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PARENT INVOLVEMENT COMMITTEE MEETING

MINUTES

Thursday, November 24, 2011 at 7:30 p.m.

**Windsor Essex Catholic Education Centre
John Paul II Board Room**

PRESENT:

Alternate Trustee Representative:

J. Courtney

Board Representatives:

J. Shea, Superintendent

E. Byrne, Superintendent

R. LoFaso, Vice-Principal, Safe Schools

Elementary Parent Representatives:

S. Bolger - Holy Names Family

A. Brink – Catholic Central Family

J. St. John – St. Joseph’s Family

D. Tonus – St. Thomas of Villanova Family

Secondary Parent Representatives:

A. Mason – St. Anne Family

H. McAuley – Assumption Family

D. Turner – F. J. Brennan Family

Special Needs Representative:

A. Carlini

Representative at Large:

C. McCarthy-Romanick

REGRETS:

F. Favot, Trustee

H. Sawyer, Elementary Alternate

G. Antogiovanni, Secondary Alternate

J. Blevins, Elementary Alternate

H. Shamoon, ELL Representative

M. Houston, Post Secondary Representative

Rev. Fr. D. Adam, Diocesan Representative

Recording Secretary:

S. Lira

1. Superintendent Shea called the meeting to order at 7:40 p.m. and led the opening Prayer

2. Recording of Attendance (sign-in sheet)

3. Election of Chair, Vice-Chair

Superintendent Shea, the Presiding Officer proceeded with the election of the Chair as outlined in the PIC Terms of Reference Section 6.0.

Moved by Julie St. John and seconded by Christine McCarthy Romanick that the PIC Committee approve the appointment of Superintendent Emelda Byrne and Vice-Principal of Safe Schools, Rosemary LoFaso as scrutineers for the election process.

Superintendent Shea reminded the Committee that every parent member with a two-year term and who has Catholic School Trustee qualifications shall be considered as eligible for nomination for the position of the Chair. Recording Secretary read the names of those members eligible.

Nominations for Chair were opened:

- Dana Tonus was nominated by Donald Turner and she respectfully declined the nomination.
- Julie St. John was nominated by Anita Carlini and seconded by Dana Tonus. Ms. St. John accepted the nomination.

After three requests for nominations, Superintendent Shea called for a motion that nominations be closed.

Moved by Heather McAuley and seconded by Angela Brink that nominations for the position of Chair be closed.

The Presiding officer announced the acclamation of **Julie St. John as Chair** of the Parent Involvement Committee. At this point, the newly elected Chair began to preside over the meeting.

Nominations for Vice-Chair were opened:

- Dana Tonus was nominated by Heather McAuley and seconded by Angela Brink. Ms. Tonus accepted the nomination.

After three requests for nominations, Chair St. John called for a motion that nominations be closed.

Moved by Heather McAuley and seconded by Anita Carlini that nominations for the position of Vice-Chair be closed.

Chair St. John announced the acclamation of **Dana Tonus as Vice-Chair** of the Parent Involvement Committee.

4. Approval of Agenda

Amendments to Agenda:

- a) Correction of Agenda Item #3 - No election of Secretary. As per Terms of Reference, Board Representatives appointed Simone Lira as Secretary.
- b) Correction of Agenda Item #6 - No Approval of Minutes. Notes of Sept. 29 meeting distributed as information only.
- c) Agenda Item #7b – Food & Beverage Update - Deferred to the next meeting, as Superintendent/personnel involved with the Ministry Food & Beverage mandate PPM150 is not available to present or answer questions.
- d) Addition of Information Item 8a) Update re Cardinal Carter Family Representative
- e) Addition of Information Item 8b) Four mandates of PIC
- f) Addition of Information Item 8c) Invitation of PIC members to the Catholic School Council Commissioning Ceremony on Thursday, December 15, 2011
- g) Addition of Information Item 8d) Use of Board Suppliers and protocol for companies interested in becoming suppliers
- h) Addition of Information Item 8e) Eucharistic Adoration

Moved by Shelley Bolger and seconded by Heather McAuley that the November 24, 2011 PIC Meeting agenda be approved as amended. Carried

5. Disclosure of Interest – Pursuant to the Municipal Conflict of Interest Act - None.
6. It was advised that because the PIC meeting of September 29, 2011 was not an official meeting but an information meeting for the committee only, notes were taken; not official minutes. The notes were distributed as information only and there was no official approval of minutes.

It was requested by the committee members that they receive a copy of any future minutes for review at least two and a half to three weeks before the next PIC meeting, so they have time to note any changes that should be made to said minutes.

7. Action Items:

- a) 21st Century Learning Centres
Superintendents Shea and Byrne reported on what has been completed to date involving the Learning Centres/ Libraries at both the elementary and secondary levels. The vision is still the same, working with staffs involving both print and digital materials and moving forward. Discussion ensued regarding the recent article in the Windsor Star involving the partnership with the Windsor Public Library and concerns around student literacy and future plans. It was suggested that we keep track of and record the best practice models and successes throughout the system and note what is working in the schools for further discussion and consideration. In response to a question regarding the Learning Commons Specialist positions, it was advised that Sr. Administration and Trustees will review the positions at the end of the school year.
- b) Food & Beverage Update
Deferred to the January 26, 2011 meeting.
Impact of regulations on school fundraising, high school cafeterias and finding alternatives.
- c) Boundaries/ Retention
All parents are invited to the Grade 8 Nights at the high schools. The dates and times are on the Board website. Cross panel visitations are also now being generated, whereby secondary school personnel go out to the elementary schools and can respond to any queries regarding programming. These events are key to retaining our students seamlessly from K to 12. Superintendent Shea promised to advise the schools to let all parents know they are welcome to the Grade 8 Nights. Superintendent Byrne advised that the Board is in the preliminary stages of the boundary consultation process in January/February for F. J. Brennan, St. Joseph's High School and St. Angela/ICS.
- d) School Budgets
Superintendents Shea and Byrne advised the committee that both the elementary and secondary budgets have been cut 20% this school year due to the Board deficit and declining enrolment. Discussion ensued and there were many questions. It was suggested that we ask Superintendent of Business Mario Iatonna or a designate from the department attend the next PIC meeting to respond to some of the questions and give the committee an overview of the Board's financial situation.
- e) Playground Equipment
Superintendent Byrne advised that the Board is currently examining the issue and developing a long-term plan, which involves Sr. Administration, Facilities Services and Health & Safety. Discussion ensued regarding a request that parents have an opportunity for input and dialogue. There was discussion on Ontario School Boards' Insurance Exchange (OSBIE) regulations that

prohibit certain item rentals for fundraising events at the schools, due to health and safety issues. (i.e. bouncy castles, dunk tanks)

- f) Feedback on document, *Making a Difference: A Practical Handbook for Parent Involvement Committee Members*, Draft Version, 2011

Superintendent Shea reminded the committee about the request from the Ministry for feedback on the document by the end of November, 2011. She made a specific request to Chair St. John, that she complete the survey.

8. Information Items: **(Additions to the Agenda)**

- a) Cardinal Carter Representative – Update

At this point, we still do not have an elementary representative on PIC for Cardinal Carter, despite a call for interested individuals. Based on the Terms of Reference, if a vacancy occurs, the committee would appoint one of the elementary alternates for the position. As they were not in attendance tonight, another attempt will be made to canvas the Cardinal Carter elementary CSAC members and if this does not transpire, we will defer the appointment of this representative until the next PIC meeting in January 2012.

- b) Four reasons for PIC – Provincial Mandate

Superintendent Shea went over the Ministry Parent Involvement Committee mandate, requesting that all members keep the focus of this committee in mind: focus on school climate, eliminating barriers, supports for parents and parent outreach.

- c) PIC member verbal invitation to the Catholic School Council Commissioning Ceremony on Dec. 15, 2011. Superintendent Byrne advised that formal invitations would go out on Monday, Nov. 28, 2011.

- d) Use of Board Suppliers and protocol for companies interested in becoming suppliers.

Discussion ensued surrounding the use of contractors and how this affects project costs. The committee was advised that if a company is interested, there is a process in place to become a school board supplier. We will put this item on the next agenda and have more information for the committee.

- e) Eucharistic Adoration

It was suggested that the committee member interested in re-instating the practice contact Betty Brush, the Religion Consultant for the Board, who will get information on protocol from Superintendent of Faith Formation, Seguin.

- f) Board Information and Initiatives

Superintendent Shea gave a brief synopsis of the following Board items and initiatives in the schools:

- Student Success Initiatives including PLC (Professional Learning Cycles) Literacy and Numeracy
- Gr. 9 Practice Literacy Test
- Homework Help/ Digital Resources/ e-Learning/ Blended Learning
- Discovering Your Possibilities Project
- Take Your Kids to Work Day, November 2, 2011
- Dual Credits – St. Clair College/ high school

Superintendent Byrne gave a brief report on funding in areas to support Student Achievement:

- Schools in the Middle
- Collaborative Inquiries in areas of Literacy and Numeracy (Gr. 1-6)
- Collaborative Inquiry in Math

- SWS (Student Work Study)

g) **Other Items:**

Sub-Committees:

Superintendent Byrne suggested that committee members consider whether parents would be interested in attending workshops/seminars (i.e. A & E; Homework Help, Mental Health, etc.) on a Saturday or an evening during the week, either in the winter or spring.

Moved by Shelley Bolger and seconded by Angela Brink that the PIC Committee strike a sub-committee for parent involvement and initiatives (i.e. workshops/seminars) for this school year. Carried

Heather McAuley was appointed as chair of this committee, and the group will formulate the rest of the membership for this sub-committee.

Moved by Christine McCarthy-Romanick and seconded by Dana Tonus that the PIC Committee apply for a Regional PRO grant through the Ministry of Education for 2013. Carried

Shelley Bolger was appointed as the chair of this committee, and the group will formulate the rest of the membership for this sub-committee.

It was agreed that all members should speak to and encourage the chairs and school councils of all schools to apply for \$1000 PRO grants for their schools.

h) **Trustee Information/ Report:**

Trustee Courtney thanked all PIC members for their attendance as well as their passion and engagement in this committee. She was impressed by their eagerness for input concerning the education of our students.

Trustee Courtney gave a brief report on the three ARC (Accommodation Review Committees) and the reasons for the procedure, including issues of declining enrolment and excess capacity in our schools. These reviews involve our schools in Amherstburg, Fontainebleu and Lakeshore areas. At this point, no decisions have been made by the Board. The goal is to have decisions made, which could involve consolidation, boundary reviews or school closure, by June, 2012. There is also a review involving the initiation of a French Immersion School at the Queen of Peace site. All information on the ARCs can be found on the Board website.

Trustee Courtney touched on the premature Learning Commons/ Library announcement in the Windsor Star and the question of a Full Year Schooling model.

- i) After much discussion, it was decided that the umbrella groups would meet two and a half weeks prior to the next PIC meeting, on Monday, January 9th at 6:30 p.m. in the John Paul II Board Room, so members are able to add items of concern to the agenda on time for the next PIC meeting, January 26.

9. Correspondence: None.

10. Next Meeting Date: Thursday, January 26, 2012 at the Essex Civic Centre at 6:30 p.m.

Moved by Julie St. John and seconded by Dana Tonus that the meeting be adjourned. Carried

11. Closing Prayer and Adjournment at 10:37 p.m.
PIC Meeting – Nov. 26, 2011