



PARENT INVOLVEMENT COMMITTEE

**Wednesday, May 10, 2023
6:00 pm
Zoom Meeting**

Members: Diana Mills, Vicki Arkenstall, Alexandra Arraiz, Calla Barnett, Suzanne Lyon, Mohammed Saleem, Nancy Dean (OCASC), Elena Pushkareva (OCASC), Kristina Price (Ottawa Network for Education, Alternate)

Non-Voting Members: Emmanuel Worlor (City of Ottawa), Naya Markanastasakis (Principal, Pinecrest Public School), Suzanne Nash (Trustee), Dorothy Baker (Superintendent of Instruction)

Staff and Guests: Donna Dickson (Trustee), Teri Adamthwaite (General Manager, Finance), Mellissa Applewaithe (Board/Committee Coordinator)

1. Call to Order

Chair Mills called the meeting to order at 6:03 p.m.

2. Acknowledgement of Territorial Lands

Chair Mills acknowledged that the meeting is taking place on unceded Algonquin Homelands and thanked the Algonquin Nations for hosting the meeting on their land.

3. Approval of Agenda

Moved by Ms. Lyon,

THAT the agenda be approved.

Chair Mills proposed that agenda item 4, Matters for Action, be moved to item 5 and replaced with School Council Financial Reporting.

Moved by Ms. Lyon,

THAT the agenda be approved, as amended

Carried

4. School Council Financial Reporting (T. Adamthwaite)

General Manager Adamthwaite provided a presentation.

During the discussion and in response to queries, the following information was provided:

- School councils are subject to the same financial reporting regulations as the Ottawa-Carleton District School Board (OCDSB);
- The requirements were established in September 2013, at which time Policy P.133. FIN, Management of School Council Funds, was approved by the Board;
- In line with policy P.133.FIN, there are requirements for adherence to transparency, accountability and sound financial practice in the management of school council funds, and external auditors KPMG conduct annual audits;
- KPMG selects approximately three to five elementary schools and two secondary schools for the audit process based on the timing of the last audit;
- The OCDSB provides a School Council Funds Management Guide to school councils for direction on best practices in financial management and the audit process;
- The guide is intended to limit risk for both OCDSB and school councils;
- There is an approximate 50/50 split of school councils that bank with their school and those that bank outside the District. School councils that bank elsewhere are open to potential risk;
- OCDSB prepares an annual report to communicate the financial information received from school councils for each school year;
- The information provided by school councils to KPMG is incorporated into the OCDSB financial statements;
- School councils with remaining funds are encouraged to contact Finance, who may be able to assist in distributing the funds to a school council in need;
- There may be a future opportunity to discuss how to assist disadvantaged schools; and
- School councils are invited to contact Finance with any questions or concerns.

In response to a query for a detailed breakdown of the PIC budget, General Manager Adamthwaite noted that she would follow up with Superintendent Duah.

5. Matters for Action

5.1 Selection of an Ad Hoc Policy Committee Representative

Chair Mills called for volunteers for the role of Ad Hoc Policy Committee Representative.

Ms. Barnett volunteered to be the Ad Hoc Policy Committee Representative.

Ms. Barnett was declared the Ad Hoc Policy Committee Representative.

6. Reports

6.1 PIC Report, 12 April 2023

Moved by Ms. Johnston,

THAT the Parent Involvement Committee Report dated 12 April 2023, be received.

Carried

6.2 Superintendent's Report

Superintendent Baker provided her report and noted the following:

- The annual Open Trails Day is to be held at the Bill Mason Outdoor Education Centre on 13 May 2023;
- Rockcliffe Park Public School is hosting a High Tea in celebration of their 100th anniversary at Jubilee Gardens on 13 May 2023;
- The OCDSB is holding an in-person Strategic Planning Open House event at the Ottawa Technical Secondary School on 15 May 2023 to engage in conversation about the development of the 2023-2027 Strategic Plan;
- In response to a query on whether a Parent Involvement Committee (PIC)representative could attend the upcoming meeting between the OCDSB and the Ottawa Police Service (OPS), Superintendent Baker noted that she would follow up with Superintendent Duah for more information; and
- In response to comments regarding access to the Ontario Student Transportation Authority (OSTA) empty seats program on school buses, in particular for disabled parents, Superintendent Baker noted that she would bring the comments forward to senior staff.

7. Information Items

7.1 Chair's Report

During the report from the Chair, the following information was provided:

- Chair Mills reported that she had met with Superintendent Duah to request that PIC play a more active role in the parent conference;
- Superintendent Duah is to provide the Ontario Federation of School Athletic Associations (OFSAA) guidelines to assist with queries from parents of participating transgender students;
- The PIC chair has received feedback indicating that vaping is a frequent occurrence in school bathrooms that lack supervision. Chair Mills has requested information on what practices are in place for school bathroom supervision;
- PIC members would prefer meetings to be held every month of the school year in 2023-2024 and agreed that the format should be hybrid. The PIC chair will follow up on meeting frequency with Superintendent Duah; and
- The PIC chair has received the request for the annual report to trustees.

7.2 Strategic Plan Draft

Chair Mills led a discussion requesting input from PIC members on the draft strategic plan to date. During the discussion the following points were noted:

- How does PIC see the work of the committee reflected in the strategic plan?
- Can parental involvement/engagement be identified more clearly?
- The strategic plan is an opportunity for PIC in terms of learning objectives and well-being, as parental engagement leads to student well-being.
- Members have noted and approved of the emphasis on advancement of equity and equitable opportunities and also the inclusion of mental health, staff morale and literacy/numeracy as recommended by school councils;
- Where can the outcomes of the previous strategic plan targets be found?
- How will growth in parental engagement be measured and identified by progress indicators? Can a progress indicator for increased parental engagement be added? and;
- Specific to Parental Engagement
 - What does success look like?

- What work still needs to be done?
- How will it feel different?
- How will we manage growth that addresses a particular issue?

8. Standing Items

8.1 Updates from Workplan Subcommittees

During the update on the Workplan Sub-Committee, the following information was provided:

- The Parents Reaching Out Grant Funding Application and Distribution Sub-Committee has developed Terms of Reference, which have been distributed to PIC members for feedback;
- The Mental Health Sub-Committee will confirm the date for their first meeting in the near future;
- The Parent Engagement, Outreach, Guidance on Advocacy and Inclusion Sub-Committee met in April 2023 and agreed to adopt the directives of the OCDSB and PIC. The sub-committee plans to set measurable goals.

9. Committee Reports

9.1 Board Meeting

Trustee Nash reported that the main focus for trustees is the finalization of the budget and strategic plan and the recruitment of a new Director of Education.

9.2 Committee of the Whole

During the update on the Committee of the Whole, it was noted that 16 May 2023 is the deadline for comments on the policy for new Ontario legislation for school boards. PIC members should share their comments with trustees, superintendents or the PIC chair.

Trustee Blackburn provided a notice of motion at the 9 May 2023, Committee of the Whole meeting regarding police involvement in OCDSB schools.

9.3 Committee of the Whole, Budget

There was no update for the Committee of the Whole Budget.

10. New Business

In response to a query on whether a school council could appeal against a cut in Student Success hours from 0.5 to 0.25, Superintendent Baker noted that although she was unable to comment on specific cases, the OCDSB generally

determines school allocations using an equity lens to review each school's full quota of educators.

Superintendent Baker noted that allocations are based on the foundational needs of each school, but the OCDSB can make future adjustments in some cases to reflect emerging needs or needs that no longer exist since the original allocation.

She noted that there is no formal appeal process and suggested that principals could voice any concerns to their superintendent to address their school's unique situation, or the school council chair could approach their school superintendent or trustee.

It was noted that the PIC chair should coordinate and distribute information requests to board staff. PIC members should send any requests to the chair at pic.chair@ocdsb.ca.

11. Upcoming Meeting Dates

The upcoming meeting dates for the fall of 2023 will be provided at a future date.

12. Adjournment

The meeting adjourned at 8:21 p.m.

Diana Mills, Chair, Parent
Involvement Committee