

Version #7 Critical Path Plan
Keep The Promise National Student Summit Ottawa November 18-19, 2014
Submitted October 30, 2014

PURPOSE/GOALS:

- To create a hands-on learning experience in citizenship and social justice rooted in approved provincial curriculum related to these topics
- To deepen participants' understanding of citizenship and how government works
- To give students an opportunity to meet with other students from across the country and to learn together why children and families in poverty Canada and what they can do about it
- To give participants' an opportunity to express their views/concerns about child poverty and to share their work on this issue with other students and with politicians
- To provide an opportunity for students to voice their views about the 25-year-old commitment to end child poverty by 2000
- To give participants new skills in advancing social change
- To motivate participants to return home and increase local engagement
- To give visibility on the Hill to the call to end child poverty

FORMAT:

On a pilot basis, develop a learning community of targeted educators and students with a focus to end child poverty. Starting with schools led by Principals and teachers already supportive of this type of initiative and identified student representatives from these schools; we will host a two-day "Student Summit" with speakers from variety of stakeholders including parliamentary representatives. Students will be able to share their learning, experiences and exchange some best practices and ideas. After each session, students will have time to debrief and prepare as a group to voice their concerns as well as their ideas to present as a large group at a "Town Hall" on day two.

COMMITTEE MEMBERS/PARTNERS:

Michael Cooke, KTP Project Coordinator
Patrick Flanagan, KTP Program Coordinator
Pauline Theoret, Canadian Teachers' Federation
Joanne Gosselin, Ottawa Delegation Coordinator
Jennie Ucar, KTP Program Working Group
Sara Hildebrand, Millennium Kids
Michèle Biss, Canada Without Poverty
Joe Gunn, Citizens for Public Justice
Janelle Vandergrift, Citizens for Public Justice
Jennifer King, Brittany Martell, Andrea Auger FN Caring Society
Anita Khanna, Campaign 2000 (representing Laurel Rothman)

- Canadian Teachers' Federation
- Campaign 2000
- Keep The Promise
- First Nations Child and Family Caring Society (TBC)
- Citizens for Public Justice (TBC)
- Host School Board – Ottawa Catholic School Board- Confirmed

PARTICIPANTS:

- **Selection of participants – this is an important role**
- 50 children from participating KTP schools (National Representation important) including Children from Ottawa area schools – potential for host school(s)
- 25 teachers from participating KTP schools
- **Interested local parents to attend the Town Hall**
- The CTF Board (35-40)
- CMEC (Council of Ministers of Education Reps) TBC?
- Representatives of other participating groups-Evening Event
- A cross-section of children representing Canada’s diversity, possibly including a CAS Student group

ACTIVITIES:

Important to ensure the activities are grounded in the learning objectives of the school curriculum

- Student summit- November 18-19 (See Attachment)
- Table displays-School Presentations “Gallery Walk” (see Handout) **REMOVED**
- Educational sessions /Icebreakers for participants before each main activity
- Tour of parliament –Question Period- Have 13 student delegates representing each province/territory to attend***BEEN REMOVED
- **AMAZING RACE AROUND THE HILL –Learning about the History of Social Action (See Attachment)**
- Meeting with politicians – hard to get them out to such events. Suggested that we use the federal committee to end child poverty; senators and MPs are part of it; they might host something for us; looking at three party leaders of 1989 to attend- Mr. Mulroney, Mr. Turner, Mr. Broadbent
- NGO –Living Library Forum- evening event with conversation with NGOs and **students (See attachment)**
- Michael Cooke and Dianne Woloschuk. (CTF) MC the Town Hall Event
- Town Hall (See Handout) with 150+ participants to discuss the issues –Students will be involved in a pre-Town Hall activity to prepare for presenting their main concerns and suggestions on Anti-Poverty (45 minutes student presentation) **(See Attachment)**
- Live streaming with links to participating schools across the country of the Town Hall Event CTF/ OCSB
- Student debrief before they leave for home,
- Consider various levels/types of participation at local schools OCSB (4 schools)
- UOttawa Student Facilitators –Joanne’s contact with trained students with UOttawa **-REMOVED**
Accompanying Teachers now be will be facilitators

BUDGET:

- Food-Caterers,
November 17: per diem given to out of city school groups (CTF) for dinner visiting schools 25 student/ 12 teachers?? \$20/person
November 18/19BREAKFAST/ at hotel, Lunch school will provide KTP to cover Costs (\$1500)
Snacks-Joanne COSTCO-KTP (\$200)
Refreshments for Guests in Seminar room –Immaculata KTP (\$150)
- Air, Train, Bus Travel for approximately 40 student/adults outside of Ottawa (CTF)
- Accommodations-**Courtyard Marriott** - Local Transportation for students (delegates and other participants) and educators- 2 School buses \$1000 booked by OCSB
- Venue for sessions- Host school- Immaculata High School
- Parking (if necessary) not needed at this venue NO COSTS
- Printing and materials –Done in kind from CTF
- Gift cards for presenters **TO DISCUSS**
- Supply teacher costs needed for all participating school except OCSB
- Coordinator Stipend
- Translation and interpretation in kind CTF
- Media/press, OCSB has partnered with PR Media Relations

ADDITIONAL ITEMS:

- Finalized committee members and meeting dates- **ONGOING**
- Meetings with politicians – MPs and/or Senators- subcommittee can set this up –**Letters sent out July 23, again at the first week of October**
- Media coverage-**October/November**
- Live streaming –note time zone considerations-TOWN HALL **November 18**
- Connect with federal anti-poverty caucus- **letters sent July 23, follow-up in again at the first week of October**
- Look into insurance and liability-**CTF**
- Need to get permits for various activities-**ONGOING**
- Need permissions for use of any film footage-**Fall letter to teachers/parents/ students**
- Need to book seats in House- **TBD to RECONSIDER**
- Consider possible regional meetings for participating schools-east, west, north and south via conference calls or Skype-**FALL-NOVEMBER 3**
- Possible Host Board- Confirmed September –Ottawa Catholic School Board

Sub-groups

- Selection Committee - Laurel, Patrick and Pauline
- Activities a Sara, Jennie, Jennifer, Laurel and Joanne, Sara-Booked tours on Parliament Hill
- Budget -Michael + Joanne + Pauline
- Contacts on the Hill -Janelle, Laurel, Jennifer and Joanne
- Teacher Resources -Joanne and Pauline
- Accommodations- Pauline and Sandra Lane
- CWP - needs to consider how they want to be involved; concerns re: messages; could help
- Themes + messages-Michael, Jennifer, Joanne, Laurel, Joe, Janelle
- Local School boards communication-Joanne and Pauline (French School boards)
- NGO Conversation Carrousel...“Living Library Forum”

TIMELINES:	Committee LEADS
June <ul style="list-style-type: none"> Finalize Critical Path Plan with full committee Revise plan and timelines as necessary Work on budget and criteria 	Joanne Joanne/Michael
<ul style="list-style-type: none"> Establish roles and responsibilities for committee members 	Michael/Patrick
<ul style="list-style-type: none"> Book tours of Parliament Hill-November 18th 	Sarah/ Joanne
JULY <ul style="list-style-type: none"> Critical Path Plan version #3 with full committee-July 2 Establish Budget 	Joanne/ Michael
<ul style="list-style-type: none"> Confirm Contract 	Joanne/ Michael/ Laurel
<ul style="list-style-type: none"> Update Mary Jo Leddy 	Joanne
<ul style="list-style-type: none"> Establish criteria for lead school board(s) and extend an invitation to have representation from all four schools boards – this must include the responsibility for ‘shared liability’ with CTF Send a invitation letter to all school board(s) and confirm commitment in August 	Joanne/ Pauline
<ul style="list-style-type: none"> Draft letters to MPs/mass distribution end of July 	Laurel, Joe G, Jennifer King, Patrick, Janelle, Joanne, Michael, Pauline (Sandra Lane)
<ul style="list-style-type: none"> Write article for KTP August Newsletter due July 28th, Article for OECTA August Publication draft 	Joanne, Gayle, Patrick, Michael, Michelle, Pauline
<ul style="list-style-type: none"> Continue work on the two day Student Summit with Activities committee July 22, Conference call, 9:00am-10:00 am 	Joanne and Activity Committee
<ul style="list-style-type: none"> Explore and finalize student accommodations Museum of Science and Technology-on locomotives 36-50 spots 	Pauline, Joanne
<ul style="list-style-type: none"> Continue to work on programming and student activities 	Joanne
AUGUST <ul style="list-style-type: none"> Critical Path Plan version #4 with full committee August 5, 9:00 am 	Joanne, Michael and Planning committee

<ul style="list-style-type: none"> • Complete article for OECTA, Send to Michael by August 11 	Joanne, Patrick, Anita, Pauline
<ul style="list-style-type: none"> • Establish an NGO committee for Carousel Evening with students, Conference call August 12, 10:00am • Try to establish potential list of presenters by August 20 	Joanne, Michael, Laurel, Pauline and Brittany, Joe Michael, Pauline
<ul style="list-style-type: none"> • Review Social Media requests and policies by August 18 	Michael
<ul style="list-style-type: none"> • Follow up calls August 11 and emails August 18 to Schools Boards regarding partnerships/ hosting and/or participation, try to finalize “host” school board by end of August 	Joanne
<ul style="list-style-type: none"> • Draft list of all potential NGO presenters, guideline /letter for presenters, Guide for students/ detail plan of activity 	Joanne
<ul style="list-style-type: none"> • Review and revise Teacher Resources for IMAP and What is Poverty Booklet, send for translation August 15 • Develop educational resources that our schools can share in September, • CTF will assist-Focus on <i>imagineaction</i> resources and website • Send out to participating school possible curriculum links and available resources to support school initiatives for the project 	Pauline and Joanne
<ul style="list-style-type: none"> • Continue to plan activities for the two-day event 	Joanne
<ul style="list-style-type: none"> • Live streaming CPAC/ Rogers/ Host school board 	Pauline, Michael, Joanne
<ul style="list-style-type: none"> • Invitation to Governor General to be our MC for Town Hall event November 19th, Letter sent from CTF August 14 	Pauline
<ul style="list-style-type: none"> • Establish criteria for participating schools and student selection (been established, see Keep the Promise –Looking For Grade 5-8 Teachers attachment) 	Pauline, CTF, Patrick
<ul style="list-style-type: none"> • Identify participating schools with Keep the Promise with criteria (national representation key) 	Pauline and Patrick and Laurel
<ul style="list-style-type: none"> • Meet with Jason Collard regarding University of Ottawa student facilitators, August 27 	Joanne
<ul style="list-style-type: none"> • Meet with Brittany, Andrea and Joe G. (Move to September) 	Joanne

<p>SEPTEMBER</p> <ul style="list-style-type: none"> • Critical Path Plan version #5.1 with full committee, Share with committee updated Activity Outline, NGO guides and list, September 4th 9:00am -10:00 am 	<p>Joanne, Michael and full Committee</p>
<p>Toronto Planning Meeting September 8-9</p> <p>September 8</p> <ul style="list-style-type: none"> • PR Media Connection@FST 10:30 am • Rogers@ Rogers 12:00noon • Program Working Group @FST 2:00 pm • Steering Committee Meeting@ Casey House 6:00 pm <p>September 9</p> <ul style="list-style-type: none"> • Next Step meeting post Ottawa Student Summit 10:00 am • Lunch at Massey College hosted by Mary Jo 12:00 noon 	<p>-Michael, Patrick, Laurel, MJ + media team</p> <p>-MJ, Michael, Patrick, Arthur and Larry B</p> <p>-Michael, Patrick, Jennie, Laurel, MJ, Pauline, Sara, Joanne, Todd Ross, Connie W</p> <p>-Full Committee</p> <p>-Planning Committee</p>
<ul style="list-style-type: none"> • <i>School complete short project application form on Imagineaction</i> 	<p>Pauline</p>
<ul style="list-style-type: none"> • Letters/pkg for school principals of participating schools, including the criteria to prepare students for fall participation and preparation for the 2 day “Student Summit” • Draft Letter of permission for students 	<p>Joanne/Pauline/Patrick</p>
<ul style="list-style-type: none"> • Resend Letter to MPs, Anti-Poverty Caucus 	<p>Michael, Joe G, Michele, Janelle and Laurel</p>
<ul style="list-style-type: none"> • Finalize participating local host schools and establish a contact list of educators from each 	<p>Joanne</p>
<ul style="list-style-type: none"> • Explore travel planning, book school buses 	<p>Joanne, Pauline, CTF, OCSB</p>
<ul style="list-style-type: none"> • Establish Communication plan for participating schools 	<p>Joanne and Pauline</p>
<ul style="list-style-type: none"> • Establish host schools, venue, food, speakers 	<p>Joanne</p>
<ul style="list-style-type: none"> • Meet with U of Ottawa student facilitators- Removed 	<p>Joanne</p>
<ul style="list-style-type: none"> • Meet with Sara/ Laurel discuss Question Period - Removed 	<p>Joanne, Sara, Laurel, Jennie</p>
<ul style="list-style-type: none"> • <i>Review/revise list of NGOs for Living Library</i> 	<p>Joanne, OCSB, Pauline, CTF</p>
<ul style="list-style-type: none"> • <i>Continue work on the two day Student Summit</i> 	<p>Joanne and Activity Committee</p>
<p>OCTOBER</p> <ul style="list-style-type: none"> • Meet with host school to discuss roles and responsibilities- October 24, 10:00 am <p>-----</p> <ul style="list-style-type: none"> • Venue is finalized and confirmed- October 8 <p>-----</p> <ul style="list-style-type: none"> • Book 2 school buses for all students and educators with OCSB- 	<p>Joanne</p> <p>-----</p> <p>Joanne</p> <p>-----</p> <p>Joanne</p>

done October 9	
<ul style="list-style-type: none"> • Review/revise list of NGOs for Living Library • <i>Send invitations to all suggested NGO's October 16</i> • <i>Confirm Presenters by October 31</i> 	OCSB, Pauline, Laurel Joanne
<ul style="list-style-type: none"> • <i>Resend invitations to all MPs and Senators- October 8, Government Plan -Conference call October 14 2:00pm</i> 	Michael, Jon, Joe, Pauline, Patrick, Laurel, Mary Jo, Arthur
<ul style="list-style-type: none"> • <i>Rebook Tours to Parliament Hill-October 8 -not confirmed</i> • <i>Looking at An Amazing Race on the Hill instead of tour</i> 	Joanne, Mary Jo, Sara, Michael
<ul style="list-style-type: none"> • <i>Rebook Accommodations and travel –October 17 finalized October 29</i> 	Pauline and Sandra
<ul style="list-style-type: none"> • <i>School Selections - Identify 25 participating schools to be finalized by October 20-30th</i> 	Patrick, Pauline, Sandra, Laurel, Joanne
<ul style="list-style-type: none"> • <i>Livestreaming October 8-15, November 6th</i> 	Joanne, Bob McGahey (CTF), Patrick, OCSB, Peter Restivo
<ul style="list-style-type: none"> • <i>PR, Media, Social Media, partnership with OCSB, CTF</i> 	Joanne, Patrick, Peter Restivo, Mardi De Kemp (OCSB), Francine, Pauline, Myles CTF
<ul style="list-style-type: none"> • <i>Complete all student Summit Teacher Information Package and send to be translated- October 8</i> • <i>Teachers to receive packages upon approval to participate –Oct 20-30</i> • <i>Student /Teacher Participant booklet</i> 	Joanne, Pauline, Sandra
<ul style="list-style-type: none"> • Budget for the two day Student Summit ongoing 	Joanne/Sandra
<ul style="list-style-type: none"> • <i>ORDER T-shirts, bracelets-October 30-</i> 	Pauline, Joanne, Michael Sandra
<p>Conference Calls</p> <p>October 8-Program Planning</p> <p>October 14-Government Plan for MPs</p> <p>October 15-School Selection</p> <p>October 17, 10:00- Budget</p> <p>October 20- 3:30 -Program Committee, 6:00, Steering Committee</p> <p>October 22-10:30 -School Selection Committee</p> <p>October 28- 4:00 - Government Planning</p>	Sandra, Pauline, Joanne
	Patrick, Joanne, Laurel, Michael Michael, Laurel, Patrick, Joanne Patrick, Pauline, Laurel, Joanne Michael, Patrick, Pauline, Joanne All

<p>Town Hall Planning- Banners, Music, MCs, Program, Special guests, Seating, Stage, Lighting and Sound, Live streaming, Student Participation, Registration for guests, Reception</p>	<p>Pauline, Patrick, Laurel, Joanne Michael, Jon, et al... All</p>
<p>NOVEMBER</p> <ul style="list-style-type: none"> • Finalize sessions for Student Summit-November 3 • Order Food with Chartwell Carterers – Immaculata Nov. 3 • Banners with Students at Sacred Heart – November 6-7 • <i>Create Student Groups (10 groups/5 students) November 10th</i> • <i>Finalize guest list of presenters, MPs, Senators- November 3</i> • Finalize all NGO presenters November 3 • Communication with all Teacher Facilitators-November 3 • Finalize Logistics at Immaculata, November 6 • Banners with Students at Sacred Heart – November 6-7 • Finalize Summit details – Meeting at CTF November 7, 8:30 • <i>Create Student Groups (10 groups/5 students) November 10th</i> • Purchase gift cards for all guests? November 10 • Gather all materials-markers, chart paper, mural paper, masking tape, name tags November 14 • Meet with Sandra to go over table cards, name tags, student booklets, Town Hall Program November 14 • Purchase all snack foods - November 16 • Prepare participant bags, Name tags- November 17 1:00 CTF • Purchase all snack foods - November 16 • SUMMIT-NOVEMBER17-19 • Gather feedback from all participants Follow up with schools-thanking for participation • Thank you cards to all volunteers, OCSB, CTF, Special guests 	<p>Joanne and Committee</p>
<p>DECEMBER</p> <ul style="list-style-type: none"> • Conference Call Dec. 4th 9:00-10:00 • December 8th Steering Committee Meeting, 6:00-8:00 pm • Debrief share data collected • Suggest improvements and possible expansion • Next Steps ... Celebrate • JOANNE's last day. December 8th 	<p>Michael, Patrick, Pauline, Laurel, Joanne</p>