



## PARENT INVOLVEMENT COMMITTEE

Wednesday, January 15, 2025

6:00 pm

Trustees' Committee Room

133 Greenbank Road

Ottawa, Ontario

Members: Alexandra Arraiz, Calla Barnett, Tabassum Khan, Scott Walker, Alison Kinahan (Parents for Diversity), Adriana Johnston (Ottawa Network for Education), Ali Yaqub, Stacey Segal, Jason Glover, Tahir Yapici

Non-Voting Members: Suzanne Nash (Trustee), Prince Duah (Superintendent of Instruction), Samah Suliman (Family and Community Engagement Coordinator), Naya Markanastasakis (Principal, Pinecrest Public School)

Staff and Guests: Lynn Scott (Trustees), Aarya Bhatt (Student Senate), Derek Chuah (Student Senate), Tamara Persaud (Board/Committee Coordinator)

1. Call to Order

Vice-Chair Barnett called the meeting to order at 6:04 p.m.

2. Acknowledgement of Territorial Lands

Vice-Chair Barnett 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 Tabassum Khan,

THAT the agenda be approved.

Superintendent Duah assumed the Chair.

Vice-Chair Barnett requested that the agenda be updated to add sections 8.1 Work plan Discussion, 8.2 PIC Subcommittee Updates, and 8.3 Update from Board Committees.

**Moved by Tabassum Khan,**

**THAT the agenda be approved, as amended.**

**Carried**

Vice-Chair Barnett resumed the Chair.

4. Presentations

4.1 New PIC Member Onboarding/Orientation

Superintendent Duah provided an orientation on the By-Laws utilized by the Parent Involvement Committee (PIC).

During the presentation and in response to queries, the following information was noted:

- PIC is a legislated committee, and each school board across Ontario is required to have a PIC;
- PIC adheres to specific by-law's that are separate from the policies of other advisory committees;
- The mandate of PIC is to work collaboratively with the Ottawa-Carleton District School Board (OCDSB) to encourage and enhance parent engagement at the District level to improve student achievement and well-being;
- Members were encouraged to propose meeting topics and presentations for future meetings;
- Currently, there are no work plan subcommittees, but as priorities are defined and subcommittees are developed, members are encouraged to get involved; and
- Trustee Scott highlighted that there are many ways for PIC voices to be heard by the Board, including making informal recommendations through staff.

5. Action

5.1 Report 25-005, PIC Community Organization Membership Confirmation (P. Duah)

Your Committee had before it Report 25-005, seeking approval to appoint a new community organization member to the Parent Involvement Committee.

Superintendent Duah provided an overview of the membership campaign and sub-committee process that had been conducted to address the PIC vacancy as of 30 November 2024. He reported that the membership subcommittee met with PIC and selected a community organization for appointment.

**Moved by Scott Walker,**

**THAT the PIC appoints the Osgoode Youth Association for 2025-2027.**

**Carried**

5.2 Election of Chair

Superintendent Duah reviewed the election process and called for nominations for the role of Chair.

Scott Walker nominated Calla Barnett.

Scott Walker self-nominated.

**Moved by Scott Walker,**

**THAT nominations be closed.**

**Carried**

**Following an election, Superintendent Duah declared Calla Barnett as Chair.**

Superintendent Duah called a three minute recess at 6:59 p.m.

5.3 Election of Vice Chair

Superintendent Duah reviewed the election process and called for nominations for the role of Vice-Chair.

Tabassum Khan self-nominated.

**Moved by Scott Walker.**

**THAT nomination be closed.**

**Carried**

**By acclamation, Superintendent Duah declared Tabassum Khan Vice-Chair.**

5.4 Appointment of PIC Representative to COW

Chair Barnett called for volunteers for the roles of PIC representative and alternate for the Committee of the Whole (COW).

Tahir Yapici volunteered to be the PIC representative to the Committee of the Whole.

Jason Glover volunteered to be the PIC representative to the Committee of the Whole.

**Moved by Chair Barnett,**

**THAT Tahir Yapici be confirmed as the PIC representative to the Committee of the Whole.**

**THAT Jason Glover be confirmed as the alternate PIC representative to the Committee of the Whole.**

**Carried**

5.5 Appointment of PIC Representative to COW Budget

Chair Barnett called for volunteers for the roles of PIC representative for the Committee of the Whole (Budget) representative.

Jason Glover volunteered to be the PIC representative to the Committee of the Whole (Budget).

**Moved by Vice-Chair Khan,**

**THAT Jason Glover be confirmed as the PIC representative to the Committee of the Whole (Budget).**

**Carried**

5.6 Appointment of PIC Representative to Policy Review Committee

Chair Barnett called for volunteers for the roles of PIC representative and alternate for the Policy Review Committee.

Chair Barnett volunteered to be the PIC representative and Vice-Chair Khan volunteered to be the alternate PIC representative for the Policy Review Committee.

**Moved by Chair Barnett,**

**THAT Chair Barnett be confirmed as the PIC representative to the Policy Review Committee; and**

**THAT Vice-Chair Khan be confirmed as the alternate PIC representative to the Policy Review Committee.**

**Carried**

6. Reports

6.1 PIC Report, 20 November 2024

Moved by Tahir Yapici,

THAT the Parent Involvement Committee report dated 20 November 2024 be received.

Vice-Chair Khan assumed the Chair.

Chair Barnett requested that section 8.2 of the report be updated to include:

"Vice Chair Barnett attended the Policy Review Committee meeting where the revised policy for the Advisory Committee on Equity (ACE) was presented for approval. There was much debate about the best way to ensure a wide array of voices are heard during the decision-making process and that the most marginalized groups in OCDSB schools are represented at ACE. The amended ACE policy was approved by the Policy Review Committee and will be presented to COW.

An initial staff review of the respectful workplace policy was presented to the committee. The Vice-Chair raised concerns about some definitions and the need for a deeper analysis of the policy, including a review by ACE and the Indigenous Education Council (IEC), to ensure that marginalized OCDSB employees are considered.

The next Policy Review Committee meeting will be held on 12 December 2024."

**Moved by Tahir Yapici,**

**THAT the Parent Involvement Committee report dated 20 November 2024 be received as amended, subject to staff review of the proposed amendment.**

**Carried**

Chair Barnett resumed the Chair.

## 6.2 Superintendent's Report

Superintendent Duah provided his report and noted the following:

- Starting 31 January 2025, a new website platform will be launched for the OCDSB. PIC information will be displayed on every OCDSB school page. Microsites will also be created for all school councils to allow school council members to access their sites linked to their home school's main website. This allows school councils to connect to the school website while maintaining OCDSB oversight and connecting school councils with students and their caregivers. In February 2025, a three-hour virtual training session will be provided to inform school council chairs on accessing, navigating, and maintaining the microsites. This training will be recorded for those unable to attend; and
- The mental health team will present at the next PIC meeting on 12 February 2025 on ways of working collaboratively with PIC to support families and partner with community organizations.

a. DRAFT- Protocols for Responding to Inquiries from Parents and Caregivers

Superintendent Duah reported on the draft protocols regarding responding to inquiries from parents and caregivers, and the following points were noted:

- The Ministry of Education has issued Policy/Program Memorandum (PPM) 170 that addresses how parent inquiries are managed. A timeline has been established for school and administrative staff to respond to parent inquiries. The PPM states "at minimum, boards must ensure the acknowledgement of a parent inquiry within two business days. Boards shall make best efforts to provide an estimated date of response if a parent inquiry cannot be fully addressed within five business days of receipt.";
- It was clarified that the purpose of PPM 170 is to aid educators and school administrators in coordinating responses to inquiries from families. Complaints and concerns are handled under a separate protocol. It was proposed that definitions to differentiate between a complaint and inquiry should be included to reduce uncertainty in the process;
- Members expressed the need to circulate visuals and details to inform parents and caregivers publically of the changes being made to communication protocols. The information must be understandable and digestible to all parents from an array of demographics; and
- It was noted that PPM 170 exclusively directs communication between school educators, administration and parents. The new protocol will not impact the timeline of committee chairs and members' responses to parents.

7. Information Items

7.1 Chair's Report

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

- Members were encouraged to speak with Chair Barnett if they are interested in being a representative on the School Year Calendar Committee for the 2025-2026 school year;
- Members were reminded that the PIC email address is actively monitored and parents are encouraged to send PIC related questions, comments and concerns to [pic.chair@ocdsb.ca](mailto:pic.chair@ocdsb.ca); and

- Chair Barnett shared her vision for her term as chair of PIC.

8. Standing Items

8.1 Work Plan Discussion

There were no updates from the Workplan Subcommittees.

8.2 PIC Subcommittee Updates

There were no updates from the PIC subcommittees.

8.3 Updates from Board Committees

There were no updates from Board Committees.

9. New Business

There was no new business.

10. Upcoming Meeting Dates

The upcoming meeting dates were provided for information.

11. Adjournment

The meeting adjourned at 8:11 p.m.

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Calla Barnett, Chair, Parent  
Involvement Committee