

PARENT INVOLVEMENT COMMITTEE

Wednesday, October 16, 2019, 6:00 pm

Trustees' Committee Room

133 Greenbank Road

Ottawa, Ontario

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PARENT INVOLVEMENT COMMITTEE

Wednesday, September 18, 2019

6:00 pm

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Members: Mostafizur Khan, Carm Janneteau, John Marshall, Diana Mills, Gita Nurlaila, Malaka Hendela (OCASC Member), Martyn Reid (OCASC Member), and Amber Labelle (Parents for Diversity)

Non-Voting Members: Wendy Hough (Trustee), Brett Reynolds (Associate Director)

Staff and Guests: Michele Giroux (Executive Officer), Engy Abdel Masieh (Policy Analyst), Leigh Fenton (Board/Committee Coordinator), Ian Morris (SEAC Representative)

1. Call to Order

Chair Khan called the meeting to order at 6:16 p.m.

2. Approval of Agenda

Moved by Martyn Reid,

THAT the agenda be approved.

M. Hendela requested that the Consultation Plan be raised under New Business.

Moved by Martyn Reid,

THAT the agenda be approved as amended.

Carried

3. Review of PIC Report 8 May 2019

Moved by John Marshall,

That the Parent Involvement Committee report, dated 8 May 2019 be received.

Carried

4. Chair's Report

Chair Khan highlighted the following events where he was able to showcase the work of the Parent Involvement Committee:

- 26 June 2019 - Met with Associate Director Reynolds, Executive Officer Giroux, Manager Mallan on PIC multiyear Strategic Plan 2019-2023, and PIC Priorities 2019-2020;
- 27 August 2019 - Attended Speaker Series delivered by Dr. Michael Ungar on Resilience; and
- 6 September 2019 - Met with Director Williams-Taylor, about the PIC multiyear Strategic Plan 2019-2023, PIC priorities 2019-2020, upcoming parent conference and possible initiatives on future parent engagement.

Ms. Hendela queried whether any members of PIC attended the Ottawa Pride Parade. Executive Officer Giroux responded that the District had a large contingent in the parade and this was the second time that the District was asked to lead the festivities.

5. Director's Report

In Associate Director Reynolds' temporary absence, Executive Officer Giroux provided highlights from the Director's Report:

- Significant investment in schools occurred over the summer with \$7,000,000.00 in renovations and construction projects;
- Enrollment is closely aligned with the projections;
- The Research, Evaluation and Analytics Department (READ) team is preparing for the collection of identity-based data with community partner meetings and focus groups. Identity-based data collection is scheduled for 26 November to 16 December 2019;
- Staff is developing strategies to assist families with the completion of the identity-based data collection survey and may include translation, access to technology or the support of community partners. A communication campaign launched on 17 September 2019, beginning with an infographic addressing the questions: "What was the purpose?" "What did we hear?", "What do we need to do?", and "What is next?";
- The Organisation for Economic Co-operation and Development (OECD) is a partner in the study of social emotional skills, where a cross-section

of students aged 10 to 15 will be randomly selected to participate across all four boards;

- The District is focusing on child protection with a mandatory half-day training session for school-based staff on The Commit to Kids program, run by the Canadian Centre for Child Protection; and
- A Speaker Series on concussion awareness will be offered by Dr. Andree-Anne Ledoux at Longfield-Davidson Heights Secondary School, on Rowan's Law Day 25 September 2019.

During the discussion and in response to questions, the following points were noted:

- In response to a query from Ms. Hendela, Executive Officer Giroux responded that the District has a strong commitment to improving equity of access and opportunity for all students. In 2011, the District completed a comprehensive student survey which was a “snapshot” in time. The engagement target was set at 70% and the response rate was 69%-70% from the parent community. A key strategy for grades 7-12 is allowing for the completion of the survey during the instructional day. To support the parent community a communication plan is being developed which will address barriers for participation. One solution is to host a facilitated evening at the school where those who wish to complete the survey have access to technology and the assistance of a Multicultural Liaison Officer (MLO). Translation, along with support for survey completion could be arranged. The rates of participation on a school-by-school basis will be measured to determine a metric of success. As part of the communication strategy, school councils will be made aware of the initiative.
- Ms. Hendela inquired about enabling strategies to reach diverse communities. Executive Officer Giroux responded that the District welcomes input from parents on potential strategies to capture community voice. Currently, through working with community partners and agencies, the determination of barriers is at the forefront of the discussions.

6. Action Items

6.a Report 19-089, Confirmation of Appointees to the Community Representative Positions

Your Committee had before it Report 19-089, seeking to ratify the names of new appointees to the community representative positions of the Parent Involvement Committee.

Moved by Malaka Hendela,

THAT the following persons, representing their respective associations, be appointed to the PIC for the remainder of the term, expiring on 30 November 2019:

**Louanne Desbiens, Alternate, Big Brothers and Big Sisters; and
Amber Labelle, Community Representative, Parents for Diversity.**

Carried

In response to a suggestion to extend the elected organization's nominations until the end of the 2020 term, Policy Analyst Masieh advised that it is the organizations which are appointed to PIC, rather than individuals.

Ms. Labelle declared that although she is the representative for Parents for Diversity (P4D), she recognized that she does not have the same lived experiences as many members of her organization. She is the representative who currently has the ability to attend PIC meetings and she will endeavour to represent the perspective of those who are part of P4D.

7. Presentation and Discussion

7.a Report No. 19-085, Parent Involvement Committee 2019-2020 Draft Workplan (M. Giroux, ext. 8310)

Your Committee had before it Report 19-085 introducing the discussion of the PIC 2019-2020 draft work plan. Aligning work with the committees advisory role, involving directions of the District strategic plan, being mindful of the six barriers of parent engagement, connecting the workplan to some of the committee's expected outcomes may all be considered when building a workplan for the PIC.

During the discussion and in response to questions, the following points were noted:

- The workplan should be based on the responsibilities outlined in Ontario Regulation 612/00 of the Education Act on *School Councils and Parent Involvement Committees*, specifically the 'Purpose' listed in section 27 and 28;
- A summary of the annual budget as it applies to the work of PIC was requested;
- Ms. Hendela suggested the plan drive and promote outreach;
- Ms. Hendela requested the plan assist schools to leverage officers for their school councils; and
- Mr. Reid proposed accessible school websites, supported with a technology plan.

Moved by Martyn Reid

THAT the 16 October 2019 meeting be dedicated to discussing the 2019-2020 workplan and to facilitate a fulsome discussion only essential business items should be included in written reports and a consent agenda used to expedite necessary business decisions.

Carried

The committee agreed that enlisting a third-party facilitator would greatly assist in the process of creating the PIC workplan.

Executive Officer Giroux noted that a reminder will be sent to PIC members encouraging full attendance and participation in the 16 October 2019 meeting.

7.b Parent Conference Planning - 9 November 2019

Executive Officer Giroux reported the Parent Conference will occur on 9 November 2019 at Longfields-Davidson Heights Secondary School. The keynote speaker, Dr. Laura Markham, founder of Aha! Parenting and Clinical Psychologist at Columbia University, is scheduled to speak on "Peaceful Parent, Happy Kids". Dr. Markham has agreed to host a workshop or a detailed question and answer period. Executive Officer Giroux proposed an alternate approach which would separate the day into two parts: a morning parent conference and an afternoon school council training session. The afternoon sessions could be less like a presentation and more like facilitated discussions based on topics of interest to school councils. In order to make this idea work, facilitators, such as principals, superintendents and school council members, may be required to assist in these conversations. Fact and tip sheets could be made available for distribution, along with resource documents on school councils.

Ms. Hendela, proposed that Executive Officer Giroux provide an overview of school council training 101 to seed the topics. Ms. Hendela agreed to discuss this concept with OCASC members at their 25 September 2019 meeting.

It was noted that several sessions remain to be scheduled. A round-table consultation produced the following possible topics: parents & math, resilience training, substance abuse, diet, sleep, equity, well-being, homework, Science, Technology, Engineering, the Arts and Mathematics (STEAM) educational approach, and the Board Improvement Plan for Student Achievement (BIPSA). Other suggestions included arranging for food trucks on site and the potential of conducting sessions in a language other than English.

Ms. Labelle, highlighted that over the last six years, the keynote speakers have been Caucasian women. She volunteered that P4D can help with connections to "experts" with a diverse background. Executive Director Giroux responded that she welcomes referrals. She reminded the committee that Cindy Blackstock, a member of the Gitksan First Nation is scheduled to speak on 23

April 2020, in partnership with the Ontario Secondary School Teachers' Federation.

Chair Khan requested that the committee receive a summary of all correspondence that is sent to the PIC email address.

8. Member Information

8.a Ottawa-Carleton Assembly of School Councils (OCASC) Report

Mr. Reid reported that the OCASC Annual General Meeting occurred on 16 May 2019. Highlights included: the lack of visibility of school councils in the District and how OCASC is making progress on determining the gaps, and field trip cancellations. He advised that Director Williams-Taylor was present at the AGM and she noted schools have different circumstances and different leaders which may contribute to a different application of policy and procedures. Other OCASC discussion items included:

- A need to focus on building school councils and engaging the different needs of elementary, secondary and high schools;
- The identification of a new SEAC representative to replace Donna Owen;
- The election two new members-at-large;
- The lack of secondary school representation;
- A change in membership has resulted in meeting time focused on explaining the work of the District and how it relates to the work of OCASC; and
- A Parents for Diversity representative is scheduled speak to OCASC on 26 September 2019.

9. New Business

9.a Consultation Plan

Ms. Hendela highlighted that Report 19-077, Chapman Mills Public School Area Intermediate and Secondary School Attendance Boundary Redirection Consultation Plan Approval was included on the Committee of the Whole agenda package of 17 September 2019, in advance of the PIC agenda package. She expressed concern that this topic reflected a parent involvement activity, and noted there was little time to deploy parents to this meeting to participate in the discussion.

Trustee Hough agreed that it is important that parents access these discussions and noted that there was an OCASC representative present.

Associate Director Reynolds clarified that the purpose of the report was to obtain approval for a consultation process and the consultation is set to occur in November 2019.

Mr. Reid queried whether the District uses a specific translator as some of the school councils are interested in partnering in shared services. Executive Officer

Giroux responded that the standing offer has expired and a Request For Proposal (RFP) for a new translation service is needed.

10. Adjournment

Chair Khan announced the new school principals appointed to PIC, Sarah Pope and Al Brule.

The meeting adjourned at 8:29 p.m.



PARENT INVOLVEMENT COMMITTEE Report No. 19-106

16 October 2019

Establishment of a PIC Membership Sub-Committee

Key Contact: Michèle Giroux, Executive Officer, Corporate Services, 613-596-8211 ext. 8310

PURPOSE:

1. To establish and appoint members to the Parent Involvement Committee (PIC) membership sub-committee.

CONTEXT:

2. In order to fulfill its membership requirements, as described in section 3.1 of the PIC by-laws, PIC is required to appoint the following positions, effective 01 December 2019.

Position	Total number of positions	Total number of positions to be filled (as of 30 November 2019)
Parent Member	8	6
OCASC Parent Member*	2	0
Community Representative	3	2

* Parents who are members of OCASC are eligible to apply as parent members independent of the OCASC parent member positions.

KEY CONSIDERATIONS:

2. According to section 5.4 of the PIC by-laws, a member of the committee may be re-appointed for more than one term subject to the committee's appointment process. For the 2019-2020 school year, members are invited to submit an expression of interest prior to the appointment process. The number of vacancies above represents the total number of vacancies, prior to any submissions of interest for reappointment. Four of the current members have expressed interest in re-appointment.

The appointment process included a call for nominations, a review of nominations by a sub-committee and a final approval by the committee.

The following members' terms expire as of 30 November 2019. Those who have expressed interest in re-appointment are noted with an (R).

Diana Mills (Parent member) (R)
 Carm Janneteau (Parent member) (R)
 Gita Nurlaila (Parent member) (R)
 Susan Fullerton (Parent member)
 Genevieve Harte (Parent member)
 Graciela Jasa Silveira (Parent member)
 Amber Labelle (Community representative) (R)
 Louanne Desbiens (Community representative)

PIC is required to send a notice to recruit new members. The notice is required to include the following components:

- (a) a summary of the position, including the term of office of the appointment;
- (b) the process for making an application;
- (c) the deadline for application; and
- (d) the name and contact information of the person(s) responsible for managing the process.

Membership Sub-Committee

PIC is required to establish a Membership Sub-Committee as outlined in Section 6: Appointment of Members in the PIC By-laws. The members of the sub-committee shall include the Chair, Vice Chair, Director of Education or designate, a parent member and may include a community representative. The sub-committee usually meets once to review the applications and make a recommendation to the committee.

3. Parent Members

Candidates interested in being considered for parent member positions are required to provide to the Committee the following information:

- (a) A written expression of interest outlining his or her interest in public education, as well as his or her knowledge and skills in one or more of the areas: public education; community engagement; equity and inclusion strategies; and public policy and/or communications;
- (b) A written confirmation that he or she is a parent of a pupil enrolled in an OCDSB school;
- (c) Indicate whether or not they can have experience in one or more of the following areas:
 - i) elementary or secondary;
 - ii) urban, suburban or rural;
 - iii) special education; and
 - iv) diverse communities.
- (d) An indication of the candidate's interest in serving a one or two-year term.

4. Community Representatives

The sub-committee will use a similar process for community representatives as the one described for recruiting parent members outlined above. The only exception is that unlike a parent member, a community representative is not required to be a parent. Despite this exception, it is important that wherever

possible, the community representative should also be a parent of a student enrolled in a school of the OCDSB.

5. Ottawa-Carleton Assembly of School Councils

The Ottawa-Carleton Assembly of School Councils (OCASC) appoints two members to PIC, each for a one-year term, as part of their annual committee appointment process. The OCASC Executive will provide staff with the appointed OCASC parent members for the 2019-2020 school year prior to 01 December 2019.

6. Selection Process

The application form is attached as Appendix A. Upon the close of the application period, the sub-committee will review the applications using the OCDSB Parent Involvement Committee Skills Matrices for Parent Member and Community Representative (Appendix B and Appendix C, respectively). The sub-committee may choose to interview prospective candidates and/or request and check references.

The sub-committee will prepare a list of recommended candidates for consideration by the PIC, including the length of term recommended for each person. There are no requirements stipulating the number of one-year or two-year appointments.

The PIC will vote on the appointments by way of secret ballot. The appointment is not final until the recommended candidate agrees to the appointment.

7. The anticipated timelines for the recruitment and work of the Membership Sub-Committee are as follows:

Task	Date
Posting of Notice/Advertising	11 October – 4 Nov 2019
Membership Sub-Committee Identified	PIC meeting on 16 October 2019
Review of Candidate Applications	5 November 2019
Recommendation of Candidates to PIC	PIC meeting on 20 November 2019

To facilitate the work of the Committee, staff has proceeded with advertising.

FINANCIAL CONSIDERATIONS:

8. There are costs associated with advertising for committee members which will be covered through the PIC annual budget (PINV).

COMMUNICATION/CONSULTATION ISSUES:

9. There is no consultation required.

STRATEGIC LINKS:

10. Recruiting parent members and community representatives to the PIC supports the District's commitment to enhance parental engagement and outreach to all parents and to encourage broad community engagement in District initiatives, as well as implementing sound governance structures and practices.

RECOMMENDATION:

- A. THAT a Parent Involvement Committee membership sub-committee be established as outlined in Report 19-106; and
- B. THAT the following members be appointed to the membership sub-committee:
- Mostafizur Khan (Chair);
 - Carm Janneteau (Vice-Chair);
 - Director Designate;
 - Parent Member _____ ; and
 - Community Representative _____ (if required).

Michèle Giroux
Executive Officer,
Corporate Services

Camille Williams-Taylor
Director of Education and
Secretary of the Board

APPENDICES:

Appendix A: Application Form
 Appendix B: Parent Skills Matrix
 Appendix C: Community Representative Skills Matrix
 Appendix D: 2018-2019 PIC Membership



PARENT INVOLVEMENT COMMITTEE (PIC) PARENT MEMBER APPLICATION

Thank you for your interest in becoming a member of PIC.

PIC works with parents, school councils and community partners to foster parent involvement and community engagement in support of student success. PIC meets approximately six evenings per year. By-Laws and Standing Rules for the Parent Involvement Committee can be accessed using this [link](#)

The role of PIC is to:

- provide information, advice, and recommendations on parent engagement to the Board of Trustees;
- communicate with and support school councils; and
- undertake activities and work with partners and agencies to help parents of pupils of the OCDSB support their children's learning at home and at school.

Please complete the following questions. The membership sub-committee will review the applications to confirm the eligibility of applicants. Those who meet our current search criteria will be selected for an interview. Any questions about this committee can be directed to Committee Coordinator, Leigh Fenton at leigh.fenton@ocdsb.ca.

Contact Information

Please provide your contact information

First Name: *

Last Name: *

Address: *

City/Town: *

Province: *

Postal Code: *

Phone Number: *

Email Address: *

Confirm email Address: *

Please re-enter your email address.

1. PIC members are volunteers and participation on this Committee is not compensated in any way. *

☐ I understand that "Parent Member" is an unpaid position.

2. Are you an employee of the OCDSB? *

- ☐ Yes
☐ No

3. All parent members are required to be parents of a student currently enrolled in an OCDSB school. Please confirm that you have a child enrolled in an OCDSB school. *

- ☐ My child is enrolled in an OCDSB school.
☐ My child is not enrolled in an OCDSB school.

4. Please indicate if you are interested in a one or two year term on the Committee. *

- ☐ I am interested in a one-year term.
☐ I am interested in a two-year term.
☐ I am interested in either a one or two-year term.

5. PIC Members must have knowledge, skills and/or experience in ONE or more of the following areas: public education; community engagement; equity and inclusion strategies; and public policy and/or communications.

Please provide a short summary of your knowledge, skills and/or experience in one or more of the following areas, as applicable:

Public Education:

(school council, school volunteer, work in an educational setting)

Support for Special Education Students:**Community Engagement:****Equity and Inclusion Strategies:****Public Policy:****Communications:**

6. PIC Members must have a strong interest in and commitment to public education, student achievement, and well-being and be able to represent the views of a wide variety of parents.

Please explain your interest in this position and how you would represent the views of a wide variety of parents. *

(no maximum word count)

7. As a PIC member, you will bring the following to the Committee: (please check all that apply) *

- | | |
|---|--|
| <input type="checkbox"/> The elementary perspective | <input type="checkbox"/> The secondary perspective |
| <input type="checkbox"/> The urban perspective | <input type="checkbox"/> The suburban perspective |
| <input type="checkbox"/> The rural perspective | <input type="checkbox"/> The perspective of special education students |
| <input type="checkbox"/> The perspective of diverse communities | |

Submit

OCDSB Parent Involvement Committee Skills Matrix: Parent Member					
Name				Email	
Address				Phone	
CRITERIA					
Required					
		Yes	No	Additional Information/Notes	
1	Is the applicant a parent of a child in the OCDSB?				
2	Has the applicant demonstrated his or her strong interest in public education, student achievement and well-being?				
3	Is the applicant interested in a one (1) year term?				
4	Is the applicant interested in a two (2) year term?				
5	Is the applicant an employee of the OCDSB?				
6	Does the applicant have experience with Special Education Issues?				
		Elementary	Secondary	Additional Information/Notes	
7	Will the applicant bring an elementary or secondary perspective/experience to the PIC?				
		Urban	Suburban	Rural	Additional Notes
8	Will the applicant bring an urban, suburban or rural perspective to the work of the PIC?				
		Yes	No	Additional Information/notes	
9	Has the applicant indicated how he or she could represent a wide variety of parent views?				
General Skills, Knowledge or Experience Area					
1. Public Education		Significant	Moderate	Want to Develop	Additional Information
<ul style="list-style-type: none"> Experience on or with a school council Experience as a school volunteer Experience working in a school, daycare, or educational setting Experience as an elected representative in a school/ learning organization or other organization 					
2. Community Engagement		Significant	Moderate	Want to Develop	Additional Information
<ul style="list-style-type: none"> Experience with community associations, daycares, charities, or social service groups Experience developing programs or projects in the community Involvement in municipal, provincial, or federal politics, organizations or groups 					

3. Equity and Inclusion Strategies	Significant	Moderate	Want to Develop	Additional Information
<ul style="list-style-type: none"> • Understanding the issues and challenges that other cultures, groups, and people from ethnic backgrounds experience • Experience working with community groups that deal with diversity issues • Experience in developing strategies that encourage inclusion 				
4. Public Policy	Significant	Moderate	Want to Develop	Additional Information
<ul style="list-style-type: none"> • Advocating for change in public policy • Experience analyzing issues, policies and recommending change • Experience with the public policy development process 				
5. Communications	Significant	Moderate	Want to Develop	Additional Information
<ul style="list-style-type: none"> • Experience of marketing and developing promotional materials • Experience communicating with the public, community groups or organizations • Well developed written and oral communication skills • Ability to speak other languages 				
Please list any other information or experience you feel we should know about:				

OCDSB Parent Involvement Committee Skills Matrix: Community Representative					
Name				Email	
Address				Phone	
CRITERIA					
Required					
		Yes	No	Additional Information/Notes	
1	Has the applicant expressed a strong interest in public education, student achievement and well-being?				
2	Has the applicant indicated how he or she could represent a broad community based perspective?				
3	Is the applicant interested in a one (1) year term?				
4	Is the applicant interested in a two (2) year term?				
5	Is the applicant an employee of the OCDSB?				
6	Does the applicant have experience with Special Education issues?				
		Elementary	Secondary	Additional Information/Notes	
7	Will the applicant bring an elementary or secondary perspective/experience to the PIC?				
		Urban	Suburban	Rural	Additional Notes
8	Will the applicant bring an urban, suburban or rural perspective to the work of the PIC?				
General Skills, Knowledge or Experience Area					
1. Public Education		Significant	Moderate	Want to Develop	Additional Information
<ul style="list-style-type: none"> Understanding and interest in public education Understanding of and/or connection to the Ottawa-Carleton District School Board 					
2. Community Engagement		Significant	Moderate	Want to Develop	Additional Information
<ul style="list-style-type: none"> Experience with community associations, daycares, charities, or social service groups Experience developing programs or projects in the community Involvement in municipal, provincial, or federal politics, organizations or groups 					

3. Equity and Inclusion Strategies	Significant	Moderate	Want to Develop	Additional Information
<ul style="list-style-type: none"> • Understanding the issues and challenges that other cultures, groups, and people from ethnic backgrounds experience • Experience working with community groups that deal with diversity issues • Experience in developing strategies that encourage inclusion 				
4. Public Policy	Significant	Moderate	Want to Develop	Additional Information
<ul style="list-style-type: none"> • Advocating for change in public policy • Experience analyzing issues, policies and recommending change • Experience with the public policy development process 				
5. Communications				
<ul style="list-style-type: none"> • Experience of marketing and developing promotional materials • Experience communicating with the public, community groups or organizations • Well developed written and oral communication skills • Ability to speak other languages 				
Please list any other applicant information or experience relevant to the work of the Committee:				

2018-2019 PIC Membership

(13 voting members and up to 5 non-voting members)

Name	Initial Appointment	Term	Term Expires	Interested in continuing on PIC	Notes
3 Community Representatives					
Louanne Desbiens	2018-2019	1 year	November 2019	Unconfirmed	Big Brothers Big Sisters - Alternate
Amber Labelle	2018-2019	1 year	November 2019	Yes	Parents for Diversity
Carolyn Hunter	2018-2019	2 year	November 2020		Ottawa Network for Education
Melissa McGuirk McNeil (Alternate)	2018-2019	2 year	November 2020		Ottawa Network for Education
2 Parent members representing OCASC					
Malaka Hendela	2016-2017	1 year	November 2019	Yes	Appointed annually by OCSAC
Martyn Reid	2018-2019	1 year	November 2019	Yes	Appointed annually by OCSAC
8 Parent Members					
Diana Mills	2014-2015	2 years	November 2019	Yes	
John Marshall	2016-2017	2 years	November 2020		
Mostafizur Khan	2016-2017	2 years	November 2020		Chair
Carm Janneteau	2016-2017	2 years	November 2019	Yes	Vice Chair
Gita Nurlaila	2015-2016	1 years	November 2019	Yes	
Susan Fullerton	2012-2013	1 years	November 2019	No	2018-2019 last year for eligibility of the parent member
Genevieve Harte	2017-2018	Remainder of the term	November 2019	Unconfirmed	
Graciela Jasa Silveira	2017-2018	2 year	November 2019	No	
Up to 5 non-voting members					
	1-The Director of Education or designate				
	2-One trustee appointed by the Board (Chris Ellis)				
	3-one elementary or secondary principal or vice-principal				
	4-One elementary or secondary teacher				
	5-One employee of the District (Engy, the Policy Analyst)				



PARENT INVOLVEMENT COMMITTEE

18 September 2019

Report No. 19-085

Parent Involvement Committee 2019-2020 Draft Workplan

Key Contact: Michèle Giroux, Executive Officer, Corporate Services, 613-596-8211 ext. 8310

PURPOSE:

1. To discuss the Parent Involvement Committee (PIC) 2019-2020 draft workplan (Appendix A).

CONTEXT:

2. Throughout school year 2018-2019, PIC members expressed their interest in operating from a structured workplan to guide the Committee's discussions towards meaningful impact on parent involvement in the OCDSB. It is recommended that the workplan be based on the PIC By-Laws and Standing Rules and the Board's 2019-2023 Strategic Plan, and structured in terms of what could be achieved in the number of meetings within a school year.

KEY CONSIDERATIONS:

3. PIC Mission and Mandate
PIC supports, encourages and enhances parent engagement across the District in order to improve student achievement and well-being. PIC serves an integral role within the District by providing parents with the opportunity to voice their concerns, ideas and challenges. The duties of PIC include:
 - Outreach to parents, recognizing the barriers of time, language, recent immigration, socio-economic status, newness to the system, or other factors;
 - Working collaboratively with the Board to ensure linkages between parents, the Director of Education and trustees;
 - Developing strategies to enhance parental engagement and outreach;
 - Encouraging inter-school communications; and
 - Participating in the promotion, development, and implementation of projects addressing barriers to parent engagement.
4. Thoughtexchange Results
In response to the members' request, staff initiated a Thoughtexchange to elicit members' feedback on what was important to them, other parents, school

communities, and the organizations they represented. Members were given two weeks to submit their thoughts on the following question:

“What are your thoughts about the priorities for the PIC workplan for next year?”

A total of 15 participants, representing all members of the Committee including the alternates to community representatives, submitted their thoughts and made over a total of forty ratings of the submissions (Appendix B). The feedback from the Thoughtexchange reflects much of the Committee’s discussions over the past year.

In conducting content analysis of the submissions, staff gave equal consideration to all thoughts aligned with the parameters of PIC mandate and purpose according to *Ontario Regulation 330/10 School Councils and Parent Involvement Committee* and PIC By-Laws and Standing Rules (Appendix C). Content analysis revealed the following dominant themes:

- enhanced support for minorities and the diversity of parents who find engagement challenging;
- enhanced partnerships to leverage available resources in support of parent engagement; and
- improved communications, within and among schools, and between the PIC and the Board of Trustees.

5. OCDSB 2019-2023 Strategic Plan

Recognizing that the OCDSB has a new strategic plan and the value of the alignment between the Committee’s work and the District’s strategic priorities, it may be helpful to consider the key work the District will be undertaking this year which connects to the PIC mandate. Some examples include:

- development of a parent engagement/satisfaction survey;
- strategies to encourage participation in the collection of identity-based data;
- input into Safe Schools and District Code of Conduct policy reviews;
- development of the Parent Portal;
- implementation of Safe arrivals/attendance reporting program;
- review of the English language program; and
- Parent Conference and Speaker Series (Appendix D).

With this in mind, the attached Appendix A includes a draft workplan with all meeting dates, fiduciary responsibilities, and possible discussion topics for the first three meetings of the Committee.

FINANCIAL CONSIDERATIONS:

6. The costs associated with administering the Thoughtexchange were covered within the existing budgets. PIC activities planned for this year will be covered through the parent involvement budget (PINV) provided by the Ministry of Education.

COMMUNICATION/CONSULTATION ISSUES:

7. It is anticipated that the responses to the Thoughtexchange are based on PIC members' discussion and consultations with their school communities and respective organizations. No further consultation is required for the Committee to draft and endorse its 2019-2020 workplan.

STRATEGIC LINKS:

8. Adopting a PIC workplan closely ties into the Culture of Innovation of the 2019-2023 Strategic Plan. In seeking a new way of conducting its business, PIC has a goal of optimizing its time and resources to better serve the parents of the District in support of children's education and well-being.

DISCUSSION QUESTIONS:

The following questions are to guide the Committee's discussion of the draft workplan:

- Is the draft workplan inclusive of all PIC priorities? What are the gaps?
- What additional resources could the Committee use to reach its objectives?

Michele Giroux
Executive Officer, Corporate Services
(ext. 8607)

Camille Williams-Taylor
Director of Education and
Secretary of the Board

APPENDICES:

Appendix A: Parent Involvement Committee 2019-2020 Draft Workplan
Appendix B: Thoughtexchange Summary Report
Appendix C: PIC By-Laws and Standing Rules
Appendix D: 2019-2020 Speakers Draft Plan

Appendix A to Report 19-085

OCDSB Parent Involvement Committee (PIC) Draft Workplan 2019-2020

	Fiduciary Responsibility	Culture of Innovation	Culture of Caring	Culture of Social Responsibility
September 18, 2019		2019-2020 Workplan Draft Version for Discussion	<ul style="list-style-type: none"> • November 9th Parent Conference Planning • Speaker Series Draft Schedule 	
October 16, 2019	Striking Membership Sub-Committee (if required)	2019-2020 Workplan Final Version	November 9th Parent Conference Finalization	Student Identity-Based Data Collection Update
November 20, 2019	Renewal of PIC Membership		<ul style="list-style-type: none"> • Parent Engagement Survey Development • Post Parent Conference Survey Summary 	Student Identity-Based Data Collection Update
January 15, 2019				
February 12, 2019				
April 15, 2019				
May 20, 2019				

Appendix A to Report 19-085

WORKSHEET - OCDSB Parent Involvement Committee (PIC) Draft Workplan 2019-2020

	Fiduciary Responsibility	Culture of Innovation	Culture of Caring	Culture of Social Responsibility
September 18, 2019				
October 16, 2019				
November 20, 2019				
January 15, 2019				
February 12, 2019				
April 15, 2019				
May 20, 2019				

TOP THOUGHTS - NEW SUMMARY REPORT 2019-07-25 10:35

RESULTS

Ottawa-Carleton District School Board

What are your thoughts about the priorities for the PIC workplan for next year?

Creating a more inclusive PIC workplan The PIC needs to respond to and represent the diversity of the families who are part of the OCDSB.

3.4  (3 people)
 Not enough ratings to rank

5 ★
 4 ★
 3 ★
 2 ★
 1 ★

Emphasis to be given to communities/people with various forms of disabilities, First Nations, Inuit and Métis, Low income, New immigrants etc. Because of under privileged and socially disadvantaged.

3.2  (4 people)
 Not enough ratings to rank

5 ★
 4 ★
 3 ★
 2 ★
 1 ★

Ensure comprehensive tools and resources with adequate opportunities to build capacities in Science, Technology, Engineering & Math (STEM). 21st century requisite knowledge, characteristics and skills that enable our children to be contributory citizens.

3.3  (4 people)
 Not enough ratings to rank

5 ★
 4 ★
 3 ★
 2 ★
 1 ★

Establish mechanisms to support effective partnership and functional collaboration in the arena of public education. With a view to creating more opportunities and possibilities that ensure equity, diversity and inclusion.

2.6  (4 people)
 Not enough ratings to rank

5 ★
 4 ★
 3 ★
 2 ★
 1 ★

Focused on Student Centered Learning Approach where students are being active, responsible learners with their own pace of learning. Students choose what they will learn, how they will learn, and how they will assess their own learning outcomes.

2.8  (4 people)
 Not enough ratings to rank

5 ★
 4 ★
 3 ★
 2 ★
 1 ★

Holding the board to account. As parents the PIC is the only mandated means to ask and get answers on education priorities.

3.3  (1 person)
 Not enough ratings to rank

5 ★
 4 ★
 3 ★
 2 ★
 1 ★

I would like to see climate change mitigation plans and measures for the Board's schools. Maybe start with a consultative process leading to a strateg Many of our aging schools don't have A/C or something is prepared for the extreme weather that CC is

3.4  (4 people)
 Not enough ratings to rank

5 ★
 4 ★
 3 ★
 2 ★

Improving analytics and data collection to better target resources Resources are tight, we need to get best bang for a buck

3.3 ★★★★★ (1 👤)
Not enough ratings to rank

5 ★
4 ★
3 ★
2 ★
1 ★

Leverage community resources/initiatives that directly contribute to children's learning and well-being e.g. Homework Club, Breakfast Club Narrowing down the achievement gap

among the students due to economic barrier and relevant constraints.

3.6 ★★★★★ (4 👤)
Not enough ratings to rank

5 ★
4 ★
3 ★
2 ★
1 ★

PIC should develop a set of resources to allow parents to communicate within schools and between schools This fosters a broader sense of community and community involvement

3.4 ★★★★★ (2 👤)
Not enough ratings to rank

5 ★
4 ★
3 ★
2 ★
1 ★

PIC should focus on engaging all families in their children's education and ways to ensure we can reach all families Not all families feel equally welcomed or valued by PIC, and PIC has a responsibility to engage with all families

3.4 ★★★★★ (2 👤)
Not enough ratings to rank

5 ★
4 ★
3 ★
2 ★
1 ★

PIC should focus on giving feedback to the board and trustees that inform board policy Ensuring parents have easy access to policy, its implications, and a mechanism of feedback is critical to success of those policies

3.6 ★★★★★ (2 👤)
Not enough ratings to rank

5 ★
4 ★
3 ★
2 ★
1 ★

PIC should plan the parent conference and invite Navjot Kaur, an author, teacher, parent, and advocate to be the keynote speaker Navjot speaks to the importance of representation and inclusion in educational materials from her first-person experience as a racialized mother.

3.0 ★★★★★ (2 👤)
Not enough ratings to rank

5 ★
4 ★
3 ★
2 ★
1 ★

The PIC needs to develop programs/policies to support racialized and Indigenous students and their families Racialized and Indigenous students and families are under-represented in PIC activities, and specific measures need to be adopted to support them.

3.5 ★★★★★ (3 👤)
Not enough ratings to rank

5 ★
4 ★
3 ★
2 ★
1 ★

We need to have a better understanding of the Provincial educational changes and the effects on how the board will deliver education. As parent I care about my child's education and ensuring they get the best start in life

3.3 ★★★★★ (1 👤)
Not enough ratings to rank

5 ★
4 ★
3 ★
2 ★
1 ★



By-Laws and Standing Rules Parent Involvement Committee

BEING the rules governing the establishment and composition of the Ottawa-Carleton District School Board (OCDSB) Parent Involvement Committee under *Ontario Regulation 330/10 School Councils and Parent Involvement Committee* of the *Education Act* of Ontario, which rules shall apply to the structure and proceedings of the Parent Involvement Committee (PIC), henceforth known as the Committee, from 1 October 2011, unless or until amended by resolution of the Committee.

Interpretation

In these By-Laws and standing rules:

Community Representative means a resident of the City of Ottawa who has an interest in supporting public education who has been appointed to the Committee;

Director means the Director of Education/Secretary of the Board and Chief Executive Officer of the OCDSB;

District means the Ottawa-Carleton District School Board;

Parent means a parent/guardian of a pupil who is enrolled in a school of the OCDSB; and

Parent Member means a Parent who is appointed to serve on the committee for a specified term.

Mandate

- 1.0 The mandate of the Committee is to support, encourage and enhance parent engagement at the District level in order to improve student achievement and well-being.

Purpose

- 2.0 The Committee will achieve its purpose by:
 - a) providing information, advice and recommendations on parent engagement to the Board of Trustees;

- b) communicating with and supporting school councils; and
- c) undertaking activities and working with partners and agencies to help parents of pupils of the OCDSB to support their children's learning at home and at school.

2.1 The Committee shall:

- a) develop strategies and initiatives that the Board of Trustees and the Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
- b) advise the Board of Trustees and the Director of Education on the use of strategies and initiatives, as referred to above, that could support engaging parents and improve student achievement and well-being;
- c) communicate information from the Ontario Ministry of Education to school councils and parents of pupils of the District;
- d) work with school councils and parents of students of the OCDSB and may work with partner agencies and, through the Director of Education, with employees of the District to:
 - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning;
 - (ii) identify and reduce barriers to parent engagement;
 - (iii) help ensure that OCDSB schools create a welcoming environment for parents of its pupils; and
 - (iv) develop skills and acquire knowledge that will assist the Committee and school councils of the District with their work.
- e) determine, in consultation with the Director of Education and in keeping with the OCDSB's policies, how funding, if any, provided under the *Education Act* for parent involvement, is to be used.

2.2 The Committee may solicit and take into consideration the advice of parents of pupils enrolled in schools of the District with regard to matters under consideration by the Committee.

Membership

3.0 The Committee shall be comprised of up to 18 members, a majority of whom shall be Parent Members, including:

- a) thirteen (13) voting members; and
 - b) up to five (5) non-voting members.
- 3.1 Voting members shall include:
 - a) ten (10) Parent Members; and
 - b) three (3) Community Representatives.
- 3.2 Non-voting members shall include:
 - a) the Director of Education or designate; and
 - b) One (1) trustee appointed by the Board of Trustees.
- 3.3 Non-voting members may include:
 - a) One (1) elementary or secondary principal or vice-principal;
 - b) One (1) elementary or secondary teacher; and
 - c) One (1) employee of the District, other than a principal, vice principal or teacher.
- 3.4 The Director of Education of the OCDSB may:
 - a) delegate any of his or her powers or duties as a member of the Committee to a supervisory officer employed by the District, and
 - b) designate a supervisory officer of the board to attend a meeting of the Committee in his or her place.
- 3.5 The Trustee member may:
 - a) delegate any of his or her powers or duties as a member of the Committee to the alternate trustee member appointed by the Board of Trustees; and
 - b) if unable to attend a meeting, have the alternate trustee attend that meeting of the Committee in his or her place.

Notwithstanding the above, the Trustee member may delegate his or her powers or duties to another member of the Board of Trustees where the alternate trustee member is not able to attend.

- 3.6 Employees of the OCDSB are eligible for appointment to the position of Parent Member but not to the position of Community Representative. Where an employee is appointed as a Parent Member he or she shall at his or her first Committee meeting, inform the Committee of his or her employment with the OCDSB.

- 3.7 Members of the Board of Trustees are not eligible to be a Community Representative or a Parent Member of the Committee.

Membership Criteria

- 4.0 All members are expected to have a strong interest in and commitment to public education, student achievement and well-being and be able to represent the views of a wide variety of parents.
- a) Eight (8) Parent Members shall be selected based on their knowledge, skills, and experiences in one or more of the following areas:
 - (i) public education;
 - (ii) community engagement;
 - (iii) equity and inclusion strategies; and
 - (iv) public policy and/or communications.
 - b) Two (2) Parent Members shall be appointed as representatives from the following groups/organizations:
 - (i) two (2) Parent Members named by the Ottawa Carleton Assembly of School Council (OCASC); one (1) of who may be the Chair or Vice-Chair of the OCASC.
 - c) Three (3) Community Representatives shall be selected based on their ability to provide a broad community based perspective and should meet one or more of the following criteria:
 - (i) demonstrated connection to and/or knowledge of the OCDSB;
 - (ii) active participation in a community group, organization or business that has as part of its mandate an interest in education, community development or social service;
 - (iii) interest in and/or ability to link the OCDSB school community with external community groups or organizations;
 - (iv) ability to represent broad societal or community perspectives; and
 - (v) experience or demonstrated interest in educational issues.
- 4.1 The Committee may invite representatives of District committees, including but not limited to: Standing Committees (i.e., COW and COW Budget), Statutory Committees (e.g., SEAC, Audit and SALEP) or Advisory Committees (e.g., Arts Advisory) to attend meetings (as necessary) to provide expertise on those particular topics or issues related to the work of the Statutory, Standing or Advisory Committee.

Term of Office

- 5.0 The members of the Committee shall be appointed before November 15 of each school year for a term of office beginning December 01 and ending November 30.
- 5.1 The eight (8) Parent Members of the Committee shall be appointed to serve a term of office of either one (1) or two (2) years and, wherever possible, members shall be appointed for a two-year term.
- 5.2 The two (2) Parent Members appointed by OCASC shall be appointed for a term of office of one (1) year.
- 5.3 The term of office for Community Representatives shall be two (2) years.
- 5.4 The term of office for the Board member and alternate Board member shall be determined by the Board.
- 5.5 A member of the Committee may be re-appointed to the Committee for more than one term subject to the Committee's appointment process.

Appointments of Members

- 6.0 Annually the Committee shall review its membership needs and, when required, create a Membership Sub-Committee.
- 6.1 The Membership Sub-Committee shall include the Chair, Vice Chair, the Director of Education or designate, a Parent Member and may include a Community Representative.

Appointment of Parent Members

- 6.2 The Membership Sub-Committee shall post a notice inviting applications for appointment to the position of Parent Member, as required.
- 6.3 The posting of notice shall be done through a variety of methods to ensure awareness of the application process by the entire jurisdiction of the District. The notice shall include:
 - a) a summary of the position, including the term of office of the appointment;
 - b) the process for making an application;
 - c) the deadline for the application; and

- d) the name and contact information of the person(s) responsible for managing the process.
- 6.4 All applicants will be required to provide:
- a) a written expression of interest outlining his or her interest in public education as well as his or her knowledge and skills in one or more of the areas noted in s. 4.0 (a) of these by-laws; and
 - b) a written confirmation that he or she is a parent of a pupil enrolled in an OCDSB school;
- 6.5 The Membership Sub-Committee may choose to interview prospective candidates and/or request and check references.
- 6.6 Upon the close of the application period, the Membership Sub-Committee shall review the applications and provide the names of the recommended candidate(s) to the Committee for ratification.
- 6.7 In making the recommendation(s) the Membership Sub-Committee shall take into consideration:
- a) the knowledge, skills and experience of the current Committee membership;
 - b) the knowledge, skills and experience of the applicants;
 - c) the balance of elementary and secondary perspectives on the Committee;
 - d) the geographic representation of urban, suburban and rural perspectives from across the District;
 - e) the unique needs to parents of special education students; and
 - f) the knowledge and ability to add the perspective of diverse communities as referenced in Policy P.098.CUR Equity and Inclusive Education.

Appointment of OCASC Representatives

- 6.8 For the two (2) Parent Members who are representatives of OCASC, the Committee shall seek the names of appointees from the Chair of OCASC.
- 6.9 The names of the Parent Member representatives of OCASC shall be provided to the Committee for ratification.

Appointment of Community Representatives

- 6.10 As required, the Committee shall discuss possible candidates/candidate associations who could serve as Community Representatives in accordance with section 4.0 (c).
- 6.11 Staff shall send letters to those candidates exploring their interest to sit on PIC and appoint a representative to the Committee.
- 6.12 Where the number of the interested candidates exceeds the number of vacancies in the Community Representative position; the Membership Sub-Committee shall make a recommendation to the Committee to select associations that best meet its needs.
- 6.13 Wherever possible, the Community Representatives should also be parents of a pupil enrolled in a school of the OCDSB.
- 6.14 Community Associations may also appoint an alternate to replace the named representative if the representative is unable to attend a meeting. Temporary substitution of a representative by a duly authorized alternate during the course of a meeting shall be allowed.
- 6.15 The names of the Community Representatives, and the alternates if applicable, shall be provided to the Committee for ratification.
- 6.16 An appointment to the Committee is of no effect unless the person agrees to the appointment.

Election of Chairs and Vice Chairs

- 6.17 The Committee shall elect a Chair and a Vice Chair from amongst its Parent Members.
- 6.18 The Chair and Vice Chair shall be Parent Members of the Committee who have been appointed to serve a two-year term. Where a nominee to the office of Chair is a member serving a one-year term, his or her term may be extended for a second year and on appointment he or she shall be deemed to be a member with a two (2) year term.
- 6.19 A member may not serve more than two (2) consecutive terms as Chair.
- 6.20 An individual who has served one (1) term or two (2) consecutive terms as Chair of the Committee may be re-elected as Chair provided at least one two-year term has elapsed since his or her last term as Chair.

Vacancies

- 7.0 A vacancy in the membership of the Committee does not prevent the Committee from exercising its authority.

- 7.1 A member shall lose their seat if absent from three consecutive regular meetings of the Committee without notice.
- 7.2 In the event that a Parent Member or Community Representative appointed to the Committee vacates his or her position during the appointed term, the Committee may appoint another individual to the position for the remainder of the term.
- 7.3 Vacancies in positions may be advertised. Methods of advertising may include, but are not limited to:
 - a) advertisements in newsletters of District schools or school councils;
 - b) advertisements in newspapers with general circulation in the geographic jurisdiction of the District;
 - c) advertisements on radio or television stations that broadcast in the geographic jurisdiction of the District;
 - d) notices in schools of the District; and
 - e) notices on the OCDSB's website and where possible on District schools websites.
- 7.4 Where there is a vacancy in the position of Chair or Vice Chair, the Committee shall elect from amongst the Parent Members.
- 7.5 Individuals appointed as a result of a vacancy shall hold the position until the original term for that position expires.

Roles and Responsibilities of Members

- 8.0 All members of the Committee shall:
 - a) promote and encourage parent engagement and the work of the Committee in the OCDSB;
 - b) review all relevant material prior to the Committee meetings;
 - c) attend and participate in the Committee meetings; and
 - d) participate in Committee and Sub-Committee initiatives as required.
- 8.1 In addition to the above, a Community Representative and/or a Parent Member who is a representative of OCASC shall act as a liaison between

the Committee and his or her community group, organization or committee.

- 8.2 The Chair shall:
- a) plan the agenda in collaboration with the Director;
 - b) chair the Committee meetings;
 - c) act as a spokesperson for the Committee in communicating with the Director of Education, the Board and the public; and
 - d) ensure that notice of each meeting is provided to all members of the Committee.
- 8.3 The Vice-Chair shall assume the duties of the Chair in the event the Chair is unavailable.

Meetings

- 9.0 The Committee shall meet at least six (6) times in each school year.
- 9.1 All meetings of the Committee will be open to the public, except in accordance with s. 207 of the *Education Act*, and be held at a location that is accessible to the public.
- 9.2 The first Committee meeting of the term shall not be held until after the appointments for the term have been made.
- 9.3 Notice of each meeting shall be deemed to be provided to all members of the Committee at least five (5) days before the meeting. Notice may be provided to each member by e-mail or regular mail; by telephone call; and by posting to the District website. Notice by regular mail is deemed to be provided five (5) days before the meeting if it is mailed five (5) days before the meeting.
- 9.4 A meeting of the Committee cannot be held unless:
- a) a majority of the members present at the meeting are Parent Members;
 - b) the Director of Education, or designate, is present; and
 - c) the Trustee, or designate, is present.
- 9.5 Committee members are expected to attend all Committee meetings. A member who participates in the meeting through electronic means shall be deemed to be present.

- 9.6 Additional employees of the District, as determined on an as needed basis, may be invited to attend, participate, and act as a resource to the Committee in a non-voting capacity.
- 9.7 The rules of order for the conduct of meetings of the Committee shall follow these by-laws. In any situation for which there is no specific provision in these by-laws, the OCDSB By-Laws and Standing Rules shall apply for matters of interpretation, the Committee shall adopt as its parliamentary authority the latest edition of Procedures for Meetings and Organizations by M. K. Kerr and H. W. King, Carswell Legal Publications, Toronto.
- 9.8 Wherever possible, the Committee shall conduct its business through a collaborative decision making process.
- 9.9 When the Committee votes on a matter, only Parent Members and Community Representatives are entitled to vote.
- 9.10 In the event of a tie, the motion is defeated.

Sub-Committees

- 10.0 The Committee may, as it deems necessary, create sub-committees to make recommendations to the Committee. The sub-committees must include at least one (1) Parent Member of the Committee and may include non-members.

Professional Conduct

- 11.0 Members of the Committee have a duty to make decisions consistent with Ministry and District policies and procedures in the best interests of students in compliance with the requirements of relevant legislation and regulations.
- 11.1 Members will not act in order to gain financial or other material benefit personally.
- 11.2 Members will respect the privacy of individuals in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. When meeting, members shall not discuss personal information relating to parents, students, school boards/trustees, or other personnel or council members.
- 11.3 In the event of a conflict between members, the Chair or designate will make every effort to resolve the dispute by mediation.

Minutes and Financial Records

- 12.0 The Committee will keep minutes of all of its meetings and records of all of its financial transactions, if any, in accordance with the policies and procedures of the District.
- 12.1 The minutes of the Committee's meetings and the records of its financial transactions will be available for examination at the Administration Building by any person in accordance with the records retention schedule.
- 12.2 The minutes of the Committee will be posted on the OCDSB website and will be sent electronically to the chair of each school council. The minutes posted on the website will remain on the website for four years.
- 12.3 A person shall not receive any remuneration for serving as a member of the Committee with the exception of an honorarium for a member of the Board of Trustees as stipulated in section 191 of the *Education Act*.
- 12.4 Committee members may be reimbursed for incidental expenses incurred as a result of their work on the Committee. Invoices for expenses related to his or her role shall be submitted and reimbursed in accordance with the financial policies of the OCDSB.

Summary of Activities

- 13.0 The Committee will annually submit a written summary of the Committee's activities to the Board of Trustees and to the Director of Education.
- 13.1 The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement was spent.
- 13.2 The Director of Education will provide the summary of activities to the school councils and post the summary of activities on the District website.

Amendments to By-Laws and Standing Rules

- 14.0 These By-Laws and Standing Rules may be amended only by approval of two-thirds (2/3) of all voting members present, at a regular or special meeting of the Committee, provided that advance notice in writing has been given to all Committee members.

Approved by the Parent Involvement Committee: 17 October 2018

2019-2020 Speakers Draft Plan

Date	Event	Topic	Speaker	Status
25 September	Speaker Series Rowan's Law Day	Concussion	CHEO – Dr. Andree- Anne Ledoux	Confirmed
10 October	Speaker Series	Child Protection	Canadian Center for Child Protection - Karyn Kibsey	Confirmed
09 November	Parent Conference	Parenting	Dr. Laura Markham	Confirmed
XX February	Speaker Series	Vaping	OPH	
05 March	Speaker Series	Motivational	Unstoppable Tracy	Confirmed
XX April	Speaker Series Autism Month	Autism	?	

MICHELLE DAGNINO



BIO

Michelle is one of Canada's best-known Millennial engagement experts. As a speaker, writer, lawyer, and serial social entrepreneur, Michelle has influenced and impacted hundreds of youth-serving and youth lead programs across North America to support the success and empowerment of young people into positions of leadership.

Michelle was born in and spent her early years in Toronto's Jane and Finch neighborhood, before moving out to BC for much of her early schooling. While still in high school Michelle started a mentorship program for young women, which sparked a life-long passion in social entrepreneurship focused on creating opportunities for hard to reach and vulnerable communities.



Michelle is currently the Executive Director of the Jane/Finch Community and Family Centre, a social services agency in West Toronto, dedicated to supporting the local community through service delivery and resident capacity-building. She is a senior associate with Lura Consulting, focusing on engagement of hard to reach populations and ensuring a strong citizen voice in public engagement processes. Prior to this, Michelle held positions as the Canada Director for Ashoka's Youth Venture, Executive Director of Youth Action Network, and was in private practice with one of Canada's leading labour and human rights law firms.

Michelle holds a Masters of Arts in Political Science, and Bachelor of Laws (LLB) from Osgoode Hall Law School. She was called to the Bar in 2007. Michelle is a Loran Scholar, a recipient of the Toronto's YWCA Young Woman of Distinction award, and was named by The Globe and Mail and the Women's Executive Network as one of Canada's Top 100: Most Powerful Women. She is a frequent commentator in the media on matters related to engagement of Millennials and workforce development strategies.

Contact: michdagnino@gmail.com

PIC Chair's Report - 16 October 2019

On Tuesday, September 24, I attended the School Council meeting at Longfields Davidson Heights Secondary School and on behalf of the PIC, thanked Principal Harris for extending an invitation to host the 'Parent Conference & School Council Training Day' which will be held on November 9. I have requested that Board Services and Communications staff communicate with LDHSS to enlist student volunteers.

On Wednesday, September 25, I attended the speaker series session on concussion management led by Professor Andrée-Anne Ledoux. The session was well attended, and I enjoyed learning about the brain simulation model, the healthy brain, identifying concussion symptoms efficiently, and how to support children diagnosed with a concussion.

On Tuesday, October 8, a PIC agenda preparation meeting was held via teleconference. Facilitated by Michele Giroux, Vice-Chair Carm Janneteau, Engy Masieh, Leigh Fenton and I discussed the workshop planned for this evening, as well as the parent conference.

On behalf of PIC, I am pleased to welcome Michelle Dagnino, who will facilitate the workshop to assist the PIC in the formulation of its 2019-2020 Work Plan. I anticipate insightful contributions and spontaneous participation.

PIC Correspondence Register

This update includes e-mails received between 01 September 2019 and 11 October 2019. Emails received from subscriptions; OCDSB School Council Newsletter and Cyber-Senior Connections, are not included in this registry.

Date of Email	Name of Sender	Summary	Follow-up
06 September	Michelle Reimer	Ms. Reimer is interested in joining the Committee as either a parent member or a community representative.	Mr. Reimer will be encouraged to apply once a call for applications is out. Ms. Reimer was invited to attend PIC public meetings.
10 September	Michelle Reimer	Screening of Paper Tigers – a story of a high school’s shifted approach to discipline based on Adverse Childhood Experiences (ACEs).	Email forwarded to System Principal of Safe Schools.
17 September	Sebastian Towler	Questions regarding Concussion Management Speaker Series.	Email forwarded to Communications for follow-up.
17 September	Martin Zollinger	Mr. Zollinger expressed his interest to speak to parents regarding tech text neck and the risks of poor posture.	Martin’s bio and talk summary added to Google conference where principals have access to a number of speakers who can be contacted at the principal’s discretion.
02 October	Anita Payan	Ms. Payan has a math support strategy that would like to be shared with parents.	Email forwarded to OCASC for sharing with councils and info posted on the principal’s Google conference.
03 October	Sharon Bulger	Requesting Speaker Series to be held in the East end of the City.	For consideration by the Communications department.



MEMORANDUM

To: Parent Involvement Committee

From: Michele Giroux, Executive Officer, Corporate Services

Date: 11 October 2019

Re: **2019-2020 Parent Conference and School Council Training Day**

The Parent Conference and School Council Training Day will be held on Saturday, 09 November 2019 at Longfields-Davidson Heights Secondary School.

This year, the District is making some changes to the structure of the Conference based on feedback from the Parent Involvement Committee (PIC) and participants of last years. Parents expressed concerns about having to choose between workshops which are of interest to them as parents, and workshops which support them in their school council role. In response, this year the Conference will be divided into two parts; morning session and afternoon session. Participants can register for the morning session, the afternoon session, or both.

MORNING SESSION

The morning session will be focused on parenting and children's education and well-being. It will include a keynote presentation followed by presentation-style workshops. Staff plans to run a maximum of ten workshops, each will be offered twice (workshop 1 and workshop 2) to give each participant the opportunity to attend two different workshops of their choice.

Based on parents' feedback and PIC discussions, the following topics and possible subject matter leads have been identified as areas of interest for the morning session:

Topics	Lead
Developing self-regulation in children	Learning Support Services
Understanding and identifying mental health concerns	Learning Support Services
Vaping - What is it, how to parent it?	Ottawa Public Health
How to get kids cooperating without yelling, threats, bribes or punishment?	Dr. Laura Markham
Math	Program and Learning
Understanding and accessing Special education supports	Learning Support Services

Culture, curriculum and identity - understanding identity and education	Equity and Learning
Innovation and Learning	Innovation and Adolescent Learning
Sexting, texting and protecting your kids	OPS
When does gaming become an addiction?	Rideauwood Addiction and Family Services

The following is the schedule for the morning activities:

Time	Topic	Details
8:00 a.m. - 8:30 a.m.	Child Care - Drop Off	Berrigan Public School
8:30 a.m. - 9:00 a.m.	Registration	Longfields-Davidson Heights Secondary School (LDHSS) Coffee/Tea/Fruit/Muffins
9:00 a.m. - 9:15 a.m.	Welcome and Introduction	Auditorium LDHSS Camille Williams-Taylor Director of Education
9:15 a.m. - 10:30 a.m.	Keynote Address (including Q&A)	Dr. Laura Markham Peaceful Parent, Happy Kids
10:30 a.m. - 10:40 a.m.	Transition	
10:40 a.m. – 11:40 a.m.	Parent Workshop 1	Classrooms - 10 Workshops
11:40 a.m. – 11:45 a.m.	Transition	
11:45 a.m. – 12:45 p.m.	Parent Workshop 2	Classrooms - 10 Workshops
12:45 p.m.	Morning Session Ends	

AFTERNOON SESSION

The afternoon session will be a two-hour session with parents who are interested in school council-related topics. Thoughtexchange will be used at the beginning of the session to invite participants to identify the topics they would like to discuss. Based on staff interactions with schools councils and the Ottawa-Carleton Assembly of School Councils (OCASC), we anticipate the following topics to surface:

- School Council 101
- School Council Constitutions
- School Council Finance
- School Council Websites
- Navigating social media
- Fundraising
- Risk Management
- Greening your playground

Staff plans to prepare tip sheets on these topics for distribution at the Conference and will use the information that participants share through the Thoughtexchange to build content for the school council newsletter over the course of the year.

Participants would have an opportunity to engage in three 30-minute conversations about the three topics of greatest interest to them. This session will run through small group discussions allowing for more interactions amongst participants and staff and better understanding of the perspectives and concerns of parents.

The following is the schedule for the afternoon activities:

Time	Topic	Details
1:30 p.m. – 3:30 p.m.	Round Table Discussions (School Council Training)	Cafeteria
3:35 p.m. – 4:00 p.m.	Child care - Pick up	Berrigan Public School

cc: Corporate Records