



**OCASC**

**The Ottawa Carleton Assembly of School Councils**

**2009/2010**

**Information Package for School Councils**



## Table of Contents

Welcome to OCASC !.....	1
2009/2010 OCASC Priorities.....	2
Getting Involved with OCASC.....	3
The OCASC Secondary School Committee.....	5
Participation on OCDSB Committees.....	6
2009/2010 OCASC and SSC Meeting Dates.....	7
OCASC Contact Information.....	8
2009/2010 OCASC Membership Form.....	9



Welcome to the Ottawa Carleton Assembly of School Councils.

OCASC is an umbrella organization for the school councils of the Ottawa Carleton District School Board. OCASC strives to help educate school councils and parents of the OCDSB about the important issues in education in our board, to create and facilitate dialogue between parents, school councils and the school board about issues of common concern and to represent the views and concerns of our membership to the staff and trustees of the OCDSB and to the wider community.

Throughout the 2009/2010 school year OCASC will focus its attention on having more school councils and parents actively involved with OCASC, on working with the OCDSB to ensure strong communications and collaboration and on having a broad discussion on what is most important in our education system to parents.

### ***Monthly Meetings***

OCASC meets once per month throughout the school year to hear from school councils about their own concerns, solutions and best practices, and to discuss current issues and participate in presentations with guest speakers.

### ***OCASC Website -OCASC.CA***

OCASC has a website where you can check in regularly to stay updated on what is happening that is of interest to parents and school councils within the OCDSB. Our website includes a calendar of education related activities in Ottawa, information about our monthly meetings, updates on school board activities, tips and hints for parents and school councils, and forums to promote discussion of topics of mutual interest.

### ***OCASC News***

OCASC sends out an electronic newsletter on a regular basis. We try to keep it short and to the point. We will point you to more in depth information items for those who are interested. This way, everyone can have a quick overview and those who want more can still get it.

### ***OCASC Visits to School Councils***

If your school council is new, if you are not members of OCASC, if you want to know more about OCASC or if you have an issue for which you would like an OCASC representative to attend your school council meeting, please get in touch with our OCASC chair at [ocasc.chair@ocasc.ca](mailto:ocasc.chair@ocasc.ca). We would be happy to have our Chair, Vice Chair, or one of our Liaison Officers attend one of your school council meetings.



# 2009/2010 OCASC Priorities

OCASC has set four priority areas of focus for the 2009/2010 school year. They are:

- 1. Outreach**
- 2. The 3 C's: Consultation, Collaboration and Communication**
- 3. Dialogue on Education**
- 4. Internal Structure and Governance**

## ***Outreach***

This year OCASC is looking for increased participation in many forms - membership, meeting participation, newsletter readership, website usage. Increasing our sphere of participation will help us to fulfill our purpose of sharing information, facilitating communication and representing our membership.

## ***The 3 C's: Consultation, Collaboration and Communication***

Strong and effective communication is an underlying necessity in the success of any organization. In the education system there are many partners in the business of educating our children - trustees are elected to ensure a successful education for children, school board staff are hired to ensure their successful education, parents have a vested and personal interest in the education of their children. It is important to develop a strong consultative and collaborative approach based on mutual respect between parents, trustees, and school board staff. OCASC, as an organization representing the school councils and parents of the OCDSB, wants to take a lead role in continuing to build a relationship with staff and trustees that will see a strengthened partnership and effective communications, collaboration and consultation.

## ***Dialogue on Education***

How do we define success in the education? What is important in the education system? What do you want for your child from the education system? What are the "needs" for our students versus the "wants"? These are some of the questions that we need to discuss as we look at education for the twenty-first century and, more immediately, wrestle with budget priorities. OCASC wants to engage in this dialogue with school councils and parents within the OCDSB through our monthly meetings, our OCASC website and hopefully at individual school council meetings as well.

## ***Internal Structure and Governance***

OCASC has spent a significant amount of time over the past year in aligning our internal structure and governance with our new statement of purpose. This year we will continue to tweak our meeting format and our internal communications to best meet our purpose and objectives. OCASC will strive to be a solution oriented and a pro-active organization.



# Getting Involved with OCASC

There are many ways for school councils and parents to participate with OCASC:

## ***Join OCASC***

Every school council in the OCDSB is entitled, and encouraged to join OCASC as a member council. A membership form is included with this package.

## ***Attend OCASC Meetings***

While each school council is permitted one voting member representative at an OCASC meeting, anyone is allowed to attend meetings. In fact, we encourage all interested parents and individuals to attend our monthly meetings and participate in our discussions. See page 6 for meetings dates, times and locations.

## ***Check Out OCASC.CA on a Regular Basis***

OCASC maintains a website to share information with parents and school councils. Check the calendar, the forums and our blog articles regularly to keep up to date!

## ***Sign up for OCASC News***

Our electronic newsletter, short and to the point, is sent out approximately twice monthly. Sign up for it at [ocasc.ca](http://ocasc.ca) - click on "Subscribe to OCASC News", then, in iContact Community, enter your e-mail address.

## ***Invite OCASC to Your School Council Meeting***

If you would like to have someone from OCASC speak to your school council, please contact the OCASC Chair at [ocasc.chair@ocasc.ca](mailto:ocasc.chair@ocasc.ca).

## ***Share your Best Practices with Us***

If your school council, parents or school does something that you think other school councils and parents would be interested in knowing about, share it with us! We would love to include it on our website. Contact the OCASC Chair at [ocasc.chair@ocasc.ca](mailto:ocasc.chair@ocasc.ca)

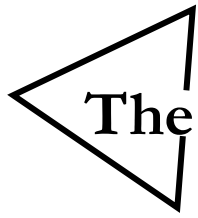
## ***Participate in Chalk It Up***

Chalk It Up is a favourite part of the monthly OCASC meeting. It is an opportunity for you to take a couple of minutes to talk to the Assembly - to share best practices, find out if other schools are struggling with the same issues, ask for suggestions on how to handle situations, bring up topics of interest to the rest of the Assembly. Simply come to a meeting and add your name to our Chalk Board at the start of the meeting.

## ***Use the OCASC Web Calendar***

Our website has a calendar on which we like to include dates and information about any school council organized activities that may be of interest to parents from other schools. If you have any such events, please let us know about them. An e-mail to [ocasc.chair@ocasc.ca](mailto:ocasc.chair@ocasc.ca) with the

information about your event and a request to include in it our calendar would be much appreciated!



# The OCASC Secondary School Committee

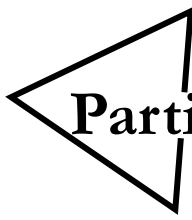
The OCASC Secondary School Committee (the SSC) is a sub-committee of OCASC which meets once per month throughout the school year, generally on the second Thursday of the month, to discuss issues that are specific to the secondary schools within the OCDSB.

We encourage secondary schools to participate in both the regular OCASC Assembly meetings and the SSC meetings. Most schools find it easier to have one representative for the SSC meetings and a different individual for the OCASC Assembly meetings.

To contact the chair of the Secondary School Committee e-mail

**Secondary School Committee    [ocasc.ssc@ocasc.ca](mailto:ocasc.ssc@ocasc.ca)**

A schedule of meetings for both OCASC and the SSC is on page 7.



# Participation on OCDSB Committees

OCASC is privileged to have the opportunity to have representation on many of the OCDSB's committees. Each year in November, OCASC chooses an individual to represent the organization on these various committees. The following are some of the committees on which OCASC has representation. Reports from our committee representatives will be posted on the OCAC website, [ocasc.ca](http://ocasc.ca).

## ***Standing Committees:***

- Education Committee
- Business Services Committee
- Human Resources Committee
- Chairs' Committee

## ***Statutory Committees:***

- Special Education Advisory Committee

## ***Ad Hoc, Special Purpose and Advisory Committees:***

- Parent Involvement Committee
- Children and Youth at Risk Advisory Committee
- Community Council on Ethnocultural Equity
- Diversity and Equity Committee
- Community of Character Committee
- Advisory Committee on the Arts
- Budget Committee
- Trades and Technology Steering Committee
- School Year Calendar Committee



# 2009/2010 OCASC and SSC Meeting Dates

OCASC meetings take place on the third Thursday of the month, unless otherwise indicated. Secondary School Committee (SSC) meetings take place on the second Thursday of the month, unless otherwise indicated. We offer refreshments and snacks at all meetings.

## ***Meeting Dates***

### **OCASC Assembly**

September 17  
October 15  
November 19 \* At OCDSB Offices, 133 Greenbank  
December 17 \* Includes Holiday Social  
January 21  
February 18  
March 25 \* One week late, due to March Break  
April 15  
May 20 \* Includes AGM  
June 10 \* One week early; includes Year End Social

### **OCASC Secondary School Committee**

September 10  
October 8  
November 12  
December 10  
January 14  
February 11  
March 11  
April 8  
May 13  
June 3 \* One week early

## ***Meeting Location***

**Fisher Park School**  
250 Holland Avenue (just north of Queensway)  
Library, second floor

## ***Meeting Times***

**OCASC Assembly:** 7:00 p.m. to 9:00 p.m. (please arrive 10 minutes early to sign in)  
**Secondary School Committee:** 7:30 p.m. to 9:30 p.m.

Please check our web site, [ocasc.ca](http://ocasc.ca), prior to meetings for any changes to the date, timing or location of meetings.



# OCASC Contact Information

Check out the OCASC website when you have a chance! We try to keep it up to date with information about meetings and current issues of interest to school councils and parents. We have an number of forums that we invite you to participate in. Refer to it regularly as we work to keep our school community current on the issues of importance to parents.

**OCASC Website**                      **[ocasc.ca](http://ocasc.ca)**

If you have questions about OCASC, or issues that OCASC may be able to help you with please contact the OCASC chair. We would be pleased to offer any assistance we can.

**OCASC Chair**                      **[ocasc.chair@ocasc.ca](mailto:ocasc.chair@ocasc.ca)**

To reach us by post, you can find us at:

**OCASC**  
**133 Greenbank Road**  
**Ottawa ON K2H 6L3**



# 2009/2010 OCASC Membership Form

The Ottawa Carleton Assembly of School Councils (OCASC) is an umbrella organization for school councils within the Ottawa-Carleton District School Board (OCDSB). OCASC works together with School Councils and the OCDSB to enhance the education for all students.

All School Councils in the OCDSB are entitled to OCASC membership and are encouraged to join and to participate. The annual membership fee is \$35.00 which supports the running of the organization and gives your school the right to vote at OCASC meetings. Membership fees may be waived for school councils unable to pay.

For additional information on OCASC, please visit our website at [ocasc.ca](http://ocasc.ca) or contact the Chair of OCASC at [ocasc.chair@ocasc.ca](mailto:ocasc.chair@ocasc.ca). To contact our membership secretary please e-mail [ocasc.membership@ocasc.ca](mailto:ocasc.membership@ocasc.ca).

School: \_\_\_\_\_

School Council Position	Name	E-mail Address *	Phone Number
Chair or Co-Chair			
Vice Chair or Co-Chair			
OCASC Representative			
OCASC Alternate Representative			
Secondary School Committee Rep. (if applicable)			

\* Your e-mail address will be added to our contact list for meeting information and newsletter, unless otherwise indicated.

Membership Fee:     \$35.00 cheque (payable to OCASC)      \$35.00 cash      waiver requested

Please bring this completed form and membership fee to the next OCASC meeting or return it to OCASC through the Board mail at your school, to OCASC, 133 Greenbank Road. Membership fees are due by November 19, 2009.

Personal information requested in this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be protected under that Act. It will be used for the purpose of the OCASC membership subscription and enabling communication between OCASC and the member, as required. Direct any questions about this collection to: OCASC Chair, 133 Greenbank Road, Ottawa, ON or [ocasc.chair@ocasc.ca](mailto:ocasc.chair@ocasc.ca).

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***Sharing Information • Facilitating Communication • Representing Our Membership***