

LAMBTON KENT DISTRICT SCHOOL BOARD

PARENT INVOLVEMENT COMMITTEE

April 21, 2008
Sarnia Education Centres

Present: Gayle Stucke, Director of Education; Scott McKinlay, Chair; Carmen McGregor, Vice-Chair; Judy Krall, Alexander Mackenzie S.S.; Steve McNamara, Colonel Cameron; Joanne Snow, John N Given; Lynn LeFaive, Johnston Memorial (arrived 8:08 p.m.); Tracey Machan, King George (S); Tim Houle, North Lambton S.S.; Peggy Johnson, Winston Churchill; Sue Fraser, Recording Secretary

Regrets: Tammy St. Louis, Kinnwood Central; Dave Macko, Ridgeview Moravian

Welcome

- Gayle Stucke welcomed everyone to the meeting.
- Input was requested on the need to hold the June 16 introductory meeting.

Feedback from School Council Chairs' Meeting of April 17

- Positive feedback was shared from the School Council Chairs' meeting held on April 17. Attendance was somewhat disappointing. It was felt that more school council chairs would attend if accompanied by their principal. It was suggested that colour coded name tags be used for the next meeting to allow for "family of school" groupings.
- Comments were shared on the legislation passed to remove trans fat from schools. Cafeterias currently provide nutrition guidelines and provide alternate options for students and staff. It was suggested that a future agenda item be how to implement nutrition guidelines. **Sue will follow up with the health unit regarding the kits "Nutrition Tools for Schools".**
- The networking exercise was well received.
- It was suggested that in future budget presentations should be 15 minutes or less and focus on per pupil funding and budget items that directly impact schools.
- Parent survey results will be compiled. The benefit of obtaining data from the survey was noted. Ideally surveys could be completed on-line.

Draft Revisions to Terms of Reference

- The Terms of Reference were revised to outline the purpose of the Lambton Kent District School Board's Parent Involvement Committee.
- It was agreed that PIC does not require its own mission statement but will support the mission and belief statement of the Lambton Kent District School Board.
- **Sue will post the revised Terms of Reference on the PIC website.**

Action Plans

- Updates were provided on the goals or action plans agreed to at the strategic planning session of March 31.

- The strategies and timelines outlined in Goal #1 – “To assist the LKDSB School Councils in using Parent Involvement Funds as outlined in the Ontario Parent Involvement Policy” have been met. It was suggested that next year PIC could also assist school councils with the application process for Parents Reaching Out Grants. PIC members could develop a flyer to simplify the Ministry’s on-line application process for schools. It was recommended that information be shared on which schools were approved for PRO grants; the amount applied for and the amount received; as well as copies of successful grant applications.
- An update was provided on the status to date of Goal #2 – “To provide advice to the LKDSB School Councils on how to engage parent involvement”. Family of schools have been assigned and posted on both the PIC and School Council web pages. Letters were sent to school council chairs to introduce PIC contacts and to personally inviting them to attend the April 17 School Council Chairs’ meeting. PIC members will offer to attend school council meetings within their family of schools where invited and will attend a meeting at each of these schools by June 30, 2009. Feedback was shared on responses to date. Most PIC members are obtaining additional contact information and are achieving some success in communicating with family of school chairs. The strategies outlined in the goal to improve communications will be carried out each year.

Discussion of Group 3 Proposal

- Discussion took place on the strategies outlined in Group 3’s draft proposal. **It was noted that Public Board meeting agendas and minutes are posted on the Board’s website.** It was also noted that anyone is welcome to attend Public Board meetings. **Interested PIC members will attend meetings as they wish. PIC members attending Public meetings were asked to forward questions in advance of the meeting to the Chair or Vice-Chair so they can be prepared to respond.**
- The Director gives an oral report to Board following each PIC meeting. **PIC representatives will report to Board in the fall of each school year to report on the past year’s activities and plans for the current school year.**
- **PIC representatives will provide an annual written report and brief presentation at Principals’ Council on past achievements and future goals (similar to the Board report).**
- PIC members also agreed that central funding should be used to provide a yearly educational opportunity or workshop for school council chairs and school staff (similar to Dr. Boulton’s workshop).
- **It was also agreed that in addition to the PIC update at district School Council Chairs’ meetings, interactive exercises/discussions will be held among PIC family groupings.**
- **PIC members agreed to the above changes as Goal #3 “To support parent engagement within the LKDSB”.**

New Business

- The selection process for new members was reviewed. All current PIC members have confirmed their intent to return to the committee next year. As per the Terms of Reference, the committee can be expanded to include up to 3 new members. Information regarding the nomination process was shared at Principals’ Council and the district School Council Chairs’ meeting. Areas in need of representation were noted. To date nominations have been received from John McGregor S.S. and Ridgetown Public School. The school council chair at Tilbury District H.S. has also expressed interest.

- To date PIC funding has been used to cover operating costs for the committee, costs of the district wide School Council Chairs meetings and to assist with funding to provide books for Kindergarten registration. **Sue will report on the account balance at the May meeting.** Ideas for the use of remaining funds will be discussed at the May 12 meeting. A suggestion was put forth to bring in a guest speaker to speak to parents on how to support their child's reading and literacy. Sessions could be offered in both the north and south. The speaker brought in at Wheatley Area P.S. was very well received.
- Former Chair Jane Bryce was appreciative of the "thank you" card sent on behalf of PIC members.
- It was suggested that intranet safety (including cyber-bullying) would be a good topic for the fall School Council Chairs' meeting.

Next Meetings

- The next meeting will be held on May 12 at the Brigatine Restaurant in Sarnia. The dinner meeting will begin at 6:00 p.m. Agenda items will include: PIC funding, workshop ideas and best practices among the group.
- An introductory meeting will be held on June 16 at the Chatham Regional Office at 7:00 p.m.
- Taf Lounsbury was recommended as a guest speaker for School Council meetings.

Adjournment: 8:47 p.m.

Sue Fraser, Recording Secretary