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Lambton Kent District School Board Parent Involvement Committee

November 14, 2011

6:30 p.m.

Sarnia and Chatham Regional Education Centres (Video Conference)

A G E N D A

1. Welcome and Introduction of New Members – Jim Costello
2. Business Arising from the Meeting of September 12, 2011 (Attached)
3. Mandate of the Parent Involvement Committee – Jim Costello
4. PIC Nominations and Selections
 - Term of Membership for Parent Members (One or two years staggered)
 - Election of Co-Chair (Must be a parent member beginning a two-year term)
5. Draft PIC Family of Schools (Attached)
6. Feedback from the October 20 District School Council Meeting
7. Planning for the April 19 District School Council Event
8. Director's Update – Jim Costello
 - October Pupil Accommodation Report
9. Other Business/Future Agenda Items
10. Next Meeting Dates: February 6, 2012 (Video Conference)
 March 26, 2012 (Tentative if needed)
 May 14, 2012 (Sarnia Education Centre)
11. Adjournment

LAMBTON KENT DISTRICT SCHOOL BOARD

PARENT INVOLVEMENT COMMITTEE

September 12, 2011

Chatham Regional Education Centre

Present: Jim Costello, Director of Education; Carmen McGregor, Chair; Jane Bryce, Vice-Chair; Shelley MacDonald, Harwich Raleigh; Lianne McDowell, McNaughton; Tim Houle, North Lambton S.S.; Lynn LeFaive, Sarnia Collegiate Institute

Regrets: Dan Chauvin, C.K.S.S.; Nikki Chateauneuf, Colonel Cameron; Marian Redford, Gregory Drive; Kathy Gabriel, Lansdowne

Welcome and Introductions – Tim Houle

- Tim welcomed everyone to meeting.

Business Arising from the Meeting of May 9, 2011

- There was no business arising.
- **Jim will bring data from the Assessment and Evaluation Parent Feedback Survey to the next PIC meeting.** There was some concern that the secondary survey questions were too vague.

October 20 District School Council Meeting - Planning

- **The first District School Council Chairs Meeting will be held on October 20 at Lambton Kent Composite School beginning at 7:00 p.m. in the cafetorium.**
- Principals have been asked to attend with their School Council Chair if possible.
- Jim will begin by presenting the Board's new Mission, Vision and Belief Statements to School Council Chairs (30-40 min. followed by a short break).
- Superintendents will be asked to prepare a 10-minute presentation on the work they carry out and how it aligns with the Mission, Vision and Belief Statements. This will be done in break-out sessions. An opportunity for a question and answer period will follow each session (10 minutes).
- It was recommended that Superintendents present in two twenty minute blocks.
- **School teams will be invited to attend. Teams will consist of the Principal, School Council Chair and two other members of the School Council.**
- It was noted that some parents may wish to hear from the Superintendent of their family of schools. Superintendents will be asked to speak to one to three topics that are of keen interest to parents (i.e. French Immersion, Specialist High Skills Major, Special Education or Equity and Inclusion etc.).
- **The agenda will be sent to schools and will include a descriptive brief on each discussion topic to help school council members decide on which session to attend.**

Director's Update – Jim Costello

Vision, Mission and Belief Statements and Multi-Year Strategic Plan

- During the first year as Director and as part of the Entry Plan, significant time was spent on data gathering.
- Through Trustee input at a Strategic Planning Session, a Board Vision Statement was crafted – "Our Students – Shaping Our World". "Our" implies ownership. Hundreds of LKDSB graduates are living and working across the globe. Our graduates can go anywhere in the world, compete and do well – they shape the world.
- Background information was shared on the development of the revised Mission statement – "Fostering success for every student every day". Every student every day speaks to a sense of pride in making or doing our best to make a difference in the lives of every student as success is defined differently for each student. Fostering reflects the role we play in helping each student reach their potential.

- The six Belief Statements were reviewed and background information was shared around the development of each statement.
 - ✓ Public education is an investment in the future of all peoples and all communities.
 - ✓ All students can learn and are entitled to quality instruction.
 - ✓ Student success is achieved through shared responsibility of students, staff, families, community and First Nation partners.
 - ✓ A safe and caring learning environment is strengthened by embracing diversity, and respecting self, others and the world around us.
 - ✓ Accountability is attained through open dialogue, transparency and fiscal responsibility.
 - ✓ We are committed to innovation and continuous improvement.
- At the June 10, 2011 Board Meeting, Trustees approved the new Vision Statement for the Lambton Kent District School Board and revised Mission and Belief Statements.
- Plaques reflecting the Vision, Mission and Belief Statements will be sent out to each school and should be posted in a prominent location.
- Over the summer Senior Administration took away the belief statements and two goals were identified for each statement. At the August 30 Board Meeting, Trustees approved the Multi-Year Strategic Plan. The Belief Statements and Goals constitute the Board's Strategic Plan for 2011/12 to 2015/2016. System leaders within the Board have now been asked to work with their staff to identify strategies to meet the goals identified in the Strategic Plan.
- The Multi-Year Strategic Plan will form the foundation for each Principals Council Meeting during the 2011/2012 school year. Each Belief Statement will be the theme of one of the meetings. In these meetings, as well as other departmental meetings, staff will be invited to develop strategies that are suitable to their workplace/school.
- It was suggested that Principals take the Mission, Vision and Belief Statements to their School Council meetings and perhaps identify examples of strategies and provide context to help parents gain a better understanding. This exercise could validate practices or identify needs.
- **Jim will also conduct a break-out session at the October 20 School Council Meeting to allow parents an opportunity to ask questions.**
- **It was suggested that a follow up session on the Strategic Plan could be held at the April School Council Chairs event to give parents an opportunity to provide feedback on how we are doing.**

Amendments to Regulation 612/00 – School Councils and Parent Involvement Committees

– Jim Costello/Sue Fraser

- PICs are required to create by-laws that govern their affairs, as set out in Ontario Regulation 612/00, as amended.
- **October 1, 2011 is the deadline for PICs to establish or amend required by-laws to confirm with the regulation.**
- The Regulation overview was distributed and reviewed.
- **An e-mail was sent to principals to solicit new members for the 2011-2012 Parent Involvement Committee. It was noted that school council representatives need not be the chair of the school council to sit on PIC.**

Draft PIC By-Laws

The creation of by-laws allows each PIC to establish operational procedures that reflect the needs of its local communities.

The regulation requires that, at a minimum, PICs develop by-laws that specify:

- the number of parent members on the PIC;
- the number of community representatives (up to three) on the PIC;
- procedures for the election or appointment of parent members, for the appointment of community members (up to three), and for the filling of vacancies in these positions;
- the number of optional members (representatives from the board's employee groups) the board may appoint;
- the election of members to office;
- the length of members' terms;

- the rules for conflict of interest;
- a conflict resolution process for internal disputes.

PICs may develop additional by-laws or terms of reference to provide members with direction to guide their operations and help them work effectively.

- Mandated by-laws per the regulation were incorporated with the existing PIC Terms of Reference. The new draft PIC By-laws were reviewed and recommendations made.
- It was agreed that 10-12 parent members will be on the PIC. Members will be appointed through PIC vs. elected.
- Two community members will be sought to sit on the PIC, one from the north and one from the south part of the district.
- The LKDSB PIC will continue to operate with co-chairs.
- Optional staff members will not be added at this time.
- It was clarified that a Board employee can serve as a parent representative on PIC if they declare at the first meeting that they are an employee of the Board.
- **The draft PIC By-laws were approved as amended.**

PIC Membership for 2011-12 (per By-laws)

- **November 15, 2011 is the deadline for PICs to appoint members and establish terms of office in accordance with amended Regulation 612/00.**
- Subsequently all appointments must occur before November 15 of each year and before the first meeting of the school year.
- Terms of Office – Parent Members – some will be a 1 year term and some a 2 year term, staggered as determined by the PIC By-laws.

2011-12 PIC Meeting Dates – Jim Costello

- Proposed meeting dates – November 14, February 6, March 26 (tentative if needed) and May 14.
- **The second District School Council Chairs meeting will be held on April 19.** (It was suggested that perhaps a tour could be arranged at RDHS.)
- PIC members previously expressed support for holding meetings via video conference to reduce travel time, especially during the winter months with inclement weather.
- **The new PIC “family of schools” groupings will be reviewed at the next meeting once membership is confirmed.**
- **It was recommended that the current PIC members meet prior to the October 20 School Council Chairs meeting to review and discuss membership for the 2011-2012 PIC Committee as the deadline date to have the new membership in place is November 15.**

PIC Information Update - Sue Fraser

- A draft of the 2010-2011 Financial Summary was provided for information and input. **The Summary will be posted on the Board’s website as per Regulation 612/00.**
- A total of 16 schools in the district were approved for 2011-12 PRO Grants. Grants in the amount of \$200 to \$1000 were approved totaling \$12,664.
- School Council emails accounts have been reactivated for another year. **Instructions will be sent to principals to share with their school council chairs.**

Other Business/Future Agenda Items

- The joint PRO Grant submission with the SCCDSB on the topic of mental health was not approved. Other funding is available through the Student Support Leadership Initiative (SSLI). Christine Davenport, the Supervisor of Psychological Services sits on the community committee. Funding in the amount of \$25,000 to 30,000 is available this year. The focus this year will be on teen mental health issues. A series of ongoing interventions are being developed along with staff training opportunities. Christine is working with the secondary school Guidance Leaders.

- The Ontario Principals' Council in partnership with the Equity and Inclusive Education branch of the Ministry of Education is offering web conferences on the effective implementation of the Parents in Partnership: A Parent Engagement Policy for Ontario Schools, 2010. The web conferences will be held on September 27 and are available for school teams. Two sessions will be offered from 9:30 a.m. – 11:30 a.m. and from 1:15 p.m. to 3:15 p.m. School teams may include principals, vice-principals, school staff, and representatives from their school council and/or parent community. Registration is limited to 20 school teams per session.
- **Sue will forward information to principals.**

Next Meeting

- Monday, November 14 via video-conference from the Sarnia and Chatham Education Centres.

Adjournment: 9:02 p.m.

Sue Fraser, Recording Secretary

Parent Involvement Committee – Family of Schools List

2011-2012

DRAFT

Lynn LeFaive (S.C.I.T.S.) – Sarnia (South)

- S.C.I.T.S.
- Hanna Memorial
- London Road
- P. E. McGibbon

Tammy Amstine (Lambton Centennial) – Central Lambton

- Brigden
- Brooke Central
- Dresden Area / Dawn-Euphemia
- East Lambton
- Lambton Centennial
- Lambton-Kent Composite

Sarah Busby (Hillcrest/Queen Elizabeth II) – Petrolia

- Hillcrest
- Queen Elizabeth II (P)
- South Plympton/Wyoming
- Alexander Mackenzie S.S.
- L.C.C.V.I.

Tracey Machan (King George VI) – Sarnia (North)

- King George VI (S)
- Lakeroad
- Cathcart
- Northern Collegiate

Michelle Coleman (Rosedale) - Sarnia (North)

- Bright's Grove
- Errol Road
- Errol Village
- Rosedale

Kathy Gabriel (Lansdowne) – Sarnia (Central)

- Lansdowne
- High Park
- St. Clair S.S.

Melissa Hewitt (Queen Elizabeth II Sarnia) – Sarnia (Central)

- Bridgeview
- Confederation Central
- Queen Elizabeth II (S)

Trisha Dougan (Aberarder) – North Lambton

- Aberarder
- Bosanquet Central
- Grand Bend
- Kinnwood Central
- North Lambton S.S.

Nikki Chateauneuf (Colonel Cameron) – Rural Lambton (South)

- Colonel Cameron
- Sir John Moore
- Mooretown Courtright
- Riverview Central

Michele Jones (John N. Given) - Chatham Elementary

- Gregory Drive
- Indian Creek
- John N. Given
- King George VI (C)
- Winston Churchill
- Queen Elizabeth II (C)
- Tecumseh
- Victor Lauriston

Dan Chauvin (C.K.S.S.) – Chatham Secondary / Wallaceburg

- Chatham Kent S.S.
- John McGregor S.S.
- Wallaceburg District S.S.
- A. A. Wright
- D.A. Gordon
- H. W. Burgess

Shelley MacDonald (Harwich Raleigh) – Tilbury / Blenheim / Merlin / Wheatley

- Harwich Raleigh
- W. J. Baird
- Blenheim District H.S.
- Tilbury Area
- Tilbury District H.S.
- Merlin Area
- Wheatley Area

Lisanne McDowell – (McNaughton) – McNaughton/Ridgetown/Thamesville/Bothwell

- McNaughton Ave.
- Ridgetown Public
- Ridgeview Moravian
- Ridgetown District H.S.
- Thamesville Area
- Zone Central

Lambton Kent District School Board Parent Involvement Committee 2011-2012

Name	School	Phone	GroupWise E-Mail	Personal E-Mail
Dan Chauvin	Chatham-Kent S.S. (C.K.S.S.)	519-972-2727 Ext. 5240 (w)	chauvida99@lkdsb.net	dchauvin@stclaircollege.ca
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Trish Dougan	Aberarder Central	519-786-2277 (h)		lynn@theinnsarnia.ca
Nikki Chateaneuf	Colonel Cameron	519-786-6046		cduegee@xcelco.on.ca
Shelley MacDonald	Harwich Raleigh	519-862-1101	chateani99@lkdsb.net	nikki@jarrywilliams.com
Sarah Busby	Hillcrest/Queen Elizabeth II (P)	519-436-4600 Ext. 2282 (w)	macdonsh99@lkdsb.net	shmacdon@uniongas.com
Michele Jones	John N. Given	519-676-0499 (h)		
Tracey Machan	King George VI (S)	519-383-1817 (w)		sarah.busby@live.com
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Kathy Gabriel	Lansdowne	519-352-4530 (w)		
Lianne McDowell	McNaughton Avenue	519-480-0151 (h)		
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