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Minutes of Regular Meeting
of the
Board of Trustees
of
The Winnipeg School Division

**APPROVED BY THE
BOARD ON
MAY 4, 2015**

Board Room, Administration Building,
Winnipeg, April 13, 2015.

The Regular Meeting of the Board of Trustees of The Winnipeg School Division was held this day at 7:00 p.m.

CALL TO ORDER AND ROLL CALL

Present: Trustees M. Wasyliw, S. Rollins, C. Broughton, L. Naylor,
K. Freedman, C. Collins, A. Beach, M. Babinsky, D. Koshelanyk

In Attendance: P. Clarke, R. Appelmans, K. Seiler, C. Caetano-Gomes,
R. Chartrand, F. Mota, G. Heath, B. Lapointe, R. Carter,
E. Barnaby

APPROVAL OF THE AGENDA

- Freedman-Naylor That the Agenda for the regular meeting of the School Board to be held this evening, April 13, 2015, be approved.
- Wasyliw-Rollins That an in Camera Item regarding Full Day Kindergarten be added to the Agenda
- Freedman-Broughton That an in Camera Item regarding Governance Committee be added to the Agenda
- Freedman-Naylor The Agenda as amended was voted on and declared. – Carried.

READING AND CONFIRMING OF MINUTES

A copy of the minutes to be considered had previously been distributed to the Trustees. A motion was now adopted for these minutes to be taken as read, and approved as follows:

Beach-Babinsky Regular Meeting – March 16, 2015

READING OF COMMUNICATIONS AND PETITIONS

The following correspondence was dealt with as indicated:

OC12-15 From Audrey Recksiedler, a Concerned Citizen

Regarding an article in the Winnipeg Free Press titled Religion divides Winnipeg School Board.

Naylor-Collins That this correspondence be received as information- Carried.

OC13-15 From Roy Seidler, Executive Director, MASBO

Regarding Henry Claeys, Transportation Supervisor being selected as the 2015 Manitoba Association of School Business Officials' winner of the prestigious Grey Owl Award.

Koshelanyk-Broughton That this correspondence be received as information- Carried.

PRESENTATION AND CONSIDERATION OF REPORTS

The following reports were considered:

Superintendent's Report No. 5-2015	Dated April 13, 2015
Children's Heritage Fund Committee Report No. 2-2015	Dated March 10, 2015
Public Relations/Communications Committee Report No. 2-2015	Dated March 23, 2015
Special Committee to Review the Existing Structure of the District Advisory Committees Report No. 1-2015	Dated March 25, 2015

Superintendent's Report No.5-2015

Rollins-Beach	That Clause No. 1a (That the list of Salaries and Wages paid during the month of March 2015, as summarized on Account Listing 2015-03) be approved. – Carried.
Rollins-Beach	That Clause No. 1b (March 2015 list of payment of accounts) be approved. – Carried.
Broughton-Collins	That Clause No. 2 (Technical-Vocational High School – Roof Replacement 2015) be approved. – Carried.
Broughton-Babinsky	That Clause No. 3 (Shaughnessy Park School – Gymnasium Floor Replacement) be approved. – Carried.
Broughton-Rollins	That Clause No. 4 (Churchill High School – Locker Replacement 2015) be approved. – Carried.
Rollins-Broughton	That Clause No. 5a (Recognition for Special Accomplishment) be approved. – Carried.
Broughton-Rollins	That Clause No. 5b (Recognition for Special Accomplishment) be approved. – Carried.
Koshelanyk-Babinsky	That Clause No. 5c (Recognition for Special Accomplishment) be approved. – Carried.
Naylor-Koshelanyk	That Clause No. 6 (Loan of Service – Mr. Nathan Martindale) be approved. – Carried.
Babinsky-Beach	That Clause No. 7 (Loan of Service – Ms Kristin Insull) be approved. – Carried.

Children's Heritage Fund Committee Report No. 2-2015

Freedman-Collins

That the Children's Heritage Fund Committee Report No. 2-2015 be received. – Carried.

Public Relations/Communications Committee Report No. 2-2015

Freedman-Naylor

That the Public Relations/Communications Committee Report No. 2-2015 be received.- Carried.

Special Committee to Review the Existing Structure of the District Advisory Committees Report No. 1-2015

Koshelanyk-Naylor

That the Special Committee to Review the Existing Structure of the District Advisory Committees Report No. 1-2015 be received.- Carried.

ENQUIRIES AND ANNOUNCEMENTS170 - Full Day Kindergarten Brochure

Trustee Collins wished to share with trustees a brochure distributed by Rivière Seine River School Division as an example that could be followed as the Winnipeg School Division is piloting the Full-Day Kindergarten in its schools.

171 - Beyond Grade 12

Trustee Collins informed trustees that the Seven Oaks School Division is offering a program titled Our Beyond Grade 12 Now! The program offers university and college classes to high school graduates to jumpstart their journey towards a career and includes courses from Red River College, Univeristé de Saint-Boniface, University of Manitoba and University of Winnipeg in subject areas from English and Math to Plumbing and Early Childhood Education.

172 - E-Cigarettes

In response to an enquiry, the Chief Superintendent informed trustees that direction was given by the Board last year regarding the use of electronic vaporizer on school property. As a result the Division's suspension policy was updated to provide school principals with information similar to student smoking on school property. Schools are expected to follow all Division policies.

173 - Treaty Relations Commission of Manitoba

Trustee Collins informed trustees of the Treaty Relations Commission of Manitoba article titled *Investing in Education Training for Aboriginal Youth*.

174 – Director of Buildings

Trustee Collins wished to thank George Heath for many years of service and wished him well on his upcoming retirement. The Division will miss his professional expertise and friendship and wish only success and happiness in his future endeavors, may they be all that he hoped for!

175 - Chris Young from École secondaire Kelvin High School

Trustee Freedman informed trustees that he would like to congratulate teacher Chris Young from École secondaire Kelvin High School on his recent awards. Mr. Young was a member of the Kelvin 100th Anniversary Reunion Committee, organized the Kelvin 100th History Day, and wrote the script for the Kelvin 100th History DVD. For four straight years (2012-2015) he has taken students to the First World War and Second World War Canadian battlefields of Europe. He received the Queen Elizabeth II Diamond Jubilee Medal in 2012 and a Minister of Veterans Affairs commendation in 2014 awarded in Winnipeg a few weeks ago. In celebration of the fiftieth anniversary of Canada's flag this year Mr. Young was one of 50 Canadians who was presented a flag by the Prime Minister of Canada for his contributions to the well-being of the country's citizens. Trustee Freedman expressed that he is proud of the exceptional teachers in the Division and it is wonderful when they get the recognition they deserve.

NEW BUSINESS176 - Condolences

That the Board's sympathy be recorded, with regret, in the bereavement of the following:

On March 14, 2015, Arthur J. Winkler, Retired Head Caretaker, a member of our staff for 24 years;

On March 20, 2015, Evelyne Croydon, Retired Educational Assistant, a member of our staff for 17 years;

On March 22, 2015, Ion Parrish, Retired Caretaker, a member of our staff for 34 years;

On March 22, 2015, A. Joy Sigurdson, Teacher, a member of our staff from 31 years;

and that this motion be adopted by a silent standing vote.- Carried

177 - By-Law 1233 – Second Reading
Debenture Borrowing - \$2,289,400.00

Rollins-Collins (a) "That By-Law 1233, a by-law of the Winnipeg School Division for the purpose of borrowing TWO MILLION TWO HUNDRED AND EIGHTY NINE THOUSAND FOUR HUNDRED DOLLARS (\$2,289,400.00) for certain building projects be introduced and read a second time in short."

By-Law No. 1233 then read accordingly

Rollins-Collins (b) "That the rules be suspended in order for By-Law No. 1233 to be read a third time." - Carried.

Rollins-Collins (c) "That By-Law No. 1233, a by-law of the Winnipeg School Division, be read a third time in short and passed." - Carried.

By-Law No. 1233 then read accordingly

178 - By-Law 1234 – Second and Final Reading
Borrowing By-Law

Rollins-Collins (a) “That By-Law No. 1234, a by-law of The Winnipeg School Division to authorize the borrowing of monies from any bank or credit union, upon credit of The Winnipeg School Division for the year 2015, be now introduced and read a second time in short.”
 -Carried.

By-Law No. 1234 then read accordingly.

Rollins-Collins (b) “That the rules be suspended in order for By-Law No. 1234 to be read a third time.” -Carried.

Rollins-Collins (c) “That By-Law No.1234, a by-law of the Winnipeg School Division, be read a third time in short and passed.” -Carried.

By-Law No. 1234 then read accordingly.

179 - Restructuring of the Winnipeg School Division

Motion, notice of which was given by Trustee Beach on March 16, 2015:

Beach-Collins “That the motion at a meeting of the Board held on March 11, 2015, for a restructuring of the WSD and an elimination of a District Superintendent be held in abeyance until such time as a proper and transparent examination of the WSDs administrative structure is undertaken, which shall include a consultation with the community and parents within WSD, and its affected employee groups.”

Babinsky-Beach That a recorded vote be taken– Carried.

The motion was voted on and declared – defeated, the vote being recorded as follows:

Ayes: Trustees Collins, Beach - 2
 Nays: Trustees Rollins, Naylor, Koshelanyk, Freedman, Wasyliw, Babinsky, Broughton - 7

AGENDA INFORMATION ITEMS

Broughton-Freedman That Information Correspondence No. IC22-15- IC25-15 be received as information - Carried.

NOTICE OF MOTION

The following Notice of Motion was presented during the meeting by Trustee Naylor:

“That the Board of Trustees request the Province of Manitoba to review the Religious Instruction section of the Public Schools Act (Section 80) and request that Section 80(2) be revised to read as follows: the school board ~~shall~~ **may** pass a by-law authorizing instruction in religion in compliance with the petition.”

The meeting adjourned at 10:15 p.m.

Chair

Secretary-Treasurer

SUPERINTENDENT'S REPORT NO. 5-2015

To the Chair and Members
Winnipeg School Board

April 13, 2015

1. Accounts List/Summaries of Salaries and Wages

Summaries of salaries and wages paid during the month of March 2015, and Accounts List for the month of March 2015 have been provided to the trustees.

Recommendations:

- (a) That the list of Salaries and Wages paid during the month of March 2015, as summarized on Accounts List 2015-03 be approved and confirmed.
- (b) That the March 2015 list of payment of accounts be approved and confirmed.

2. Technical-Vocational High School – Roof Replacement 2015

In a letter dated February 19, 2015, the Public Schools Finance Board authorized the Division to proceed with a roof replacement 2015 project at Technical Vocational High School.

Tenders were advertised for the project. The following is a tabulation of the bids received:

<u>Firm</u>	<u>Total Price</u>
Master Roofing Ltd.	\$ <u>264,000.00</u>
Norwin Roofing Ltd.	269,125.00
Normandeau Roofing Ltd.	280,769.00
Transcona Roofing Ltd.	283,154.00
Allied Roofing Inc.	285,000.00
Oakwood Roofing & Sheet Metal Co. Ltd.	290,242.00
M. J. Roofing	291,051.44
Flynn Canada Ltd.	302,863.50

Recommendation:

That, subject to Public Schools Finance Board approval, the tender of Master Roofing Ltd. to supply all material and perform all work in connection with the roof replacement 2015 project at Technical Vocational High School be accepted, in accordance with the plans and specifications therefor, for the total amount of \$264,000.00, being the tender price, including Provincial Sales Tax excluding Goods & Services Tax, and that the proper officers of the Division be authorized to enter into a contract with Master Roofing Ltd. for the carrying out of the work.

3. Shaughnessy Park School – Gymnasium Floor Replacement

The Building Department budget includes an allocation to undertake a flooring replacement in the Gymnasium at Shaughnessy Park School.

Tenders were advertised for the project. The following is a tabulation of the bids received:

<u>Firm</u>	<u>Total Price</u>
Big Sky Enterprises and Service Inc.	\$ <u>112,684.60</u>

Recommendation:

That the tender of Big Sky Enterprises and Service Inc. to supply all material and perform all work in connection with the Gymnasium Floor Replacement project at Shaughnessy Park School be accepted, in accordance with the plans and specifications therefor, for the total amount of \$112,684.60, being the tender price, including Provincial Sales Tax excluding Goods & Services Tax, and that the proper officers of the Division be authorized to enter into a contract with Big Sky Enterprises and Service Inc. for the carrying out of the work.

4. Churchill High School – Locker Replacement 2015

The Building Department budget includes an allocation to undertake locker replacements at Churchill High School.

Two local supplier/installers were invited to submit quotations for the project. The following is a tabulation of the bids received:

<u>Firm</u>	<u>Total Price</u>
Allmar Inc.	\$ <u>62,162.64</u>
Shanahan's	66,990.00

Recommendation:

That the quotation from Allmar Inc. to supply all material and perform all work in connection with the Locker Replacement 2015 project at Churchill High School be accepted, in accordance with the plans and specifications therefor, for the total amount of \$62,162.64, being the tender price, including Provincial Sales Tax excluding Goods & Services Tax, and that the proper officers of the Division be authorized to enter into a contract with Allmar Inc. for the carrying out of the work.

5. Recognition for Special Accomplishment

- a) Brock Beach, a grade 9 student at École secondaire Kelvin High School, won the Manitoba Provincial Chess Championship held at the University of Manitoba for grade 9 and has earned the right to represent École secondaire Kelvin High School at the Canadian Chess Challenge to be held in Quebec City, Quebec from May 15-18, 2015.

The total cost of airfare and accommodations for Brock Beach and his chaperone is \$2,164.64.

It is recommended that in accordance with Board Policy AGAB - Recognition for Special Accomplishment, Brock Beach, student at École secondaire Kelvin High School and one family member to receive funding in the amount of \$1,000 each (total \$2,000) to support their attendance at the Canadian Chess Challenge from May 15-18, 2015, in Quebec City, Quebec.

- b) Theodore Wolchuk, a grade 7 student at École River Heights School, won the Manitoba Provincial Chess Championship held at the University of Manitoba for grade 7 and has earned the right to represent École River Heights School at the Canadian Chess Challenge to be held in Quebec City, Quebec from May 15-18, 2015.

The total cost of airfare and accommodations for Theodore Wolchuk and his chaperone is \$2,249.99.

It is recommended that in accordance with Board Policy AGAB - Recognition for Special Accomplishment, Theodore Wolchuk, student at École River Heights School and one family member to receive funding in the amount of \$1,000 each (total \$2,000) to support their attendance at the Canadian Chess Challenge from May 15-18, 2015, in Quebec City, Quebec.

- c) Two (2) grade 11 students from Sisler High School have been accepted into the Shad Valley Program for four weeks during the month of July 2015. Winnie Beltrano has been invited to participate in the Shad Valley Program at the University of Calgary in Calgary, Alberta, and Parmandeep Chaddha has been invited to participate in the Shad Valley Program at Carlton University in Ottawa, Ontario.

The Shad Valley Program is an intense summer enrichment program that runs in the summer every year for four weeks. The program is open to both Canadian and International students, and runs in ten participating university campuses across Canada, where the students live in residence and receive a focused study in Business, Science, Mathematics, Engineering and Student Leadership.

The students' cost to participate in the program is \$4,500 (includes program activities, accommodations, and meals) for each student. This does not include the airfare. Sisler High School is requesting \$1,500 for each student (total \$3,000) to assist with travel expenses for two students.

Recommendations:

That in accordance with Policy AGAB – Recognition for Special Accomplishment, authority be given for:

- a) Brock Beach, student at École secondaire Kelvin High School and one family member to receive funding in the amount of \$1,000 each (total \$2,000) to support their attendance at the Canadian Chess Challenge from May 15-18, 2015, in Quebec City, Quebec.
- b) Theodore Wolchuk, student at École River Heights School and one family member to receive funding in the amount of \$1,000 each (total \$2,000) to support their attendance at the Canadian Chess Challenge from May 15-18, 2015, in Quebec City, Quebec.
- c) Winnie Beltrano and Parmandeep Chaddha, students at Sisler High School, to receive funding in the amount of \$1,500 each (total \$3,000) to support their attendance at the Shad Valley Program at the University of Calgary and Carlton University for four weeks during the month of July 2015.

6. Loan of Service – Mr. Nathan Martindale

Since September 1, 2014, the Board has approved the loan of service of Nathan Martindale to the Winnipeg Teachers' Association to serve as President of the Association on a full-time basis.

The Association has requested that the loan of service be extended for the 2015/2016 school year. The Winnipeg Teachers' Association will reimburse the Division for salary and other salary-related costs.

Recommendation:

That the services of Nathan Martindale, be loaned to the Winnipeg Teachers' Association, on a full-time basis, for the 2015/2016 school year, the Winnipeg Teachers' Association to reimburse the Division for salary and other salary-related costs.

7. Loan of Service – Ms Kristin Insull

Since September 1, 2014, the Board has approved the loan of service of Kristin Insull to the Winnipeg Teachers' Association to serve as Vice-President of the Association on a full-time basis.

The Association has requested that the loan of service be extended for the 2015/2016 school year. The Winnipeg Teachers' Association will reimburse the Division for salary and other salary-related costs.

Recommendation:

That the services of Kristin Insull, be loaned to the Winnipeg Teachers' Association, on a full-time basis, for the 2015/2016 school year, the Winnipeg Teachers' Association to reimburse the Division for salary and other salary-related costs.

Respectfully submitted,

P.E. CLARKE
Chief Superintendent

CHILDREN'S HERITAGE FUND COMMITTEE REPORT NO. 2-2015

To the Chair and Members
Winnipeg Public School Board

March 10, 2015

Your Children's Heritage Fund Committee reports as follows:

1. New Projects

Your Committee gave consideration to requests for funds in support of projects as outlined in By-law No. 891.

Your Committee was informed that new project requests have been received in the amount of \$24,860 for the period ending March 10, 2015.

Your Committee agreed to limit the allocations for new projects and approved funding for schools that did not receive funding for camps in 2014.

Your Committee noted that for 2015 the total amount of funds available was \$222,211. To date funds have been approved for the Quantum Arts Program (\$60,166) and for projects in January (\$125,455). Committee members recommended that new projects in the amount of \$17,140 be approved, which would allow for funds in the amount of \$19,450 be available for projects in October.

Your Committee approved the following requests in the revised amount of \$17,140.

The allocation of funds was distributed as follows:

Arts Enrichment	\$	5,345
Multicultural & Cultural	\$	1,500
Outdoor Education	\$	4,000
Special Student Activities/Programs	\$	6,295

TOTAL AMOUNT APPROVED **\$ 17,140**

Details of the projects are included in the For Information section.

2. Funds Available

Your Committee received the revised Statement of Funds available for distribution in the amount of \$19,450 for 2015.

3. Quantum Arts Program

Your Committee received the Quantum Arts Program 2015 report for information.

4. New Business

Your Committee accepted the resignation of former trustee advised that Sonia Prevost-Derbecker and parent representative Shauna Taylor as they are no longer able to serve as representatives of the Children's Heritage Fund Committee. Committee members recommended that former trustee Rita Hildahl be invited to participate as a representative on the Committee.

5. Charitable Donations

Your Committee gave consideration and approved a confidential report from the Assistant Secretary-Treasurer providing details of donations received totalling \$42,566.53 and authorized the administration to issue tax receipts.

Respectfully submitted,

C. Collins
Chair

In Attendance:

Members:	C. Collins, K. Freedman, R. Yereniuk
Administration:	F. Mota, T. Bobby, S. Tole
Regrets:	S. Prevost-Derbecker

PUBLIC RELATIONS/COMMUNICATIONS COMMITTEE REPORT NO. 2-2015

To the Chair and Members
Winnipeg Public School Board

March 23, 2015

Your Public Relations/Communications Committee reports as follows:

1. Communications & Cost Analysis

Your Committee was informed that at a meeting held December 15, 2014, the Board of Trustees adopted a motion that the Public Relations/Communications Committee report back to the Board regarding current communications and community engagement practices. Your Committee was also informed that at a previous meeting your Committee requested a cost analysis on recommendations approved by the Committee. To date, the Committee has had discussion regarding Our Schools newsletters; Social Media; Division's website; Improving communications with parents, residents and community stakeholders and WSD Branding. Your Committee was informed that once the Committee has determined whether any additional communication tools are required, the administration will prepare a cost analysis on any additional measures taken by the Committee.

2. Communication Strategy – Media Communications

Your Committee discussed the importance of preparing a communication strategy due to the media attention that is generated from motions that are on Board meeting agendas. Your Committee discussed the need to be proactive and that the Public Relations Officer prepare a media brief prior to Board meetings so that if issues arise, trustees would be prepared to deal with them immediately. Your Committee also requested that trustees be prepared for interviews and that background information be readily available on the topic of discussion. Your Committee also suggested that trustees be reminded that the Chair and Vice-Chair are the official spokesperson of the Board of Trustees in order to ensure a clear message is provided to the public that reflects the view of the Board. Your Committee requested that the communication guidelines be updated and provided to trustees to review and be included in the report for reference (attached). Your Committee was advised that at a previous Public Relations/Communications meeting, Committee members discussed the importance of connecting with parents and members of the community through social media, such as Facebook, Twitter, Instagram and YouTube. Committee members also discussed the feasibility of having an interactive forum for parents on the Division's website for posting comments, asking questions or discussing school topics. Your Committee noted that although the Division's Policy JFCBA – Appropriate Use of Communication Devices and On-line Information Resources includes provisions for appropriate conduct related to social media, it is recommended that a social media policy be developed prior to implementation of social media. Your Committee was given a sample of a social media policy developed by Manitoba Ombudsman for consideration. It is recommended that the administration draft a social media policy which would be in alignment with the Province of Manitoba Ombudsman for consideration at the next meeting.

Your Committee also discussed the importance of being invited to events organized by schools, Government announcements, graduation ceremonies and other special events. Your Committee was informed that due to the large amount of events that take place in schools, criteria would be helpful to create a better understanding between

Public Relations/Communications Committee Report No. 2-2015

trustees/school activities where trustees could be invited. Your Committee was informed

that the protocol/guidelines will be updated to provide clarification for schools (attached). Your Committee was reminded that the Division's website includes a divisional calendar. Your Committee was advised that principals are reminded annually each year to invite trustees to their school events. The administration will remind schools to enter their events on the Divisional calendar and to invite trustees to various events. Your Committee also expressed concern that with the new ward structure, trustees may not have an opportunity to attend a high school graduation. Your Committee was advised that the Board Office can coordinate graduations to ensure that all trustees have an opportunity to attend an elementary, junior and high school graduation.

Your Committee also suggested that the administration contact the Manitoba School Boards Association and advise trustees of any professional development sessions related to media training that trustees may be interested in attending.

3. School Division Branding

Your Committee discussed possible measures to improve public perception. Your Committee was advised that the Committee could invite marketing communication teams to present ideas on branding. In response to an enquiry, your Committee was informed that due to changes regarding Bill 14, The Public Schools Modernization Act, at a meeting held June 24, 2002, The Winnipeg School Division No. 1 name was changed to The Winnipeg School Division to be in compliance with the Act. Therefore, the Division was required to strike out the number from official correspondence. Your Committee requested that the trustees be provided with the history on changing the name of the Division.

4. Our Schools Printing and Distribution

Your Committee was advised that during the previous fiscal year 2013/14, four issues of Our Schools were published and distributed. The total cost was \$13,938.75. Normal practice is to publish five issues.

To date, for the 2014/15 fiscal year, three issues of Our Schools have been published and distributed. The cost is \$10,921.05. Two additional issues are planned prior to June 30th.

Your Committee agreed to proceed with the printing of Our Schools, for April and June 2015.

5. Website

Your Committee agreed to defer the topic on Website to the next Public Relations/Communications meeting for discussion.

Respectfully submitted

KEVIN FREEDMAN
Committee Chair

In Attendance:

Trustees: K. Freedman, L. Naylor

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Administration: P. Clarke, R. Appelmans, C. Caetano-Gomes, K. Seiler, R. Carter, B. Lapointe, K. Stuart

Regrets: C. Broughton

**SPECIAL COMMITTEE TO REVIEW THE EXISTING STRUCTURE OF THE
DISTRICT ADVISORY COMMITTEES REPORT NO. 1-2015**

To the Chair and Members
Winnipeg Public School Board

March 25, 2015

Your Committee to Review the Existing Structure of the District Advisory Committees reports and recommends as follows:

1. Discussion Paper & Survey

Your Committee reviewed the Discussion paper on Review of School Board District Advisory Committees and a proposed survey recommended for distribution to Administration, District Advisory Committees, Parent Councils, Student Councils and Parent/Guardians for feedback. Your Committee also discussed the role of the District Advisory Committees. Your Committee agreed that it would be important to develop a better consultation process with parents.

Your Committee discussed the timelines to make a decision of restructuring the Advisory Committees and agreed that the restructuring of the Committees should be on a geographic basis.

Your Committee agreed that the purpose of the restructuring is to improve the communications between parents and the Parent Council Representatives attending the Advisory Committee Meetings.

Your Committee agreed that it may be beneficial to delay the restructuring of Advisory Committees until May due to pending potential administrative changes.

Your Committee agreed to proceed with discussions with Parent Councils on how to improve communication between trustees and parents.

Your Committee discussed possible improvements such as having agenda information available online on the Division's website in order to efficiently communicate with parents and residents attending the meetings.

Your Committee also discussed the importance of the parents and residents attending the District Advisory meetings and having opportunities to present their ideas to trustees.

Your Committee suggested providing additional support for the Chair of the Parent Councils to ensure that they understand their role as Parent Council Chair and the importance of communicating information with all parents of the schools effectively. It was suggested that information from the meeting could be included in the school newsletter in order to communicate with all parents in the schools.

Your Committee also discussed having the meetings video recorded for those parents who are unable to attend the meetings due to other obligations.

Special Committee To Review The Existing Structure Of The District Advisory Committees
Report No. 1-2015

Your Committee was informed that the administration will review the privacy laws and processes to record parents during meetings with a view to respect those who do not provide consent.

Your Committee also suggested that dates be determined at the beginning of the school year for the Advisory Committee Meetings to allow sufficient time for parents/residents and staff to plan accordingly.

Your Committee also recommended that administration determine the feasibility of providing each Parent Council with a Division email address to better communicate with the members of the Parent Council. Your Committee was informed that the Public Relations/Communication Committee is reviewing this matter and an update will be provided at a later date.

Your Committee suggested that the survey be revised to focus on improving communication with parent in the Division. (*attached*)

Respectfully submitted

DEAN KOSHELANYK
Committee Chair

In Attendance:

Trustees: D. Koshelanyk, L. Naylor, A. Beach, M. Babinsky
Administration: P. E. Clarke, R. Appelmans, K. Seiler, C. Caetano-Gomes, F. Mota,
B. Lapointe, J. Richard