



**Parent Involvement Committee Minutes**  
**Education Centre**  
**January 25, 2016 – 6:30 p.m.**

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**COMMITTEE MEMBERS PRESENT:** Kirsty Sinclair, Co-Chair, Sturgeon Creek Alternative Program Council; Alicia Gattoni, Co-Chair, Crossroads School Council Representative; Ralph Hill, Trustee; Heather Campbell, Director of Education; Kendall Olsen, Principal Representative; Sharla MacKinnon, Elementary Teacher Representative; Leslie Danielson, Fort Frances High School Council Representative; Wendy Kabel, Community Representative, Zaagi-idiwin Aboriginal Headstart Program; Kelly McFayden, J.W. Walker, Parent Representative; Angela Mainville, Community Representative, Seven Generations Education Institute; JoAnne Davis, Robert Moore School Council Representative; ; John Fuhrer, Donald Young School, Parent Representative

**REGRETS:** Lonna Oster, Community Representative, Northwestern Health Unit, North Words; Darryl Gannon, Atikokan High School Council; Mellisa Gallagher, North Star Community School Council Representative

**ALSO IN ATTENDANCE:** Sandra Ward, Recording Secretary

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**1. Call to Order**

The meeting was called to order by Co-Chair Kirsty Sinclair at 6:35 p.m.

**2. Welcome and Introductions**

JoAnne Davis, Robert Moore School Council representative and John Fuhrer, Donald Young School parent representative were welcomed to the Committee and everyone introduced themselves.

**3. Approval of Agenda**

A motion was made by Wendy Kabel and seconded by Leslie Danielson to approve the agenda. All were in favour.

**4. Disclosure of Conflict of Interest**

There was no disclosure of conflict of interest.

**5. Confirmation of Minutes**

The minutes of the November 9, 2015 meeting were reviewed and no changes were noted. All were in favour to approve the minutes as distributed.

**6. Business Arising from the Minutes**

**a) School Council Refresher Training Session**

Kirsty Sinclair and Alicia Gattoni, Co-Chairs, reported that the School Council Refresher Training Session was well attended. Alicia noted that after the session she felt more confident in her new role on the Crossroads School Council and as the Co-Chair on the Parent Involvement Committee. It was noted that a questionnaire was filled out by participants at the end of the training session and the results were compiled into a feedback summary, which was included in the agenda package for the Committee to review.



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The Director of Education produced two Powtoons videos for the training session. The Committee watched the one entitled "School Councils – An Introduction". The other video available to watch is on the Board web site under the Parents/School Council tabs and is called "Effective School Council Meetings". Based on the feedback received, and the suggested topics, other videos will be created to share information with school councils.

**b) PRO Grant – STEAM Family Activity Night Planning**

The guidelines for spending PRO Grant funding were included in the agenda package. School Councils are to use these guidelines when planning their family event. Examples of how different school councils approached the planning of their family events last year were given.

STEAM stands for Science, Technology, Engineering, Arts and Math. School Councils have offered family math and science events, and it was suggested that this year's funding provides an opportunity for school councils to create an event with a focus on the Arts and Technology.

Three options for distributing the funding to schools were reviewed. It was noted that when school councils know what their allocation is, they can then budget their event accordingly. Option Two, with a base amount of \$750.00 and \$4.00 per student was approved by consensus. Loot bags for the events have already been purchased to offset the costs.

The Director of Education will send a memo to principals with respect to this year's allocation to share with their School Council.

**7. Correspondence**

**a) Inspiring Your Child to Learn and Love Math Kit Information**

The Council of Ontario Directors of Education have provided six kits to every elementary school. One of the kits was provided to the Co-Chair for review. The information included in the kits is available on the CODE website at [ontariodirectors.ca](http://ontariodirectors.ca). Committee members may download or print from this site, all or part of any of these documents.

Sharla MacKinnon, Elementary School Teacher Representative, suggested that the link could be shared with Early Years parents during registration. After further discussion about how to share the information with parents, it was decided that the links would be posted on the Board website. The Parent tab includes sections for both Early Years and Math Homework Help. Information on where to find the links can be included on school websites, in school newsletters and the spring PIC newsletter. It was suggested that a counter be included on the web pages to determine if the information is being accessed. Social media such as Facebook and Twitter could be used to advertise where to find the information.

Web keys are included in the package. The Director of Education will investigate the cost of purchasing web keys that could be distributed to families.



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**b) Ontario College of Teachers Conference**

Information regarding the Ontario College of Teachers Conference was provided. If anyone is interested in attending they were asked to let one of the Co-Chairs know by February 12, 2016. They can be contacted by email at [countryviewchildcarecentre@outlook.com](mailto:countryviewchildcarecentre@outlook.com) for Alicia Gattoni or [kirsty.sinclair@hotmail.com](mailto:kirsty.sinclair@hotmail.com).

**c) Letter to PIC Co-Chairs from Laura Mills, Superintendent of Business**

The Director of Education provided examples of previous years' feedback. Feedback from Committee members can be provided to the Co-Chairs or the Director by March 11, 2016. Input provided will be forwarded to the Superintendent of Business. A budget survey on the Board's website will also be available starting March 3, 2016.

**8. Director's Update**

Heather Campbell, Director of Education, reported as follows:

- The Trustees have approved the release of \$1.4 million from reserve funds to enhance playgrounds. Sample catalogues have been provided to school councils. Accessibility is a key consideration when choosing equipment. The tender for purchase of equipment will be done by the Board to ensure best pricing is obtained. All equipment needs to be installed by a professional company to ensure safety.
- A consultation schedule for school councils is being developed and will be ready for September. This will allow school councils to plan their meetings in a timely manner, so they can provide feedback with respect to the principal profile and budget feedback each year.
- An invitation from the Ontario College of Teachers was sent last year, to provide a presentation to the Board of Trustees and Parent Involvement Committee. It would be an overview of the work and mandate of the College. This is being done to enhance public awareness of the College. The Committee agreed it would be interested and the Director will investigate possible dates toward the end of April. The format for the presentation will be determined at a later date.

**9. Next Meeting**

A Doodle Poll will be sent out with possible dates for the next meeting to be held the last week in March or first week in April. Once it is determined which date will provide quorum, a confirmation email will be sent for the date.

**10. Adjournment**

The meeting adjourned at 7:28 p.m.