



Ottawa Catholic School Board
570 West Hunt Club Road
Nepean, Ontario K2G 3R4
Phone: 613-224-2222
Fax: 613-224-5063
ocsb.ca

Parent Involvement Committee
Wednesday, October 9, 2013
Catholic Education Centre – Room #3 (regular room)

MINUTES

Committee Members Present: Mirna Akkawi, Laura Johnston, Cathy Philpott, Sean Jackson (by phone), Cindy Owens, Joanne MacEwan, Julian Hanlon, Alana Schryburt

In attendance: Laura Cater

Prayer (Julian)

1. Approval of Agenda

- **THAT the agenda of October 9, 2013 be approved as amended.**
 - **PIC Logo**
 - **Budget update**

Moved by Laura Johnson, seconded by Mirna Akkawi

2. Confirmation of Minutes – June 12, 2013

- **THAT the minutes of the June 12, 2013 meeting be approved as presented.**

Moved by Mirna Akkawi, seconded by Laura Johnson

3. Actions resulting from June 12th meeting

- Director's Forum – Date and Keynote Speaker (Julian)
 - **Pending: March 26th, 7:00 p.m. at St. Paul HS.**
 - **Bruce Ferguson may not be available this day so may have to move the date. Julian will update Cathy/Sean once known.**

4. New Business:

- Parent Education: Parenting Now & Social Networking Safety – (Cathy)

- **Parenting Now: October 26, 2013**
 - **Registration at 79, good at this time**
 - **Mike Baine, speaker; plus two presenters from Toronto**
 - **In attendance: Doug Tateishi and Penny Patrician from the Parent Engagement office, Ministry of Education**
 - **Social Networking Safety: October 27, 2013**
 - **Registration at 116**
 - PIC representation and succession planning (Sean)
 - **Karen Delaney is stepping down as a parent representative**
 - **Committee members asked to confirm with Sean that you will be staying on the committee for the 2013-2014 school year**
 - **By-law procedures for membership and chair outlined**
 - **Community representative discussed**
 - Our PRO Regional Grant approved - Next steps (Sean)
 - **\$7500 approved, need to initiate the planning of specific events**
 - **Going out to specific communities to engage them in their schools; executive members will be key in communicating and involving parents**
 - **Recently, Cathy hosted an Open House display in the Hunt Club area, neither a great day nor a lot of people out, but those who attended were interested.**
 - **Inuit Children's Centre – Cathy was in contact and looking at expanding communication. Met with one of the Coalition Leaders last spring to see if there was something we could do together.**
 - **\$1000 of the PRO funds goes towards supporting the Notre Dame REC Leadership program to create a parent component to program**
 - Board schools PIC/PRO Grant Report back and follow up (Sean)
 - **Any suggestions/revisions to the process, please let Sean know**
 - **\$4000 returned by schools for various reasons, i.e. speaker cancelled, timing of event, etc.; Administration tracks reasons for funds not being spent but at this time no major concerns reported**
 - **THAT a portion of the PRO Grant funds returned to the Board be offered to four intermediate schools to bring their funds received up to last year's levels (drop due to low enrolment and a new ministry funding formula)**
- Moved by Laura Johnson, seconded by Mirna Akkawi.
- **ACTION: Sean to show on the budget sheet that funds are being used for this purpose.**

- List of Schools Receiving PRO Grants (Sean)
 - 1) 2012 PRO Letter Template (to be updated for 2013-14)
 - **Letter to remain the same**
 - **Timeline to mail out: by Oct 21st**
 - 2) 2012 PIC Letter Template (to be updated for 2013-14)
 - **Letter to remain the same**
 - **Timeline to mail out: by Nov. 4th**
 - 3) PIC funds – distribution
 - **Information**
 - Ministry Letter to PICs – consultations (Sean)
 - **Information**
 - PIC communication survey – Status (Sean)
 - **Overview provided**
 - **Jon Juane, Communications Dept – Sean & Cathy met with him and discussed a sample of the survey and outlined what would be helpful to PIC**
 - **Hope to have draft survey before Christmas to discuss at January PIC meeting**
 - **ACTION: Julian will contact one of the Research Officers to let them know that Sean will need assistance in phrasing the survey questions.**
 - People for Education conference attendance (Sean)
 - **PIC has funded two people in the past to attend. For this year, CSPA will be funding one person (Cathy). Sean indicated that a number of topics look at communications within the school community, and is asking PIC to support and cover expenses for one person to attend the conference (Sean). Approx \$600.00**
 - **THAT Sean Jackson attend the People for Education conference and that his expenses be covered by the PIC Working Funds**
- Moved by Laura Johnson, seconded by Mirna Akkawi**
- Boot Camp for Councils (Cathy)
 - **What it is like to be on council**
 - **Bringing in Jackie Strachan for date in November, possibly 20th**
 - **Location TBD, possibly Notre Dame**
 - OAPCE – Membership letter (Julian)
 - **Overview of past practice outlined.**
 - **People for Education and CSPA provide us with information**

- **Given the percentage of the budget that would be required to become a member, we still feel the dollars can be put to better use within our parent community to enhance their engagement.**
- **Cathy provided overview of her knowledge of their communications, conferences, and information sharing**
- **ACTION: Julian will respond that PIC does not wish to become a member.**
- Other business arising:
 - PIC logo displayed

That the PIC logo displayed be approved.

Moved by Laura Johnson, seconded by Mirna Akkawi

- Budget: finalizing last year`s budget. Waiting for last submissions and hope to have ready shortly.
- Budget for this year \$15,200 (11,000 PIC and \$4000 from unspent PRO funds) – anything else leftover will be added and allocated through the year based on PIC approval.

5. Next meeting: January 29, 2014, noon