



## PARENT INVOLVEMENT COMMITTEE

**Wednesday, April 17, 2019**

**6:00 pm**

**Trustees' Committee Room**

**133 Greenbank Road**

**Ottawa, Ontario**

Members: Mostafizur Khan, Carm Janneteau, John Marshall, Gita Nurlaila, Diana Mills, Susan Ingram (Community Representative), Martyn Reid (OCASC Member), Amber Labelle (OCASC, Alternate)

Non-Voting Members: Wendy Hough (Trustee)

Staff and Guests: Donna Blackburn (Trustee), Lynn Scott (Trustee), Ian Morris (SEAC), Brett Reynolds (Associate Director), Michele Giroux (Executive Officer), Engy Abdel Masieh (Policy Analyst), Nicole Guthrie (Board Committee Coordinator), Louanne Desbiens (Big Brothers Big Sisters)

1. Call to Order

Chair Khan called the meeting to order at 6:13 p.m.

2. Approval of Agenda

**Moved by Diana Mills,**

**THAT the agenda be approved.**

**Carried**

3. Review of PIC 20 February 2019 Report

**Moved by Amber Labelle,**

**THAT the Report from the 20 February 2019 PIC meeting be received.**

**Carried**

4. Chair's Report

Chair Khan advised that on 15 April 2019, he attended a professional development workshop for committee chairs on parliamentary procedure. The workshop was developed and led by Dr. Atul Kapur, who is a Certified Parliamentarian and Professional Registered Parliamentarian.

Chair Khan noted that the next speaker series will be presented in conjunction with the Autism Information Night on 23 April 2019. The event will be held at Sir

Robert Borden High School from 6 to 9 p.m. and will feature keynote speaker Dr. Jonathan Weiss who will address mental health and well-being in regards to students with Autism Spectrum Disorder.

Chair Khan noted that the next PIC meeting will be held on 8 May 2019. He encouraged members to provide him with discussion items. He noted that the Parent Conference may be discussed and that members should begin to consider topics that parents would find valuable. He added that he would again invite the Minister of Education and local City of Ottawa councillors to attend as special guests.

In response to a query from Mr. Reid regarding funding for the Parent Conference, Executive Officer Giroux noted that the District has historically received funding for the conference through the Ministry's PRO Grant. The District has not received confirmation on the status of the PRO Grant funding. The Ministry will be releasing its Grants for Student Needs (GSNs) and subsequent information in the EFIS papers. She anticipated that staff would be in a better position to confirm the funding at the presentation of the Board Budget. She added that should the funding not be provided by the Ministry, the Board would have to source the funding from within the operating budget but it would have to be discussed during the budget process.

Executive Officer Giroux advised that the 8 May 2019 PIC agenda includes a discussion item related to the conference.

## 5. Director's Report

### **Field Trips**

Associate Director Reynolds advised that there has been no change to the District's policy and procedure concerning field trips. However, principals and teachers have received additional professional development concerning risk and safety. He noted that trips might have risks and school-related consequences with staff supervisory time and student absences. He indicated that teachers and principals now carefully review field trips with a mind to selecting only those with a high educational value providing an opportunity for curriculum-based learning not available in the classroom. Teachers and principals evaluate the risks to ensure all of the safety issues are considered. Equity of access is also a consideration as many of the overnight field trips are expensive and may not be available to all. Field trips are happening, but principals are trying to guide staff to select those that are more in line with the intention of the procedure. The District aims to ensure that field trips that do run involve quality education, minimize risk and disruption and provide equity of access for all.

Mr. Reid expressed the view that a District statement within the School Council Newsletter to clarify the District's policy and procedure would be of value.

In response to a query from Mr. Reid regarding the difference between school sanctioned and unsanctioned events, Associate Director Reynolds encouraged

parent council members to discuss policy and procedure concerns with their Superintendent.

### **Autism Awareness Month**

Associate Director Reynolds noted that April is Autism Awareness month and the District began its programming on 2 April 2019. The Learning Support Services Autism team prepared kits with resources that were distributed to all schools to promote and raise awareness of Autism.

### **Budget and Staff**

Associate Director Reynolds noted the District has approved the Academic Staffing budget. Changes were made based on the input from the Ministry. For the most part, staffing will remain the same despite the Ministry announcement of changes to the class size ratio at the secondary level. The formula within the local collective agreement with the teachers' union dictates the class size maximums and the District is required to respect those agreements for the 2019-2020 school year. The changes will come into effect over time.

Associate Director Reynolds advised that the District is still waiting for further details regarding the regular budget. The Board will begin discussions on the 2019-2020 budget on 29 May 2019. Parents are welcome to attend all of the Committee of the Whole Budget meetings and special meetings where delegations will be heard.

Trustee Scott advised that Ottawa is in a favourable situation as the District expects enrolment growth which may help to offset losses the District might have otherwise incurred.

### **Strategic Plan**

Executive Officer Giroux advised that the Board and senior staff have been working on the draft strategic plan. The draft plan will be introduced to the Board at the 7 May 2019 Committee of the Whole meeting and will be shared with the community. May and June will be dedicated to collecting feedback. Parents and school councils will be made aware of the opportunity for consultation in the School Council Newsletter and other District communication channels. The Board will approve the Strategic Plan at the 26 June 2019 Board meeting.

### **Identity Based Data Collection**

Executive Officer Giroux noted that in preparation for the collection of identity based data, the District will be undertaking several focus group sessions to better understand the lived experience of students and how the data would help to address the issues. Executive Officer Giroux noted that the District will meet with key community partners who can assist the District with communication, outreach, and organization. The District has approached the Ottawa Local Immigration Partnership (OLIP) and COWIE to assist in the coordination of the

meetings. Staff anticipate the small researched based focus groups will occur in early May.

Executive Officer Giroux advised that the data collection will begin in November of 2019 and that an awareness campaign will promote and advise the community in the fall. The team is currently working with superintendents and principals on system readiness. Incorporating the data into the regular work is a critical element of the project. Reports such as the Annual Student Achievement Report (ASAR) and suspension data will change with the inclusion of the identity based data.

In response to a query from Ms. Nurlaila, Executive Officer Giroux noted that the intention is to gather the lived experiences, identify systemic barriers, and identify strategies to identify and overcome those barriers. The District has access to index based data which identifies neighbourhoods of need. The identity based data collection would allow for the collection of more specific information.

Executive Officer Giroux noted that the survey would be completed by the parents of elementary student and by the students themselves for those in grades 7 through 12. The provincial standard has identified target groups, but the District has taken a broader approach to include Indigenous students, students who experience anti-Black racism, students who experience Islamophobia, students who are Jewish. The District has expanded that to include LGBTQ++ students, students with disabilities, and students who reside in poverty.

In response to a query from Trustee Hough, Executive Officer Giroux advised that staff are looking at the work of other school boards who are further along with their data collection to better understand the collection of the socio-economic status element and best practice. She noted that this would be a good question for focus group session and community partners.

Executive Officer Giroux advised that the school climate survey for students will launch 23 April 2019 and will be open for four weeks.

## 6. Action Items

### 6.a Report 19-043, Confirmation of Community Representatives to the Parent Involvement Committee (PIC)

Your committee had before it Report 19-043, seeking to confirm the appointment of two community representatives to the Parent Involvement Committee.

**Moved By Carm Janneteau,**

**THAT the following persons, representing their respective associations, be appointed to the PIC for the term identified:**

**Carolyn Hunter, Community Representative, Ottawa Network for Education, 2-year term;**

**Melissa McGuirk McNeil, Alternate, Ottawa Network for Education, 2-year term; and**

**Mante Molepo Community Representative, Parents for Diversity 1-year term.**

**CARRIED**

Ms. Labelle suggested that future campaigns for community representatives indicate that the organization and/or association may appoint both a member and an alternate.

**7. Presentation and Discussion**

**7.a Report 19-048, Parent Survey for District Communication Tools**

Your committee had before it Report 19-048, to provide input on the communication tools the District is using with parents, specifically school websites, the parent portal, and the OCDSB app.

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

- The survey will be distributed to parents through the School Council Newsletter;
- The May 2019 "Keeping You Connected" will also provide details and a link to the survey. Many schools use the School Council Newsletter content in their own Parent Council and Principal newsletters;
- Interested parents may access the survey from an icon on the school and District website;
- The District will not be sending a letter home to all parents;
- Janneteau suggested an additional question be added that could capture input on the knowledge of the website, i.e. "Do you know if there is a website?" or "Have you ever used the website?"; and
- In response to a query from Mr. Marshall regarding social media, Executive Officer Giroux advised that the District's social media channels focus primarily on Facebook and Twitter. The District does have a LinkedIn account and at the outset of the Strategic Planning process created an Instagram account to help engage secondary students. Mr. Marshall advised that the District consider a Reddit account to engage a younger audience.

**7.b Ministry Consultation (Class Sizes and Hiring Practices)**

Details on the Ministry consultation on class sizes and hiring practices were provided for information.

Executive Officer Giroux sought input from the PIC on how best to make parents aware of the consultation. She indicated that the School Council Newsletter has contained links to the consultation and that a link is available on the District website. The information has also been shared on the District's social media channels.

Associate Director Reynolds reminded the members that the Ministry owns the consultation.

Ms. Mills shared several questions and concerns regarding the consultation. Associate Director Reynolds encouraged Ms. Mills and others to direct those questions to the Ministry as a response to the consultation.

Ms. Mills expressed the view that more information on each of the consultation focus areas would be beneficial to parents and could aid them in their response.

Executive Officer Giroux suggested quick links, titled "Current Ministry Consultations" could be added to all school websites. Staff could investigate the creation of a template with the details and deadlines, active links, the top three noteworthy facts related to the consultation, links to the related board policies and procedures and information on how to contact local Members of Provincial Parliament.

Ms. Labelle agreed with the proposed template and suggested that it also include a link to the Board of Trustee response, should there be one, to ensure parents have a frame of reference.

Ms. Labelle expressed the view that the Ministry consultations are inaccessible and most parents are unequipped to answer and respond to the difficult questions related to complex issues.

The District cannot provide the translation services required to make the consultations accessible.

Mr. Reid expressed the view that the consultation appears designed to prevent parents from responding. He anticipated a low response rate of those truly invested and will capture outlier remarks.

Executive Officer Giroux noted that the idea of a template model could be a sustainable framework that would be available for additional consultations as they arise.

7.c Rowan's Law (Concussion Safety), 2018 Regulatory Registry Consultation

Information from the Ministry regarding Rowan's Law (Concussion Safety), 2018 Regulatory Registry Consultation was provided for information.

The deadline for submissions is 18 April 2019. Associate Director Reynolds noted that community sport may be more impacted by the results of the consultation than the District. He noted that after the consultation, the Ministry would provide the District with a Provincial Policy Memorandum (PPM) and the District will revise its policy and procedure accordingly.

8. Member Information

8.a OCASC Report

Mr. Reid advised that 21 March 2019 meeting of OCASC was informative owing to presentations from Manager Sandra Lloyd and Bill Tyers from the District's Risk Management department as well as Natalie Markoff from the Parents' Lifelines of Eastern Ontario (PLEO).

Mr. Reid noted that Bill Tyers provided OCASC parents with a comprehensive overview of school council liability, event planning, risk and hosting sanctioned and non-sanctioned events. Mr. Reid expressed the view that the presentation from Manager Lloyd and Mr. Tyers helped most reaffirm that their councils are on the right track in terms of risk and liability. Ms. Mills suggested that a session on risk be made available again at the 2019 Parent Conference.

Executive Officer Giroux noted the District often works with PLEO and that their work would be an interesting topic for the speaker series.

Mr. Reid advised that the 18 April 2019 OCASC meeting will feature a demonstration from MyLifeOnline and a discussion about social media and online safety.

Executive Officer Giroux encouraged OCASC to provide staff with input on the types of information required by school councils to add to the School Council Information section of the School Council Newsletter.

Ms. Labelle indicated that she would provide PIC with an update on the OCASC initiative of an online knowledge library of best practices and resources at the 8 May 2019 PIC meeting.

Mr. Reid noted that OCASC meetings are open to all and encouraged PIC members to attend.

9. New Business

Executive Officer Giroux advised that the following items may be discussed at the 8 May 2019 PIC meeting: Parent Conference Planning, Speaker Series Planning, the Draft Strategic Plan; and presentations from the new community representatives.

Ms. Janneteau requested that the survey results from the 2018 Parent Conference be provided to aid in the planning discussion.

10. Adjournment

The meeting adjourned at 7:50 p.m.

---

Mostafizur Khan, Chair, Parent Involvement Committee