

ANNUAL REPORT
**PARENT
INVOLVEMENT
COMMITTEE**



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD



Committee Members

Abdulnaser Atef

Annette Dillon

Diana Mills

Jacquie Samuels

Jaime Morse

Jennifer Hood

Malaka Hendela (OCASC Representative)

Martyn Reid (OCASC Representative)

Seyi Okuribido-Malcolm

Committee Chair and Vice Chair

Chair - Martyn Reid

Vice Chair - Diana Mills

Activities and Achievements 2020-2021

OCDSB Policies and Procedures

- The school council election procedure [PR.509.SCO School Council Elections, Constitution and By-laws](#) has been amended based on the PIC recommendation at its 21 September 2020 meeting. The amendment allowed parents whose children are attending a virtual school to continue participating on the school council of the school their child would attend in person, subject to certain conditions. The amendments also support online activities for school councils.
- Consultations on Human Rights Policy.

Committee Operations

- The Committee established its Membership Sub-committee to fill vacancies as a result of the expiry of a number of terms of office on 30 November 2019. The PIC membership renewal campaign resulted in the appointment of 5 new parent-members and 2 parent-members to the PIC waiting list, which was used to fill a vacancy that arose towards the end of the school year.
- The Committee updated its PIC By-Laws and Standing Rules on 13 January 2021 where it allowed parent members with a one-year term to run for chair where their term of office could be extended to a two-year term.
- A new communications plan for the Committee to be aligned with the District's.

Parents Reaching Out (PRO) Grants

The Parent Involvement Committee worked collaboratively with District staff throughout the brainstorming and planning for the allocation of Parent Reaching Out (PRO) 2020-2021 grants. The Committee advised the District with a number of barriers to parent engagement in this initiative, among which are the reporting requirements associated with PRO projects. The District, in response, adopted the School Council Speaker Nights where central staff contracted a number of speakers who were available to the school council to choose from. The PIC approved this model where parents were given control over their Speaker Nights with minimal reporting requirements. Staff took the lead on amalgamating the data

reported to the Ministry. Approximately 2000 parents participated in the School Council Speaker Nights that were hosted by over 80 schools councils in the District.

The committee believes that the 2022/23 school year will be similar to this year's PRO grant activity due to the current health restrictions in place. The committee is looking to be more pro active and will plan for the 2023/22 year with a more holistic approach to this grant and wider parent involvement activities.

Additional Activities

- Presentation by the Medical Officer of Health, Dr. Vera Etches, providing updates on COVID19 in Ottawa and its effects on our schools.
- Presentation on destreaming math for Gr 9 students.
- Discussion on Secondary Extracurricular Activities
- Presentation on Barriers to Engagement
- Approval of the PIC Work Plan
- Presentation on school council financial reporting

Chair comment: For some time the committee has lacked focus on what it wishes to be and on how the meetings would work. There are many excellent examples across the Province of committees who work closely with Trustees and Boards to ensure the parents' voice is heard. Our aim is to make sure here in Ottawa the parents can engage and involve themselves with their children's education to the fullest extent possible. This is especially true as we discover what the future will look like as we move out of the initial phase of the pandemic and have to return to some form of normal.

Plans for the 2021-2022 School Year

The work plan is intended to provide a medium term view of activities and covers two years. It does not mean emerging items can not be presented to the committee but the aim is to have structure to activity to ensure effort is not wasted.

The approved 2021-2022 PIC Work Plan follows.

Proposed 2021-2022 Meeting Schedule

- Wednesday, September 22, 2021
- Wednesday, October 13, 2021
- Wednesday, November 17, 2021
- Wednesday, January 12, 2022
- Wednesday, April 13, 2022
- Wednesday, May 11, 2021

Attachments/Links

[18 November 2020 minutes](#) (PIC membership confirmation)

[13 January 2021 minutes](#) (Election of chair and vice chair)

Parents Reaching Out (PRO) 2020-2021 budget:

The Ministry of Education has allocated \$39,986 in 2020-2021 Parents Reaching Out (PRO) grant funding to the OCDSB. This budget was originally planned to cover the fees of speakers who were either contracted by the District or some school councils. As the uptake of the school council choice of a Speaker Night was below anticipated, the unexpended funds were used to cover simultaneous interpretation and translation fees as requested by Ridgemont School Council for their Speaker Night.

Parent Involvement 2020-2021 budget (PINV):

The Parent Involvement Committee (PIC) annually receives \$90,000 as parent involvement budget. During the 2020-2021 budget process, the Board allocated an extra \$60,000 to support the work of PIC to ensure it meets its obligation of communicating with school councils and undertaking activities to help parents of pupils of the board support their children's learning at home and school. Of a total of \$150,000, \$500 goes out to each school for spending on parent engagement. The remaining balance of this budget is used to cover any costs associated with parent engagement, such as the District's Speaker Series.

OCDSB Parent Involvement Committee Work Plan

Supporting parent engagement in District processes and structures	Overcoming barriers to parent involvement	Enhancing the role and functioning of the committee	Advising the District on key initiatives
Removal of G9 Math streaming 2021/22 and future for changes in other streaming			
What does removal of G9 streaming 2021/22 and future “de-streaming” mean for parents.	Communicating changes and how to meet Min Edu intent.	First occasion for PIC to be collaborative with District and have tangible output	Advising the District on how to communicate changes in streaming to parents
PIC and communications with the parent community			
Helping parents have a voice with the District. <ul style="list-style-type: none"> • School Councils • Communities of Interest • Individuals How can PIC help	Reaching out to all parents <ul style="list-style-type: none"> • Marginalised groups • Giving parents a voice who might not know how to or not confident to do so. 	Develop PIC comms plan	Ensure PIC comms plan complimentary to District plans
Helping parents be part of their children’s education			
Introducing parents to the education system. Supporting parent involvement	How to reach out to non-traditional parental groups/clusters to inform and engage	Using comms plan for engagement	
What does the future look like as COVID pandemic response develops			
Virtual schools – parent’s thoughts on new school year (21/22). How to support parents moving from Virtual to In Person or if Virtual remains.	What does this look like going forward		Provide parents voice to help District plan for 2022/23.

OCDSB Parent Involvement Committee Work Plan

Funding / resource support for parental engagement			
Reviewing new/revised Parental Engagement resources	Report on how technology can support parents' engagement	Audit / oversight of Parental Engagement spending	How can PIC support / advise on resource allocation by District
Standing items and District driven requests			
Pro Grant for 2022-2023. <ul style="list-style-type: none"> • What does it look like? Feedback on current use. • How can the Pro Grant support? • Pro Grant distribution – looking ahead to next school year. 			
		Nominations and planning for Volunteer Appreciation and Community Recognition Awards	
			Human Right policy feedback
		New committee members and Chair elections	
		PIC member learning and training	

2020-21 Parents Reaching Out (PRO) Grant Final Report - PART B: Project Expenses

Expenses should be the cumulative total of all PRO Grant projects. For a reminder of ineligible expenses, please refer to PART A.

PRO GRANT SUMMARY	
District School Board / School Authority	
Total funding amount allocated	\$ 39,986.00
Total funding amount spent	\$ 39,986.00
Unallocated funds (if applicable)	\$ -
Total number of projects/events funded	

CULMULATIVE EXPENSES	COST (\$)	DESCRIPTION
<i>These costs should reflect the cumulative total of all project expenses</i>		
Interpretation	\$ 1,687.00	Remote Simultaneous Interpretation for
Translation	\$ 4,842.50	Translation into Nepali, and translated
Speaker Fee	\$ 4,237.50	Paul Davis Fee
Speaker Fee	\$ 19,200.00	Scientists in Schools Fee
Speaker Fee	\$ 4,000.00	Parents for Diversity Fee
Speaker Fee	\$ 500.00	Media Smarts Fee
Reimbursement of Speaker Fee for School Councils	\$ 5,519.00	School Councils who opted for hosting their own Speaker Night
ADMINISTRATIVE COSTS (MAX 10% of		
Item (please specify)		
Item (please specify)		
Other (Please Specify)		
Include additional items as needed		
TOTAL COSTS	\$ 39,986.00	

BUDGET REPORT For 100PINV00000 BUDE-INST-PARENT INVOLVEMENT
From 2021-1 To 2021-9

Account #	Description	Status	Precommitments	Commitments	Expenses	Total	Budget	Available	% Spent
100PINV00000	BUDE-INST-PARENT INVOLVEMENT		0.00	0.00	83,198.27	83,198.27	150,000.00	66,801.73	55.47

Expense Details For G/L Account # 100PINV00000

From 2021-1 To 2021-9

Opening Balance: 0.00

Invoices

Batch #	Date	Account #	Actual	Src	P.O./C.R. #	Vendor/AR Name	Amount
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2021-02-FA5-03-08	2020/10/05	100-PIN-V00000	Inv.#: 5914121	IE	P.O.#: 302210018657	NELSON EDUCATION LTD.	-162.60
2021-04-FA6-05-27	2020/12/03	100-PIN-V00000	Inv.#: 14511	IE		CHIN RADIO	437.88
2021-04-FA6-05-27	2020/12/03	100-PIN-V00000	Inv.#: 14511	IE		CHIN RADIO	-42.01
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2021-05-FA4-01-02	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		ADRIENNE CLARKSON SCH COUNCIL	500.00
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2021-05-FA4-01-102	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		Ridgemont High School Council	500.00
2021-05-FA4-01-103	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		RIVERVIEW ALT SCH COUNCIL	500.00
2021-05-FA4-01-104	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		ROBERT BATEMAN PS SCH COUNCIL	500.00
2021-05-FA4-01-105	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		Robert E Wilson Public School Council	500.00
2021-05-FA4-01-106	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		Robert Hopkins Public School Council	500.00
2021-05-FA4-01-107	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		ROBERTA BONDAR PS SCH COUNCIL	500.00
2021-05-FA4-01-108	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		ROCH CARRIER ES SCH COUNCIL	500.00
2021-05-FA4-01-109	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		ROCKLIFFE PARK PS SCH COUNCIL	500.00
2021-05-FA4-01-110	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		Roland Michener Public School Council	500.00
2021-05-FA4-01-111	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		SAWMILL CREEK ES SCH COUNCIL	500.00
2021-05-FA4-01-112	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		SEVERN AVENUE PS SCH COUNCIL	500.00
2021-05-FA4-01-113	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		Sir Guy Carleton Secondary School Council	500.00
2021-05-FA4-01-114	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		Sir Robert Borden High School Council	500.00
2021-05-FA4-01-115	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		Sir Wilfred Laurier Secondary School Council	500.00
2021-05-FA4-01-116	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		SIR WINSTON CHURCH SCH COUNCI	500.00
2021-05-FA4-01-117	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		South Carleton High School Council	500.00
2021-05-FA4-01-118	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		SOUTH MARCH PS SCHOOL COUNCIL	500.00

Batch #	Date	Account #	Actual	Src	P.O./C.R. #	Vendor/AR Name	Amount
2021-05-FA4-01-119	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		STEPHEN LEACOCK PS SCH COUNCIL	500.00
2021-05-FA4-01-120	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		STEVE MACLEAN PS SCH COUNCIL	500.00
2021-05-FA4-01-121	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		STITTSVILLE PS SCH COUNCIL	500.00
2021-05-FA4-01-122	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		Stonecrest Elementary School Council	500.00
2021-05-FA4-01-123	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		SUMMERSIDE PS SCHOOL COUNCIL	500.00
2021-05-FA4-01-124	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		TERRY FOX ES SCH COUNCIL	500.00
2021-05-FA4-01-125	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		TRILLIUM ES SCH COUNCIL	500.00
2021-05-FA4-01-126	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		VIMY RIDGE SCHOOL COUNCIL	500.00
2021-05-FA4-01-127	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		VINCENT MASSEY PS SCH COUNCIL	500.00
2021-05-FA4-01-128	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		Viscount Alexander Public School Council	500.00
2021-05-FA4-01-129	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		W. ERS JOHNSTON PS SCH COUNCIL	500.00
2021-05-FA4-01-130	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		W.E.GOWLING PS SCHOOL COUNCIL	500.00
2021-05-FA4-01-131	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		W.O.MITCHELL ES SCHOOL COUNCIL	500.00
2021-05-FA4-01-132	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		WEST CARLETON SS SCHOOL COUNCI	500.00
2021-05-FA4-01-133	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		WESTWIND SCHOOL COUNCIL	500.00
2021-05-FA4-01-134	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		WOODROFFE AVE PS SCHOOL COUNCI	500.00
2021-05-FA4-01-135	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		Woodroffe High School Council	500.00
2021-05-FA4-01-136	2021/01/20	100-PIN-V00000	Inv.#: JAN2021	IE		York Street Public School Council	500.00
2021-06-FA3-07-17	2021/02/16	100-PIN-V00000	Inv.#: 150280	IE		SPEAKERS' SPOTLIGHT	8,475.00
2021-06-FA3-07-17	2021/02/16	100-PIN-V00000	Inv.#: 150280	IE		SPEAKERS' SPOTLIGHT	-813.00
2021-06-FA6-04-04	2021/02/02	100-PIN-V00000	Inv.#: 2021-01-04	IE		CHENG MICHAEL	565.00
2021-06-FA6-04-04	2021/02/02	100-PIN-V00000	Inv.#: 2021-01-04	IE		CHENG MICHAEL	-54.20
2021-06-FA6-16-27	2021/02/19	100-PIN-V00000	Inv.#: 1219	IE		PDEXCO	5,085.00
2021-06-FA6-16-27	2021/02/19	100-PIN-V00000	Inv.#: 1219	IE		PDEXCO	-487.80
2021-09-FA2-08-39	2021/05/10	100-PIN-V00000	Inv.#: CPROCBCSE	IE		CRYSTAL BAY CENTRE SCH COUNCIL	500.00
							83,198.27

Journal Entries

Batch #	Date	Account #	Reference	Src	J.V.#	Reference2	Amount
						Total:	0.00

Total Expenses: 83,198.27