

**JICS PA Executive Meeting
11:00am, August 30, 2017
Jackman ICS, Toronto**

Attendees: Amy Cheung, Beth Corcoran, Casey Dabiet, , Richard Messina, Deepta Rayner, Karin Treiberg

Regrets: Grant McCutcheon, Awet Sium, Nadia Thomas (guest)

Absent: Malik Martin (guest)

1. Beth opened the meeting with a welcome, and a review of the agenda items previously sent. She advised of priority items, and items requiring decisions at our time together.
2. We discussed the first day of school, and the importance of the PA Executive presence in the schoolyard to meet parents, collect/facilitate collection of fees, sell merchandise, etc. We agreed to serve coffee to parents commencing at 8:30am (Beth and Richard to confirm final details), and PA Executive members who are available will be in the schoolyard (outside front entrance way) after dropping off their children. Our goal is to:
 - a. Help parents feel welcome
 - b. Collect PA fees and donations
 - c. Sell merchandise
 - d. Educate on our mission (key points: we are a registered charity; our member fee is \$25; donations via Canada Helps result in a tax receipt; we fund and support many school programs; socialize donations via UW)

ACTION ITEM: Please advise Beth if you can help out in the morning. Busiest times will likely be between 9am and 9:30am, and 11:30am and 12pm.

3. We reviewed upcoming meeting dates and other key dates for the Fall term. They are as follows:
 - a. Parent Social – Sept 13th at 7pm – **ACTION ITEM:** advise Deepta if you can help with set up and/or clean up. Encourage attendance. Free babysitting this year!
 - b. PA Executive Finance Committee Meeting – September 21st at 12pm
 - c. PA Executive Meeting – September 28th at 12pm
 - d. PA Executive Meeting – October 10th at 10am
 - e. PA Meeting – October 17th at 6pm. This will include a chat with Richard, and not the Parent Education seminar. Agenda to be sent at least one week in advance. We will ask parents to submit questions in advance of the meeting so we can adequately answer them. In addition, we will identify items as: inform, discuss or decide so we have clarity in terms of each item's importance. The PA Executive will prepare for this meeting a plan for the year along with a budget, and we will report on parent feedback from our survey.

All above noted meetings will take place at the school.

4. We agreed that there are some key messages regarding the PA that need to be effectively communicated to parents. These include the following: we are a registered charity unlike most parents' associations; our charitable status offers many benefits and some challenges (list details); member fee guidelines are listed in our constitution; why our fee and donation is set up as an "event ticket". There are likely many other questions that we can format as FAQ's and communicate to parents.

ACTION ITEM: Beth to review constitution to see if members are required to pay fees.

5. Casey provided a thorough review of the lab school website which is now live. The feedback has been very positive and Casey advised that users are accessing via both mobile and desktop. She further advised that Richard's blog is very popular. Finally, she advised that no major issues have been reported.

We discussed the school blog, and Casey advised that the school, daycare and PA all have access to the blog.

ACTION ITEM: PA needs to determine what we want to blog and when. We agreed that we should blog every two weeks, and we should develop a plan this Fall to ensure that our communication is strategic and well thought out. **NOTE:** subsequent to the meeting, Beth and Casey discussed; Casey will help with this item.

ACTION ITEM: On/before the first day of school, we agreed that we would write a blog post. Deepta to draft a short note to parents for review.

6. We discussed the role of Classroom Representative, and agreed that this role needs to be re-vamped.

ACTION ITEM: Discuss this role at next PA Exec meeting. Look at role redesign work that has been done over the last few years, and discuss how we can better engage this group of talented parents.

Deepta suggested encouraging each class to create a Facebook group for the class as a vehicle for communication. Casey also suggested another tool, Homeroom. We also discussed the Seesaw application and wondered if it could help facilitate parent-teacher communication.

ACTION ITEM: Follow up regarding Seesaw and Homeroom to see if they can help facilitate effective communication.

7. Volunteerism: Amy provided us with an update on volunteering. She and Awet have been hard at work this summer, revamping volunteering opportunities to encourage better participation and engagement. She updated us the New Family buddy program and advised that more matches are needed. She and Awet will work to assign matches before school starts, and will reach out to the PA Executive for assistance if more volunteers are needed.

We discussed class representatives and Amy advised that she does not have a current list of class reps for this year. Beth will send a list of class reps from last year along with any updates received over the summer. A few points on the subject:

- We all agree that we need to better engage classroom representatives.
- Amy will be asking class reps to organize a coffee morning for each of their classes.

- We will invite class reps to a walk through of the construction with the PA Exec. Date and details TBD.
8. Karin provided an overview of finances and revenue received of late. She reported \$5,300.00 raised so far this “school year” via Canada Helps. She further reported that most families have made donations in addition to paying their fees.

We then discussed that we want to identify specific donation opportunities for families such as a Shakespeare Patron, an opportunity to donate to a large technology purchase or a contribution to frame student art work. These ideas and more need further thought and discussion, and should be added to our next agenda.

Finally, we discussed Shop and Support options. While we are interested in facilitating more of such options we agree that we need to be mindful that we should articulate to parents why we want to fundraise and how it fits in to a plan. We will hold off on pursuing further options for now until we have a plan in place.

Note to draft: Subsequent to the meeting, Beth is recommending that we move forward with the Shop and Support item Citizen Rad as it will compliment the selling of our RaDTagz. If there are concerns with this plan, please follow up with Beth ASAP.

9. Parent Survey – Deepta provided a brief overview of our parent survey results to date. Thirteen respondents have participated thus far and feedback is offering some helpful insight. Deepta will continue to monitor, and provide a more fulsome update in September once more results have been received and reviewed.
10. Report from Nadia (parent representative on the Dean’s Advisory Board) – since Nadia was unable to attend, she submitted a report of activities to Beth. Beth to distribute to the PA Executive.
11. Parent Education – Malik was unable to attend so the PA Executive will find another time to update on Parent Education.
12. Our meeting ended at 12:45pm. Beth agreed to distribute minutes, and we all agreed to meet again on September 28th, and follow up on action items.