



Parent Involvement Committee

February 23, 2012, noon

CEC – Room 3

A G E N D A

Prayer (Julian)

1. PIC Symposium in Toronto - April 21-22, 2102 (see Ministry memo)
2. People for Education – March 3rd, 2012 meeting in Toronto
3. Review of PIC and PRO Grants (see Report back form for PIC)
4. Budget
 - PRO Regional Grant (\$9000)
 - PIC Support Budget (\$11,200)
5. Parent Engagement Initiatives
6. Next Meeting – May 30, 2012

Catholic Education Centre

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Ministry of Education

Instruction and Leadership
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Inclusive Education Branch

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MEMORANDUM TO: Directors of Education
Supervisory Officers of Provincial Schools and School Authorities

FROM: Ruth Flynn, Director
Inclusive Education Branch

DATE: February 6, 2012

SUBJECT: **Covering travel and accommodation costs of two members of the Parent Involvement Committee (PIC) to attend the Minister's third annual PIC Symposium, April 20-21, 2012.**

As a follow-up to Minister Broten's letter of January 24, 2012 inviting two parent members of your Parent Involvement Committee (PIC) to attend the Minister's Third Annual PIC Symposium in Toronto on April 20-21, 2012, I am writing to request your assistance with the travel and accommodation arrangements and covering the costs of your PIC delegates in advance of the Symposium.

I want to thank you for your support in encouraging and enabling these parent volunteers to participate in this year's Symposium. As was the practice last year, your board's expenses will be reimbursed by the ministry following the event.

Building on the success of the 2011 Symposium, this event will provide opportunities for PIC Chairs and members to learn more about the government's parent engagement policy and regulation, and to share effective practices for parent engagement in support of student achievement and well-being. There will be a variety of workshops and sessions on topics of interest to PICs, and opportunities to discuss challenges and to share good ideas with each other and with ministry staff.

Hotel Arrangements

As last year, we will ask PIC delegates to contact their board to assist with travel and accommodation arrangements. Please reserve rooms on behalf of your PIC delegates at the Courtyard by Marriott Downtown Toronto Hotel. A block of rooms has been reserved for Symposium participants. Room reservations can be made online by clicking on the following link: [Courtyard by Marriott Downtown Toronto](#) or calling the hotel toll free at 1-800-847-5075.

Please finalize your arrangements by April 6, 2012 and reference **GIPG** to qualify for the group rate. Please complete the attached 'Credit Card Billing Authorization Form' and fax the form along with a photocopy of the credit card to the hotel at 416 934-5599 to ensure the proper payment of the hotel room and taxes. This is required in advance of PIC members' arrival at the hotel.

Travel Arrangements and Expenses

The Ministry of Education will reimburse boards for economical plans for travel, meals, accommodation and hospitality.

The order of preference for vehicle use is: 1) rental vehicle, followed by personal vehicle. A copy of the Expense Guidelines will be sent to PIC representatives so they are aware of the details of eligible expenses.

The guidelines also cover other expenses including meals that may be required during transit.

Expense Claims and Reimbursement

Travel, meal, accommodation expenses are to demonstrate value for money and be considered necessary and economical with due regard for health and safety. Alcohol is not an eligible expense, nor can it be included as part of any individual meal, travel, accommodation or hospitality expense. These expenses are based on the *Government of Ontario's Travel, Meal and Hospitality Expenses Directive*.

For reimbursement, please send the completed Expense Claims Form and all itemized original receipts to Josiane Ng after the conference, no later than April 30, 2012. She can be reached at:

Josiane Ng
Parent Engagement Office
Ministry of Education
12th Floor Mowat Block
900 Bay St, Toronto ON M7A 1L2

A memo regarding registration, travel and accommodation arrangements will be sent to the PIC Chairs and Co-Chairs. Thank you for your assistance and support of parent engagement and two of your PIC members' attendance at this year's Symposium.

If you have any further questions, please contact Penny Patrician at penny.patrician@ontario.ca or speak with her directly at 416-327-7988.

Sincerely,



Ruth Flynn

Att:

Credit Card Billing and Authorization Form
Expense Claim Guidelines
Expense Claim Form



Ottawa
Catholic
School Board

Parent Involvement Committee (PIC) Grants Reporting Form - 2011-2012

(one submission per school council)

All Schools received the following:

\$500 for Elementary Schools, Intermediate Schools, 9-12 High Schools

\$1000 for Grade 7-12 High Schools

School: _____

Date: _____

Date	Supplier	Purpose	Amount
		Total:	\$

Instructions:

- 1) Please itemize expenses (attach additional sheet if needed)
- 2) Place original receipts in this envelope (no photocopies)
- 3) Deadline to spend: June 11th, 2012
- 4) Send to: Alana Schryburt, Director's Office, 570 W. Hunt Club Rd. by June 17, 2011

Signature of School Council Chairperson

Signature of Principal

Please print name

Please print name

Dated: _____

Dated: _____