



PARENT INVOLVEMENT COMMITTEE

Wednesday, September 13, 2023

6:00 pm

Trustees' Committee Room

133 Greenbank Road

Ottawa, Ontario

- Members: Diana Mills, Calla Barnett, Alexandra Arriaz, Seyi Okuribido-Malcolm, Suzanne Lyon, Mohammed Saleem, Vicki Arkinstall, Claudine Santos, Nancy Dean (OCASC), Elena Pushkareva (OCASC, Alternate)
- Non-Voting Members: Prince Duah (Superintendent of Instruction), Suzanne Nash (Trustee)
- Staff and Guests: Pino Buffone (Director of Education), Teri Adamthwaite (General Manager, Finance), Samah Suliman (Family and Community Engagement Coordinator), Mellissa Applewaihe (Board/Committee Coordinator)

1. Call to Order

Chair Mills called the meeting to order at 6:12 p.m.

Superintendent Duah introduced Director Buffone to Parent Involvement Committee (PIC) members.

Chair Mills introduced the Family and Community Engagement (FACE) Coordinator Suliman to PIC members.

Chair Mills provided an outline of updated meeting safety protocols.

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 Suzanne Lyon,

THAT the agenda be approved.

Carried

4. Follow Up - Action Items

4.1 PIC Budget

General Manager Adamthwaite provided a presentation on the PIC Budget.

During the discussion and in response to queries, the following points were noted:

- PIC funding is governed by technical requirements stipulated by the Ministry of Education (MOE);
- Reallocations of the budget may be possible if they follow MOE requirements and are approved by Superintendent Duah;
- The largest expense item in the budget is the annual Parent Conference, for which the Ottawa-Carleton District School Board (OCDSB) also provides additional funding;
- Superintendent Duah will investigate a query regarding a funding amount from a previous year and report back to PIC members at a future date;
- Finance will provide Superintendent Duah with updated information on the 2023-2024 PIC budget as necessary; and
- School councils are allocated MOE funding of \$500.

4.2 PIC Meeting Structure

Chair Mills provided an update on hybrid meeting protocols for the PIC.

4.3 Coordination of Information Requests

Chair Mills reminded members that they should send information requests to herself at pic.chair@ocdsb.ca, rather than staff. Chair Mills will provide written documentation for this process in the future.

5. Matters for Action

5.1 Report 22-064, PIC Membership Update and Sub-Committee Selection

Your committee had before it Report 23-064, providing an update on the PIC membership and seeking the establishment of a membership sub-committee.

Superintendent Duah noted the requirements pertaining to the PIC membership, per the PIC By-Laws and Standing Rules. He also noted the status of current members and vacancies.

Moved By Claudine Santos

A. THAT the Membership Sub-Committee be established and the following persons be appointed to serve on the committee:

Parent Member (Alexandra Arriaz)

Community Member (Optional, None)

B. THAT the Committee ask the Membership Sub-Committee to identify key local associations to be contacted seeking expressions of interest for participation on the PIC.

Carried

6. Discussion Items

6.1 2023-2024 Work Plan

Chair Mills provided an update on the PIC sub-committees created in February 2023.

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

- PIC has created three sub-committees: Mental Health, Parent Reaching Out Grant (PRO-Grant Funding) Application and Distribution and Parent Engagement, Outreach and Guidance on Advocacy and Inclusion (Parent Engagement);
- The PRO-Grant and Parent Engagement sub-committees have adopted Terms of Reference;
- PIC members agreed that the sub-committees should remain the same for the 2023-2024 school year; and
- PIC members expressed concern about the lack of tangible progress demonstrated by PIC during the 2022-2023 school year and noted that they would like to see positive outcomes from sub-committee work during the current year.

7. Reports

7.1 PIC Report, 10 May 2023

Moved by Suzanne Lyon,

THAT the Parent Involvement Committee report, dated 10 May 2023, be received.

Chair Mills noted that the attendance should be reviewed to ensure accuracy.

Moved by Suzanne Lyon,

THAT the Parent Involvement Committee report, dated 10 May 2023, be received.

Carried

7.2 Superintendent's Report

Superintendent Duah provided his report and noted the following:

- The Ad Hoc Policy Committee will meet on 19 September 2023;
- The Ottawa Student Transportation Authority (OSTA) are working to address transportation challenges with the OCDSB;
- The first session of the OCDSB Speaker Series will be on 19 September 2023.

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

- The OSTA transportation issues are caused by several factors, including staff shortages and retention and agreements with different companies that provide student transportation services;
- Most Special Education students are receiving transportation to school in vans;
- Superintendent Duah will provide details on a parent engagement survey in the future;
- Superintendent Duah will look into bringing a presentation on Safe Schools to PIC in the future; and
- The Ottawa Network for Education (ONFE) provides breakfast programs in some OCDSB schools and the District is working with them to determine whether they can provide a lunch program;

Suzanne Lyon assumed the chair.

- The 2023 Student School Climate Survey has recently been completed and has been released to schools. Members interested in obtaining the survey should contact their schools directly or can view highlights of the results on the OCDSB website; and
- The COVID-19 pandemic has impacted school construction projects.

Diana Mills resumed the chair.

7.3 Chair's Report

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

- In the event that PIC members require an additional meeting for the 2023-2024 school year, the Chair will liaise with Superintendent Duah and Board Services to determine whether staff can facilitate it;
- FACE Coordinator Suliman will meet with Chair Mills to identify areas that PIC members can support, including the possible involvement of planning and coordinating the Parent Conference;
- The involvement of school councils in the Parent Conference has not been determined; and
- The OCDSB has launched a digital anonymous reporting tool for students and staff to report concerns. Superintendent Duah will investigate whether the tool is compatible with the blind or vision impaired and report back in the future.

8. Information Items

There were no items for information.

9. Standing Items

9.1 Updates from Workplan Subcommittees

This item was discussed under item 6.1.

10. New Business

Chair Mills noted that members should consider the PIC By-Laws and Standing Rules at the 11 October 2023 meeting. She gave notice that she would be introducing a motion to make an amendment.

It was noted that the Ottawa-Carleton Assembly of School Councils (OCASC) hold monthly meetings on the third Thursday of every month.

11. Upcoming Meeting Dates

The upcoming meeting dates were provided for information.

12. Adjournment

The meeting adjourned at 8:55 p.m.

Diana Mills, Chair, Parent
Involvement Committee

