



# Minutes

**Parent Involvement Committee**  
**Thursday, September 19 2013 – 5:30 p.m.**  
**Bluewater DSB Education Centre - Chesley**

Parents: Jennifer Barratt-Parker (Co-Chair), Judi Chambers, Nicole Hatten, Joe Grieco  
 Trustee: Kevin Larson  
 Community member: Patricia Greig  
 Administration: Staci Marck, Steve Blake, Matt Pickett, Bev Sims (Recorder)

Regrets: Jennifer Miller (Co-Chair), Lesa McDougall, Jaime Fleet, Jim Thorpe, Katherine/Terry Arnold

Agenda item	Decision / Action Taken	Follow-up/person responsible
1. Welcome and introductions	<ul style="list-style-type: none"> <li>▪ Chair Jennifer Barratt-Parker welcomed everyone and gave each participant an opportunity to introduce themselves.</li> <li>▪ Jennifer noted that Bev offered to take the minutes for the meeting in the absence of the secretary and that she would also prepare a draft template for future PIC minutes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bev – follow up re template preparation</li> </ul>
2. Approval of Agenda	<ul style="list-style-type: none"> <li>▪ The agenda was reviewed and approved with one minor change in the order of items.</li> </ul>	
3. Review of May 29, 2013 Minutes	<ul style="list-style-type: none"> <li>▪ The draft May 29, 2013 meeting minutes were reviewed and approved for posting on the website noting that they would need to be formally approved at the next PIC meeting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bev – have approved minutes posted on the website</li> <li>▪ Jennifer BP – add Review of May 29, 2013 minutes to next agenda</li> </ul>
4. Chair report – Jennifer Barratt Parker	<ul style="list-style-type: none"> <li>▪ Chair Jennifer provided a brief verbal report.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
5. Director's report – Steve Blake	<ul style="list-style-type: none"> <li>▪ Director of Education Steve Blake provided a verbal report including an overview of his entry plan in Bluewater District School Board. He noted that declining enrolment is a challenge for the board and that enrolment data is being tracked and will be shared with trustees.</li> <li>▪ Jennifer requested that the data also be shared with PIC when available.</li> <li>▪ Steve also provided information in regard to the upcoming consultation by the Ministry of Education. He indicated that a board team including the board chair, director, PIC chair and student trustee has been invited to attend a consultation meeting with the Minister on October 18, 2013.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bev – register participants for the Ministry of Education session</li> <li>▪ Jennifer BP – determine who as chair is attending the session – send information to Bev</li> <li>▪ Upcoming agenda item – enrolment data</li> </ul>
6. Trustee report – Kevin Larson	<ul style="list-style-type: none"> <li>▪ Trustee Kevin Larson provided a verbal report noting items discussed at the recent Business Committee of the Whole and Board meetings.</li> <li>▪ He also noted that the Board of Trustees would be making a decision in regard to the Derby Public School Accommodation</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>



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	clarification regarding the role of the Parent Involvement Committee.	
11. Elections and appointments	<ul style="list-style-type: none"> <li>▪ In May, Jennifer BP and Jennifer M were confirmed as co-chairs.</li> <li>▪ Jennifer BP reviewed current vacancies in parent membership resulting from expired terms and resignations.</li> <li>▪ Jennifer BP reviewed expressions of interest in potentially joining PIC.</li> <li>▪ Katherine and Terry Arnold have indicated interest in being appointed as West area parent members – perhaps as one member and one alternate – to be confirmed at the next meeting. (Jennifer BP to follow up)</li> <li>▪ Judi Chambers is considering whether she is interested in pursuing appointment as a PIC member. Carrie Lamont has indicated that she would be willing to continue as an alternate</li> <li>▪ Jennifer confirmed that those submitting postcards were contacted regarding the PIC. Jennifer BP will re-contact those who expressed interest.</li> <li>▪ A message will be initiated (Jennifer BP) to reach out to School Councils for additional PIC members.</li> <li>▪ PIC members were encouraged to invite potential PIC members to the next meeting.</li> <li>▪ Looking for a volunteer to be appointed secretary.</li>   <li>▪ It was noted that there are currently 2 sub-committees of the PIC – Website Sub-Committee and Fall SC Networking Meeting Planning Sub-Committee.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Updated list to be provided for next meeting</li> <li>▪ Jennifer BP – follow up as noted</li> </ul>
12. Coming events/tasks to delegate	<ul style="list-style-type: none"> <li>▪ i) PIC report to the Board of Trustees <ul style="list-style-type: none"> <li>▪ Jennifer and Jennifer will work on the PIC report to be submitted to the board of trustees</li> </ul> </li>   <li>▪ ii) People for Education – Sat. November 2 <ul style="list-style-type: none"> <li>▪ In the previous year two PIC members were approved for expenses to be paid for by PIC.</li> <li>▪ Jennifer asked for interest from the members and suggested that the PIC fund two participants again this year.</li> <li>▪ Members in attendance confirmed allocating funding for two to three participants for the People for Education conference.</li> <li>▪ Those interested are to let Jennifer BP know by October 1.</li> <li>▪ Nicole indicated that she may be interested in attending and Kevin indicated he was planning to attend as trustee</li> </ul> </li>   <li>▪ iii) Follow up on Spring SC Networking meeting <ul style="list-style-type: none"> <li>▪ Jennifer Barratt Parker, Jim Thorpe and Jennifer Miller are compiling the information from the spring meeting and will share with the committee once complete.</li> </ul> </li>   <li>▪ iv) By-law updates <ul style="list-style-type: none"> <li>▪ Once confirmed and revised, the By-Law updates will be posted on the website.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Jennifer BP and Jennifer M – PIC report</li>   <li>▪ All - Contact Jennifer BP if interested in attending conference</li>   <li>▪ Jennifer BP, Jennifer M and Jim – follow up</li>   <li>▪ Post By-Law updates once complete</li> </ul>

Agenda item	Decision / Action Taken	Follow-up/person responsible
	<ul style="list-style-type: none"> <li>▪ v) PIC meeting dates were reviewed and confirmed as follows:               <ul style="list-style-type: none"> <li>▪ October 24, 2013</li> <li>▪ November 21 – Fall SC Networking Meeting – tentatively 6:00 p.m.</li> <li>▪ February 6, 2013 (save the date – tentative meeting if required)</li> <li>▪ March 25, 2013</li> <li>▪ April 29, 2014 (Spring SC Networking meeting)</li> <li>▪ May 29, 2014</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ All members – note meeting dates</li> </ul>
13. New Business	No new business.	<ul style="list-style-type: none"> <li>▪</li> </ul>
Agenda items for next meeting	<ul style="list-style-type: none"> <li>▪ Review of May 29, 2013 draft minutes for approval</li> <li>▪ Website project update</li> <li>▪ Elections and appointments</li> <li>▪ November 21 Fall School Council workshop and Networking meeting</li> <li>▪ Future agenda: Enrolment data</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jennifer BP – items for next agenda</li> </ul>
14. Adjournment	Meeting adjourned at 7:55 p.m.	
Next meeting	<b>Thursday, October 24, 2013</b>	