



MINUTES

Minutes of the meeting of the Parent Involvement Committee held in the Burlington Room, J.W. Singleton Centre, Burlington, Ontario, on Thursday, May 18, 2017.

Present:

Stephanie Clark, **Chair** (Captain R. Wilson P.S.); Andrea Chan, **Co-Chair** (Post’s Corners P.S. & W.H. Morden P.S.); Dawn Spence (SEAC); Fran Leith (Irma Coulson P.S.); Lisa Kohler (Pilgrim Wood P.S.); Pippa Lloyd (Garth Webb SS); Sarah Shields (John T. Tuck P.S.); Shari White (McKenzie Smith Bennett P.S./Acton H.S.); Shazia Syed, (Dr. Frank J. Hayden S.S.); Sherry Kirkham (White Oaks S.S.);

Board Liaison and Resource Personnel:

Terri Blackwell (Superintendent); Joanne Basta (HDSB Executive Assistant)

Regrets: Andrea Grebenc (Trustee); Jeanne Gray (Trustee); Joanna Oliver (Trustee); Kelly Amos (Chair of the Board); Gerlinde Rup (Clarksdale P.S. & Rolling Meadows P.S.); Karen Palmer (Emily Carr P.S.); Karena de Souza (Oakville Trafalgar HS); Margo Shuttleworth (Pineland P.S.); Sri Amudhan (Community Member);

Absent: Andrey Hogarth (Pineview P.S.); Deki Nangchock (Abbey Lane P.S.); Teri Dennis-Davies (Emily Carr P.S./Garth Webb SS); Mario Figueroa (Community Member); Toni Jamieson (Joseph Gibbons P.S.); Zena Al-Mudaris (Sunningdale P.S.)

ITEM	DISCUSSION
Conference Planning - Working Meeting	<p>Conference Theme: <i>21st Century Student Success: Creating a Culture of Equity, Inclusion & Well-Being</i></p> <p>Schedule Confirmed as follows: 8:15 - 9:00 Registration 9:00-9:30 Welcome/Introductions 9:30-10:30 Keynote Speaker - Candy Palmater 10:40-11:40 Session A 11:40-12:25 Lunch/Community Displays 12:25 - 1:25 Session B 1:40-2:40 Session C</p> <p>To Do (by mid June): -book HDSB film crew (keynote) - done by Joanne -Community Display (CKSS/Hayden lists) -Poster/Flyer (to schools) -presently work on by Joanne -Revise Save the Date flyer -Joanne</p> <p>To Do in the Fall:</p>



ACTION:	<ul style="list-style-type: none"> -Order food/bottled water (order bagged or boxed lunch?) to be discussed with head chef at CKSS -Tables for lunch. Get rental quotes and maximum # of tables that will fit in gym 3 -Sign In Registration Form -- create Google Form (QR Code too) -Student Videographers to be discussed with I.T. teacher at CKSS -Construction/Parking (status/signage) -Setup (cafeteria tables in gym 3 / open bleachers) -Contact Community Display vendors -Budget /Purchase Supplies for child minding -Connect CKSS Guidance Staff/Principal (student volunteers) -Seek musical accompaniment/student performance from CKSS or neighbouring Milton school/students -Assign 2 PIC Members to ask parents/caregivers a few questions for video interviews <p>Night Before (after school):</p> <ul style="list-style-type: none"> -set up community display tables -signage for rooms -set up chairs in gym -workshop rooms - water, sign in sheet, set up for workshops -parking -identify space for musical performance -identify space for video interviews <p>Day of...</p> <ul style="list-style-type: none"> -School Band -Layout display tables-registration; childminding; volunteer -layout food tables -set up child minding room -sign in sheet <p>Thoughts...</p> <ul style="list-style-type: none"> -Student Ambassadors --Feedback form collection -Follow up -- Video Interviews: It was mentioned that parents were in a rush to get from one workshop to another. 2 JWS staff videographers will be available for parent interviews at the beginning of the conference, at lunch and then at the end of the day. We can assign a couple PIC members to ask a few parents/caregivers if they can give feedback and bring them down to a room where it will be set up. Perhaps 5-6 people in total? It would also make the process less rushed and also ensuring that this represents the diversity of those attending. <p>Generate 2-3 questions and give to videographers before conference date.</p> <p>All committee members are encouraged to distribute this letter and Sponsorship</p>
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NEW:	<p>Opportunities form/Agreement to our Community Partners. https://docs.google.com/document/d/1ITOPqDkBRpyIrlDaunQ5zPbG3D97YOPgSE_ewpBtj0c/edit</p> <p>As reference, please enter who has been contacted for Food Donations on this sheet and the pending status.</p> <p>Committee members have been given access to post messages on the HDSB PIC Parent Involvement Committee Google Group. Please feel free to use this group for communicating purposes with your fellow team members on all conference related matters.</p>
ACTION:	<p>PIC members to connect with their respective team members prior to the end of June and provide Stephanie and Andrea with any updates. Sign up/verify chart below.</p>
Next Meeting	<p>Thursday, September 28, 2017 at 6:45 p.m.-8:45 p.m. JW Singleton Centre to finalize conference details.</p>

If you have not assigned yourself to a committee, please do so below and the following page:

Committee	Name
Food - See Sponsorship Agreement	All
Food - Require a few people to assist with set up on day of	
Food	
Food	
Child Minding	Deki Nangchock
Child Minding	Fran Leith
Communications (Promotions)	Karena de Souza
Community Displays	Lisa Kohler
Community Displays	Shari White
Community Displays	Dawn Spence
Paid Donations only & 1 big prize. See Sponsorship agreement	ALL
Committee	Name



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Parent • Involvement • Committee



Floater	Andrea Chan
Floater	Stephanie Clark
Floater	Joanne Basta
Registration	Margo Shuttleworth
Registration	
Registration	
Speakers	Sherry Kirkham
Speakers	Karen Palmer
Speakers	Shazia Syed
Student Volunteers	Sarah Shields
Student Volunteers	Pippa Lloyd
Unassigned	Zena Al-Mudaris
Unassigned	Amos, Kelly Amos
Unassigned	Mario Figueroa
Unassigned	Gerlinde Rup
Unassigned	Sri Amudhan
Unassigned	Teri Dennis-Davies
Unassigned	Jeanne Gray
Unassigned	Andrea Grebenc
Unassigned	Andrey Hogarth
Unassigned	Toni Jamieson
Unassigned	Joanna Oliver