

## LAMBTON KENT DISTRICT SCHOOL BOARD

### MEETING OF THE DIRECTOR OF EDUCATION AND TRUSTEES WITH SCHOOL COUNCIL CHAIRS

Thursday, April 17, 2008

7:00 p.m. – 9:00 p.m.

L.C.C.V.I., Petrolia

(Gym C)

## A G E N D A

<u>Topic</u>	<u>Responsibility</u>	<u>Timelines</u>
1. Welcome/Introductions	Gayle Stucke	5 min.
2. Greetings from the Board	Member of Board of Trustees	5 min.
3. Nutritional Guidelines	Representatives - Sarnia Lambton Chatham Kent Health Units	15 min.
4. Update from PIC	Judy Krall/Peggy Johnson	10 min.
5. Budget Presentation	Superintendent of Business, Ron Andruchow	30 min.
6. Networking Break		15. min.
7. Interactive Session		15 min.
8. Director's Update	Gayle Stucke	15 min.
9. Completion of Parent Survey	Gayle Stucke	15 min.
10. Adjournment		

#### Next Meeting

October 2008 – W.D.S.S. – 7:00 p.m.

## Summary from Dr. Betty Bolt's Presentation

We have gathered the information from the feedback forms you generously completed for us, and below you will find the summary. We have blended your questions with what you found most helpful and important from Ms. Bolt.

Please review and bring this with you to the April 17<sup>th</sup> Chair Meeting, as this will be the framework for the family of school discussions about what direction the Parent Involvement Committee will be moving and networking.

As you will see, four areas became apparent in summarizing, and they are:

### **Communication:**

- Utilize websites: including individual schools, Parent Involvement committee, and the Board
- Send newsletters regularly from Parent Council
- Show statistics and research regarding the impact of parental involvement
- Email contact directly with the parents
- Personal contact by phone or in person, setting up a "phone-tree"-type system from Parent Council
- Publish volunteer snapshots, highlighting individuals regularly.
- Belief statement needs to be visible in the school.
- Ask parents what they see as essential and help set meeting agendas.
- Create and publish a code of conduct for parents and staff both in meetings and in day-to-day interactions. Include conflict resolution steps.
- Have family of schools meetings where parents share resources and connect with other parents.
- There needs to be an awareness of school perspectives versus the parent perspectives. It needs to be understood that both parties experiences and backgrounds are affecting the interactions today (i.e.: A negative past experience as a student for a parent may make approaching staff intimidating or stir emotions. For staff, a negative relationship with a parent could cloud future interactions, etc.)
- Need to be aware of statistic that states you must communicate one message 8 times in a variety of ways to have it heard.
- Have sign-up sheets with specific tasks and events available whenever there is a school event for future events. (i.e.: instead of "volunteer", have individual forms for each event and list:
  - "dance: sell tickets 3 to 4 pm, clean-up from 4 to 5pm", etc)
  - Pizza: For each date, provide tasks: (deliver to rooms, clean-up)
  - Reading: Mondays 10 to 11 every week
- Promote networking within your school community.
- Use ice-breakers at your first meeting. Perhaps the red, green and black hats (what we are doing well, what we need to work on and where do we go from here)
- Survey parents\staff and council members with regards to what is working well, and where you need to improve. From that feedback, prioritize and work through the items to prevent being overwhelmed.

- Change the format of your agenda and meeting to generate different discussions.
- Graffiti wall: post different topics of the week with pencils attached to large sheets of paper and promote some creative planning (i.e.: fundraising suggestions, best school snacks, etc.).
- Need to look at how to communicate outside of the School Council format.
- Phone calls home from teachers with good and bad feedback will open the personal connections and improve communication.
- Have a centralized communication space.
- Have media involved in events.
- Be cautious using acronyms in conversation and during meetings. It is often too intimidating to ask for clarification, and could create an intimidating environment.

### **Parental Involvement and Recruitment**

- At the secondary level, actively recruit from feeder schools.
- Invite senior citizens and alumni to get involved.
- “Can you spare an hour” is a great tool, especially for those reluctant to get involved.
- Share the statistics and research that shows the positive impact involvement in the school will make for their children (i.e.: 40% increase in achievement where parents are involved).
- Need to look how to integrate and involve in the surrounding community.
- Need to see an increase in staff perception of the value of School Council and parental involvement.
- Survey the skills, talents and resources of parents and make use of those.
- Incentives for active involvement and reading the newsletter (ie: name put in draw if ballot from newsletter returned, etc.).
- Vary meeting times to accommodate a variety of schedules.
- Encourage teachers to personally invite one parent from their class to attend Parent Council meeting.
- Provide childcare and/or transportation.
- Have a volunteer “corner” or space that everyone knows that that is where they go to find materials, hang coats, etc.

### **Policies and Procedures:**

- Have welcome packages for participants.
- Provide a “manual” of how and what will happen for Parent Council to follow.
- Clarify roles and define who does what.
- Consider and agree if you are going to micro or macro manage.

- Create a terms of reference, belief statement and code of ethics. Abide by these, and reference them often.
- Create a resource directory for own school and perhaps for the District.
- Look at ways parents can enhance school effectiveness.
- Remember the importance of family connections.
- Utilize strategies to involve more parents... put them into action.
- Provide volunteer training and/or orientation.
- Set goals annually, looking at the entire student population.
- Consider what the stumbling blocks are (ie: police checks) and address.
- Work by consensus, not unanimity.
- Blend past and future teams, working on a transition plan. Don't just assume that this will occur naturally.
- Ensure you are providing a positive atmosphere showing mutual respect.

### Events

- Feed people - they will always come for that.
- Family Night: highlight the importance of involvement and school achievement.
- Guest speakers with relevant topics.
- Appreciation gesture for the volunteers.
- Remember that special events will draw people in and utilize that time to encourage more involvement.
- Have one PD day be a professional training opportunity for staff and parents.
- Bring a friend promotion.
- Create support groups with the school community (ie: single parents, ESL, etc.)
- Host a "Meet-n-Mingle" night.
- Have a "curriculum" night.
- Book club element: review and/or share relevant literature as a standing agenda item.
- Have a coffee-shop or playground meeting.
- Clarify report cards.
- Bridge the gap between primary and junior achievement.

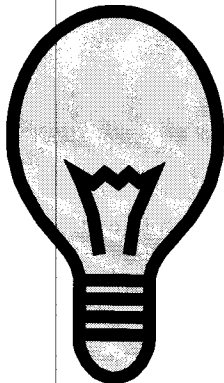
# LAMBTON KENT DISTRICT SCHOOL BOARD

## PARENT INVOLVEMENT

### COMMITTEE

#### SCHOOL COUNCIL PROVINCIAL FUNDING GRANT

The Ministry of Education provides \$500.00 to each School Council in our District to engage parental involvement. During the past school year money has been spent on items such as:



- School websites
- Newsletters
- Parent-Teacher BBQ
- Refrigerator magnets with dates & information for parents
- School planners that include information on the school and dates of interest to parents
- Babysitting so that parents can attend School Council meetings

Please be sure to spend these funds by June 30, 2008. In your School Councils' year-end report to the Board tell how you spent the \$500.00, so that we have a list of suggestions from this school year.