McAuley (Secondary Parent Rep) <i>cont'd</i></p>
<p>Sub-Committee Report Parent Reaching Out (Regional)</p>	<p>The Ministry application has not yet arrived, however; she has started working on a grant proposal, keeping it general in order to be ready.</p> <p>After discussion, it was suggested at the May 14th Umbrella meeting to inform parents of different types of grants available and identify key terms and key initiatives that the Ministry has. They would like to create and compile centrally a data bank of proposals of those that have been successful so that parent councils do not have to reinvent the wheel.</p> <p><i>Superintendent Shea responded to the following concerns and questions:</i></p> <ol style="list-style-type: none"> 1) <i>Parent Engagement funding received should be spent in the school year it is received as this does not carry forward.</i> 2) <i>Regional Grants – it is possible to jointly share in a project.</i> 3) <i>It may be possible to have students work on a pamphlet to keep costs down for the Regional Grant if you come up with an idea. You could possibly work collaboratively with the teacher within the parameters of the curriculum - for example in a Specialist High Skills Major Business class at Holy Names or a Specialist High Skills Major Communications Technology class at St. Thomas of Villanova secondary schools.</i> 	<p>S. Bolger (Elementary Parent Rep - Holy Names Family)</p>
<p>Further discussion regarding Sub Committees</p>	<p>She noted the two proposed meeting dates with Superintendents Shea and Byrne that did not work with everyone else's schedule. Frustration was noted on the formality of these meetings. Discussion took place and clarification was provided by both Superintendents that the subcommittee can meet informally. Once a general consensus is reached by the subcommittee, they could then join in conversations with the board.</p> <p><i>Superintendent Byrne</i> responded and reiterated that at the last PIC meeting, a list of approx. 15 sessions were presented as possible topics for Parent Engagement sessions. The intent of the sub-committee meeting was to narrow the focus on the number of sessions and assist with logistics (ie. presenters/topics/location).</p>	<p>H. McAuley (Secondary Parent Rep)</p>
<p>Action Items</p>		
<p>a) PIC Vacancies During a Member Appointment Term 2011-12(Alternate Secondary & Community At Large Positions)</p>	<p><u>PIC Vacancy – Secondary Interested candidate:</u> <i>Jill Braido</i> Moved by: <i>John Blevins</i> Seconded by: <i>Donalda Turner</i> <i>That Jill Braido be named the Alternate Secondary Representative.</i></p>	<p>Chair St. John</p>

	<p>PIC Vacancy - Community at Large: The interested candidates having submitted their application for consideration are <i>Greg Farrah & Colleen Switzer</i>. Colleen Switzer said a few words about herself. Mr. Farrah was not present. Moved by: Anita DeLuca Carlini Seconded by: Andrea Mason That Colleen Switzer is elected to the position of Community at Large. All in favour. Carried</p>	Chair St. John
b) Board Suppliers – Update in May, 2012	No report.	
c) Board Updates	Director Picard provided board updates earlier in the agenda.	JoAnne Shea Emelda Byrne (Superintendents)
d) Junior Achievement	This Pilot Project discussion will be deferred to the next PIC meeting. <i>Superintendent Byrne</i> gave an overview of the program and procedure to follow. She noted the request from Barb Smith (J.A.) must go through the Director’s office and Senior Administration to approve and explained the various considerations in such a partnership. Once the decision has been made to participate, the board chooses the schools. This year’s sessions involve Financial Literacy at the grade 7/8 level in March/April in one city and one county school.	Chair St. John
UPDATES/ REPORTS		
a) Parent Engagement Initiatives	Covered in the Sub Committee Reports	
b) Student Achievement Initiatives	CIL-M: She highlighted the Grade 3-6 Collaborative Inquiry Learning in Math (CILM). She explained the process, the professional development sessions, team teaching and networking with other schools to see the benefit of how students are using problem solving in Math. The teachers are involved in six professional learning sessions and some in between hub days involving processes and concepts in Math. One more session takes place tomorrow, March 30th and then the Ministry will visit our wrap-up session in April. This initiative is to take place over four years.	Superintendent Emelda Byrne

<p>b) Student Achievement Initiatives <i>(cont'd)</i></p>	<p><i>She reported on the following:</i></p> <ul style="list-style-type: none"> ▪ OSSLT (Ontario Secondary School Literacy Test) was written today and we are hopeful that with the Literacy Blitz in place for four weeks prior to the writing, that the students will be successful. Another strategy that was introduced this year was our DI literacy support teacher and our DI literacy consultant working with our Grade 10 Applied Science, Grade 10 Applied History and Grade 10 Religion teachers to assist in improving reading strategies. ▪ Credit Accumulation – The board is reviewing our credit accumulation rates in comparison to the provincial rates; our Gr. 9 is quite good, our Gr. 10 is being watched. ▪ Report Card Comments – Secondary teachers are changing and moving to more personalized comments, using the essential learning outcomes and success criteria. ▪ Leading Student Achievement (LSA) – This is the first time the WECDSB has been involved in this project. In conjunction with MISA (Ministry Initiative for Student Achievement), funding was made available to work with a group of two Grade 7 classes (one city and one county). Teachers are working with the DI Numeracy Support teacher to apply the following strategies in unpacking the curriculum in four math strands. The strategies include diagnosis, gap closers, IIR analysis and DI implementation in curriculum delivery and assessment practices. The intent is to improve math achievement in the math strands in the project. ▪ Paths to Peace – May 1^{7th} – This is an international initiative involving the Gr. 7 and Gr. 8 students at Stella Maris Elementary School in Amherstburg and students from Putin Bay, Ohio. Our students travelled to Ohio in October and the students from Ohio will be coming to Fort Malden on May 17. Students come together to study the War of 1812 and its historical significance. The students have been communicating with each other through blogging and skyping. Elaine Carr, our Arts/Social Science Consultant, is overseeing the project and has engaged a local artist to work the students. <p>Questions and concerns were answered regarding the above initiatives.</p>	<p>Superintendent Shea</p>
<p>c) Faith Formation & Student Well-being Initiatives</p>	<p>She highlighted the School Climate Survey conducted over the past several weeks at the Grade Six and 10 levels. The results were tabulated and principals given a template to share with their safe schools team. The survey dealt with four strands – Student Safety, Mental Health, Inclusivity and Student Engagement. Much discussion took place. The following are some of the answers to questions and concerns she received:</p> <ul style="list-style-type: none"> ▪ <i>The IT Department did the graphing for the survey.</i> ▪ <i>Schools can conduct their own survey if they wish in all</i> 	<p>Rosemary Lofaso</p>

<p>c) Faith Formation & Student Well-being Initiatives (cont'd)</p>	<p>grade levels, however it would be their responsibility to generate the graph and analyze the data.</p> <ul style="list-style-type: none"> ▪ Participation is intended to be anonymous in order to receive truthful and concrete responses. ▪ It was suggested to survey the same groups of students in Grades 8 and 12 to see where they are at. ▪ Concern as to the literacy capabilities of the students understanding words such as weapons or subway. ▪ VIP officers come in to the schools to speak to students about weapons, violence, school safety, etc. <p>In conclusion, R. Lofaso was pleased that this survey generated so much discussion.</p>	<p>Rosemary Lofaso</p>
<p>d) Finance Report</p>	<p>She wanted to strike a motion for accountability purposes that the PIC Committee oversee the Parent Engagement Funds received by the Ministry. Much discussion ensued as to the role of the committee and the role they should play in overseeing these funds. <i>Superintendent Shea</i> clarified the funds are received under the auspices of Parent Engagement; however, it is the board's responsibility to oversee where it is used. She explained the various Parent Engagement initiatives the board has used these funds for such as the Parent School Council Commissioning Ceremonies, OAPCE memberships, Annual Parent Council Symposiums, Guest Speakers, etc. The PIC committee can request using the funds for other parent engagement activities. She noted the funds to date that have been received and the amount carried forward.</p>	<p>H. McAuley (Secondary Parent Rep)</p>
<p>Correspondence</p>		
<p>i) Third Annual PIC Symposium (April 20, 21) finalize attendance & accommodations</p>	<p>Dana Tonus and John Blevins confirmed their attendance. ACTION ITEM: <i>Simone Lira</i> will register and finalize accommodations for both Dana and John and forward all pertinent information to their attention.</p>	<p>Chair St. John</p>
<p>ii) "Everyone Belongs in My School" Conference for parents April 28th 9:00 a.m. – 3:00 p.m.</p>	<p>This is a free conference and all are welcome to attend. Parent Engagement funds will be utilized to cover the mileage costs. There will be a number of interesting keynote speakers and presenters. ACTION ITEM: Respond by <i>April 21st</i> to Simone Lira if interested in attending.</p>	<p>Chair St. John</p>
<p>iii) Memorandum from Laurel Broten (Minister of Education) regarding the Healthy Schools Recognition Program</p>	<p>Inform your parent councils to participate and submit their Healthy School pledge by <i>April 6th</i>.</p>	<p>Chair St. John</p>

<p>Chair's Report</p>	<p><i>Discussion on Format of Meetings with respect to functionality and formality of Proceeding.</i></p> <p>H. McAuley noted her frustration given the mandate of the PIC. She spoke of other PIC formats in the city that are working and how our format is turning parents off. For example, our meetings are too formal and many items on the agenda do not belong there. She reiterated that the PIC needs to find a way to engage people, make it enjoyable and encourage conversation – <i>“Something about breaking bread with people!”</i> She feels the Umbrella Group is important and should be part of the PIC.</p> <p><i>Superintendent Shea responded that each of the parents on the PIC represent a particular Family of Schools. The intent is to hear what is happening in all of our schools either through the dialogue from the umbrella group meeting run by the parents or through contact with the school council chairs from each family. Basically, the agenda items to date have come from the discussions and questions raised at the parent umbrella meetings. The chair of PIC meets with the superintendents to formulate the agenda based on these items of discussion. Other concerns that do not belong on the Agenda can be brought forward to the Superintendent that oversees a particular initiative for response.</i></p> <p><i>Shelley Bolger presented a report from Sherri Zorzit, a parent rep from Holy Names High School.</i></p> <p>ACTION ITEM: <i>Recording Secretary to have Simone Lira scan and forward to members of the PIC.</i></p> <p><i>Anita DeLuca Carlini spoke eagerly about learning of all the wonderful things happening in our board and to learn more about SEAC.</i></p> <p>ACTION ITEM: <i>Recording Secretary to send list of the upcoming SEAC meetings to A. DeLuca Carlini.</i></p> <p>ACTION ITEM: <i>Recording Secretary to email the PIC closing prayer to all the committee members.</i></p>	<p>Chair St. John</p>
<p>Next Meeting Date</p>	<p>The meeting on May 31, 2012 will be held at St. Thomas of Villanova in the Library at 6:30 p.m.</p>	<p>Chair St. John Superintendents Shea & Byrne</p>
<p>Closing Prayer & Adjournment</p>	<p>Closing Prayer and Adjournment at 10:42 p.m. Moved by Dana Tonus and seconded by Heather Sawyer that the meeting be adjourned. Carried</p>	<p>Chair St. John</p>

“Learning together in faith and service”