



Ottawa Catholic School Board
Catholic Education Centre
570 West Hunt Club Road
Nepean, Ontario K2G 3R4
Phone: 613-224-2222 Ext. 2273
Fax: 613-228-4158
ocsb.ca



Parent Involvement Committee (PIC) Meeting
Wednesday, November 12, 2014
Catholic Education Centre – Room 2
Noon – 1:00 p.m.

MINUTES

Committee Members Present: Sean Jackson (Chairperson), Laura Cater (Parent), Susan Elsdon (Parent) by phone, Helene Lapointe Jerome (Community), Joanne MacEwan (Trustee), Cathy Philpott (CSPA Chairperson), Mark Savenkoff (Parent)

Staff: Julian Hanlon (Director of Education), Sandra Falcomer (Administrative Assistant), Kathy Hodgins (Executive Officer), Cindy Owens (Principal)

Absent: Laura Lea Johnson (Parent), Mirna Akkawi (Parent)

PRAYER (Julian)

WELCOME TO NEW PEOPLE (Sean)

Sean introduced Helen Jerome Lapointe, Chairperson of SEAC, who has been invited to be a member of the PIC Committee.

1. **APPROVAL OF AGENDA** (Sean)

Motion: Moved by Laura Cater, Seconded by Cathy Philpott,

THAT the Agenda of November 12, 2014 be approved as presented.

Carried

2. **CONFIRMATION OF MINUTES – September 17, 2014**

Motion: Moved by Cathy Philpott, Seconded by Mark Savenkoff,

THAT the Minutes of the September 17, 2014 meeting be approved as presented.

Carried

3. **ACTIONS RESULTING FROM SEPTEMBER 17, 2014 MEETING:**

a) Family of Schools PRO Grant Guidelines (Sean/Cathy)

- When schools partner for a PRO Grant, all expenses must be divided equally by partnering Family of schools - Regional Ministry of Education indicated that one host school was okay for managing funds and dispersing payments, as long as each school submitted their own report (the reports can all be duplicates) and expense were divided equally among the schools participating.
- While we have discussed this for family of schools, it really can be used for any group of partnering schools.

b) PIC and PRO Funds distribution and follow up (Sean/Sandra)

- PIC cheques and letters have gone out and the PIC reporting form will be sent in May
 - Assumption School has responded already
- PRO cheques were sent directly to the schools; Sandra indicated that a pdf letter was sent to the schools informing them cheque was sent (cc to principal and OA)
- Report back from previous years:
 - We still have some schools who have not yet reported back for PIC fund usage or the PRO grant report required. There are also some schools who have reported back the the ministry but not sent the board the report and receipts.
 - Sandra will follow up with the appropriate superintendent, but we should decide on our standard follow up procedures to put in place.

c) Ministry welcome and information letter added to PIC website (Sean)

- Ministry of education sent PICs the yearly welcome letter outlining initiatives and ministry direction. Will be added to website for parents to view and use links/information given.

4. **NEW BUSINESS**

a) **PIC Parent Membership Update (Sean)**

- Sean put out a membership call to CSPA executive – Use Exec of CSPA Group because they are regionally focused, and have good experience from the school level for parents
- Laura Cater, Cathy Philpott, Susan Elsdon, Mark Savenkoff and Mirna Akkawi will remain on the Committee

b) **PIC Budget Update (Sean)**

- PIC has excess funds that have not yet been allocated
- Sean requested committee members to reach out to schools and Superintendents for engagement ideas
- People For Education Conference - Budget is \$1,200 for 2 people to attend
- Archbishops charity dinner – will purchase two tickets (\$260 budget)
- New Item
 - Growing Up Great Award tickets - CSPA is being given an award, will purchase luncheon tickets for those that want to attend – 5 @ \$40 = \$200 budget

Motion: Moved by Cathy Philpott, Seconded by Susan Elsdon,

THAT tickets be purchased for the Growing Up Great Awards - \$200 be approved.

Carried

c) **PIC and Regional PRO Grant Update (Cathy/Sean)**

- Tania Gonsalves – the largest initiatives within the grant are the parent information nights in different communities; more events are planned for the spring (January/February); MLO's have done surveys and are putting in place strategies for event promotion to parents; south east Ottawa has one event planned as well.
- Sean: we have been working on the communication survey with Nicky, and will touch base with her regarding the video; talked with communications team about partnering for a potential video as well; enlisted Jon Juane regarding the next steps for video series. We want to continue to reach out to groups we don't normally have access to; last year was a pilot and now moving along with that series of videos; quotes received from last year were significantly more than the first quotes we received; doing due diligence to make sure we get the best value for our money.

d) **PIC Parent Communication Survey (Sean)**

- Parent communication survey: - survey questions completed last year and final draft has been approved; moved into translation this year to be translated into 4 languages (ones with most impact for parents, based on board personnel feedback); we have received the translations for the 4 languages; targeting January/February to get the translated surveys into an online survey tool and once approved, the communications strategy will be sent out. Looking at late February to go live with the survey and communication. It is not possible to get this completed before Christmas. This year, the board has a Climate survey that usually goes out March/April, so we are mindful of not overlapping with that. The parent survey is not a long survey, and deals with communications methods, not specific technologies.

e) **PIC Website updates (Sean)**

- A few changes have been made to our website content, but we still need to ensure that visitors to the page clearly understand that we provide most of our parent resource information via our CSPA website. Will continue to explore with the board communications team a way to enhance this on our webpage.

f) **PIC Meeting dates – Remainder of the Year (Sean)**

- February 25th and May 27th are confirmed future PIC meeting dates

5. **OTHER BUSINESS ARISING**

a) **PIC Membership Community Representative (Sean)**

- Must have a community representative on the PIC (based on PIC bylaws); reviewed what a community representative is and Helene Jerome Lapointe is considered a “community representative”; PIC feels that we are covered

b) **People for Education Conference Summary (Cathy/Sean)**

- Keynote speaker was Paul Tough (journalist) talking about engagement and working together; presented his message quite well
- over 300 people attended; parents, trustees from the province; OCSTA representative; theme/message was how we can enrich our school communities
- Joanne MacEwan provided her overview and attended making Inclusive Schools presentation; Sean attended the education funding workshop; lots of good questions and discussion on the current funding model; Cathy Philpott attended

the session on Sexual Education, *How to Talk Sex So Kids Will Listen*; other speakers included Stuart Shanker (socio emotional/mental health), and the Minister of Education

- Joanne and Cathy attended *It's all about Digital Communication*
- Seed of the ideas that we use to plan our events and themes come from attending these conferences. Very worthwhile
- Start thinking for next year to move to softer skills for teachers/parents about emotional and mental wellbeing – bring some of the speakers in from Toronto and plan for next year; some speakers would do well for principals/teachers and parents; parenting now is focused on parents;
- Health and Physical Education Survey – PIC has been asked to do the survey as well (a parent within elementary to grade 8) or if another parent on PIC is interested, please let Sean know.

c) Growing Up Great Luncheon CSPA award and ticket purchase

Refer to Item 4(b)

d) P4E Networking meeting homework for OCSB

- Brainstorming to do something as a group, reaching out to community groups that we don't have access
- Cathy and Sean reaching out to community partners in a setting parents feel comfortable in
- Do people understand all of the groups that are out there? What are the groups; how to document them; how to work with them; that model can be shared with other regions and use the model to contact community partners to access them and the parents
- Sean/Cathy have been asked to document External Agencies as a starting point. More discussion through the networking group
- Helen Lapointe Jerome will solicit a community representative from one of these groups

e) PIC Conference Attendee's potential to ask for 2 more people

- Some boards have petitioned to send more than 2 people and if there is an opportunity to send more, we will open it
- Conference program will be announced in January and likely held in April
- If anyone from the table would like to go, please let Cathy/Sean know and they will pursue registration.
- Program begins at noon on the Friday and ends mid-afternoon on Saturday Fri noon – Sat mid afternoon
- Committee indicated there were no objections to adding more.

f) **Director's Forum Planning and Speaker**

- The speaker being considered has cancelled twice from previous events; there is concern that it will happen again. Plan B – Jean Clinton to be considered to present to staff during the day and parents in the evening. Avoid selecting someone that principals have heard. Dr. Debra Pepper suggested as well as Paul Tough. A meeting will be planned before Christmas.

6. **NEXT MEETING: February 25, 2015, noon in Room 3**

Motion: Moved by Cathy Philpott, seconded by Laura Cater,

THAT the meeting be adjourned at 1:07 p.m., be approved.

Carried