PARENT INVOLVEMENT COMMITTEE

Monday, September 21, 2020, 6:00 pm

Zoom Meeting

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1.	Call to Order		
2.	Approval of Agenda		
3.	Review of PIC Report		
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4.	Discussion Items		
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5.	Information Items		
	5.1	Chair's Report	
		a. Joint PIC Chair's Letter to Minister of Education	
		b. Listing of Education Partners	
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6.	New Business		
7.	Adjournment		

PARENT INVOLVEMENT COMMITTEE

Wednesday, February 19, 2020
6:00 pm
Mezzanine (2nd Floor)
133 Greenbank Road

Members:	Mostafizur Khan, Diana Mills, Malaka Hendela (OCASC Member), Martyn Reid (OCASC Member), Seyi Okuribido Malcolm (Parents for Diversity), Jennifer Hood, Kahmaria Pingue, Noura Ahmed, Carolyn Hunter (Ottawa Network for Education)
Non-Voting Members:	Brett Reynolds (Associate Director), Wendy Hough (Trustee), Alain Brule (Principal, Cedarview Middle School), Dr. Maggie Mamen (SEAC Representative)
Staff and Guests:	Lynn Scott (Trustee), Justine Bell (Trustee), Engy Abdel Masieh (Policy Analyst), and Leigh Fenton (Board/Committee Coordinator)

1. Call to Order

Chair Khan called the meeting to order at 6:03 p.m. Trustee Bell, newly appointed trustee for Zone 10, requested that members of the committee reach out to her with any questions.

2. Approval of Agenda

Moved by Martyn Reid,

That the agenda be approved.

Carried

3. Review of PIC Report 20 November 2019

Moved by Martyn Reid,

That the Parent Involvement Committee Report of 20 November 2019 be approved.

Carried

3.1 Business Arising from the Minutes

There was no business arising from the minutes.

4. Action Items

4.1 2019-2020 PIC Work Plan

Mr. Reid introduced the PIC workplan. He emphasized that many meetings have been consumed with talking about the process of the development of a workplan and the mandate of a Parent Involvement Committee. The 2019-2020 PIC workplan was deemed practical by the PIC workplan subcommittee. It is anticipated that the PIC will utilize the 20 May 2020 meeting to begin discussion on the wokplan for 2020-2021.

Moved by Martyn Reid,

A. THAT a workplan subcommittee be established to draft the 2020-2021 workplan; and

B. THAT governance of this sub-committee is to be decided in the 15 April 2020 meeting.

Carried

In response to questions the following points were noted:

- Members requested addition of a budget consultation in the spring;
- The addition of school dress code and code of conduct was requested. Staff explained that the safe schools consultations scheduled for March 2020 will include discussion of these topics; and
- In the establishment of the workplan subcommittee, considerations will be made on mandate and the timing of reporting.

4.2 Report 20-008, Proposed Revisions to Parent Involvement Committee By-Laws and Standing Rules

Your Committee had before it Report 20-008, with proposed revisions to the Parent Involvement Committee By-Laws and Standing Rules.

Policy Analyst Masieh reviewed the report, highlighting revisions in the following sections: Community Representatives, Appointment of Non-voting Members, Parent Member Term of Office, Appointment Process, Election of Chair and Vice Chairs, and Quorum.

In response to questions, the following points were raised:

- In reference to term limits, in years previous, when a term is expired, the existing candidate can be automatically renewed into a new term if any interest is shown. This should be specified in the by-laws or alternatively, language can be added which stipulates the former member will be required to re-apply for the vacancy;

- The appointed volunteer member may have cause to leave the committee before the fulfillment of a two-year term;
- The two candidates on the wait list for appointment to the PIC are not ranked;
- The committee requested that staff prepare a PIC membership list with term limits; and
- The committee recommended the use of gender neutral pronouns throughout.

MOVED by Jennifer Hood,

THAT proposed changes to PIC By-Laws and Standing Rules, as outlined in Appendix A to Report 20-008, be approved with the following amendment to Term of Office:

The eight (8) parent members of the committee shall be appointment 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.

Carried

5. Key Initiatives

5.1 From Parent Involvement to Parent Engagement Presentation

Associate Director Reynolds delivered a presentation on the evolving role of parents in education: from parent involvement to parent engagement. He reviewed Joyce Epstein's framework of six types of involvement for school-family community partnerships: parenting, communicating, volunteering, learning at home, decision making, and collaborating with the community. By eliminating the barriers to involvement, parent engagement improves. Overcoming barriers such as time, newness to Canada, language, not feeling welcome, personal experience with the school and family responsibility brings more voices into the school community to further the common goal of student achievement and well-being.

A group activity was led by Associate Director Reynolds where barriers of engagement were matched with strategies and tools to overcome the barriers.

A summary on outcomes of the exercise will be collated and presented at the meeting of 15 April 2020 for further discussion by the committee.

6. Information Items

6.a Chair's Report

Chair Khan reported on International Mother Language Day (IMLD), a worldwide annual observance held on 21 February 2020 to promote awareness of linguistic and cultural diversity and to promote multilingualism. The day was first announced by UNESCO on 17 November 1999 and was the initiative of Bangladesh and the Bengali Language Movement that made substantial efforts to preserve the Bangla language. UNESCO considers mother languages to be an essential part of culture and identity, values and knowledge and to be vital in the preservation and spread of traditions, rituals and forms of expression that make lives richer.

Chair Khan noted the District's display in the front foyer celebrating Black History Month in February. He highlighted that over the course of the last four centuries, people of African and Caribbean descent have shaped their own identities in Canada while making important contributions to Canadian society. He invited the members of the committee to take the opportunity to learn more on Black history and heritage and respectfully highlighted the names of a few individuals who made a difference in strengthening the Canadian nation: Lincoln Alexander, Donovan Bailey, Willie O'Ree, Rosemary Brown, William Hall, Donald Oliver, Carrie Best, and Michaelle Jean.

As a new Chair is due to be elected after 30 November 2020, Chair Khan urged the members to consider the role and indicate their level of interest to Board Services.

6.b Director's Report

Associate Director Reynolds reported that ongoing communication on the labour action is available on the District's website. At this time there is no consideration of extending the 2019-2020 school calendar year. In response to a query as to whether the District's Board of Trustees have a role in rectifying the labour action, Trustee Scott volunteered that the central table includes representatives of the Ontario Public School Boards Association (OPSBA) representing the employers, who receive input from the OPSBA Board of Directors, which includes two OCDSB trustees. She noted that The Council of Ontario Directors of Education also meet on a regular basis to provide feedback on some of the main issues that are being raised. The Education Relations Commission is monitoring the situation across the province, and this governing body provides advice to the Lieutenant Governor in Council as to whether the continuation of a strike by school board employees or of a lock-out of school board employees will, in the opinion of the Commission, place in jeopardy the successful completion of courses of study by the affected pupils. She added that the curriculum is flexible and there are many ways to fulfill the requirements of the school year curriculum.

Mr. Reid reported that through his involvement on the Ottawa-Carleton Assembly of School Councils (OCASC), school councils have asked if they are allowed to voice their opinion on the strike. Trustee Scott responded that as a board, they have communicated their positions on class sizes and e-learning publicly; however, as the employer, the District does not take public positions on labour negotiations. She advised that school councils exist under a provincial regulation as well as board policy, and should consider their mandate in deciding on any action as school councils. Individual parents are always able to write letters to the Minister of Education and the Education Relations Commission.

1. Report 20-007, Allocation of 2019-2020 Parents Reaching Out (PRO) Grant

   Your Committee had before it Report 20-007, Allocation of 2019-2020 Parents Reaching Out (PRO) Grant providing a recommendation on an allocation strategy for funding. Associate Director Reynolds reviewed the three options detailed within the report and concluded with the recommendation.

   Ms. Hendela noted that the 16 January 2020 OCASC meeting was dedicated to the question of the spending of the PRO grant funding. She reported that concerns came forward where the parents from the Resource Allocation Index based on Socioeconomics (RAISE) school communities may not necessarily know how to plan a parent engagement night. Secondly, measuring the results of the success of the engagement night could be intimidating. She proposed a collaboration between schools with highly engaged councils and the RAISE school councils to aid with the development of toolkits to build mentorship opportunities

   Moved by Diana Mills,

   THAT the 2019-2020 PRO Grant funding be used to develop toolkits which will facilitate schools offering "Family Nights" in the areas of math, science and student readiness to learn, with a priority given to offering these opportunities to school with a RAISE value of 1.0 and above.

   Carried

6.c 21 November 2019 Ottawa-Carleton Assembly of School Councils (OCASC) Report

Ms. Hendela reported that many school council agendas are focused on the labour dispute. Some councils have chosen to write to the Ministry directly. She announced that on 20 February 2020 OCASC is hosting all seven of the local Ontario Secondary School Teacher's Federation (OSSTF) union heads and a representative of the Ottawa Carleton

Elementary Teachers' Federation of Ontario (OCEFTO) will be in attendance. OCASC intends to discuss prom organization and internet availability in schools.

6.d PIC Correspondence Register

The PIC register was presented for information.

Ms. Hendela suggested that the information be presented to illustrate the timeliness of the responses to external questions arriving by email. Staff responded that the responses are triaged and every concern or inquiry is addressed as described in the "follow-up" column of the register.

7. New Business

Policy Analyst Masieh distributed information cards on the upcoming consultations on safe schools policy and school code of conduct scheduled to be held on Monday, 2 March 2020 at Merivale High School, Wednesday, 4 March 2020 at Ottawa Technical Secondary School, and Monday, 23 March 2020 at Earl of March Secondary School; all meetings are from 6 to 8 p.m.

8. Adjournment

Chair Khan announced there was no meeting scheduled in March due to March break. The meeting adjourned at 8:44p.m.

Mostafizur Khan, Chair, Parent Involvement Committee

PIC Feedback on Strategies and Tools to address the Six Barriers to Parent Involvement
(Wednesday, February 19, 2020)

1. **Time**

   Strategies:

   - Informal meetings among Trustees and parents during lunch times
   - Make small bit size engagement tasks
   - Hold a social/sport event for parents during lunch time once a month. E.g., yoga, Zumba, salsa, etc.

   Tools:

   - Webcast events for parents who are unable to attend
   - Develop parental support material (for math, for example)
   - Meet in community space during regular community meeting times

2. **Newness to the System**

   Strategies:

   - Introduce parents to local/ethnic community activities around the school
   - Understanding parents cultural engagement with education

   Tools:

   - Provide information on how education works in Canada
   - Welcome/mentor/partner newcomers
   - Ask parents to volunteer with school activity
   - Potlucks to acquaint newcomers with the school environment
   - Develop Glossary of Terms for newcomers

3. **Language**

   Strategies:

   - Offer free ESL classes for parents at the school
   - Clear messages; avoid jargons
   - Get feedback from users
   - Involve MLOs in homework groups, where applicable
   - Teachers/Administrators to learn few words in another language to welcome parents in their own language

Tools:

- Have access to translators
- Offer more graphics
- Make homework obligatory so parents can help their kids at home at their own pace
- Enforce inclusion and mandate school councils to have members from the visible minorities present at the school
- Train teachers to engage and participate

4. Not Feeling Welcome

Strategies:

- Reflect the community during events
- Make reference material and events that encompass diversity
- More focus on inclusion and diversity
- Do not treat difference as “hot topics”
- Ask parents to make a display to represent their family or donate to a time capsule to mark their presence in the school and make it valuable
- Formalize expectations for school teachers. E.g. Framework for type and frequency of communication with parents about learning, framework for ways to engage parents in classroom or school learning activities such as field trips
- Invite parents with special expertise to share their experience with students in areas that are connected to curriculum or other Board objectives for students

Tools:

- Involve parents in school activities, ask them to volunteer for a task in an event
- Offer annual potluck for all families
- Create a family event. E.g. decorate a bike, or create a family project to be done at school during a weekend
- Every school to create a diverse committee to engage marginalized groups and help those who are struggling in the system
- Meet in community spaces
- Provide translation
- Have orientation sessions to support newcomers on how the system works

5. **Personal Experience with School**

Strategies:

- Allow other agencies in the school to help advocate for families when there is conflict
- Create alignment between community mental health and educators/school service
- Intake strategies for kindergarten
- Councillors to connect with parents of high school students to explain choices about future education

Tools:

- Nurtured Heart Approach
- “Prime the parents” process in place
- Identify red flags early
- Professional development in collaboration with the community
- Create a mandatory task for teachers to talk to a random parent everyday
- Mandate parents to submit one comment to improve the school and follow up with phone calls for 5 mins

6. **Family Responsibility**

Strategies:

- Communicate the different ways to engage in a child’s learning (does not have to be through attending school council meetings)
- Work in collaboration with families
- Encourage a parent “buddy” system where parents share responsibilities

Tools:

- Movie night for families at school
- Garage sale for families at school
- Holiday season gift exchange
- Potluck at the end of school year
- Food market where any family can cook a dish and sell at the event
- Food trucks





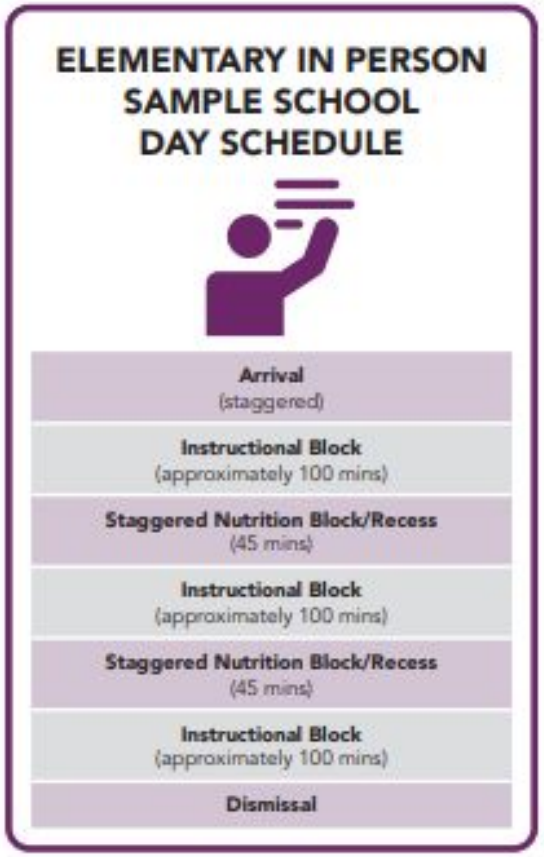
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Elementary In Person



- Progressive start beginning September 14th, 15th or 16th.
- Day 1, Day 2 and 3 model starting with younger grades and adding daily. Specific grades vary by school.

Example, K-8 school

- Day 1 - grades 1-3, plus specialized class;
- Day 2 grades 1-3 joined by students in 4-6 and some kindergarten students;
- Day 3 joined by students in grades 7 and 8 and the rest of the kindergarten students.



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Farley Mowat Welcome Back!





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Elementary Class Sizes

	Ministry Requirement	Original Projected Averages for Sept 2020	In Person Averages Sept 2020	Remote Averages Sept 2020
Kindergarten	Average of 26; cap of 29	25.57	22.4	28.9
Primary Grades 1,2, 3	Cap of 20 (10% up to 23)	19	17.6	21.1
Junior Grades 4,5,6	No maximum District average of 24.5	24.5	22.2	33.8
Intermediate Grades 7, 8	No maximum District average of 24.5	24.5	22.2	33.8

As of August 31, 2020



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Secondary In Person

- September 8th and 9th orientation for Grade 9 students – well received
- All students started - September 10th (Cohort A) and 11th (Cohort B)
- Students at Sir Guy Carleton, Ottawa Technical High School, Alternate Schools, and Safe Schools classes follow a modified version of this schedule.



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Secondary In Person

Semester 1

- Cohort A in person
- Cohort B in person
- End dates for quadmesters or reporting periods
- Remote Support
- Start dates for quadmesters or reporting periods
- Octomester start dates for IB sites
- PD Days
- Holidays
- The same cohort starts this week as ended last week

September 2020

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8 Staggered Entry	9 Staggered Entry	10 P1	11 P1	12
13	14 P3	15 P3	16 P3	17 P3	18 P3	19
20	21 P1	22 P1	23 P1	24 P1	25 P1	26
27	28 P3	29 P3	30 P3	1	2	3

October 2020

S	M	T	W	T	F	S
27	28	29	30	1 P3	2 P3	3
4	5 P1	6 P1	7 P1	8 P1	9 P1	10
11	12	13 P3	14 P3	15 P3	16 P3	17
18	19 P1	20 P1	21 P1	22 P1	23 P1	24
25	26 P3	27 P3	28 P3	29 P3	30 P3	31

November 2020

S	M	T	W	T	F	S
1	2 P1	3 P1	4 P1	5 P1	6 P1	7
8	9 P3	10 P3	11 P3	12 P3	13 P3	14
15	16 P2	17 P2	18 P4	19 P4	20 P4	21
22	23 P2	24 P2	25 P2	26 P2	27 P2	28
29	30 P4	1	2	3	4	5



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OCV – Ottawa Carleton Virtual

OCV

InnoVative • CreatiVe • Virtual

- 17,000 students
- 1 secondary
- 6 elementary campuses
- Start on Friday, September 18th
- 700 FTE teaching positions (194 secondary, 490 elementary teachers)



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OCV – Ottawa Carleton Virtual

OCV

InnoVative • CreatiVe • Virtual

- Most staffing assignments completed
- Student transfers complete (technical)
- Change requests under consideration
- Working towards readiness for Sept 18th



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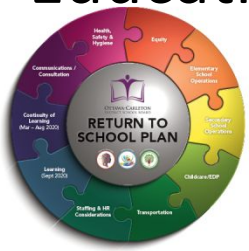






Staffing

- Assigned 7 principals and 10 vice principals to OCV requiring transfers or appointments of acting principals and vice principals
- Reassigned approximately 700 teachers to OCV plus internal school reassignments – essentially a complete redo of academic staffing in 3 weeks
- Approximately 1000 staff requests for accommodation – approved or under review
- Redeployment of Early Childhood Educators and Education Assistants as required



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Workload Implications

- Workload implications have been significant on central and school based staff.
- Acknowledge the work of all employee groups
- Most recently, the impact on school administrators has been unprecedented
  - Staff changes
  - Distribution of PPE
  - Implementation of safety protocols
  - Parent communication



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Special Education

- Students with an Individual Education Plan (IEP) will be supported by their classroom educator in-person or in virtual school model.
- Students in Specialized Program Classes (SPC) will have hybrid model – combining students in person and remote.

Panel	# in person SPC students	# of remote learning SPC students	Total SPC Students
Elementary	979	348	1327
Secondary	439	111	550

As of September 10th and subject to adjustment



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Childcare and Extended Day

- Extended day and the third-party programs will be running at all designated effective September 14.
- Due to the staggered entry, a child's first day at school will be their official EDP start date.
- Registration process is ongoing; currently estimating registration at around 50% relative to September 2019.
- Currently sitting around 2450 children in the various stages of the registration process.



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Transportation

- OSTA plays lead role
- Driver shortage has reduced available bus service
- Situation is fluid – daily updates on OSTA website
- OCDSB has been encouraging walking school routes and transportation safety





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School Councils

- Meetings will be held using Google Meet
- Elections will be 30 days from September 14th
- School councils will need to be established for OCV schools
- Need for clarity on participation of parents of students attending OCV continuing on council at home school
- PIC meeting for discussion on September 21st



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Safety

- Employee Health and Safety a priority for PA day training
- Employee Health and Safety Video launched
- Schools have done excellent job implementing safety protocols
- OPH School Nurses are in schools and providing guidance





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Personal Protective Equipment

- Supplies received from Ministry of Education
- All staff required to wear medical grade masks
- Shields offer eye protection and are encouraged
- Gowns, shields and gloves required for toileting, exposure to bodily fluids, and certain types of cleaning



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Daily Self-Assessment

All students and staff must conduct a COVID-19 screening prior to attending school or work using OPH screening tool.



Available in English, French, Swahili, Spanish, Chinese, Arabic and Somali



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Reporting Requirements

- Daily reporting from Ottawa Public with Do Not Attend Lists (students and staff who cannot attend school/work until cleared by OPH)
- Daily reporting to Ministry of Education by schools and district
- Daily reporting of Covid-19 cases on District website



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Case and Outbreak Management

- Defined process with OPH for management of individual cases and outbreaks
- OPH defines outbreak as 2 or more cases in one school which are related to the school
- OPH is advising that individuals without a negative test result, or another diagnosis, that individuals with symptoms and their household contact self-isolate for 14 days
- OPH defines close contacts, positive cases, outbreaks and closures



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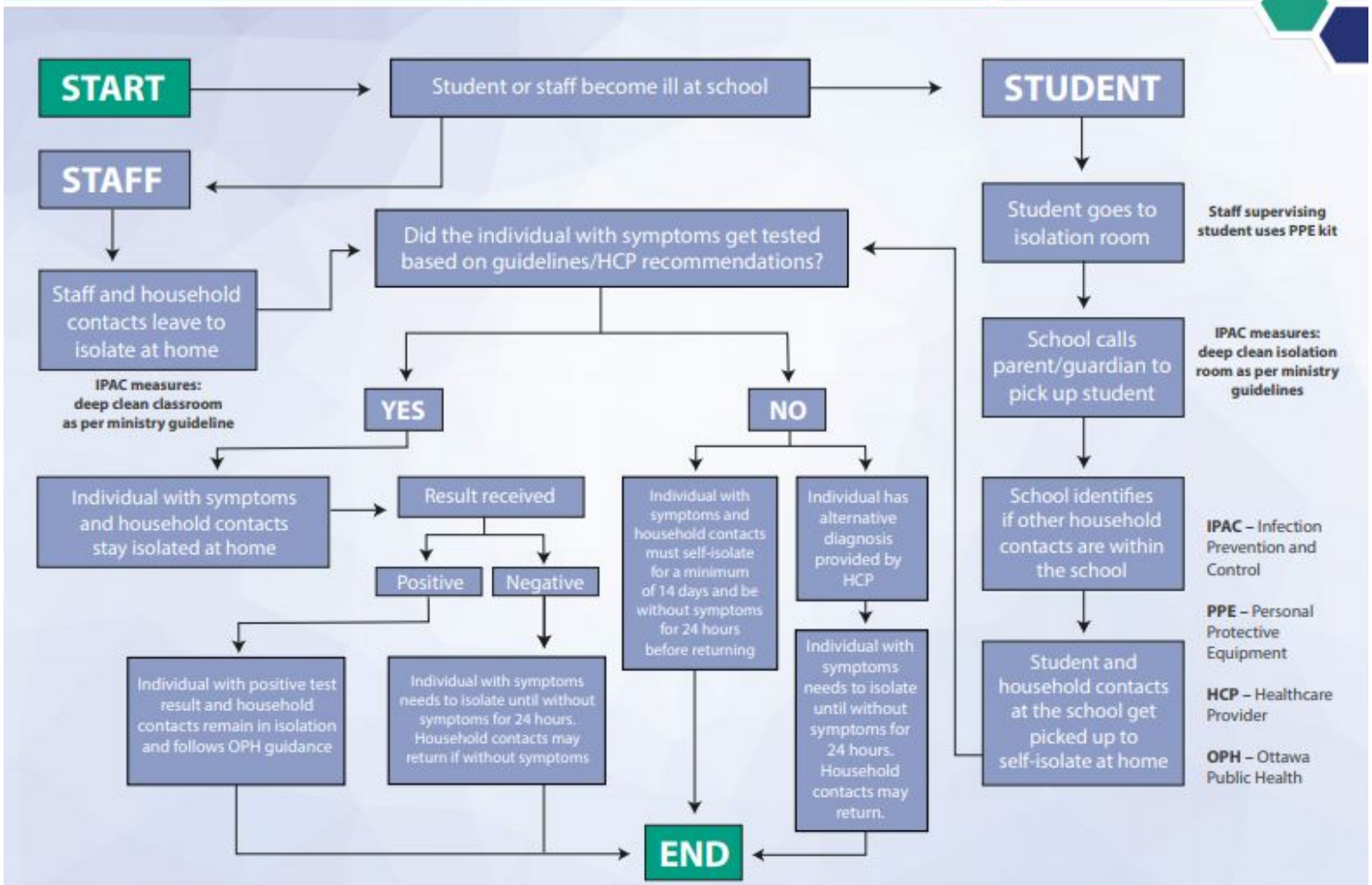
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Symptomatic Student or Staff at School

School Decision Guide

Valid as of Sept 6, 2020

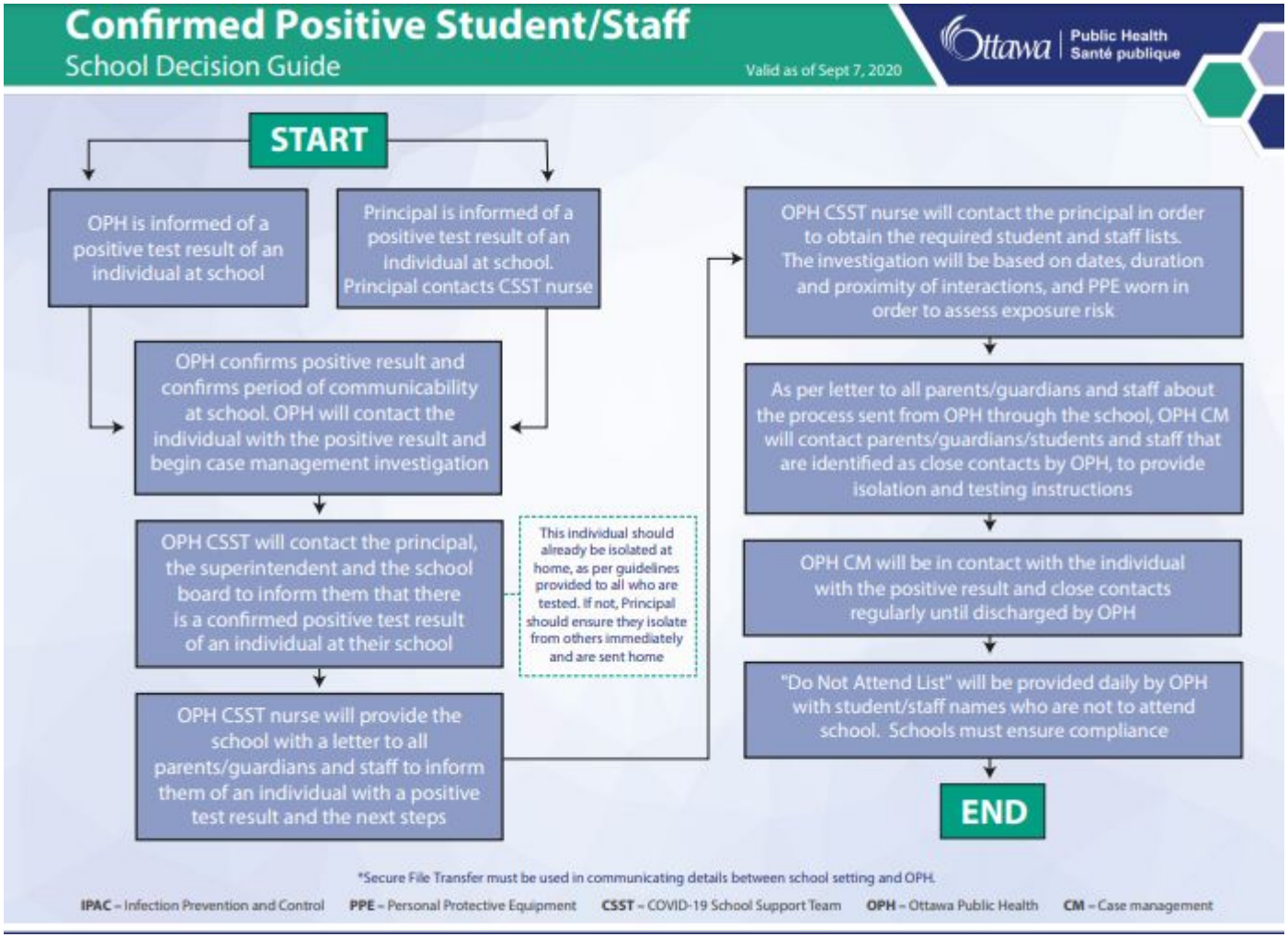
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OCDSB COVID-19 Dashboard

Ottawa-Carleton District School Board / Our Schools / COVID-19 Response / OCDSB COVID-19 Dashboard

*__Note__: The total number of staff cases in the table below may differ slighty from the total cases reported in the school charts as one staff member may impact multiple schools.

OCDSB Totals	
Total student cases of COVID-19	0
Total staff cases of COVID-19	0
Total classes closed due to COVID-19	0
Total cohorts closed due to COVID-19	0
Total schools closed due to COVID-19	0

OCDSB COVID-19 DASHBOARD



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Communications Updates

- Central communications have been key strategy since March 14, 2020
- Shifting focus to school based communications with central supports
- Website remains central repository supported by email, letters, social media, media, community partners
- Stability in delivery model allows for enhanced communication



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Key Communications Deliverables

- 5 videos



A Safe Return to School



A Safe Return to School (Arabic)







Watch Director's 2020 Welcome Back Video Message for Staff



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Key Communications Deliverables

- Student and Parent Webinars
- Over 2400 participants to date





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Key Communications Deliverables

- Branding and Communications Support OCV

OCV
Southeast Elementary Virtual Campus

OCV
Downtown Elementary Virtual Campus



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PARENT INVOLVEMENT COMMITTEE **21 September 2020**

Supporting School Councils in the 2020-2021 School Year

Key Contact: Michele Giroux, Executive Officer, michele.giroux@ocdsb.ca

PURPOSE:

1. To discuss some of the unique issues relating to school councils for the 2020-2021 school year, including meeting format, elections, and engagement between families attending Ottawa-Carleton Virtual - OCV schools and their home school in order to inform the drafting of necessary revisions to *PR.509.SCO School Council Elections, Constitution and By-Laws*

SUPPORTING OUR STRATEGIC PLAN:

2. Supporting school councils is an important part of our strategic commitment to build authentic engagement with and among our communities. This includes engaging families who have opted for fully remote learning with other families enrolled in the OCV as well as with their home school. Our learning and meeting environment has shifted and this will require some adjustment to our school council practices to ensure their continued opportunity to successfully engage with school communities.

CONTEXT:

3. The 2020-2021 school year has required the rethinking of many practices related to the operation of schools. This year, schools are operating with a number of adaptations to safety practices, timetables, programming, and access to schools. In addition, families had the option of having students attend school in person or by remote learning. The response to remote learning has been significant with 17,000 students registered in OCV - Ottawa-Carleton Virtual. As we work through these changes, there are several considerations in terms of the impact on school councils, including:
    - the format for school council meetings;
    - the date and format for school council elections;
    - the creation of school councils for OCV schools; and
    - the participation of families on school council in home schools where students are attending the remote school.

    There are legislative and policy considerations in all of these issues. There is also a need to make some decisions fairly quickly so that councils can begin operations.

KEY CONSIDERATIONS:

4. School Councils are governed by regulation and by *Policy P.014.SCO School Councils* and *Procedure PR.509.SCO School Council Elections, Constitution and By-Laws*. School Councils act in an advisory capacity to the principal and to the Board and/or senior staff in accordance with the policies and procedures of the Board and of the Education Act and Regulations.

   The Policy and Procedure did not contemplate the unique circumstances of this school year, including a staggered start date, virtual meetings, and the creation of virtual schools. Similarly they do not address the interests of some parents who have registered their children for OCV but wish to remain involved with the School Council at their home school.

   To support the engagement of families through school councils, while respecting health and safety guidelines established by Ottawa Public Health due to COVID-19, the rules for school council must be adjusted. Under normal operating conditions, this might include revisions to the policy, the procedure and to individual school council constitutions. Recognizing the one-time nature of the changes, the time required to work through revisions to policy, procedure and constitutions, and the need to put practices in place to allow councils to begin operations, it is recommended that a series of amendments be made to the procedure which address these issues for all councils for the 2020-2021 school year. This includes adjustments to allow for virtual meetings, electronic voting, and school council issues relating to virtual schools.

5. School Council Meetings
   An important part of safety planning for this school year is restricted access to school buildings. This includes restrictions on parents and visitors to schools during the day and to community use of buildings during the evening. In support of this, and recognizing that the evening hours are the planned time for custodial staff to do thorough cleaning of schools, all School Council meetings will take place virtually using Google Meet. School principals are experienced using the Google Meet and will help to ensure that the meetings are accessible to all members of the school community. School council virtual meetings should be recorded and posted to the public. Guidelines for virtual meetings, with specific support for using Google Meet, will be provided to principals and school councils.

   Procedure PR.509.SCO will be amended to provide for virtual meetings, stating that virtual meetings are equivalent to in-person meetings. All references to activities/postings in the school building will also be adapted to the virtual context. This approach will eliminate the need for every school council to introduce constitutional amendments regarding virtual meetings.

6. School Council Elections
   School council elections are to be held within 30 days of the first day of school. Given the different start dates for students this year, the "first day of the school year" is not as straightforward as usual. However, the emergency provincial regulation suspending limitation periods and statutory timelines remained in effect until September 14th. The OCDSB will use the regulation as the starting point for the

school year so that the timelines for elections would begin to run on that date, giving school councils more time.

Given that School Council meetings will be held virtually, the established practice for voting must also be amended. A process for allowing voting with consideration for confidentiality will be developed. As always, a written summary of the vote and decision would be produced and included as part of the minutes of the meeting. Procedure PR.509.SCO will be amended accordingly.

7. School Councils and Virtual Schools
The District originally planned to keep all students who wanted to attend school remotely assigned to their home school, however the Ministry direction required the set-up of virtual schools with a designated administrator, staff and mident number. As a result, students are now registered in the OCV school and not in their home school. The virtual schools are schools and therefore, are entitled to have a school council. It is anticipated that a school council would be established for each of the seven virtual schools. The OCV school councils would follow OCDSB Procedure PR.509.SCO for elections (given that individual constitutions will not yet have been established). The District could develop a sample constitution, with the recommendation that OCV School Councils create a constitution once elected.

8. Parent Participation on School Council at the Home School
Many questions have been asked about whether parents whose children are registered in OCV may continue to participate on the school council at the home school. Several important factors have been raised including the importance of maintaining a relationship between the home school and the virtual school; the importance of continuity of school council business; and the potentially negative impacts on school communities if parents who have been active volunteers are precluded from continuing their participation on council.

Regulation 612/00 (School Councils and Parent Involvement Committees), defines "parent" in respect of a school council as the parent of a student "enrolled in the school". The Regulation does not contemplate parents being members of a school council in circumstances in which their children are enrolled in a different school, such as OCV. Consideration must be given to the different options for engaging parents through school councils under these circumstances.

9. Role of OCV Parents on School Councils
There are a number of options that could be considered to ensure the continued engagement of parents who choose to register their children in OCV, while still allowing those parents to remain connected to their children's home school. These options would require amendments to the existing Procedure. Three options have been identified for discussion:

Option A - **Allow OCV parents to continue to be parent members of the School Council at their children's home schools**. To do this, the Procedure could be amended as follows:

"For the 2020-2021 school year, a student enrolled in OCV shall also be deemed to be "enrolled in the school" which is considered their home school they were enrolled in the school in the 2019-

2020 school year and who are now registered for the Ottawa Carleton Virtual school (OCV), and for whom the school remains their home school should they elect to return to in-person learning. This shall also include students new to the school and who are registered for OCV."

This option supports the requests to allow active school council members to continue in their role at the home school, notwithstanding where the child attends. It also provides for continuity and relationship building. A question worthy of discussion is whether parents whose children are not attending the school will continue to have the interest and information necessary to support them in their role as a school council member. Another discussion question is what conditions, if any, should be imposed. For example, without any conditions, it is possible that an entire school council and/or school council executive could be composed of parents whose children are not currently attending the school. This may or may not be an issue, but it may be important that this be understood by the school community. With that in mind, under this option, it might be prudent to encourage parents of students enrolled in OCV to disclose, prior to the election, that their children are not currently attending the home school.

Option B - **Limit OCV Parents to OCV School Councils**
OCV parents would be able to seek election to the OCV council and parents of students attending the home school would be able to seek election to the home school council. Under this option, OCV parents would not be able to continue to be members of the School Council at their children's home school. However, as school council meetings are open to the public, they could continue to participate in a non-voting capacity.

This option is the most closely aligned with the regulation and past practice. It provides that the school council is a forum for parents of students enrolled in the school only, but allows interested parents to attend meetings to stay informed.

Option C - **Consider Community Representatives in a liaison role**
In this model, home school councils could amend their constitutions and/or by-laws to permit additional Community Representative positions reserved for parents of children formerly registered in the school but who are currently registered for OCV. This would facilitate continued engagement between parents and their children's home schools, while still respecting the concept that only parents of students enrolled in the school can sit as parent members of the council. This option is more complex to operationalize as it technically requires amendment to individual school council constitutions rather than an omnibus amendment to the procedure. Practically speaking, many councils will not have the opportunity to amend the constitution prior to the elections and therefore the appointment of additional Community Representatives would likely take place once the amendments take place, following the regular school council elections.

10. There are advantages and disadvantages to each of these options and the PIC meeting will provide an excellent and much needed forum for discussion of the issues to inform the path forward. Like all planning for this school year, we are in a situation where we must consider the options and establish the best course of action based on the information and the time available. Following the PIC meeting, additional communication to schools and school councils will be necessary in order to support their operations.

RESOURCE IMPLICATIONS:

11. These changes to practice will require ongoing communication and support for school councils. From a resource implication perspective, the financial costs are primarily associated with the creation of OCV school councils. Specifically, providing school council insurance for an additional seven councils and the $500 school council funding per council. Additionally, staff time is required to support the work as we move forward to facilitate parental engagement, create guidelines, and review/amend the corresponding procedure.

COMMUNICATION/CONSULTATION ISSUES:

12. PIC is a key forum to discuss these issues. In addition, the School Council Newsletter provides information to all councils and will begin distribution on September 18th. The information in this report and information about the PIC meeting will be included in the newsletter so that school communities are aware. Information will also be shared with principals and trustees. The Ottawa-Carleton Assembly of School Councils is represented on PIC and will be a part of the discussions.

DISCUSSION QUESTIONS:

- Role of OCV Parents on School Councils – What are the advantages and disadvantages of having parents/guardians of students enrolled in OCV serve as parent/voting members of home School Councils?
- School Council / Advisory Body for OCV – What is the best structure for an established advisory body for OCV Schools?
- Virtual School Council Meetings – Should we establish a standard of practice where all School Councils are required to meet via a particular platform (e.g., Google Meet) or allow for flexibility and freedom of platform choice?
- Electronic Elections – What are the preferred options for managing elections electronically? How do the practices of different school councils inform these practices?

Michele Giroux
Executive Officer

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



PARENT INVOLVEMENT COMMITTEE **21 September 2020**

REPORT No. 20-078

PARENT INVOLVEMENT COMMITTEE MEMBERSHIP UPDATE

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

PURPOSE:

1. To update the Parent Involvement Committee (PIC) on the current status of its members and seek approval to begin to address its membership needs for 2020-2021 school year.

STRATEGIC LINKS:

2. Appointing members to the PIC supports the District's commitment to enhance parental engagement and improve the governance practices through the broader perspective that member organizations offer. This aligns with the cultures of caring and social responsibility of the 2019-2023 Strategic Plan.

CONTEXT:

3. The PIC By-Laws and Standing Rules provides for eighteen members, thirteen of whom are voting members, including ten parent members and three community representatives.

   Below is the list of the current members of the Committee and their corresponding terms:

Name	Membership	Term
Ottawa Network for Education	Community Member (Carolyn Hunter Rep) (Mellisa McGuirk McNeil - Alternate)	2019-2020
Parents For Diversity	Community Member Seyi-Okuribido-Malcolm	2019-2021

Vacant	Community Member	
Parent Members with Terms Expiring on November 30th		
Mostafizur Khan	Parent Member	2018-2020
John Marshall	Parent Member	2018-2020
Gita Nurlaila	Parent Member	2019-2020
Kahmaria Pingue	Parent Member	2019-2020
Vacant	Parent Member	2019-2020
Parent Members with Terms Expiring in 2021		
Noura Ahmed	Parent Member	2019-2021
Jennifer Hood	Parent Member	2019-2021
Diana Mills	Parent Member	2019-2021
Parent Members Appointed Annually by OCASC		
OCASC	Parent Member (Martyn Reid Rep)	2019-2020
OCASC	Parent Member (Malaka Hendela Rep)	2019-2020

As indicated above, the PIC starts this school year with one parent member vacancy, one community member vacancy and four members whose term expires on November 30th.

KEY CONSIDERATIONS:

4. Parent Members Vacancies

Carm Janneteau who also served as the Vice Chair of the Committee has resigned her position creating a vacancy. The term of that appointment was until November 30th 2020.

In accordance with the PIC Bylaws and Standing Rules (Appendix A), the Committee may fill vacancies from the waiting list. There are currently two candidates on this list, however the selected candidate may only fill the current vacancy for the remainder of the original term.

As of 30 November 2020, the terms of office for the following Parent Members will expire:

1. John Marshall;
2. Mostafizur Khan;

3. Gita Nurlaila;
4. Kahmaria Pingue; and

In accordance with PIC By-Laws,

- Parent Members with expiring terms of office may be reappointed to the Committee, if interested, subject to the appointment process (section 5.5);
- there is no restriction on the number of terms that a member may serve, but there is a restriction that the Chair can only serve two consecutive two year terms;
- Parent Members may serve either a one (1) or two (2) year term (section 5.1); and
- OCASC representatives are appointed annually by Ottawa-Carleton Assembly of School Councils (OCASC) (section 5.2).

5. Community Member Vacancies

The PIC operated during 2019-2020 school year with one vacancy in the Community Member positions and two local associations represented at the table:

- Parents for Diversity (P4D) with a term of office expiring 30 November 2021; and
- Ottawa Network for Education with a term of office expiring 30 November 2020.

The Committee may seek new local associations to fill the current and emerging vacancies by sending letters to possible candidates (Appendix B: List of Possible Community Member Candidates) exploring their interest to sit on PIC and appoint a representative to the Committee. Individuals may also serve as Community Members should they satisfy the eligibility requirements as per section 4(c) of the By-Laws. All Community Members shall be appointed for a two-year term.

6. Process for Appointments

The PIC by-laws have an established process for appointments involving a membership sub-committee. The District undertakes a communications campaign to seek new members.

Candidates interested in being considered for Parent Member positions are required to provide to the PIC Membership Sub-Committee the following information:

- 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;

- A written confirmation that he or she is a parent of a pupil enrolled in an OCDSB school;

- 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

- An indication of the candidate's interest in serving a one or two-year term.

7. Confirming Continued Interest
It will be necessary to confirm whether any current Parent Members with terms of office expiring on 30 November 2020 are interested in continuing their reappointment to the Committee. In the past, the Committee has generally allowed for the renewal of membership by interested committee members, subject to the number and nature of applicants relative to the skills and experience matrix.

FINANCIAL CONSIDERATIONS:

8. The costs associated with the advertisement are covered through the Parent Involvement funds allocated by the Ministry.

COMMUNICATION/CONSULTATION ISSUES:

9. There is an active recruitment campaign in order to identify and appoint new members to the PIC.

RECOMMENDATIONS:

A. THAT staff contact the individuals currently on the waiting list inquiring about their continued interest in serving on PIC as Parent Members for a term effective 21 September 2020 to 30 November 2020;

B. THAT the Membership Subcommittee be established and the following persons be appointed to serve on the committee:
Chair: Mostafizur Khan
Parent Member:
Community Member (Optional):

C. THAT the Committee ask the Membership sub-committee to identify key local associations to be contacted in terms of their interest in sitting on PIC.

Michele Giroux
Executive Officer, Corporate Services
(ext. 8310)

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

APPENDICES:

Appendix A: Parent Involvement Committee By-Laws and Standing Rules
Appendix B: List of Possible Community Member Candidates

Appendix A to Report 20-078

OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

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 612/00 School Councils and Parent Involvement Committees* 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:

Board means the Board of Trustees.

Community Member means an individual or a local association with an interest in supporting public education, and who has been appointed to the Committee;

Director means the Director of Education/Secretary of the Board;

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 appointed by the Committee; and

b) up to five (5) non-voting members appointed by the District.

3.1 Voting members shall include:

a) ten (10) Parent Members; and

b) three (3) Community Members.

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 their 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 their place.

3.5 The Trustee member may:

a) delegate any of their 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 their place; and

c) delegate their 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 Member. Where an employee is appointed as a Parent Member they shall, at their first Committee meeting, inform the Committee of their employment with the OCDSB.

3.7 Members of the Board of Trustees are not eligible to be a Community Member 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 Members 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 Members shall be two (2) years.

5.4 The term of office for the Board member and alternate Board member shall be one (1) year unless otherwise 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 Member.

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 their interest in public education as well as their 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.

6.8 Where practicable, the Membership Sub-Committee may create a waiting list of recommended candidates for the Committee to use when vacancies arise during the year.

Appointment of OCASC Representatives

6.9 For the two (2) Parent Members who are representatives of OCASC, the Committee shall seek the names of appointees from the Chair of OCASC.

6.10 The names of the Parent Member representatives of OCASC shall be provided to the Committee for ratification.

Appointment of Community Members

6.11 As required, the Committee shall discuss possible candidates/candidate associations who could serve as Community Members in accordance with section 4.0 (c).

6.12 Staff shall send letters to those candidates exploring their interest to sit on PIC and appoint a representative to the Committee.

6.13 Where the number of the interested candidates/candidate associations exceeds the number of vacancies in the Community Member position; the Membership Sub-Committee shall make a recommendation to the Committee to select Community Members who best meet its needs.

6.14 Wherever possible, individual Community Members should also be parents of a pupil enrolled in a school of the OCDSB.

6.15 Where a Community Member is an association, the Member may 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.

6.16 The names of the Community Members, and the alternates if applicable, shall be provided to the Committee for ratification.

6.17 An appointment to the Committee is of no effect unless the person agrees to the appointment.

Election of Chairs and Vice Chairs

6.18 The Chair and Vice Chair of the Committee must be parent members and shall be elected for a two-year term by the Parent Members of the Committee.

6.19 Where a nominee to the office of Chair or Vice Chair is a member serving a one-year term, their 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.

6.20 A member may not serve more than two (2) consecutive terms as Chair.

6.21 An individual who has served 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 their 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 an individual Community Representative appointed to the Committee vacates their position during the appointed term, the

Committee may appoint another individual to the position for the remainder of the term.

7.3 In the event that a representative of a local association that was appointed to the Committee is no longer able to attend PIC meetings, the association may appoint another representative to fill their seat for the remainder of the term.

7.5 Vacancies in positions may be filled from the waiting list, if applicable, or 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.

7.6 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;

d) participate in Committee and Sub-Committee initiatives as required; and

e) act as a liaison between the Committee and their community .

8.2 The Chair shall:

a) plan the agenda in collaboration with the Director or designate;

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 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 voting members present at the meeting are Parent Members; and

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 Members 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 Where a PIC member, has any direct, indirect or a deemed pecuniary interest in any matter that is subject to consideration by the Committee, they shall disclose such interest and exclude themselves from the respective item on the agenda.

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 their 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: 19 February 2020.

Candidate Associations/Groups for the Community Member position of the Parent Involvement Committee (PIC)

Below is a list of possible associations/groups that might be eligible/interested in the Community Representative position of the Parent Involvement Committee (PIC).

- Arab and Lebanese Social Services
- Assembly of Seven Generations
- Association of Community Organizations for Reform Now (ACORN)
- Big Brother Big Sisters
- Black History Ottawa
- Canadian Centre for Gender and Sexual Diversity
- Carleton University
- CHEO
- Children's Aid Society
- Coalition of Community Health and Resources Centers of Ottawa
- Community Care Access Centres
- Crime Prevention Ottawa
- Dave Smith Youth Treatment Centre
- Family Services Ottawa
- Federation of Black Canadians Ottawa
- Federation of Citizens' Associations of O.C.
- Guyana Ottawa Cultural Association
- Invest Ottawa
- Jaku Konbit
- Jamaican Ottawa Community Association
- Kind Space
- Le Patro d'Ottawa
- Lebanese and Arab Community Centre
- Mouvement d'implication francophone d'Orléans
- Muslim Family Services
- National Council of Canadian Muslims
- Nepean, Rideau, Osgoode Community Resource Centre (NROCRC)
- Nyansapo
- Odawa Native Friendship Centre
- Ottawa Aboriginal Coalition
- Ottawa Chinese Community Service Center
- Ottawa Community Housing Cooperation
- Ottawa Community Immigrant Services Organization (OCISO)
- Ottawa East Community Activities Group
- Ottawa Inuit Children’s Centre
- Ottawa Japanese Cultural Centre
- Ottawa Local Immigration Partnership (OLIP)
- Ottawa Network for Education
- Ottawa Police Service
- Ottawa Public Health
- Ottawa Student Transportation Authority
- Ottawa-Carleton Education Network Inc.

- Parents' Lifeline of Eastern Ontario (PLEO)
- Pathways to Education
- Rainbow Alliance arc-en-ciel
- Rainbow Service Providers Network
- RAJO Project: Canadian Friends of Somalia
- Regroupement Ethnocultural des Parents Francophones de L'Ontario (REPFO)
- Social Planning Council
- Somali Center for Family Services
- Sri Lankan Canada Association of Ottawa
- Tungasuvvingat Inuit
- United WayAssociations/Grou
- Wabano Centre for Aboriginal Health
- Youth Services Bureau

PIC Correspondence Register

This update includes e-mails received between 13 February 2020 and 18 August. 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
25 February	Rich Ottawa Investments/ROI Construction	The CEO offers their speaking services on a number of topics including financial literacy and resiliency	Speakers are usually added to the principals' Google Conference where their services can be accessed when needed by schools
26 February	Superintendent Nadia Towaij	To inform members of the 2020-2021 School Year Calendar Committee of the Trustee's approval of the calendar	
02 March	NavED Academic Consulting Ltd.	Information regarding a new student service offering free sessions for post-secondary bound students and their parents	Email forwarded to the office of the Associate Director for follow-up
02 March	OA of Sir Wilfrid Laurier S.S.	An inquiry of how parents would get notified of the Speaker Series	The Communications Department advised that the School Council Newsletter is how parents get notified of these events, which are also promoted on the schools websites and through "Keeping you connected"
10 March	Living Inspired Mental Health Training	Mental health first aid services and training opportunity for staff	Email forwarded to the office of the Associate Director for follow-up
10 March	A parent	An inquiry on Speaker Series and whether the content suits children	Email forwarded to the Communications Department for follow-up
11 March	A parent	An inquiry on whether the Speaker Series will be live streamed	Email forwarded to the Communications Department for follow-up
12 March	2Beinflow Neurofeedback Services	An inquiry regarding information booths offered on Autism Day	Email forwarded to the Communications Department for follow-up

12 March	A parent	An inquiry on whether the Speaker Series will be live streamed	Email forwarded to the Communications Department for follow-up
17 April	Let's Talk Science	Let's Talk Science has adapted their programming delivery approach and are offering their services to educators	Correspondence forwarded to Program and Learning for follow up
22 May	Executive Officer; Michele Giroux	An update for school councils during school closure period	
3 July	Nadia Towaij Superintendent, Program and Learning K-12	An update on the School Year Calendar reg the start of the year and the 3 PA days	
23 July	SYN LAWN	The company is offering its synthetic grass installation services at school playgrounds	The company was informed of the formal procurement process and its requirements
11 August	EAIGLE's AI solution for Crowd Temperature Monitoring	The company is offering its body temperature measuring services	The company was informed that the PPE requirements for the OCDSB are being handled by the Ministry of Government and Consumer Services
18 August	Russell Public School	The school council is inquiring whether they can purchase electronic devices for the school	Correspondence forwarded to the office of the CFO for follow up

2020-2021 Parent Involvement Committee Meeting Schedule

Date	Location
Monday, September 21, 2020	Zoom Meeting
Wednesday, October 14, 2020	Zoom Meeting
Wednesday, November 18, 2020	Zoom Meeting
Wednesday, January 13, 2021	TBD
Wednesday, April 14, 2021	TBD
Wednesday, May 12, 2021	TBD