

# LAMBTON KENT DISTRICT SCHOOL BOARD

## PARENT INVOLVEMENT COMMITTEE

June 14, 2010

Chatham Regional Education Centre (Board Room)

**Present:** Jim Costello, Incoming Director of Education; Jane Bryce, Vice-Chair; Nikki Chateauneuf, Colonel Cameron; Marian Redford, Gregory Drive; Shelley MacDonald, Harwich Raleigh; Charlene Parks, Indian Creek; Kelly Steeves, King George (S); Lianne McDowell, McNaughton; Tim Houle, North Lambton S.S.; Lynn LeFaive, Sarnia Collegiate Institute (SCITS)

**Regrets:** Carmen McGregor, Chair; Mike Lowther, Chatham-Kent S.S.; Kathy Gabriel, Lansdowne

### Welcome and Introductions

- Jim Costello welcomed everyone to the inaugural meeting of the 2010-2011 Parent Involvement Committee. He introduced himself as the incoming Director of Education.
- Members introduced themselves and shared information on what attracted them to PIC.
- Jim shared background information on his personal life and career as an educator and administrator. Mr. Costello will be taking on the role of Director of Education effective July 1, 2010. He emphasized the value of parent involvement and parental input that assists in informed decision making. Mr. Costello comes to PIC with a track record as good listener and advocate for parental input. He commended PIC members for their dedication and commitment to education and student achievement.
- Sue walked through the agenda and explained the documents in the package.
- The selection of the PIC Co-Chairs will be moved towards the end of the agenda to allow an opportunity for new members to hear from those currently on the committee.

### Business Arising from the Meeting of May 10, 2010

- The minutes of the May 10 meeting were reviewed.
- The Lambton Kent DSB will see an enrolment decline of between 400 and 500 students with the vast majority being in secondary schools. There were 18 lay-offs. All surplus and redundant staff have been recalled due to the number of retirements and introduction of the Early Learning Program. The Board will be hiring 20-30 new elementary positions. It was clarified that lay-offs are determined by seniority. Surplus staff is identified based on needs of the school. It was explained that principals build timetables based on the number of course selections and that it is difficult to staff arts and drama courses in some smaller rural schools.
- **The Board has hired a Specialist High Skills Major itinerant teacher who could be invited to present at a PIC meeting in the fall.** The SHSM program provides an opportunity for schools to build a slate of courses to be bundled together where students who successfully complete the courses can gain additional certification from the Ministry of Education. SHSM certification can assist students with post secondary education (i.e. construction, agriculture, personal support worker).
- **Development of a PIC Survey will be included as a future agenda topic. The need to expand opportunities for more school council members to participate in events will be addressed at a future meeting.**

- There are no set criteria on the use of the \$500 per school allocation. Typical activities and initiatives that may be funded as part of this allocation include: broadening the number of school events that include parents and the number of parents who attend; diversification of communication tools to meet the varied needs of parents. **Examples on the use of the \$500 per school allocation are included in the School Council Guide under Funding and Grant Information.**

#### Parent Involvement Committee Terms of Reference

- The PIC Terms of Reference were reviewed. The purpose of the Committee aligns with the Board Growth Plan focus on student achievement and safe schools.
- It was stressed that PIC is intended to take a system wide approach and not single agenda items. Membership and responsibilities of members were reviewed.
- The protocol for communicating with family of schools was reviewed. PIC members make initial contact with the school principal to pass information onto the school council chair. Principals can then share the email address of the PIC member with the school council.
- Each school council will have a generic Groupwise account in place for September.
- PIC members have been given a LKDSB Groupwise account.
- Minutes of PIC meetings are sent to all principals to share with their school councils. Minutes are also posted on the PIC link on the LKDSB website.

#### Parents Reaching Out (PRO) Grants

- Project proposals for Parents Reaching Out Grants were to be submitted to the Ministry by June 11. Each school can be eligible for up to \$1,000. Schools can also partner on projects.
- PIC members shared information on project proposals submitted by their school councils (Harwich-Raleigh, SCITS, P.E. McGibbon, Colonel Cameron and NLSS).
- It was noted that all project proposals meeting the Ministry criteria are eligible for funding. This year the Ministry will provide an explanation as to why applications are not approved.
- **PIC members will forward copies of their PRO Grant applications to Sue.**

#### Director's Update – Jim Costello

##### Nutrition Guidelines

- Ministry Policy/Program Memorandum 150 – School Food and Beverage Policy was distributed with the agenda package. Superintendent of Education, Bert Phills spoke to the policy at the April 15 School Council Chairs meeting.
- School boards are required to ensure that all food and beverages sold on school premises for school purposes meet the requirements outlined in the policy. All boards are to be fully compliant by September 1, 2011. Cafeteria service providers must also comply with the PPM. Directors of Education will be required to sign an attestation that the Board is compliant.
- Planning meetings will be held in October for Board staff, representatives from the St. Clair Catholic DSB and the Local Health Units. Information sessions will be held in April for parents and community representatives interested in learning more about the new Nutrition Guidelines.
- It was noted that schools participating in the Breakfast Program are already to be in compliance in order to get funding from the government.

### 2010-2011 Meeting Schedule

- 2009-2010 meeting dates were reviewed.
- A similar meeting schedule will be followed for the 2010-2011 school year with meetings on the following Mondays: September 20 – Sarnia Education Centre; November 8 – Chatham Regional Education Centre; January 10; February 7 and March 21 (if needed) – Sarnia/Chatham Video Conference Rooms; and May 9 – Sarnia Education Centre. A June meeting date will be determined if necessary.
- District wide School Council Chairs meetings will be held on October 14 (workshop) and on April 14 at LCCVI in Petrolia. The location of the October 14 event will be confirmed along with workshop/break-out topics and guest speakers. Proposed topics identified included differentiated instruction; eLearning; the new Food and Beverage Policy; and Secondary High Skills Major courses. PIC members agreed that networking opportunities are key for communication.
- Dr. Pam Toulouse was suggested as a possible keynote speaker. **Jim will follow up with Gayle and Senior Administration re possible speakers.**

### Other Business

- Sue provided an update on the status of the 2009-2010 Central Parent Involvement Committee Budget.
- A financial summary will be posted on the website.

### Selection of 2010-2011 Co-Chairs

- Charlene Parks nominated Lynn LeFaive for the position of PIC Co-Chair. Lynn let her name stand.
- Marian Redford nominated Tim Houle for the second Co-Chair position. Tim let his name stand.
- **Lynn LeFaive and Tim Houle were acclaimed as the PIC Co-Chairs for 2010-2011.**

### Next Meeting

- The next PIC meeting will be held on September 20 at the Sarnia Education Centre, beginning at 6:30 p.m.
- Jim thanked everyone for attending and wished everyone a safe and happy summer.

Adjournment: 8:21 p.m.

Sue Fraser, Recording Secretary