

**Parent Involvement Committee Meeting
Tuesday, October 9, 2007 at 7 pm
Rainbow District School Board**

PIC Executive: Leo Bisson, David Muldoon and Stephanie Cooke
RDSB: Trustee Ruth Ward, Trustee Jeanna Miller,
Trustee Doreen Dewar, Superintendent Norm Blaseg,
Nicole Charette, Corporate Communications,
Principal Chantal Lacroix and Vice-Principal Pablo Gil-Alfau
Guests: Diane Cayen-Arnold, Superintendent of Business, RDSB
Parent Reps: Shirley Peloquin, Ernie Checkeris Public School and Lori Bot,
Long Lake Public School

1. Welcome: Leo Bisson

- Self Introductions
- Agenda approved
- Minutes from September 11, 2007

Motion to Approve the Minutes

Dave Muldoon, Seconded by Chantal Lacroix, Passed

2. Funding: Diane Cayen-Arnold, Superintendent of Business

- School budgets are approved annually and are driven by enrolment.
- Average Daily Enrolment is calculated by taking 50 per cent of the enrolment on October 31 and 50 per cent of the enrolment on March 31.
- School budgets provide for textbooks, learning materials, class supplies and other related items.
- The formula for calculating school budgets was provided for the minutes.
- Office Administration expenses for the school comes from this budget, however, there is a cap.
- Special Education is a protected envelope.
- A manual is provided to all Principals on the management of school budgets.
- Superintendents of Schools receive a monthly budget report on school budgets.
- At the end of the school year, schools must not incur a deficit budget. Should this happen, Principals must contact the Superintendent of Business and request approval for a deficit recovery plan.
- Cash handling procedures are in place for school-generated funds.
- School Councils can access the cash handling procedures document. It is available electronically through the Finance Department.
- A computerized bookkeeping program is in all schools.
- Cash audits are performed at all schools, not annually, but on a rotation basis.
- KPMG the Board's auditors, audit school generated funds at 2 to 3 schools as part of the annual board audit.
- \$500 is provided for School Councils funded by the Ministry of Education.
- At the time of the meeting, the \$500 allocations had not yet been sent. Diane will confirm when cheques are to be mailed out.
- Deficits and surpluses of school budgets are carried forward.
- Text or book purchases must follow approved guidelines.
- All Principals are advised to keep a 2 to 5 % contingency.

3. Parent Involvement Committee Bylaws: Stephanie Cooke

- The proposed bylaws were read, line by line, for input.
- There was discussion on the length of term for Executive Members. A concern was raised regarding one-year terms. Some indicated that two-year terms provide more stability to the Committee.
- The committee decided to continue with one-year terms for Executive Members.
- There was discussion regarding the definition of Parent/Guardian Members.
- It was decided that Executive Members must be Parents/Guardians and that a new position of School Council Community Member be added to the composition of the committee.
- The definition of School Council Liaisons was discussed.

A motion was put forth to extend the meeting by 15 minutes Dave Muldoon, Seconded by Ruth Ward, Passed

- Discussion continued regarding abstentions of voting.
- According to Board regulations, an abstention is considered a “no” vote.
- It was suggested that Quorum should be established annually and should consist of two parts - the number of parents and the number of Board members – to be reviewed.
- A copy of the bylaws is to be forwarded to Committee Members for review with any changes before presenting at the Annual General Meeting in November.

4. New Business: Superintendent Norm Blaseg

- Bill 212 provides amendments to the safe schools provisions of the Education Act.
- The Board’s Code of Conduct and policies and procedures relating to safe schools will be updated to reflect the amendments, which come into effect on February 1, 2008.
- Training will take place on Monday, October 29, 2007 and Tuesday, October 30, 2007.
- Ministry of Education has asked that three parents attend on behalf of the Parent Involvement Committee.
- Stephanie Cooke, Dave Muldoon and Ruth Ward will attend on behalf of PIC.

5. Next Meeting Date

- A meeting will take place on Friday, October 12, 2007 at 10 am to continue the agenda.
- Items to be discussed on Friday - School Council Orientation Session and the Parents Reaching Out Grants.
- The next Parent Involvement Committee meeting will take place on Tuesday, November 13, 2007 at 6:45 pm at Lockerby Composite School.

Motion to Adjourn

Dave Muldoon, seconded by Ruth Ward, Passed

The meeting adjourned at 9:15 pm.