



PARENT INVOLVEMENT COMMITTEE

Wednesday, November 18, 2020, 6:00 pm
Zoom Meeting

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PARENT INVOLVEMENT COMMITTEE

Wednesday, October 14, 2020

6:00 pm

Zoom Meeting

- Members: Mostafizur Khan, Diana Mills, Malaka Hendela (OCASC Member), Martyn Reid (OCASC Member), Amber Labelle (OCASC, Alternate), Kahmaria Pingue
- Non-Voting Members: Wendy Hough (Trustee), Brett Reynolds (Associate Director), Sarah Pope (Principal, Castlefrank Elementary School)
- Staff and Guests: Dr. Vera Etches (Medical Officer of Health, Ottawa Public Health), Dr. Marino Francispillai (Program Manager, Ottawa Public Health), Lynn Scott (Trustee), Justine Bell (Trustee), Christine Boothby (Trustee), Michele Giroux (Executive Officer, Corporate Services), Diane Pernari-Hergert (Manager of Communications), Andrea Rahim (Strategic Business Analyst), Nancy Solange Dean, Lynda Hinch, Natalie Lair, Susan Johnston, Carolyn Kropp, Tasha Truant, Carolina Suarez, Nicole Guthrie (Manager of Board Services), Rebecca Grandis (Senior Board/Committee Coordinator), Darren Gatley (Board/Committee Coordinator)

1. Call to Order

Chair Khan called the meeting to order at 6:00 p.m.

2. Approval of Agenda

Moved by Ms. Pingue,

THAT the agenda be approved,

Carried

3. Guest Speaker- Dr. Vera Etches, Ottawa Public Health

Chair Khan introduced guest speaker, Ottawa Public Health (OPH) Medical Officer of Health Dr. Vera Etches.

Dr. Etches expressed the importance of OPH connecting with parents and members of the Parent Involvement Committee (PIC) to gather input from a school community perspective on COVID-19 management.

During Dr. Etches presentation on the work of OPH, the following points were noted:

- the goals are first to minimize COVID-19 related deaths and hospitalizations, as well as allowing hospitals to catch up on surgeries and to address other health needs and to minimize societal interruption on families work, income and mental health;
- COVID-19 cases are rising in Ottawa with more outbreaks across communities, hospitals, long-term care and retirement homes, schools, group homes, and congregated care settings;
- In almost 300 schools in Ottawa, there have been 21 outbreaks, with 10 still active. However, Dr. Etches noted that the low number of outbreaks is attributed to schools taking the proper precautions and working closely with OPH to establish best practices;
- 45 nurses have been hired to help manage COVID-19 measures in schools;
- a team has been implemented to manage information and data flow to streamline communications;
- OPH recognized the barriers to booking tests. Phone lines have been setup for families to call and book COVID-19 testing appointments;
- Anyone that tests positive for COVID-19 must self-isolate;
- OPH works closely with principals to help identify any potential close or high-risk contacts as part of their investigation within 24 hours of a positive case to the school community;
- Families can help the process by ensuring contact information is up to date;
- Dr. Etches reminded members that wearing masks and maintaining two meters of distance is the most effective means to stop transmission; and
- Prevention measures are essential as screening is not perfect;

During the question period, the following points were noted:

- School Councils could provide a platform for sharing information to parents. Dr. Etches noted that OPH could provide a list of information that underlines key messages to reach out to parents weekly;
- OPH will continue to look at providing information in multiple languages;
- Dr. Etches noted that when children are sent for COVID-19 testing, only 2% of them test positive, which is why schools are not sending the entire class home if a student has symptoms. Symptomatic students are sent home to self-isolate and OPH will confirm a positive case and notify any contacts;

- Dr. Etches noted that once a COVID-19 vaccine is available, it will not likely be mandatory. The COVID-19 vaccine model will be based on the influenza model for distribution with a focus on either the elderly or students;
- Schools will not likely become public vaccination sites as that may encourage large gatherings;
- Surfaces are not the primary source of transmission but rather contact in enclosed spaces (i.e., coughing and singing);
- Members expressed concern that play structures and outdoor classrooms are not in use. Dr. Etches recommended that high traffic contact areas such as those require frequent cleaning and that has to be considered in terms of usage;
- Mr. Reid noted that the District has invested in outdoor classrooms that are not in use and requested that staff investigate the matter;
- Parents noted that children could use age-appropriate materials to learn and understand COVID-19 and how it affects them. Ottawa Carleton Assembly of School Councils (OCASC) has information on their website and Facebook page and would welcome OPH to add any educational material they feel appropriate;
- Current cold and flu season has many students with symptoms being sent home for isolation and the tiered symptom flowcharts on the OCDSB website are helpful;
- Dr. Etches noted that formal OPH testing sites are an ideal way to get tested; however, OPH is working on alternative testing sites for those with limited transportation options;
- OPH is working with community leaders where there are higher transmission rates to determine how to advertise different testing options in those areas. OPH works closely with local community health centres and is working on arranging transportation to community health centres;
- New technology in COVID-19 testing such as the “spit test” could help reduce barriers for those that need testing where the sample could be mailed or picked up; however, decisions by the federal government have delayed the distribution of these tests;
- Dr. Etches noted that portable testing centres were not as successful as expected when introduced in August. Members noted that now children are back in school, the community mindset has changed and recommended that OPH reintroduce portable testing centres to ensure parents can have their children tested with reduced barriers;

- Dr. Etches noted that OPH is working to further reduce barriers by providing pathways for primary care providers to conduct COVID-19 testing;
- Children from kindergarten to grade 3 are still not required to wear a mask, but it is encouraged if they can. Recent research has shown that young students are now having an increased rate of mask-wearing that could be attributed to children learning by modeling behaviour of other children wearing masks;
- OPH has been translating information into multiple languages and has focused on communities with higher transmission rates and the languages spoken there. From a diversity perspective, there are also literacy differences and OPH has been working with community leaders and developers that speak a variety of languages to provide different modalities to get information to communities;
- 45 new nurses have been hired and many are from racialized communities. This helps to reduce barriers to communication;
- OPH also communicates directly with communities through Neighbourhood Ambassadors. Youth Ambassadors from the Boys and Girls Club and Crime Prevention Ottawa are already in three neighbourhoods with expansion into a fourth underway; and
- Audio notes from OPH are useful for community members that may have literacy barriers. Partners such as Refugee 613 also help by generating OPH information into video format.

Dr. Etches concluded her presentation with a message of hope. She noted that each person's actions can make a difference and slow down the transmission of COVID-19. She noted that actions such as physical distancing and mask-wearing are driven by care for one another, and examples of this are seen daily. Dr. Etches thanked parents for doing their part and for their valuable feedback.

4. Review of PIC Report, 21 September 2020

Moved by Ms. Mills,

THAT the Parent Involvement Committee Report of 21 September 2020 be received.

In response to a query from Ms. Mills, Ms. Hendela responded that Nancy Dean is affiliated with OCASC as an executive member responsible for communications and is also the Chair of the Arts Advisory Committee.

Moved by Ms. Mills,

THAT the Parent Involvement Committee Report of 21 September 2020 be received.

Carried5. Discussion Items5.a Report 20-082, PIC Brainstorming Session - Reimagining Parent Involvement in 2020

Your committee had before it Report 20-082 to facilitate brainstorm strategies to support parent involvement and school councils in the 2020-2021 school year.

Executive Officer Giroux introduced the report and noted that a range of issues had been discussed in previous PIC meetings, such as the PIC work plan, changes in school councils and Ottawa Carleton Virtual (OCV) schools, safety, and other issues. She noted that a brainstorming session using the Thoughtexchange tool with members was intended to help the committee discuss a range of current issues and could provide the committee with input into plans for 2020-2021.

Strategic Business Analyst, Andrea Rahim, facilitated the Thoughtexchange and noted that the purpose of the exercise is to focus on parent's need to get involved, what school councils may look like this year, and to look at things through an equity lens to overcome barriers for parent involvement. She posed the following question and asked the members to participate in the online activity: Given the uniqueness of the 2020-2021 school year, what can PIC do to support parent involvement and school councils?

During the discussion, the following points were noted:

- School council chairs should receive training on the Google Meet application to permit virtual meetings and ensure members are comfortable using the technology;
- Executive Officer Giroux noted that the school council newsletter could include Google Meet “tips” and that further training could be provided as part of the school council training;
- Virtual meetings have reached and engaged an increased number of participants this year;
- A Thoughtexchange could be conducted through the school council newsletter;
- PIC needs to discuss which schools were successful in forming school councils and those that had challenges, to help inform future discussions on the matter and to determine what actions to take;
- Members noted that newcomers to Canada may not be aware of parent engagement and involvement in schools or may not participate

due to other socioeconomic barriers. Newcomers need understand the mechanisms in place to participate;

- School councils need to review membership through an equity lens to ensure parents from all backgrounds understand how to participate and feel welcome, as well as to identify any other equity issues that need to be addressed;
- Members queried if there was an engagement model used by school councils and noted that parents have been actively organizing social media platforms on their own to communicate. Members questioned what PIC can do to connect the parent made model or if the District needs to create its own model;
- Principals should also engage with parents to ensure that communication reflects the existence of school councils and PIC to encourage further parent involvement to include more voices; and
- The Indigenous, Equity and Human Rights Roadmap will help guide actions by integrating an equity and human rights lens on the District's actions.

The results of the PIC meeting Throughtexchange are attached for reference. (Appendix A)

6. Information Items

6.a Chair's Report

Chair Khan congratulated Michael Houghton, a Canadian university professor, who was awarded the Nobel Prize in Physiology or Medicine in recognition of his discovery of the Hepatitis C Virus (HCV).

Chair Khan noted that education is a partnership and it is important to work together with all levels of partners. He expressed his thanks to Policy Analyst Ms. Abdel Masieh and the PIC Sub-Committee for their input and outreach for new PIC membership and working with community organizations supporting public education by their unique programs and services.

Chair Khan noted his support of a geography project at Cairine Wilson Secondary School entitled: "Let's Talk Geography, Immigration, and Supporting Newcomers." He referred the geography teacher to Immigrant Services, which has 24 multicultural officers with linguistic diversity that supports immigrant families and refugees, as well as the Integration Director of Operations and Outreach Minister's office at the Immigration, Refugee, and Citizenship Canada office and other organizations to support the project. He noted that the "Let's talk Geography" project members had a meeting on 9 October 2020 in which students were able

to engage and ask questions of the representatives. He wanted to take the opportunity to share the project with PIC members for any additional feedback.

Chair Khan stressed the importance of good governance, accountability, and transparency. He noted that section 38 (3) of *Regulation 612/00* speaks specifically about PIC elections. He shared that the regulation only permits parent members with a two-year term to stand for election to chair or co-chair.

On a point of order, Ms. Hendela noted that the Chair was introducing new business in his Chair's Report and she stressed that new information should be listed on the agenda to be formally discussed and new business should not be introduced in the form of an update.

Chair Khan disagreed with Ms. Hendela suggesting his update was meant to inform members of the process, their responsibilities, and the rules within *Regulation 612/00*.

Executive Officer Giroux added that PIC would have a report on the November meeting agenda that details the process for elections of the committee and election of the chair.

Chair Khan noted that the last item he wanted to mention in his Chair's Report was that the Ontario PIC Chair's Meeting was considering another virtual meeting and that he will share what was discussed if one is scheduled. He concluded his report.

6.b Director's Report

Associate Director Reynolds reported that OPH has been an invaluable partner in the management of COVID-19. He recognized that parents have been frustrated with some of the safety measures such as equipment not being used, however, with only 70 positive COVID-19 cases with over 60,000 students, safety measures have been effective.

Executive Officer Giroux reported that the Indigenous, Equity and Human Rights Roadmap was introduced to the Committee of the Whole (COW) on 13 October 2020.

Executive Officer Giroux noted that the Back to School Survey had over 16,000 participants using the Thoughtexchange tool. She encouraged members to participate before the survey closes on 16 October 2020.

Executive Officer Giroux noted that the Board appreciated the support and advice from PIC regarding school councils and that Ottawa-Carleton Virtual (OCV) is working on creating school councils. Parents of OCV students can also participate at in-person school councils providing membership vacancy.

6.c OCASC Report

Ms. Hendela reported that OCASC had a special meeting to discuss school council elections and rules. She noted that 39 participants registered for OCASC's first virtual Zoom Meeting. Councils taught each other the "pros and cons" of using virtual meetings. She noted that the Board amendment allowing for two-tiered participation caused some challenges. It did not contemplate the notion of the first meeting with an election meeting and this caused some uncertainty of who would be able to participate formally and councils discussed and strategized on how to remain compliant. She noted that the first official OCASC meeting would be on 15 October 2020.

Ms. Hendela added that a major item of importance to students and parents are the high school clubs. She noted that high school clubs are necessary and provide many benefits to students. She suggested that the Board address this concern as a priority and hoped PIC may discuss this at a future meeting.

Ms. Pingue agreed that high school clubs are important as they teach leadership skills and aid students' mental health. She strongly urged members to discuss this matter in the next PIC meeting.

In response to a query from Mr. Reid about raising this issue at a future meeting, Executive Officer Giroux acknowledged the importance of clubs to student engagement in school, PIC's mandate is to support parent involvement and the Committee might want to privilege its meeting time on issues which directly help parents to be engaged in education.

6.d PIC Correspondence

The PIC Correspondence Register was provided for information.

7. New Business

Ms. Dean noted that the Arts Advisory Committee is seeking new members and that the next meeting would take place on 19 October 2020. She noted that this was another opportunity for parent involvement.

In response to a query from Ms. Hendela, Executive Officer Giroux noted that information on the proposed parent conference and school council training day was included as an appendix to Report 20-082. Executive Officer Giroux noted that she appreciated members' feedback and will ensure there is further discussion on the matter.

8. Adjournment

The meeting adjourned at 8:33 p.m.

Mostafizur Khan, Chair, Parent
Involvement Committee



PARENT INVOLVEMENT COMMITTEE

18 NOVEMBER 2020

REPORT No. 20-104

PARENT INVOLVEMENT COMMITTEE MEMBERSHIP CONFIRMATION

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

PURPOSE:

1. To appoint new members to the Parent Involvement Committee (PIC).

STRATEGIC LINKS:

2. Appointing new members to the PIC supports the District's commitment to enhancing parental engagement and improving the governance practices through the new perspective new members 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 members. On 30 November 2020, five of the Parent Member positions and two of the Community Member positions will become vacant.

The Membership Sub-Committee received thirty-six (36) applications for membership and is recommending five (5) candidates to fill the position of parent member, two (2) candidates for the Parent Member Waiting List. In addition, the Sub-Committee reviewed applications for Community Member positions and recommends one (1) organization (a representative and an alternate) to fill one vacancy in the Community Member position.

This report seeks PIC's ratification of the candidates recommended by the PIC Membership Sub-Committee at its 05 November 2020 meeting.

KEY CONSIDERATIONS:

4. PIC Membership Needs

The PIC has ten (10) Parent Members in total; two (2) parent member positions are appointed by OCASC on an annual basis and eight (8) positions are appointed by the Committee.

Of the current Parent Members, one (1) position is vacant, four (4) positions have terms which end on November 30th, and three (3) have a two-year term ending in 2021.

With regards to the Community Member position, the PIC has been operating with two (2) member organizations and one (1) vacancy for the past year. The two (2) organizations are Ottawa Network for Education (ONFE) with a term ending November 2020 and Parents for Diversity (P4D) with a term ending November 2021. The PIC will therefore have two (2) Community Member vacancies effective 01 December 2020.

5. PIC Membership Campaign

At the PIC direction, the District launched a PIC membership campaign between 05 and 30 October 2020. Applications for the Parent Member position were sought utilizing the District and school web pages, CHIN radio station and social media. A memo was also sent to school principals and vice principals encouraging them to promote the campaign within their parent communities. Staff sent several direct communications to community organizations which were recommended by the Membership Sub-Committee to explore their interest to sit on the PIC. Additionally, staff reached out to current members whose terms expire on 30 November 2020 requesting a written expression of interest should they wish to continue to serve on the Committee and two of the four members expressed interest in reappointment to another term of office.

6. Applications

In response to the membership campaign, a total of thirty (30) applications were received for the Parent Member position, including written expressions from 2 of the current members and six(6) applications for the Community Member position.

7. Parent Member Positions

In a recent update to the PIC By-Laws and Standing Rules, the PIC stipulated its practice of creating a waiting list of two candidates who may be approached where a vacancy arises during the year. The Membership Sub-Committee was therefore asked to recommend a total of seven (7) candidates among the applicants for the Parent Member position.

8. Work of the Membership Sub-Committee

On November 05, the Membership Sub-Committee met to review the applications and make recommendations to the PIC. Given the strong roster of

candidates for the Parent Member position, each member of the Membership Sub-Committee was asked to present a short-list of candidates for the Parent Member vacancies and explain the rationale behind their choice. The evaluation of the applications was based on the PIC Parent Member Skills Matrix (Appendix A). The Sub-Committee reviewed applications in common, discussed the needs of the committee relative to the skills and experience of the applicants and made its final recommendation presented below for ratification by the PIC members.

9. Community Member Positions

The six applicants for the Community Member position met the qualifications stipulated in the PIC By-Laws and Standing Rules. In consideration of the PIC Community Member Skills Matrix (Appendix B), members of the Membership Sub-Committee agreed that ONFE was the organization that best fulfilled the Committee's mandate and membership needs, and their recommendation reflects this position.

Members of the Sub-Committee suggested staff contact the Ottawa Community Immigrant Services Organization (OCISO) to explore its interest in appointing a representative to the Committee.

FINANCIAL CONSIDERATIONS:

10. The total cost of advertisements was \$720.38, which was covered by the PIC annual budget. There are no financial costs associated with the confirmation of appointments to the Parent Involvement Committee.

COMMUNICATION/CONSULTATION ISSUES:

11. Staff will reach out to the successful candidates to inform them of their appointment to the PIC for a term effective 01 December 2020 and will extend the PIC meeting invitation to the rest of the applicants. New members will receive an orientation session to familiarize them with the PIC mandate and operation.

RECOMMENDATIONS:

- A. THAT the the PIC appoints the following parent members and waiting list candidates for term identified:

Name	Position	Length of Term
Okuribido- Malcolm, Seyi	Parent Member	2-year term
Atef, Abdunaser	Parent Member	2-year term

Dillon, Annette	Parent Member	2-year term
Morse, Jaime	Parent Member	2-year term
Samuels, Jacquie	Parent Member	1-year term
Waiting List		
Khan, Mostafizur Lyon, Suzanne		

- B. THAT Ottawa Network for Education be appointed as a Community Member for a two year term with representation by Heather Kotelniski and Kristina Price.
- C. THAT staff contact the Ottawa Community Immigrant Services Organization to explore its interest in becoming a Community Member of the PIC with a two-year term ending 30 November 2022

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

APPENDICES

Appendix A: PIC Parent Member Skills Matrix
Appendix B: PIC Community Member Skills Matrix

Appendix B to Report 20-104

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

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



**PARENT INVOLVEMENT COMMITTEE
REPORT No. 20-105**

18 NOVEMBER 2020

**UPDATES TO THE PARENT INVOLVEMENT COMMITTEE BY-LAWS
AND STANDING RULES**

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

PURPOSE:

1. To seek approval for an update to the PIC By-Laws and Standing Rules in accordance with *Ontario Regulation 612/00 School Councils and Parent Involvement Committees*.

STRATEGIC LINKS:

2. Ensuring the PIC By-Laws and Standing Rules are aligned with *Regulation 612/00* supports good governance practices in alignment with the Culture of Social Responsibility of the 2019-2023 OCDSB Strategic Plan.

CONTEXT:

3. PIC members requested clarification on the eligibility of members who may run for the elections of the PIC Chair and Vice-Chair. This report presents the legal perspective of the eligibility criteria and recommends a minor update to the language in the By-Laws to align with *Regulation 612/00*.

KEY CONSIDERATIONS:

4. PIC Chair and Vice-Chair Elections
In accordance with [*Ontario Regulation 612/00 School Councils and Parent Involvement Committees*](#), the [*PIC By-Laws and Standing Rules*](#) states that “*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*” (Section 6.18). While the Regulation limits the eligibility to run for these elections to parents with a two-year term (Section 38 (3)), the By-Laws, in support of parent engagement, expanded the eligibility to parent members with a one-year term allowing for an extension of their term to a second year deeming the term to be two-year on appointment (Section 6.19).

Members queried the eligibility of parent members who wish to run for these elections in consideration of *Ontario Regulation 612/00* versus the By-Laws. In response to this query and to improve the clarity of the PIC By-Laws, staff sought the advice of legal counsel. Legal counsel advised that section 6.19 is not inconsistent with the *Regulation 612/00*, however, it can only be applied to the Parent Member positions appointed by the Committee.

Ottawa Carleton Assembly of School Councils (OCASC) may appoint two Parent Members to the Committee, one of whom may be the Chair or Vice Chair of OCASC. Under the by-laws, the two (2) Parent Members appointed by OCASC shall be appointed for a term of office of one (1) year. This provision respects the fact that OCASC has an annual election/appointment process which includes the election of executive members and representatives to sit on any board committees.

Based on the questions raised, staff reviewed this matter with legal counsel to clarify whether the PIC by-laws could be amended to allow OCASC parent members to serve a two year term, thereby making them eligible to seek election to the position of Chair of the Parent Involvement Committee. In the course of this review, it was noted that the OCASC by-laws provide that “the assembly shall elect their officers from amongst the delegates or school council chairs, said numbers to be confirmed at the AGM each year. The term of office shall be one year commencing on the date of the AGM.” It was also noted that PR.509.SCO - School Council Constitution, Elections and By-Laws contemplates annual elections for School Council positions, from which delegates to OCASC are drawn. In light of the language in the OCASC Constitution and the School Council procedure, legal counsel has advised that the term of office for OCASC parent members on PIC should remain at one year making them ineligible to seek election to the office of Chair.

FINANCIAL CONSIDERATIONS:

5. There are no costs associated with updating the PIC By-Laws and Standing Rules.

COMMUNICATION/CONSULTATION ISSUES:

6. Section 14.0 of the PIC By-Laws and Standing Rules states that amendments may only be made 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*” . This report serves as the advance notice in accordance with the By-Laws. Staff will ensure that two-thirds of all voting members are present prior to presenting this report to the Committee.

RECOMMENDATIONS:

THAT Section 6.19 of the PIC By-Laws and Standing Rules be changed to:
“Where a nominee to the office of Chair or Vice Chair is a Parent Member serving a one-year term, **except for a Parent Member appointed under section 4.0 (b)** their term may be extended for a second year and on appointment they shall be deemed to be a member with a two (2) year term”.

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



PARENT INVOLVEMENT COMMITTEE

18 November 2020

Report No. 20-106

Allocation of 2020-2021 Parents Reaching Out (PRO) Grant

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

PURPOSE:

1. To develop a planned approach for determining an allocation strategy for the 2020-2021 Parents Reaching Out (PRO) Grant funding.

STRATEGIC LINKS:

2. The allocation of PRO grant-funded projects reflects the District's commitment to building parent engagement, removing barriers to access opportunities and supporting engagement with and in our community.

CONTEXT:

3. The Ministry of Education has allocated \$39, 986.03 to the OCDSB for Parents Reaching Out (PRO) funding which supports school boards to identify barriers to parent engagement in their school communities and find solutions to help more parents get involved in their children's education. Districts are encouraged to work with their Parent Involvement Committee to develop strategies for the use of these funds. The disbursement of the funds and the final report have to follow certain parameters stipulated in the Ontario PRO Transfer Payment Agreement. By the end of June 2021, any unspent funds are to be returned to the Ministry.

KEY CONSIDERATIONS:

4. Funding Parameters
According to the Transfer Payment Agreement, the objective of the funding is:
 - Ontario's Parents Reaching Out (PRO) Grants provide financial support to school boards to work with their Parent Involvement Committees (PICs) to lead projects with a focus on identifying and removing barriers that prevent parents and families from participating and engaging fully in their children's learning.

- Boards, through their PICs, are encouraged to work with their Indigenous Advisory Council (IAC), Special Education Advisory Committee (SEAC), school councils, and community organizations.

5. Project Activities

- The Recipient will work with their Parent Involvement Committee (PIC) to support projects that increase parent engagement.
- 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 improve in at least one of the following areas:
 - Providing a safe and welcoming school environment;
 - Maintaining open communication with teachers;
 - Respecting parents as valued partners within the education system in relation to decisions about their child's education; and,
 - Informing parents about the expectations of the Ontario Curriculum.
- Activities may include: support of school council projects, board-wide projects, or initiatives in partnership with community organizations.

6. Potential Outputs

- Projects identify and address local barriers to parent engagement are implemented through a variety of means which may include but are not limited to:
 - Parent resources
 - Parent engagement sessions
 - Parent information sessions
- Projects reflect the diversity of the school board's communities.
- Projects align with the Additional Provisions and Project Budget.

7. Outcomes:

- Parents have increased awareness of school activities and initiatives and improved perception of a welcoming school climate where parents' perspectives are encouraged, valued and heard.
- Parents are more involved in their local school environment and child's education.
- Parents experience fewer barriers to participation in their child's learning.

- Parents feel like valued partners in the education system.
- Parents have increased confidence in public education.
- Parents are provided with the knowledge, skills and tools they need to support their child's learning at home and at school.

8. Performance Measures

Performance measures are required in the Final Report and include:

- Who was consulted and involved in the allocation of the total funds (e.g., PIC, additional parent groups such as SEAC, IEC, school councils, community groups)?
- Project Details:
 - Project Title
 - Description
 - Location(s) and Date(s)
 - Funds Spent
 - Objectives
 - Number of Parents Impacted
 - Number and or percentage of parents who report having increased awareness of school activities as a result of the Project
 - Number and or percentage of parents who report feeling more comfortable in the school environment after the Project
 - Number and or percentage of parents who report learning new skills that will be beneficial to their child's learning and/or well-being as a result of the project/event

9. Developing a Plan for Allocation

The 2020-2021 school year presents many new parent involvement challenges. At the last PIC meeting, staff presented a report which identified a range of issues and invited some brainstorming. Some issues that were identified include:

- Parent needs and access to school are very different;
- Parents and students have identified well-being as a priority;
- School councils have been affected by these changes;
- Parents in OCV are creating new school councils;
- School Councils require support with virtual meetings;
- Issues of equity are a priority and we must better engage parents who traditionally face barriers to engagement;
- Translation needs are increasing; and
- Annual events such as the parent conference and school council training day need to be reimaged in a virtual context.

RESOURCE IMPLICATIONS:

10. This funding is specific and subject to detailed reporting restrictions. It will be important that any projects or activities can be clearly defined under this program. This funding could be supplemented with other budget funds for some activities, but there has to be clarity for reporting purposes.

During the 2020-2021 budget process, the Board allocated \$150,000 to support the funding of effective school councils across all schools and the work of an engaged Parent Involvement Committee to ensure it meets obligations regarding communications with School Councils and to “undertaking activities to help parents of pupils of the board support their children’s learning at home and at school.

COMMUNICATION/CONSULTATION ISSUES:

11. The guidelines encourage consultation with other advisory committees of the District and the Committee might want to discuss strategies for approaching this. A key challenge in this process is finding an efficient mechanism for consultation with the committees and school councils to ensure sufficient time is available to undertake any project and ensure the funds are spent and report is submitted in the required timeline.

DISCUSSION:

- A. What are some ways to consult with advisory committees and the community on this process?
- B. What did we learn from last year’s consultation which could inform our thinking?
- C. How do the unique circumstances of this school year impact the types of initiatives that might be undertaken to support parent engagement?
- D. What resources and supports do school councils need to be effective in 2020-2021? How might this impact communications and school council training?
- E. How can we bring an equity lens to the work of PIC? What specific actions and/or initiatives may help to better engage parents who traditionally face barriers to engagement?

Michele Giroux
Executive Officer, Corporate Services

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

PIC Correspondence Register

This update includes e-mails received between 12 October and 10 November 2020. Emails received from subscriptions; OCDSB School Council Newsletter, Cyber-Senior Connections, Let's Talk Science, and OCASC Communications are not included in this registry.

Date of Email	Name of Sender	Summary	Follow-up
15 October 2020	Math Mesure, President	An application for the Community Member position at the PIC	Application added to the pool of candidates for consideration by the Membership Sub-Committee.
27 October 2020	Jimmy Sebulime	An application for the Community Member position at the PIC	Application added to the pool of candidates for consideration by the Membership Sub-Committee.
27 October 2020	Ann Al-Rubaie	An application for the Community Member position at the PIC	Application added to the pool of candidates for consideration by the Membership Sub-Committee.
29 October 2020	Centretown Community Health Centre	An application for the Community Member position at the PIC	Application added to the pool of candidates for consideration by the Membership Sub-Committee.
30 October 2020	Nancy Dean	An application for the Parent Member position at the PIC	Application added to the pool of candidates for consideration by the Membership Sub-Committee.