



Parent Involvement Committee Meeting

**Tuesday, September 27, 2011
12 – 1 p.m. – Room #3**

AGENDA

- | | <u>Page</u> |
|--|-------------|
| 1. Approval of By-laws (attached) | 2-10 |
| a. New version with “director of education / designate” | |
| 2. Ministry of Education letter to PIC Chairs and Co-Chairs (attached) | 11-13 |
| 3. PRO Update | |
| a. Update on Outstanding Schools 2010-11 - verbal | |
| b. Unused Funds – How these funds will be used? | |
| c. New Funds – 2011-12 (attached) | 14-18 |
| d. 2011- 12 Draft Letter and Reporting Process (attached) | 19 |
| 4. PIC Update | |
| a. Update on Outstanding Schools 2010-11 - verbal | |
| b. 2011-12 Draft Letter and Reporting Details (attached) | 20-21 |
| 5. Regional PRO Grant – Parent Symposium (verbal) | |
| a. Parent Symposium – Saturday, November 12, 2011, 8 a.m. – noon,
St. Patrick’s High School. Topic: Mental Health | |
| 6. 2011/2012 Goals | |
| a. Director’s Forum: Wednesday, February 29 th – Details to be confirmed | |
| 7. Next Meetings (4 per year) | |



Parent Involvement Committee

BY-LAWS

DRAFT

Adopted by Committee Resolution on _____

TABLE OF CONTENTS

PROCEDURAL BY-LAWS

		<u>Page</u>
	<u>Education Act</u>	i
	<u>Purpose</u>	ii
<u>By-Law Number</u>	<u>Description</u>	
1	Composition of Committee / Appointment or Election of Members	1
2	Term of Office / Vacancies	2
3	Chairperson / Spokesperson	3
4	Meetings	3
5	Voting	4
6	Minutes and Financial Records	4
7	Remuneration	4
8	Conflict of Interest	5
9	Summary of Activities	5

Education Act

Ontario Regulation 330/10 made under the Education Act

Made: July 13, 2010

Filed: September 1, 2010

PART III – Parent Involvement Committees

PURPOSE

The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. O. Reg. 330/10, s. 6.

A parent involvement committee of a board shall achieve its purpose by,

- (a) providing information and advice on parent engagement to the board;
- (b) communicating with and supporting school councils of schools of the board; and
- (c) undertaking activities to help parents of pupils of the board support their children's learning at home and at school. O. Reg. 330/10, s. 6.

A parent involvement committee of a board shall,

- (a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
- (b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);
- (c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;
- (d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,
 - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
 - (ii) identify and reduce barriers to parent engagement,
 - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and
 - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and
- (e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the *Education Act* for parent involvement as described in section 27 and clauses (a) to (d), is to be used. O. Reg. 330/10, s. 6.

PROCEDURAL BY-LAW 1

COMPOSITION OF COMMITTEE / APPOINTMENT OR ELECTION OF MEMBERS

- 1.1 Any parent of a student in the Ottawa Catholic School Board is eligible to be a parent member on PIC. Parent members will be appointed by the Catholic School Parent Association (CSPA) and are not limited to CSPA members. Parent membership appointments to this committee will be reviewed regularly by CSPA to ensure continued parent involvement.
- 1.2 The committee shall appoint the following people to the committee:
 1. Four parent members
 2. The director of education / designate of the board
 3. One board trustee
 4. One member of administration, appointed by administration
 5. The number of community representatives, up to three, the committee determines appropriate.
 6. One or more of the following individuals may be appointed:
 - a. One principal of an elementary and /or secondary school of the board
 - b. One teacher employed, other than the principal or vice-principal of an elementary and / or secondary school of the board.
- 1.3 A person is qualified to be appointed by the committee as a parent member of the committee if he or she is a parent
- 1.4 Community representatives appointed to the committee shall not be employees of the board and shall become members of the committee when the majority of committee members deem necessary.
- 1.5 In appointing members to the committee, the parent members shall constitute a majority of the members of the committee.
- 1.6 Trustees shall become members of the committee after a recommendation to the board.
- 1.7 Principal / teacher members of the committee shall become members of the committee when the majority of committee members deem necessary.

PROCEDURAL BY-LAW 2

TERM OF OFFICE / VACANCIES

- 2.1 The term of office of some of the parent members shall be one year and the term of office of some of the parent members shall be two years based on the needs of the committee.
- 2.2 A parent member of the committee may be reappointed or re-elected to the committee for more than one term.
- 2.3 The term of office for the director of education and member of the administration appointed to the committee shall be on-going.
- 2.4 The term of office for all other members shall be one year.
- 2.5 A member of the committee may be reappointed or re-elected to the committee for more than one term.
- 2.6 In the event that an individual appointed to the committee vacates his or her position on the committee, the committee shall appoint another individual to the position. However, should this position be a trustee this person shall be appointed after board approval.

PROCEDURAL BY-LAW 3

CHAIRPERSON / SPOKESPERSON

- 3.1 The committee shall have a Chair or Co-chairs and must be a parent member of the committee and shall be elected for a two-year term by the parent members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of Chair or Co-Chair.
- 3.2 Only parent members with a two-year term are eligible to be elected to the position of Chair or Co-chair.
- 3.3 An individual may not serve more than two consecutive terms as Chair or Co-Chair unless otherwise decided by the committee.
- 3.4 The Chair or Co-chairs of the committee will be elected by the parent members by November 1st. The Chair or Co-chairs should be the CSPA Chair or another CSPA Executive member.
- 3.5 The Chair or Co-chairs shall act as spokesperson for the committee in communicating with the director of education.
- 3.6 The Chair or Co-chairs shall set the agenda with the Director, governs the meetings, and ensures minutes and financial reports comply with committee policy and are posted to the Board website in a timely manner.

PROCEDURAL BY-LAW 4

MEETINGS

- 4.1 The committee shall meet at least four times in each school year whether in person or electronically.
- 4.2 A meeting of the committee cannot be held unless a majority of the members present are parent members, the director of education / designate and one trustee.
- 4.3 All meetings shall be open to the public and shall be held at a location that is accessible to the public.
- 4.4 The Chair shall ensure that notice of each meeting is provided to all members of the committee at least five days before the meeting
- 4.5 Committee meeting date, time and location shall be publically advertised at least five (5) days in advance of the meeting.

PROCEDURAL BY-LAW 5

VOTING

- 5.1 When the committee votes on a matter, only parent members and community representative members are entitled to vote.

PROCEDURAL BY-LAW 6

MINUTES AND FINANCIAL RECORDS

- 6.1 The committee shall keep minutes of all meetings and records of all financial transactions.
- 6.2 Minutes and financial transactions shall be retained in accordance with the policies of the board.
- 6.3 The minutes of the committee shall be posted on the board's website
- 6.4 The minutes and records of its financial transactions shall be available for examination at the board's office.

PROCEDURAL BY-LAW 7

REMUNERATION

- 7.1 A parent member shall not receive any remuneration for serving as a member of the committee.
- 7.2 Expenses incurred as members of the committee shall be reimbursed and an honorarium provided for approved extenuating circumstances.

PROCEDURAL BY-LAW 8

CONFLICT OF INTEREST

- 8.1 The parent committee member shall excuse themselves from the meeting when the matter being discussed is a conflict of interest.

PROCEDURAL BY-LAW 9

SUMMARY OF ACTIVITIES

- 9.1 The parent committee member shall annually submit a written summary of the committee's activities to the Chair of the board and to the board's director of education.
- 9.2 The summary of activities shall include a report on how funding was spent.

Ministry of Education

Ministère de l'Éducation

Deputy Minister

Sous-ministre

Mowat Block
Queen's Park
Toronto ON M7A 1L2
Telephone (416) 325-2600
Facsimile (416) 327-9063

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2
Téléphone (416) 325-2600
Télécopieur (416) 327-9063



September 2, 2011

Dear PIC Chairs and Co-Chairs,

We are all aware of the positive link between parent engagement and student achievement and well-being. A genuine partnership between parents and schools results in improved student achievement, reduced absenteeism, positive student behaviour, and increased confidence among parents in their children's schooling. In support of parent engagement activities, funding is provided to school boards with annual base funding of \$5000, plus 17 cents per student for a PIC, and an additional \$500 per school council.

The Parent Engagement Office continues to develop and implement initiatives that support learning and student achievement across the province. In 2010, the Parents Reaching Out (PRO) grant program received international recognition through a McKinsey & Company report analyzing high-achieving school systems across the world. The successful, innovative and grassroots PRO grant program sets Ontario apart from other provinces and countries by helping parents identify barriers and find local solutions to involve more parents in their children's education.

Since the inception of the PRO grant program in 2006, the ministry has invested nearly \$14 million, supporting more than 9,000 school council and regional/provincial projects. This year, 93 per cent of school council applications were approved, representing all 72 publicly funded school boards – the highest number and percentage of approvals ever. We are pleased with the strong interest shown by school council and PIC members who are working to involve more parents in their children's learning.

A practical and user-friendly handbook for PIC members was distributed to you in draft form on April 6, 2011. We hope that you will find it useful as you move through the transition phase to full implementation of the PIC mandate outlined in Regulation 612/00. Your feedback would be appreciated by November 30, 2011 using the survey form provided. The draft handbook, *Making a Difference: A Practical Handbook for Parent Involvement Committee Members*, can also be found online at:

<http://www.edu.gov.on.ca/eng/teachers/HandbookPIC.pdf>.

...2

A Tool Kit for parents was sent to PICs in February, 2011. It was developed by the Ontario Public Supervisory Officials' Association (OPSOA), to support parents' important role of contributing to improved student achievement for their children. We hope you found the resource useful for enhancing parent engagement in your board. The material draws on broad consultation with PICs, parents and board personnel from across the province. The resource is also available at <http://www.ontariodirectors.ca/>.

During the consultation for the Tool Kit, many parents expressed an interest in a supplementary resource designed to support adolescents. Building on the success of the Parent Tool Kit, a supplement for parents of teenagers is being developed. It will be evidence-based and reflect the input of PICs, parents, and educators through extensive consultation across the province. The website <http://www.buildingparentengagement.com/> is still available if you wish to answer the questionnaire that is being used to gather input to shape this adolescent supplement.

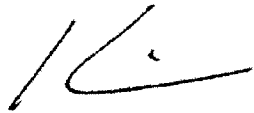
Additionally, Centre ontarien de prévention des agressions (COPA) has developed an innovative new educational resource to enhance parent engagement in the province. *The Capsule Family Gets Involved* was introduced at the second annual PIC symposium and is designed for all parents, including newcomer parents and other members of the education sector in Ontario. Two copies of the resource on DVD, including closed captioned versions of the animations, and accompanying discussion guides, will be sent to directors of education with the request that one copy be shared with the PIC. It may be used by PICs, school councils, school staff, board staff, and others with an interest in enhancing parent engagement in support of student achievement and well-being. The Capsule Family resource is available at <http://www.infocopa.com/capen.html>.

Thank you for your strong participation in this year's PIC symposium. Your energy, great ideas, and important reflections not only led to rich and vibrant discussion reinforcing the key role of parents and their importance in supporting student achievement and well-being, but also allowed everyone to discover commonalities among their boards, and to learn from each other's experiences. We value your comments about the symposium provided through the on-line survey, and will use this feedback to plan future events.

I would like to take this opportunity to remind you of the Canada Learning Bonds, and to thank you for encouraging eligible parents to take advantage of the program. This Government of Canada program helps encourage early saving for post-secondary education by providing \$500.00 plus an additional \$100.00 per year up to age 15. To be eligible a parent must be in receipt of the National Child Benefit Supplement as part of the Canada Child Tax Benefit, and their child must be born after December 31, 2003. Additional information can be found on the Government of Canada website at <http://www.canlearn.ca/eng/saving/clb/index.shtml>

I hope that you have enjoyed the summer break. As we move forward to another successful school year, I thank you for your commitment to supporting and encouraging parent engagement in support of student achievement and well-being.

Sincerely,

A handwritten signature in black ink, appearing to be 'K. Costante', written in a cursive style.

Kevin Costante
Deputy Minister of Education

c: Directors of Education
Executive Assistants to Directors of Education
Regional Office Managers
Regional Office Contacts

Ministry of Education

Instruction and Leadership
Development Division

Inclusive Education Branch

900 Bay Street
Mowat Block, 13th floor
Queen's Park
Toronto ON M7A 1L2
Facsimile (416) 325-7019

Ministère de l'Éducation

Division de l'enseignement et
du développement du leadership

Direction de l'éducation inclusive

900, rue Bay
Édifice Mowat, 13^e étage
Queen's Park
Toronto ON M7A 1L2
Télécopieur (416) 325-7019



MEMORANDUM TO: Directors of Education

FROM: Ruth Flynn, Director
Inclusive Education Branch

DATE: August 22, 2011

SUBJECT: **Transfer of Funds for School Council Parents Reaching Out (PRO) Grants**

Dear Julian Hanlon,

The commitment to parent engagement reflects a growing body of research that demonstrates strong and direct links between parent engagement and student achievement. Strong parent engagement means improved student achievement. Good schools become better with engaged, involved parents.

The purpose of this memorandum is to inform you that the transfer of funds to your board from the Parent Engagement Office for the approved Parents Reaching Out (PRO) Grants for School Councils will be forthcoming.

Transfer of Funds

The total amount which will be transferred to your board for the Parents Reaching Out Grants for School Councils is \$41,255.00. School boards, in turn, are asked to allocate these funds to individual school accounts.

The list of schools in your board with their respective allocations that have been approved for the 2011-2012 PRO Grants for School Councils is attached.

Report Back Requirements

As per the 2011-2012 School Council Parents Reaching Out Grants Guidelines, and Terms and Conditions, applicants are required to provide a report back confirming expenditure of grant funds as well as results that were achieved to enhance parent engagement. Further to this, projects must be completed and all funds expended by June 30, 2012.

.../2

School councils are required to submit a report back for the completed project by August 31, 2012. The information will be submitted through an on line form which can be accessed by going to <http://education.factorial.ca> and entering the username and password originally used to submit the PRO Grant application.

In addition, the Parent Engagement Office is requesting that receipts be filed according to board policy. As government funded initiatives are subject to audit, these records must be retained for seven (7) years.

Please note that a signed declaration form was also required (signed by the Principal and the School Council Chair) to accompany the grant applications. Please ensure all declaration forms have been provided for each project; these can be sent to the Parent Engagement Office.

The ministry's report back process is an important aspect of the PRO Grant program which provides a key accountability aspect for the funds that are allocated. We do appreciate your support in ensuring that all reports from within your board are submitted to the ministry within the required timelines.

The Parent Engagement Office and Regional Offices would like to express their appreciation for the support and assistance from your board and schools. The response to the Parents Reaching Out Grants initiative was overwhelmingly positive, with 1849 schools submitting applications. The high quality of these applications has resulted in the highest number of approved school council grants than in any other year of the program. Your support for parent engagement and your assistance in facilitating the process and relaying the results to principals and school councils is much appreciated.

We look forward to working with you this school year to support parent engagement initiatives within your board.

If you have any questions, please email Glenn Court, Lead Policy and Program Co-ordinator at glenn.court@ontario.ca or call at (416) 325-7802.

Thank you,



Ruth Flynn
Director
Inclusive Education Branch

Attachment: List of approved PRO School Council proposals

School Council PRO Grants 2011-2012 Ottawa Catholic

MIDENT	School Name	Title of Project	Amount Approved
724777	All Saints Catholic High School	Talkin' to Teens	1000
741680	Blessed Kateri Tekakwitha Elementary School	Parent Education Evening	600
699241	Convent Glen Catholic Elementary School	Parent Engagement Workshops on Best Practices for Promoting	1000
699896	Corpus Christi Elementary School	Presentations and Workshops for Student Success	500
691100	Dr F J McDonald Catholic Elementary School	Parent's Night Out	1000
724530	Georges Vanier Catholic Elementary School	So Glad To Be Me	1000
760013	Guardian Angels Elementary School	Interactive Information Session for Parents	1000
864609	Holy Cross Elementary School	Guest Speaker	1000
711497	Holy Redeemer Elementary School	Parent Lending Library	980
689181	Lester B Pearson Catholic High School	Coping with Academic Difficulties in High School	1000
731374	McMasterCatholic Elementary School	Mental Health and the School-Aged Child	425
759538	Monsignor Paul Baxter Elementary School	Parenting Workshop	450
733288	Mother Teresa High School	Engaging the Cultures	1000
809020	Notre Dame High School	Engaging all Notre Dame Families	1000
753823	Our Lady of Fatima Elementary School	Parent's' Night Out	1000
707821	Our Lady of Mount Carmel Elementary School	Helping Parents How to Understand, Cope and Prevent	625
749168	Our Lady of Victory Elementary School	Council Communication	300
759970	Sacred Heart High School	Technology Enhancements in the Classroom	1000
701599	St Andrew Elementary School	Parenting Workshop	500
691232	St Anne Elementary School	Workshops to educate our parent community and solidify the School-	750

Ottawa Regional Office - School Council Parents Reaching Out Grant 2011-2012- Ottawa CDSB

MIDENT	School Name	Title of Project	Amount Approved
773085	St Anthony Elementary School	Parent's Night Out	1000
740586	St Catherine Elementary School	Parents Supporting a Safe and Caring School Culture	1000
785822	St Daniel Elementary School	Parent's Night Out	1000
688738	St Elizabeth Ann Seton Elementary School	Students and Mental Health	1000
789070	St Elizabeth Elementary School	Parent's Night Out	1000
754832	St Emily Separate School	Enhancing Communication	1000
794406	St George Elementary School	Parent's Night Out	1000
796093	St Gregory Elementary School	Workshops on Math, Self-Esteem and Media Awareness	1000
729795	St Isidore Elementary School	Workshop For Supporting Parents At Home	1000
691186	St James Elementary School	St. James Parent Support Workshop	1000
753246	St Jerome Elementary School	Bullying and Prevention	1000
804126	St John the Apostle Elementary School	Healthy School, Healthy Kids	575
708470	St Leonard Elementary School	Parents Supporting a Safe and Caring School Culture	1000
726036	St Luke (Nepean) Elementary School	Parent Lending Library	1000
821195	St Marguerite d'Youville Elementary School	Reaching out to create positive change	1000
864331	St Mark High School	Parents Supporting a Safe and Caring School Culture	1000
708739	St Mary (Gloucester) Elementary School	Parents Supporting a Safe and Caring School Culture	1000
707694	St Michael (Fitzroy) Elementary School	Family Literacy Festival	1000
833010	St Michael Elementary School	Workshop to help Parents Understand Technology	1000
845620	St Philip Elementary School	New Family Welcome Packages	1000

Ottawa Regional Office - School Council Parents Reaching Out Grant 2011-2012- Ottawa CDSB

MIDENT	School Name	Title of Project	Amount Approved
847313	St Pius X High School	Get Hired! (How to Prepare for Job Hunting)	750
849260	St Rita Elementary School	Hooking New Parents and Attracting Current Parents into our	1000
843510	St. Francis Xavier Catholic High School	Parenting Through Turbulent Times - A Special Alcohol & Drug	1000
744065	St. Stephen Catholic Elementary School	Internet Safety	1000
702250	St. Theresa Elementary School	Mental Health Awareness	800
864510	Thomas D'Arcy McGee Catholic Elementary School	Communicating with Families	1000
0			\$41,255



TO: _____, Principal
School

CC: School Council Chair

FROM: Julian Hanlon, Director of Education

DATE: October 3, 2011

RE: **Parents Reaching Out (PRO) Grants for 2011-2012**

Recently, you were informed by the Ministry that the PRO grant submitted for your school was successful. Attached is a cheque in the amount of \$ _____ that is to be used for your project entitled _____.

Important Procedures, Dates and Reporting Requirements

Item	Completed
1. It is recommended that the cheque be deposited in school bank account	
2. Spend funds before June 15, 2012. There will be no extension to this timeline.	
3. Report back on-line at http://education.factorial.ca . You will need the username and password from when your council applied for the Grant.	
4. Print a copy of the report. Make a copy of the report back form and receipts for your file.	
5. Send the report and original receipts to Alana Schryburt, Board Office, 570 West Hunt Club Road by Friday, June 22, 2012.	
6. Any unspent funds are to be returned at this time by cheque made payable to the Ottawa Catholic School Board.	

If you have questions regarding your project, please contact the CSPA website at: <http://www.ottawacspa.ca> or Joanne MacEwan at jmacewan@sympatico.ca or 613-738-4729. Congratulations, again, on your successful grant proposal.

JH/AS/SF
cc: Joanne MacEwan, PIC Chair
Encl



MEMORANDUM

TO: School Principals
School Council Chairs

COPY TO: Superintendents
David Leach, Superintendent of Finance and Administration
Joanne MacEwan, PIC Chair
Portia Marcaida, Finance Officer

FROM: Julian Hanlon, Director of Education

DATE: November 1, 2011

RE: **Parent Involvement Committee (PIC) Grants 2011-2012**

Attached is a cheque in the amount of \$500 made payable to the school principal. This cheque should be endorsed by the principal and given to the school council chair for the council to spend on activities that support or enhance parental involvement.

Parent Involvement (PIC) funds can be spent on any of the following types of activities:

- workshops (e.g., Parents as Partners)
- communication (constant contact, flash alert, signage, newsletters, websites)
- guest speakers
- translation services
- any school events that involve parents (meet the teacher, volunteer appreciation)
- babysitting at parent events (parent teacher interviews, workshops...)
- resources, such as books or other materials
- vouchers from a local grocery to be used to support events involving parents

These funds must not be spent on the following:

- Smart Boards
- Computers
- Textbooks for students
- LCBO and Beer Store items

Please see CSPA website at: <http://www.ottawacspa.ca/> for ideas on how to spend these funds. If you require further information, you are welcome to contact Joanne MacEwan (Chair) directly at jmacewan@sympatico.ca

Catholic Education Centre
570 West Hunt Club Road, Nepean, Ontario, Canada K2G 3R4
Phone: 613-224-2222 Fax: 613-228-4158
Website: www.ottawacatholicschools.ca

Please note:

1. The school council should decide how the money is to be spent. There are Ministry guidelines. If your school does not have a need for the funds and you know of a school that might benefit, please contact Alana Schryburt on how to arrange this option. The school that originally receives the funds is still responsible for collecting original receipts and filing the report in June.
2. **All spending should be completed by June 11, 2012.** Early in June, the Principal will be sent a reporting form to be completed by the school council. Once completed, the form is to be signed by the school council chair and the Principal. Receipts are to be placed in the envelope that will be provided.
 - SPEND all PIC monies: there are lots of parent initiatives that can be accomplished in schools. Please contact Alana Schryburt or CSPA for more direction if needed.
 - Enclose ORIGINAL RECEIPTS in the envelope (to be provided in June). School council chair and Principal are to sign the form where indicated
 - Return the envelope with the form to Alana Schryburt, Director's Office (570 West Hunt Club) by **June 18, 2012** unless you have informed us that you have an event taking place after this date.

Thank you for your assistance in supporting this initiative by the Ministry of Education.

JH/AS/SF

Encl.