



MINUTES

Minutes of the meeting of the Parent Involvement Committee held in the Board Room, J.W. Singleton Centre, Burlington, Ontario, on January 19, 2017.

Present:

Stephanie Clark, **Chair** (Captain R. Wilson P.S.); Andrea Chan, **Co-Chair** (Post’s Corners P.S. & W.H. Morden P.S.); Sri Amudhan (Community Member); Karena de Souza (Oakville Trafalgar H.S.); Mario Figueroa (Youth Settlement Specialist); Amina Filipovic (Florence Meares P.S.); Sherry Kirkham (Sunningdale P.S.); Fran Leith (Irma Coulson P.S.); Pippa Lloyd (Garth Webb S.S.); Deki Nangchock (Abbey Lane P.S.); Karen Palmer (Emily Carr); Gerlinde Rup (Rolling Meadows P.S.); Sarah Shields (John T. Tuck P.S.); Margo Shuttleworth (Pineland P.S.); Dawn Spence (SEAC); Shazia Syed (Dr. Frank J. Hayden S.S.); Shari White (McKenzie Smith Bennett P.S.)

Board Liaison and Resource Personnel: Terri Blackwell (Superintendent)

Regrets: Kelly Amos (Chair of the Board); Andrea Grebenc (Trustee); Jeanne Gray (Trustee); Joanna Oliver (Trustee); Lisa Kohler (Pilgrim Wood); Joanne Basta (HDSB Executive Assistant)

Absent: Zena Al-Mudaris (Sunningdale P.S.); Teri Dennis-Davies (Emily Carr P.S./Garth Webb S.S.); Andrey Hogarth (Pineview P.S.); Toni Jamieson (Joseph Gibbons P.S.)

ITEM	DISCUSSION	ACTION (WHO)
Minutes Agenda	Acknowledge the Land Thank you to outgoing Chair, Shazia Syed Welcome to new Chair, Stephanie Clark and Co-Chair, Andrea Chan Agenda reviewed / Welcome	
Central Planning Team overview for new members	Meeting Dates are linked in this month's agenda for reference Chair reviewed our norms: <ul style="list-style-type: none"> ● Engage in discussions that are purposeful and relevant ● Promote positive dialogue outside of the room ● Work collaboratively with our Board staff ● Committees are responsible for planning the conference Central Planning Team overview for new members, including PIC Strategic Plan (2013)	
2017 New Roles PIC Planning Team	A handout describing each of the roles was shared and included: <ol style="list-style-type: none"> 1. Secretary (minutes, by-laws, contact list) 2. Communications (newsletter, PIC outreach, social media) 3. Treasurer (oversee funds, sharing budget info, Regional 	Attendees completed a form indicating interest in these positions



	<p>PRO Grant budget development) Each position will have a shadow and lead attached to it.</p>	
PIC Conference Debrief	<p>Looking Back - PIC Conference Debrief An overview of the committees and the work was shared (and the resource location in the Cloud)</p> <p>What went well?... What might we improve?/Questions for consideration Attendees used stickies to share their ideas with the group</p> <p>Looking Forward</p> <ul style="list-style-type: none"> • Possible themes - Truth and Reconciliation, Connected to Multi-Year Plan, etc. (TBD) • Tentative Date is Sat. Oct. 14, 2017 (awaiting Board approval) and location CKSS 	<p>See consolidated notes at the end of the minutes. Pages 3-6</p> <p>Identify committee you would like to join</p> <p>Joanne will tentatively book CKSS - done</p> <p>Optional: explore some of the committee folders</p>
Communications	<p>Upcoming newsletter will include sharing of successes at the conference; link to PIC Webcasts;</p> <p>PIC Outreach Kindergarten meeting - PIC flyer and How to get involved? Possible flyer in kindie package Develop a Parent Engagement flyer Investigate social media - Facebook</p>	<p>Development of newsletter (send any ideas to Stephanie or Andrea OR post in Google Group)</p> <p>Terri</p>
February School-based PIC Rep Meeting	<ul style="list-style-type: none"> • PRO Grant processes/idea sharing/discussion (Q & A one pager) • Truth and Reconciliation learning (to be confirmed) • Share PIC Conference resources (info item) • Working with technology (activity to share speaker info in the Google Group) 	Stephanie awaiting confirmation
Trustee Update	<p>PIC Trustees - regrets from our Trustees</p> <ul style="list-style-type: none"> • Kelly Amos (Chair of the Board) • Andrea Grebenc • Jeanne Gray • Joanna Oliver 	
Superintendent Update	<p>PIC Webcasts - videos from this years' PIC Conference are located at the Board website</p>	



Next Meeting	<p>Next meeting: Thursday February 16, 2017 (6:45 - 8:30 p.m.) in Milton at the Milton Staff Learning Centre - in the Resource Room</p> <p>Team will be meeting for 15 min to review and talk about conference theme</p>	
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PIC Conference Debrief Consolidated notes from this meeting...		
Committee	What went well...	What might we improve/Questions for consideration...
Registration	<ul style="list-style-type: none"> · Alphabetical list-expedited the process · good online registration-very easy 	<ul style="list-style-type: none"> · leads should have walkie talkies to help communicate · all registered names need to be listed because writing down names already registered was frustrating. · Have opening video looping to welcome attendees as they come into gym. · Event brite? · Multiple registrations didn't show on the registration list · any materials that attendees receive should be in one place (i.e. agenda, Me to We gift) · JPA system issues · Shuttle bus issues
Child Minding	Well run and should always have this option	
Food	<ul style="list-style-type: none"> · There was lots of food with leftovers · Loved the free lunch! Good food · Two tables locations helped with congestion 	<ul style="list-style-type: none"> · placement of tables · not sure about this committee roles. Looking for Donations? Or actually in charge of the food?



		<ul style="list-style-type: none"> · food not enough variety. Halal arrived too late · maybe a boxed lunch (provide tickets attendees pick up ...faster process) · Chicken late (organize pick up) · Obvious places to sit? · Squished/no eating area · No variety missing salads · Last Year: WOSS Nice to sit at tables to eat & network. CKSS chairs set up in lines in auditorium difficult to chat · poor variety · arrangements need to be made well in advance. Last minute chaos.
Student Volunteers	<ul style="list-style-type: none"> · Students worked well · There were plenty 	<ul style="list-style-type: none"> · Call out to volunteers across the board · students should have a checklist of times and jobs · very few students signed up=panic for Fran! · Assign duties ahead of time and rotate students · Enlist parent volunteers early (PIC reps)
Speakers	<ul style="list-style-type: none"> · having handouts during sessions to take notes and provide details to take away was helpful · Excellent line up. Karena is interested in joining this committee · good selection of speakers · great variety of speakers – only problem was some had limits to number of participants. Perhaps bigger rooms for more popular speakers 	<ul style="list-style-type: none"> · round tables as opposed to theatre seating? · losing parents post keynote. Half attended sessions · provide contact information if follow-up needed · movement to sessions difficult as P.A. system not loud enough · panel discussions? Parents? Speakers? · tweak schedule to try and keep attendance levels high · not enough time between sessions came up again and again in questionnaires · Dates – who picks? · School location- who picks?



		<ul style="list-style-type: none"> · cocktail evening option?
Donations	<ul style="list-style-type: none"> · people like prizes 	<ul style="list-style-type: none"> · since “for profit” displays were added in 2016 to raise money and donate a door prize – I no longer think separate donations are needed.
Community Display	<ul style="list-style-type: none"> · easy to find community displays as all in one row. Fair representation for each organization. · lots of variety · location was great. Lots of community partners 	<ul style="list-style-type: none"> · too crowded. Too busy. Confusing for participants. Overload of information · crowded. Could space the displays into extra isles · Q: do you need student volunteers for set up/clean up · I think it would be good to have more community displays ie. Tutoring centres, R.O.C.K., Girl Guides, Cub Scouts, YMCA · Increase fee for non profits; offer reduced rate for speakers · Group similar topics/services in the hallway to enhance and channel parents interests.
Promotions/ Communications & Advertising	<ul style="list-style-type: none"> · Nice posters. Good timing of synervoices 	<ul style="list-style-type: none"> · tell attendees not to print the catalog or only print on demand agenda · have PIC reps show promotional video at council meetings · ask for schools to add PIC email to their distribution list, so we can see what the schools have · good communication to reach out to parents. Oakville Beaver ad? · Promote via syner email to all parents sooner and more than once · need to work on promotions · kindergarten parents – publish the October 14 date in advance · BLOG? Searchable · Interesting how on feedback forms Twitter



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		didn't make the list-that's my favourite form of communication lately.
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SELF – OTHERS – ENVIRONMENT