



NOTICE OF MEETING PARENT INVOLVEMENT COMMITTEE

Wednesday, 20 November 2019

6:00 p.m.

Trustees' Committee Room, 133 Greenbank Road

PARENT MEMBERS:

Mostafizur Khan
Diana Mills
Gita Nurlaila

Graciela Jasa Silveira
Susan Fullerton
Carm Janneteau

John Marshall
Geneviève Harte

OCASC MEMBERS:

Malaka Hendela

Martyn Reid

COMMUNITY REPRESENTATIVES:

Susan Ingram
Louanne Desbiens (Alternate)

Amber Labelle

Carolyn Hunter

Melissa McGuirk McNeil (Alternate)

NON-VOTING MEMBERS:

Wendy Hough
Trustee, Zone 4

Brett Reynolds
Associate Director

Sarah Pope and Alan Brule
Principals

STAFF

Michèle Giroux, Executive Officer, Corporate Services
Engy Abdel Masieh, Policy Analyst
Leigh Fenton, Coordinator

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If you would like further information on this agenda please contact: Leigh Fenton,
Board/Committee Coordinator at 613-596-8211, extension 8641 or
leigh.fenton@ocdsb.ca

For Trustee contact information please see www.ocdsb.ca

Educating for Success - Inspiring learning and building citizenship

PARENT INVOLVEMENT COMMITTEE

Wednesday, November 20, 2019, 6:00 pm

Trustees' Committee Room

133 Greenbank Road

Ottawa, Ontario

| | | | Pages |
|-----|---|---------|-------|
| 1. | Call to Order | 1 mins | |
| 2. | Approval of Agenda | 2 mins | |
| 3. | Review of PIC Report October 16 2019 | 5 mins | 1 |
| 3.1 | Business Arising from the Minutes | | |
| | a. 2019-2020 Workplan | 20 mins | 7 |
| 4. | Action Items | | |
| 4.1 | Report 19-122, Parent Involvement Committee Member Confirmation (C. Janneteau) | 10 mins | 9 |
| 5. | Discussion Items | | |
| 5.1 | Memo, Board Improvement Plan for Student Achievement and Well-being (BIPSAW) 2019-2020 (N.Towaij ext. 8573) | 15 mins | 13 |
| 5.2 | Report 19-120, 2019-2020 Parents Reaching Out Grant (M.Giroux, ext. 8310) | 15 mins | 15 |
| 6. | Information Items | | |
| 6.1 | Chair's Report | 2 mins | |
| | a. 9 November 2019 Parent Conference Review | | |
| 6.2 | Director's Report | 10 mins | |
| | a. Labour Relations | | |
| | b. Commit to Kids Training | | |
| | c. Safe Schools Policy Review | | |

| | | | |
|-----|--|--------|----|
| 6.3 | Memo on Updates to the Parent Involvement Committee By-laws and Standing Rules | 5 mins | 27 |
| 6.4 | 17 October 2019 Ottawa-Carleton Assembly of School Councils (OCASC) Report | 1 mins | 29 |
| 6.5 | PIC Correspondence Register | 1 mins | 33 |
| 7. | New Business | 5 mins | |
| 8. | Adjournment | 1 mins | |



PARENT INVOLVEMENT COMMITTEE

Wednesday, October 16, 2019

6:00 pm

Trustees' Committee Room

133 Greenbank Road

Ottawa, Ontario

Members: Mostafizur Khan, Carm Janneteau, Diana Mills, Malaka Hendela (OCASC Member), Martyn Reid (OCASC Member), Seyi Malcolm (Parents for Diversity), Melissa McGuirk McNeil (Ottawa Network for Education)

Non-Voting Members: Brett Reynolds (Associate Director), Jennifer Jennekens (Trustee, Alternate)

Staff and Guests: Lynn Scott (Trustee), Michèle Giroux (Executive Officer), Engy Abdel Masieh (Policy Analyst), Leigh Fenton (Board/Committee Coordinator), and Michelle Dagnino (Facilitator)

1. Call to Order

Chair Khan called the meeting to order at 6:14 p.m. He introduced Michelle Dagnino to facilitate the meeting for the special purpose of developing a workplan.

2. Approval of Agenda

Moved by Diana Mills

THAT the agenda be approved.

Carried

3. Action Items

3.a PIC Report September 18, 2019

Moved by Carm Janneteau,

THAT the Parent Involvement Committee report, dated 18 September 2019 be received.

Carried

3.b Report 19-106, Establishment of a PIC Membership Sub-Committee

Your committee had before it Report 19-106, seeking approval to establish and appoint members to the Parent Involvement Committee (PIC) membership sub-committee.

Executive Officer Giroux advised that the Committee is required to convene a membership sub-committee annually and appoint members for either a one-year or two-year term. This year, there will be three vacant parent member positions and one community representative position. Members whose terms are expiring this year were invited to advise Coordinator Fenton if they wish to continue on the Committee. Executive Officer Giroux noted that staff has arranged for advertising and the sub-committee would make its recommendation to the PIC at the 20 November 2019 PIC Meeting.

Moved by Carm Janneteau,

THAT a Parent Involvement Committee membership sub-committee be established as outlined in Report 19-106, and

THAT the following members be appointed to the membership sub-committee:

- **Mostafizur Khan;**
- **Carm Janneteau ;**
- **Michèle Giroux;**
- **Diana Mills; and**
- **Marytn Reid.**

Carried

4. Discussion Items

4.a Background Information related to PIC Workplan

Background information relating to the creation of the PIC Workplan was distributed to the committee in advance of the meeting.

4.b Workplan Facilitation with Michelle Dagnino

Michele Dagnino began the facilitation of the PIC workplan focus group highlighting that the workplan must be aligned with both the District Strategic Plan and the role of PIC as outlined in the Ministry regulation 612/00.

Members discussed the purpose of the PIC as established in the regulation which provides that: *“The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. A parent involvement committee of a board shall achieve its purpose by:*

- (a) providing information and advice on parent engagement to the board;
- (b) communicating with and supporting school councils of schools of the board; and
- (c) undertaking activities to help parents of pupils of the board support their children's learning at home and at school".*

Members shared their perspective on the purpose of the committee; questioned the committee's understanding of "improving student achievement and well-being"; discussed the importance of providing advice to the board and questioned whether that is best done through trustees or the Director of Education or both; and the importance of the representative role of the committee and its members.

In the workshop style meeting, the following points were raised by the committee:

- The committee's workplan year should align with the launch of school year in September as opposed to the appointment cycle which begins 1 December and ends 30 November;
- During the month of May the following year's workplan should be determined and approved;
- The Parent Conference is scheduled during early November because school councils are elected at the end of September, and some questioned whether it should be earlier;
- There is a necessity to determine who undertakes the work of the workplan: staff or committee members;
- 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; and
- Consideration might be given to the by-laws and how many members are one or two-year appointments. Currently elected committee members choose a one or two-year term to avert a complete renewal of the membership.

After reviewing the purpose of Parent Involvement Committees as per the Ontario Regulation 612/00, Ms. Dagnino solicited input on the high-level goals of the committee using three categories: leading, supporting or advising. The following ideas were put forth by the committee:

- The ultimate goal is to improve student achievement and well-being through supporting, encouraging and enhancing parent engagement in education;

- A shared understanding of student achievement and well-being is necessary before considering ways in which to lead, support, and advise a workplan;
- PIC shall discuss and identify new ways to communicate information to school councils;
- PIC's work on parental engagement should align with the Board priorities for parental engagement within the Strategic Plan;
- Determine which type of outreach is most effective and how to reach those who do not engage with their school councils;
- There may be opportunities for PIC to develop resources to help parents navigate the school system;
- In the experience of PIC committee members who have also had a seat on school councils, the primary focus of school councils is often fundraising and they questioned how this can change;
- The PIC should choose pragmatic activities for a workplan that will support District initiatives; and
- Determine the duplication in the roles of the PIC and Ottawa-Carleton Assembly of School Councils (OCASC).

Ms. Dagnino created three thematic columns related to understanding engagement of parents as it impacts student achievement:

- a) Supporting school councils/parent groups;
- b) Engaging representative, diverse, inclusive voices; and
- c) Enhancing the profile of PIC's ongoing roles and responsibilities.

Associate Director Reynolds advised that PIC must continue its efforts to ensure parents receive information about school programs and ensuring parents have an understanding of how they can engage with the current District's initiatives.

Executive Officer Giroux highlighted the following initiatives that relate to parents and parental involvement: Board Improvement Plan, Parent Satisfaction Survey, Identity-Based Data Collection, Tip Sheets for School Councils, Replacement for Parents Reaching Out (PRO) grant funding, Comprehensive Safe Schools and Code of Conduct Policy Reviews, Child Protection, and Safe Arrivals Program.

Ms. Dagnino concluded by acknowledging the mandate and the scope of PIC were thoroughly examined. Several of the ideas raised will support the workplan development and staff will summarize the ideas and present a plan to support engagement within the targeted areas.

5. Information Items

All items provided for information were received by the committee.

5.a Chair's Report

The Chair's Report was received.

5.b PIC Correspondence Register

The PIC Correspondence Register was received.

5.c 2019-2020 Parent Conference and School Council Training Day

A memo on logistics for the 2019-2020 Parent Conference and School Council Training Day was provided for information.

6. Adjournment

The meeting adjourned at 8:28 p.m.

Mostafizur Khan, Chair, Parent Involvement Committee

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

Issues identified for discussion/action at October 2019 Meeting

- School council resources; identification of current practices, gaps and opportunities;
- Review of PIC by-laws; term of office, length of term, process for community member appointments
- Resources to support navigating the school system; identification of current practices, gaps and opportunities
- Inform the development of district strategic priorities; parent engagement/satisfaction survey (Key Performance Indicator)
- Develop profile of the Committee; increase awareness of the committee in the community
- Advise District on key initiatives such policy reviews, strategic actions etc; Board Improvement Plan for Student Achievement and Well-Being, Safe Schools, Child Protection,

| | Supporting Parent Engagement in Established Processes and Structures | Overcoming Barriers to Parent Involvement | Enhancing the Role and Functioning of the Committee | Advising District on Key Initiatives |
|-------------------------|--|--|--|--|
| | <ul style="list-style-type: none"> • School council resources – current practices, gaps and opportunities | <ul style="list-style-type: none"> • Resources to support navigating the school system; identification of current practices, gaps and opportunities | <ul style="list-style-type: none"> • Review of PIC by-laws; term of office, length of term, process for community member appointments | <ul style="list-style-type: none"> • Inform the development of district strategic priorities; parent engagement/satisfaction survey (Key Performance Indicator) |
| October 16, 2019 | FACILITATED DISCUSSION | | | |

| Date | Supporting Parent Engagement in Established Processes and Structures | Overcoming Barriers to Parent Involvement | Enhancing the Role and Functioning of the Committee | Advising District on Key Initiatives |
|--------------------------|---|--|---|--|
| November 20, 2019 | <ul style="list-style-type: none"> • PRO Grant funding | | <ul style="list-style-type: none"> • Workplan • Appointment of PIC Members • Review of PIC by-laws (information) | <ul style="list-style-type: none"> • Board Improvement Plan for Student Well-Being |
| January 15, 2019 | | <ul style="list-style-type: none"> • Discussion about Barriers to Engagement and resources to support | <ul style="list-style-type: none"> • Updating PIC by-laws (action) | <ul style="list-style-type: none"> • Child Protection Policy Discussion |
| February 12, 2019 | <ul style="list-style-type: none"> • Reviewing School Council Resources – Gap Analysis | | <ul style="list-style-type: none"> • Nominations and planning for Volunteer Appreciation and Community Recognition Awards | <ul style="list-style-type: none"> • Parent Engagement/Satisfaction Survey Discussion |
| April 15, 2019 | | <ul style="list-style-type: none"> • Review new/revised resources | | <ul style="list-style-type: none"> • Identity Based Data Reporting |
| May 20, 2019 | <ul style="list-style-type: none"> • Reviewing new/revised School Council Resources | | <ul style="list-style-type: none"> • Develop 2020-2021 Committee Workplan | |



PARENT INVOLVEMENT COMMITTEE

20 November 2019

Report No. 19-122

Parent Involvement Committee Member Appointment Process

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

PURPOSE:

1. To recommend Parent Members to the Parent Involvement Committee (PIC).

CONTEXT:

2. As of 30 November 2019, the following terms of office are expiring:
 - five PIC parent members, carrying office for a one-year term

In order to fulfill its membership requirements, as described in section 3.1 of the PIC By-Laws, the 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 | 5 |
| OCASC Parent Member* | 2 | 2 |
| Community Representative** | 3 | 1 |

KEY CONSIDERATIONS:

3. Re-Appointment of Parent Members

The District requested an expression of interest from the current parent members of PIC whose terms expire as of 30 November 2019. Parent Member, Diana Mills indicated her interest in a two-year term. Parent Member, Gita Nurlaila indicated her interest in a one-year term. In the past, the Committee has recommended the reappointment of current members who have expressed an interest in continuing.

Appointment of OCASC Parent Members

The Ottawa-Carleton Assembly of School Councils (OCASC) representatives for the 2019-2020 term are:

- Malaka Hendela; and
- Martyn Reid.

4. Recruitment

In October and November, the District advertised for new members on the PIC with posters in schools, on the District web page and social media applications.

5. Parent Members

Candidates interested in being considered for Parent Member positions are required to provide to the PIC Membership Sub-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 of: 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) An indication of whether or not they have experience in one or more of the following areas:
 - i) elementary or secondary;
 - ii) urban, suburban or rural;
 - iii) special education;
 - iv) diverse communities; and
- (d) An indication of the candidate's interest in serving a one or two-year term.

6. Appointment of Community Representatives

The Committee did not receive any applications from external Community Representatives.

Parents for Diversity indicated intention to remain on PIC for a two-year term appointing Seyi Okuribido-Malcolm as the primary representative and Amber Labelle as the alternate.

7. Review of Applications

In response to the advertisements, sixteen (16) external parent applications were received for parent member positions. One of these applicants does not have a child in an OCDSB school.

8. Selection Process

At the 16 October 2019 PIC meeting the members established the PIC Membership Sub-Committee. The sub-committee met on 13 November 2019 to review the applications.

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

The PIC Membership Sub-Committee encouraged the inclusion of two additional parent members on a waitlist. In the event that there is a vacancy of a parent member, The PIC Membership Sub-Committee shall first contact those individuals to confirm their interest in filling the vacancy.

FINANCIAL CONSIDERATIONS:

9. The costs associated with the appointment process, including approximately \$132.00 for social media advertising and posters, are covered through the PIC annual budget.

COMMUNICATION/CONSULTATION ISSUES:

10. There is no consultation required to appoint new parent members to PIC. The District is planning to contact a number of community organizations with whom it maintains established partnerships in order to explore their interest to have a representative on PIC.

STRATEGIC LINKS:

11. Recruiting parent members and community representatives to the PIC supports the District's commitment to a culture of caring by increasing parent voice and encouraging broad community engagement in District initiatives.

RECOMMENDATION:

- A. THAT the following nine (9) persons be appointed to the PIC for the term identified:

| Name | Position | Term Limit |
|--------------------|---------------------------|------------|
| 1. Gita Nurlaila | Parent Member | 2019-2020 |
| 2. Diana Mills | Parent Member | 2020-2021 |
| 3. Kahmaria Pingue | Parent Member | 2019-2020 |
| 4. Jennifer Hood | Parent Member | 2020-2021 |
| 5. Noura Ahmed | Parent Member | 2020-2021 |
| 6. Malaka Hendela | Parent Member (OCASC Rep) | 2019-2020 |
| 7. Martyn Reid | Parent Member (OCASC Rep) | 2019-2020 |

| | | |
|---------------------------|--|-----------|
| 8. Seyi Okuribido-Malcolm | Community Member (Parents for Diversity) | 2020-2021 |
| 9. Amber Labelle | Community Member (Parents for Diversity Alternate) | 2020-2021 |
| 10. Michelle Reimer | Parent Member | Waitlist |
| 11. Lynda Hinch | Parent Member | Waitlist |

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

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



Programming and Learning MEMORANDUM

TO: Parent Involvement Committee

FROM: Nadia Towaij, Superintendent of Curriculum Services
Brent Smith, System Principal, Curriculum Services

DATE: 14 Nov 2019

RE: **OCDSB BIPSAW 2019-2020**

Purpose

The Board Improvement Plan for Student Achievement and Well-Being for 2019-2020 is focused on mathematics, with a specific focus on students in grades 3, 6, and 9 applied classes. Research shows that there is a correlation between student perceptual/attitudinal data and achievement. Parental input into the factors that contribute to a student's positive perception of mathematics will help to inform our work.

Background

Annually, OCDSB staff commit to improving the achievement and well-being of each student in the district through a Board Improvement Plan. The plan is developed collaboratively based on an analysis of achievement and well-being data. The plan is created with the understanding that engaging staff, students, parents, families, and also building staff capacity and efficacy are important conditions for improving student achievement and well-being.

In 2019-2020 the OCDSB Board Improvement Plan for Student Achievement and Well-being focuses work at the classroom, school and district level around three goals:

- 1. Champion high learning expectations for all students;*

2. *Prioritize the dignity and well-being of students in inclusive and caring classrooms;*
3. *Build authentic engagement with and among our communities.*

In developing the BIPSAW, every effort was made to ensure:

1. *Integrated planning for improvement in student achievement and well-being;*
2. *Focus on mathematics;*
3. *Focus on learning conditions;*
4. *Alignment of Board and School level planning to improve student achievement and well-being;*
5. *Building of authentic engagement;*
6. *Inclusion of targets and metrics to measure progress.*

Whether you are a student, staff, parent, family member, or community member your engagement is encouraged and welcomed in the OCDSB. Improvement of achievement and well-being outcomes for every student requires the collaboration and commitment of many.

If you have any questions, please do not hesitate to contact Brent Smith, System Principal at 613-596-8211 ext 8144 or at brent.smith@ocdsb.ca

cc: Corporate Records



PARENT INVOLVEMENT COMMITTEE

20 November 2019

Report No. 19-120

2019-2020 Parents Reaching Out Grant

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

PURPOSE:

1. To discuss possible approaches for the allocation of the 2019-2020 Parents Reaching Out (PRO) Grant funding.

CONTEXT:

2. The Ministry of Ontario Parents Reaching Out (PRO) Grants are designed to support parents in identifying barriers to parent engagement in their own community and to find local solutions to involve more parents in support of student achievement, human rights and equity, and well-being.

This year, the Ministry allocated \$40,521 in PRO grant funding to the Ottawa-Carleton District School Board (OCDSB) to spend at their discretion, subject to parameters specified in the Transfer Payment Agreement. This report seeks advice from the Committee with regards to possible approaches for the allocation of the 2019-2020 PRO Grant funding.

KEY CONSIDERATIONS:

3. Changes to the PRO Structure and Amount
In the past, the Ministry offered two types of PRO grants; a regional PRO grant for school districts and Parent Involvement Committees (PICs), and PRO grants of up to \$1,000 for individual school councils. Historically, the OCDSB received approximately \$70-80,000 for school councils and \$10-20,000 for the District.

In 2019-2020, the Ministry changed PRO grants from an application-based funding model to an allocation-based grant provided to school boards. This year, the OCDSB will receive \$40,521 in PRO grant funding representing a decline of over 50% compared to the total amount of \$94,475 received by the District and its school councils in 2018-2019.

4. Parameters of PRO Expenditures
The Ontario PRO Transfer Payment Agreement (Appendix A) provides parameters on activities that would be eligible for funding and sets limits on some expenses (i.e. refreshments (10%), parent lending library (50%)),

advertising and promotion (10%), and administrative expenses (10%)). The Agreement, however, does not provide specific parameters on how PRO grants should be allocated.

School districts will have to develop their own allocation plan in alignment with the grant parameters. Annually, the OCDSB has received a PRO grant which was used to fund the District's Speaker Series and the annual Parent Conference and School Council Training Day. The cost of these events has averaged \$20,000 per year which has exceeded the PRO regional grants of approximately \$12,500 in each of the past three years. The PRO grant deficit is usually covered by the Ministry's parent involvement funding (PINV).

Any projects that are funded by PRO grants must demonstrate a commitment to respect the role of parents in students' educational experiences with a goal to increase confidence in the educational system whereby parents feel like partners. Should the District use the total 2019-2020 PRO grant allotment of \$40,521 to fund the Speaker Series and the Parent Conference, approximately \$20,000 would be available for other parent engagement activities. Alternately, should the District decide to allocate the PRO grant funds without funding for the Speaker Series and the Parent Conference, the District would have to consider the sustainability of those events.

5. Reporting Back on PRO Expenditures

District school boards are required to submit a final report using the Ministry's reporting template by July 15, 2020. The final report must include a financial expense summary and an evaluation of the project(s) outcomes based on project(s) objectives, the number of other participating parties, and the impact on parent confidence as well as direct feedback from parents on the merits of the project(s).

6. Possible Allocation Strategies

Some possible allocation strategies might include:

- Distributing a fixed amount to all school councils to "top up" their \$500 PINV allocation;
- Distributing a fixed amount to some school councils based on need;
- Distributing the funds through a grant application program; or
- Using the funds to create some parent engagement modules and/or resources that school councils could use.

These are some preliminary ideas which could be further discussed at the meeting. The following consideration for allocation should be kept in mind:

- The District is responsible for reporting on the use of PRO grant funding to the Ministry of Education;
- Reporting is a lengthy and prescriptive process which includes the development of a parent feedback survey; and
- Bringing an equity lens to such expenditures and being mindful of communities that struggle with establishing a school council is of concern to the District.

FINANCIAL CONSIDERATIONS:

7. In the past, costs associated with managing the PRO grant application process, the funding received, and the reporting process were covered within existing budgets as they were centrally controlled. Should the Committee consider assigning some of the remaining funds to schools or other organizations, additional expenses may be incurred in terms of the number of staff involved and time allocated to managing the assigned funds and reporting to the Ministry.

COMMUNICATION/CONSULTATION ISSUES:

8. The District will work with its PIC to determine how the PRO funding will be allocated. PIC members are encouraged to consider any feedback they received from their respective communities or organizations when considering possible allocation strategies.

STRATEGIC LINKS:

9. Partnering with PIC in the planning and implementation of PRO-funded projects reflects the increased parent voice in the decision making of the District in alignment with the Culture of Caring pillar of the 2019-2023 Strategic Plan.

DISCUSSION QUESTION:

10. What model of allocation maximizes opportunities for parent engagement in a way that aligns with the terms and conditions and can be easily administered in the prescribed timeframe?

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

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

APPENDICES

Appendix A - The Ontario PRO Transfer Payment Agreement

SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

| | |
|---|--|
| Maximum Funds | \$40,521.03 |
| Expiry Date | August 31, 2020 |
| Amount for the purposes of section A5.2 (Disposal) of Schedule “A” | \$0 |
| Insurance | \$ 2,000,000 |
| Contact information for the purposes of Notice to the Province | <p>Name: Crawford Dedman Position: Manager</p> <p>Address: Ministry of Education, Indigenous Education and Well-being Division 315 Front Street West, 9th floor, Toronto, ON M7A 0B8</p> <p>Email: Crawford.Dedman@ontario.ca</p> |
| Contact information for the purposes of Notice to the Recipient | <p>Position: Camille Williams-Taylor</p> <p>Address: 133 Greenbank Road Nepean, ON K2H 6L3</p> <p>Email: director@ocdsb.ca</p> |
| Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement | <p>Position: Michael Carson</p> <p>Address: 133 Greenbank Road Nepean, ON K2H 6L3</p> <p>Email: michael.carson@ocdsb.ca</p> |

Additional Provisions:

B1.0 PUBLIC ANNOUNCEMENT

- B1.1 Prior consent.** The Recipient will not, without the prior written consent of the Province, make any public announcement regarding the Project or the Funds prior to the Province making a public announcement.
- B1.2 Breach.** The breach of section B1.1 constitutes an Event of Default pursuant to section A13.1.

B2.0 TRAVEL, MEAL AND HOSPITALITY EXPENSES

B2.1 Use of Funds for travel, meal and hospitality. The Recipient will do all of the following:

- a. ensure that any travel, meal or hospitality expenses are incurred prudently and responsibly;
- b. ensure that any travel, meal or hospitality expenses incurred are necessary, practical and economical;
- c. upon the Province's request, show that other options for meetings such as audio or video conferencing were considered; and
- d. keep receipts for all travel, meal or hospitality expenses incurred.

SCHEDULE “C” PROJECT

Objective

The Parent Reaching Out (PRO) Grants program provides funding to the Recipient to work with parent stakeholder groups, school councils and/or Parent Involvement Committees to lead projects with a focus on the identification and removal of barriers that prevent parents and families from participating and engaging fully in their children's learning.

Program Guidelines

The Recipient will use funds provided by the Province to lead projects that increase parent engagement.

The Recipient will work with their Parent Involvement Committee to determine the project(s) and corresponding funding amounts for each project. In addition, the Recipient is encouraged to work with parent stakeholder groups, school councils, Special Education Advisory Committees, and Indigenous Education Advisory Councils.

Projects must demonstrate a commitment to respecting the role of parents in students' educational experiences by working with parents or seeking parent input on how schools can:

- Provide a safe and welcoming school environment;
- Maintain open communication with teachers;
- Respect parents as valued partners within the education system in relation to decisions about their child's education; and,
- Ensure parents are informed about the content of the Ontario Curriculum Guidelines.

The Recipient must also adhere to the following guidelines:

- Create an outreach plan to inform parents of the program and its outcomes.
- Funding must be spent within the 2019-20 school year.
- Projects must be completed within the 2019-20 school year.

Outputs

Project outputs must align with the project guidelines and terms and conditions. Outputs may include, but are not limited to:

- Parent workshops
- Parent information sessions with guest speakers
- Parent resources

Outcomes

- Parents have increased awareness of school activities and initiatives
- Parents are more involved in their local school environment and child's education

- Parents feel like valued partners in the education system
- Parents have increased confidence in public education

Performance Measures

Performance measures, as outlined in the Final Report, include:

- Number of projects/events
- Number of School Councils, Parent Involvement Committees, Special Education Advisory Committees, Indigenous Education Advisory Councils, or other parent groups involved
- Amount of funds spent on each event/project
- Number of parents that attended each event
- Data on parent satisfaction:
 - Number and or percentage of parents who have increased awareness of school activities
 - Number and or percentage of parents who felt more comfortable in the school environment
 - Number and or percentage of parents who learned new skills that will be beneficial for their child's achievement as a result of the project/event

Terms and Conditions

1. Funding must only be used for the approved project in accordance with the project guidelines in Schedule C and D. Changes that impact on the nature and/or objectives of the project(s) must be reported to the Province. Funding may not be used for ineligible expenses as defined in Schedule D.
2. If the grant does not cover the entire cost of the project, the Recipient is responsible for funding the balance from other sources. The Province will not be responsible for any cost overruns for the project.
3. The implementation and completion of the project is the responsibility of the Recipient.
4. The Recipient will acknowledge the Province's contribution on press releases, printed materials, conference/workshop and other materials.
5. The Recipient shall provide, upon request by an official of the Province or Provincial auditor, all documents and information related to the Recipient's participation in this program, and access to the premises where projects are being carried out, in accordance with district school board or school authority policy.
6. If actual project costs are less than anticipated or, for any other reason, the full amount of the Province funding is not used for approved eligible expenditures, any unused balance of funding will be a debt due and owing to the Province, and the Recipient shall pay or return the amount to the Province immediately, unless the Province directs otherwise.
7. Upon default of any of these Terms and Conditions by the Recipient, the Province, at its sole discretion, may recover or redirect the funds advanced.
8. Subject to the Freedom of Information and Protection of Privacy Act, and the Municipal Freedom of Information and Privacy Act, all information pertaining to this grant is public information and may be released to third parties upon

request.

9. The Recipient and its partners shall comply with all applicable federal, provincial, municipal laws, statutes, regulations, rules, ordinances and orders in respect of the performance of these Terms and Conditions.
10. The recipient must abide by the Provincial Code of Conduct and uphold respect, civility and responsible citizenship as it collaborates with all individuals involved in the publicly funded education system.

SCHEDULE “D” BUDGET

Ineligible Project Costs or Activities include but are not limited to the following:

- Activities that have already taken place
- Payment to school board staff or volunteers, including salaries, honoraria, gifts
- Purchase of goods and services for which the ministry currently provides funding (e.g., textbooks, library books, school furniture, computers, cameras, projectors, student transportation)
- Activities, resources, or speakers for students
- Capital items such as televisions, sports equipment, shelving
- Portable/handheld devices such as tablets or laptops, unless devices are to be used as part of a parent lending library and the cost does not exceed 50% of the approved funding
- Computer software or applications, online subscriptions, voice messaging systems, website maintenance
- Entertainment activities such as barbecues, fun fairs, volunteer teas, dinners, movies nights, dances, concerts, and performances
- Field trips
- School signs, announcement boards/screens
- Landscaping or creation/equipping of outdoor classrooms
- Refreshments exceeding 10% of the approved funding
- Advertising and promotion costs exceeding 10% of the approved funding
- Prizes or incentives to parents and/or students
- Lessons for parents (e.g., French, English as a Second Language, computer, CPR)
- Fundraising events

Central administration expenses of transfer payment recipients, such as those listed below, must not exceed 10% of the “Maximum Project Funds” amount or \$25,000, whichever is the lesser amount:

- Office supplies
- Copying and Printing
- Postage
- Local telephone costs
- Internet and wireless communication
- Dues, Fees and Licences (e.g. professional membership dues, membership fees, permit and licence fees)
- Legal Fees
- Accounting Fee
- Audit Fee
- Insurance
- Bank charges and interest

SCHEDULE "E"
PAYMENT PLAN

| PAYMENT DATE OR MILESTONE | AMOUNT |
|---|-------------|
| 70% upon signature of the transfer payment agreement. | \$28,364.72 |
| 30% upon completion of the project(s) to the satisfaction of the Province | \$12,156.31 |

SCHEDULE “F” REPORTS

Final reporting must include a financial expense summary and an evaluation of outcomes based on project objectives, the number of parents, school councils and community partners that participated in the project, and the impact on parent confidence as well as direct feedback on the merits of the program from parents (in the form of a survey, or video recordings, for example).

| Report | Due Date |
|--|----------------------|
| 1. The Recipient will complete a final report and submit to PRO@ontario.ca | July 15, 2020 |

Projects must be completed by June 30, 2020. Any funds not spent by June 30, 2020 must be returned to the ministry.

A final report is to be completed using the provided final report template and submitted to PRO@ontario.ca on or before July 15, 2020. The Recipient are encouraged to submit their final report as soon as their projects are complete.

As government-funded projects are subject to audit, these records must be retained for seven (7) years by the Recipient, in accordance with district school board or school authority policy.



MEMORANDUM

To: Parent Involvement Committee

From: Michele Giroux, Executive Officer, Corporate Services

Date: 15 November 2019

Re: **Updates to the Parent Involvement Committee By-Laws and Standing Rules**

Throughout the Parent Involvement Committee (PIC) discussions this year, staff heard a number of issues and/or concerns that are related to the language in the PIC By-Laws and Standing Rules. Staff plans to bring an action report to the 15 January 2020 meeting with recommendations to update the By-Laws. PIC members are invited to review [Regulation 330/10](#) and the [PIC By-Laws](#), consider the following areas, and provide insights into possible updates to the By-Laws.

PIC Term of Office (S. 5.0)

Currently, the By-Laws provides for “*a term of office beginning December 01 and ending November 30*”. Some members expressed a desire for a term of office that runs from September to May. PIC members are invited to consider the implications of changing the term of office to run along the school year.

Length of Term of Office (S. 5.1)

Ontario Regulation 330/10 section 37 (1) states: “*The term of office of some of the parent members of a parent involvement committee shall be one year and the term of office of some of the parent members shall be two years, as provided in the by-laws of the committee*”. The goal of this section is to promote continuity by staggering the terms of office for the parent members.

Currently, the Committee has parent members with both one-year and two-year terms. The length of term is determined by the interest of the members and the needs of the Committee. According to the Regulation and the By-Laws, the Committee has the discretion to determine the number of parent members serving one-year or two-year term of office.

Appointment of Parent Members (S. 6.2 - 6.7)

The PIC Membership Sub-Committee has recently recommended a waiting list of candidates, who could be appointed as members should a current member(s) vacate their seats during their term of office. In 2018, the Committee drew from the waiting list

to fill a vacancy that arose during the year. The By-Laws currently do not provide for this practice and the Committee may consider including it in the By-Laws.

Appointment of Community Representatives (S. 6.10 - 6.16)

The language regarding Community Representatives currently allows for an individual or an organization to be appointed. Members may consider an update to the current language in the By-Laws to provide greater clarity regarding this matter.

Fulsome discussion about the PIC By-Laws will be scheduled on the January meeting. In order to prepare for that meeting, members are asked to submit any additional areas or questions for review to Engy Masieh by 15 December 2019.

cc: Corporate Records



OCASC October 2019 Meeting Minutes

communications@ocasc.ca www.facebook.com/groups/ocasc/ <http://ocasc.ca> 133
 Greenbank Road
 Ottawa, ON
 K2H 6L3

Date: 17 October 2019
 Location: Fisher Park School (Library), 250 Holland Avenue
 Time: 7:00pm to 9:00 pm

Attendance

| | | | |
|----------------------------------|----|--------------------------------------|----|
| Total attendance | 38 | Total non-member schools represented | 16 |
| Total schools represented | 38 | Total guests | 3 |
| Total member schools represented | 22 | | |

Total member schools to date 22 (Quorum = 33 % = 5)

Member Schools:

- | | |
|--|--|
| 1. Agincourt Road PS: Michelle Berry | 13. Henry Larsen ES: Melody Currie |
| 2. Alta Vista PS: Nancy Dean (Membership) | 14. Jockvale ES: Phil McKee |
| 3. Bayview PS: Rosy Young (Recording Secretary) | 15. John McCrae SS: Wendy Firth |
| 4. Broadview PS: Susana Matos | 16. John Young ES: Aaron Driscoll |
| 5. Brookfield HS: Dawn Williams | 17. Lakeview PS: Michael Edmonds |
| 6. Canterbury HS: Rowan Hartmann | 18. Manor Park PS: Safina Dewshi (SEAC) |
| 7. Cedarview MS: Wendy Firth | 19. Ridgemont HS: Nancy Dean (Membership) |
| 8. Elgin Street PS: Malaka Hendela (Co-chair) | 20. Severn Avenue PS: Mark Warriner |
| 9. Elmdale PS: Caroline Hutton | 21. Sir Robert Borden HS: Helen Norman (Communications) |
| 10. Farley Mowat PS: Marc Feliciano | 22. South March: Christine Moulaison (Co-Chair) |
| 11. Fielding Drive PS: Dawn Williams | |
| 12. Glashan PS: Lisa Greaves (Treasurer) | |

Non-Member Schools:

- | | |
|--|---|
| 1. Castlefrank ES: Crystal Blais | 9. Longfields-Davidson Heights SS Lisa Brennan |
| 2. Forest Valley ES: Michael Beeson | 10. Mutchmor PS: Alexandria Sjoman |
| 3. Glashan PS: Claudia Ortiz | 11. Roberta Bondar PS: Elham Seddigh Ayafer |
| 4. Glebe CI: Corinna Vester | 12. Sir Wilfrid Laurier SS: JP Grimes |
| 5. Glen Ogilvie PS: Amanda Smith- Kennedy | 13. Stittsville PS: Martyn Reid (PIC) |
| 6. John Young ES: Dwayne Routliffe | 14. Stonecrest ES: Patricia McKeage |
| 7. Katimavik ES: Ian Urbach | 15. Trillium ES: JP Grimes |
| 8. Lisgar CI: Sonja Arias | 16. Woodroffe PS: Maggie Green |

Guests:

1. Engy Masieh OCSD Policy Analyst
2. Laura Cater Parent – John McCrae SS
3. Kahmaria Pingue – SCFS



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The Ottawa-Carleton Assembly of School Councils (OCASC) is an umbrella organization for school councils and parents in the Ottawa-Carleton District School Board (OCDSB) to share information and facilitate communication within the OCDSB communities to enhance the education of all its students. Learn more here: <https://ocasc.ca/about-ocasc-2/about-ocasc/>

1. Call to order

The Co-Chair (Christine Moulaison) called the meeting to order at 7:09 pm and welcomed members and guests.

2. Approval of Agenda and Minutes

Agenda: Approved as presented. Motion: Glashan; Second: Canterbury

September Minutes: Approved as presented. Motion: Henry Larsen; Second: Lakeview

3. Update from Your Executive

Communications Update:

- Helen Norman is the Communications lead
- Reason for website going down for last meeting was due to domain mix up. Has been fixed now.
- Membership form is being updated on the website, will be ready by next meeting.
- Goal to get minutes posted on the website within a week of the meeting—working with Membership to achieve this to include attendance
- Quick discussion about meeting notifications. General consensus was that Facebook Group notifications are preferred. Members also requested to have dates for the year posted on the OCASC website.

Reminder that many excellent resources are available through the Board, and on the OCASC website: <https://ocasc.ca/>

Important links (listed on the right side of the OCASC home page)

- [OCDSB](#) Ottawa Carleton District School Board
- [OCDSB App](#) Gives parents and students access to all that the OCDSB offer
- [OCDSB Draft Strategic Plan – 2019-2023](#)
- [OCDSB School Council Newsletter Archive](#)
- [ONFE Volunteers](#) Ottawa Volunteers in Education (OVIE) – volunteer opportunities
- [People for Education](#) an independent parent-led organization, working to improve public education in Ontario's English, Catholic and French schools
- [School Council Resource Guide – Updated September 2017](#)
- [School Messenger](#) Link to your child's school
- [Subscribe to the OCDSB School Council Newsletter](#)

Chair Update:

Parent Involvement Committee (PIC) update.

- PIC tasked with supporting Parent Engagement committees and councils.
- City of Ottawa is unique having intermediary bodies (e.g. OCASC) between PIC and the individual councils.
- PIC is doing a strategic planning exercise. In this context, they were given the flag that



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there will potentially be a significant change in the funding stream. This could include PRO Grant funding.

- By next month meeting, changes will be shared by Ministry and Board staff.
- Ministry has confirmed that the PRO (Parents Reaching Out) Grants from 2019 will carry on. But no new info yet for 2019-20 grants.
- Three parent reps were in attendance. Need parent volunteers. Need new parents to engage on that committee. Two spaces on the PIC for OCASC.
- OCASC reps put the OCASC voice forward. There are schools that are not represented at OCASC and those that don't have parent councils
- Existing PIC Rep (Martyn Reid) will be sending questions out to councils and OCASC members to find out more about the OCASC role for the future.
- Trying to figure out how to best engage with individual councils.
- PIC needs reps from councils and as individuals.
- OCASC rep will put out links to applications through the Facebook site. Need people who don't normally get engaged.
- School Boards are now required to collect ID data. Demographic information is a lot more than they have collected before. Elementary parents will be asked to respond on student behalf. Data will be used for planning across the board.

*****REMINDER **Parent conference: Saturday, 9 November 2019**
8:30 a.m. to 1:00 p.m. at Longfields-Davidson Heights Secondary
Please share invitations: https://ocdsb.ca/parents/parent_conference

4. Speakers: SNAP Program; Parents for Diversity;

- Stop Now and Plan (SNAP): Video presentation. SNAP is a proven program that teaches children with behavioural problems, and their parents, how to make better choices 'in the moment'. Families receive 1.5 hours a week for 13 weeks. One cohort has completed the program. Very good to hear testimonies after the program. OCDSB revising memorandum of understanding so they can operate in the schools. Renewing since expired in June. <https://childdevelop.ca/snap/home>
- Parents for Diversity: Started by parents with bi-racial children who had negative experiences in schools. Addressing issues of discrimination. Goal for all students to feel represented in curriculum and safe spaces. On Social media, share resources and suggestions for books. <https://www.parentsfordiversity.com/>
- Comprehensive School Health-African Dance Program. Multi- disciplinary program. Also, a social enterprise program. Teachers can engage with the students, physical, social, students raise funds through dance performance. Will send flyers to communications update. <https://uottawa-comprehensive-school-health.ca/african-dance/>
Groups can also come to parent council meetings to promote.

5. Committee Of the Whole (COW) Update:

- Christine was not able to attend the last meeting. Minutes and video are available at:
 - <https://pub-ocdsb.escribemeetings.com/Meeting.aspx?Id=b1e3e328-4d12-4526-802b-e8651529a574&Agenda=Agenda&lang=English>
 - (<https://www.youtube.com/watch?v=vTDYasS1Vpg>)



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- Malaka recommended that all participant review discussion of Stittsville re-alignment exercise because it will likely have impact in other areas.

6. Special Education Advisory Committee (SEAC) Update:

- Looking for another alternate for SEAC-Agincourt volunteered
- Board is unsure of what the changes will be to Autism support.
- SEAC is talking about standards, IPRC identification, placement and review committee.
- Currently the standards do not clearly say that parents can request an IPRC. Parents currently receive the guide that references the parents right to request, when they've already been invited. Same for IEPs.
- May parents don't understand their students IEP:
 - Introduced Special needs roadmap: www.specialneedsroadmaps.ca
 - This was created by two women that have designed guide for parents with special needs; it has been posted on the OCASC Facebook Group page and will be added to the OCASC website (under "Information shared by OCASC Speakers")
 - Suggested as a speaker for the OCASC group.

7. Other Business:

- Manor Park public meeting update: Public consultation regarding parking lot changes. Most attendees were from community and not having children at the school. Concerned about loss of the green space. Concern about so many buses. The result is that the board is not doing anything right now. Buses are unsafe, green space not being lost.
- Vote on cancelling December meeting and running next meeting in January. Unanimous support; December meeting will be cancelled.
- Vote on moving March meeting to week following 26th, due to March Break. Unanimous support; Communications will post meeting dates on the OCASC website and on the Facebook page.

8. Meeting adjourned at 8:50 pm Into breakout sessions

9. Break Out Groups:

- Fundraising
- Communications with Parents:
- Communications with Schools: Trillium will lead
- General Council Administration: no interest

Next meeting: Thursday November 21, 2019

PIC Correspondence Register

This update includes e-mails received between 11 October and 13 November 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 |
|---------------|-----------------|---|--|
| 18 October | Susan Gardner | The Ottawa-Carleton Elementary Teacher's Federation (OCETFO) is seeking the expression of interest from PIC members to sit on a panel during a Community Forum to be held on November 21. | Email sent to PIC Chair and Vice-chair and to OCASC for follow-up with the federation. |
| 04 November | Michelle Reimer | Ms. Reimer was seeking support to submit her PIC membership application. | Staff provided assistance and Ms. Reimer application was successfully submitted. |
| 11 November | Nadia Towaij | Superintendent of Program and Learning K-12 is seeking representation from PIC on the School Year Calendar Committee. | Email forwarded to the PIC Chair and Vice-Chair for follow-up. |
| 11 November | Amanda Smith | Ms. Smith requested a subscription to the School Council Newsletter. | Subscription link emailed to Ms. Smith. |