TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC)

REGULAR MEETING
December 16, 2019

Elementary Parent Members
Jennifer Di Francesco
Ward 1

Natalia Marriott
Ward 2

Joe Fiorante
Ward 3

A.J. Hepburn
Ward 4

VACANT
Ward 5 East

Daniel Oliveira
Ward 5 West

Gus Gikas
Ward 6

Dan Kajioka
Ward 7

Secondary Parent Members
Geoffrey Feldman
West - (Wards 1,2,3 & 4)

Kathleen McGinnis
Central – (Wards 5,6,9 & 10)

Melanie Stoll
East – (Wards 7,8,11 & 12)

Elementary Parent Members
Ruth Oliveros
Ward 8 East

Wendell Labrador
Ward 8 West

Jennifer Traer
Ward 9

Annalisa Crudo-Perri
Ward 10

Ben Xavier
Ward 11 North

Isabel Starck
Ward 11 South

John Del Grande
Anthony Antonucci
Ward 12

Trustee Representatives
Garry Tanuan
Norm Di Pasquale (Alternate)

Community Members
Katie Piccinnini
(1) OAPCE-Toronto

(2 & 3) VACANT

Board Representatives
John Wujek
Director Designate

Manuela Sequeira
Parent Engagement Coordinator

Emmy Szekeres-Milne
Communications

PURPOSE
CPIC is the legislated parent voice at the Toronto Catholic District School Board for parents of students in TCDSB schools.

MISSION
To improve student academic achievement and the emotional, spiritual and physical well-being of students by supporting, encouraging and enhancing meaningful parent engagement.

Rory McGuckin
Director of Education

Joseph Martino
Chair of The Board
27. (1) 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.

(2) 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.

28. 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.
1. Call to Order

2. Opening Prayer

3. Roll Call & Apologies

4. Approval of the Agenda

5. Declarations of Interest

6. Approval & Signing of the Minutes

7. Presentations & Reports from Committee Officers
   a) Chair
   b) Treasurer

8. Delegations

9. Unfinished Business & Matters Arising Out of Minutes
   a) CPIC Subcommittee Membership List
   b) CPIC Logo Refresh

10. Notices of Motion
    a) From J. Del Grande (E-W12) School Cash Online

11. Communications Received

12. Program/Policy Consultation (Committee of The Whole)
a) Proposed TCDSB Social Media Policy  

b) TCDSB Acceptable Use Policy Revision  

c) TCDSB Student Information System (SIS) Family Portal Project  

d) TCDSB Catholic Parent Involvement Committee Policy (P.04) Revision  

13. Subcommittee & Special Committee Reports  

a) From Budget & Priorities Subcommittee  

i. Proposed CPIC Policy #7: External Event Funding  

14. Matters Referred to the Committee by the Board or Other Committees  

15. Reports from TCDSB Board Officials  

a) Director-Designate for CPIC – Superintendent Wujek  

i. Draft Annual CPIC Metrics Report  

ii. Draft Annual CSPC Metrics Report  

iii. Draft PRO Grant Report  

iv. Monthly Update  

16. Report from Trustee or Trustee Alternate  

17. Parent Member & Community Member Reports  

a) OAPCE Commissioning & CSPC Policy Consultation  

18. Update from the Board on prior CPIC resolutions recommended  

19. Pending List  

a) TCDSB CSPC Policy (S.10) Revision  

b) TCDSB Parent Guidelines Policy (A.33) Revision  

20. Adjournment  

Public Teleconference Line
MINUTES OF THE INAUGURAL
MEETING OF THE
CATHOLIC PARENT INVOLVEMENT COMMITTEE
PUBLIC SESSION

HELD MONDAY NOVEMBER 11, 2019

1. Call to Order

The Chair called the Meeting to Order at 7:05PM and opened the teleconferencing bridge.

The Chair indicated that the Board has not appointed a Recording Secretary to CPIC as of yet. Geoff Feldman volunteered to take notes in conjunction with the Chair.

3. Roll Call & Apologies

Trustees: G. Tanuan
           N. Di Pasquale

Elementary Parent Members:
  John Del Grande (W12), Chair
  Jennifer Di Francesco (W1)
  Natalia Marriott (W2)
  Joe Fiorante (W3)
  A.J. Hepburn (W4)
  Daniel Oliveira (W5/W)
  Gus Gikas (W6)
  Ruth Oliveros (W8/E)
  Jennifer Traer (W9)
  Annalisa Crudo-Perri (W10)
  Ben Xavier (W11/N)
  Isabel Starck (W11/S)
  Anthony Antonucci (W12)

Secondary Parent Members:
  Geoffrey Feldman (West)
Kathleen McGinnis (Central)
Melanie Stoll (East)

Staff: J. Wujek (Director Designate)
M. Sequeira (Parent Engagement Coordinator)
S. Vlahos (Communications)

Guests: Mary LaFramboise
Katie Piccinnini �一瞬间
Edith Pearson 🤗

Apologies were extended on behalf of Wendell Labrador (W8/W) and Dan Kajioka (W7)

4. Declarations of Interest
Isabel Starck – TCDSB International Languages
Annalisa Crudo-Perri, TCDSB Occasional Teacher

5. Approval of the Agenda
MOVED by Natalia Marriott, seconded by Geoffrey Feldman, that the Agenda be approved.

On the Vote taken, the Motion was declared CARRIED

6. Presentations & Reports from Committee Officials
6a) Chair Report
MOVED by Geoffrey Feldman, seconded by Gus Gikas that the Report from the Chair for the period of September 17 to November 5 be received.

On the Vote taken, the Motion was declared CARRIED
6b) **Financial Report**

MOVED by Natalia Marriott, seconded by Geoffrey Feldman that the CPIC Financial Report as of October 31, 2019 be received.

On the Vote taken, the Motion was declared **CARRIED**

7 **Certification of Election Results**

The Chair thanked all Parents for putting their names forward and for TCDSB Staff that facilitated election meetings. Only one Parent Member position remains vacant – Ward 5 East.

8 **Election of Vice-Chair**

The Director Designate called for nominations for CPIC Vice-Chair.

MOVED by Gus Gikas, seconded by Annalisa Crudo-Perri, that the name of Joe Fiorante be placed in nomination.

Joe Fiorante accepted the nomination.

No other nominations were made.

Joe Fiorante was acclaimed Vice Chair of CPIC.

The Meeting continued with John Del Grande in the Chair

9. **Election of New Executive Officers**

9a) **Treasurer**

MOVED by Annalisa Crudo-Perri, seconded by Natalia Marriott, that the name of Gus Gikas be placed in nomination.

Gus Gikas accepted the nomination.
No other nominations were made.

Gus Gikas was acclaimed Treasurer of CPIC.

9b) **Secretary**

MOVED by Natalia Marriott, seconded by Ruth Oliveros, that the name of Geoffrey Feldman be placed in nomination.

Geoffrey Feldman accepted the nomination.

No other nominations were made.

Geoffrey Feldman was acclaimed Secretary of CPIC.

9c) **Digital Coordinator**

MOVED by Joe Fiorante, seconded by Natalia Marriott, that the name of Jennifer Di Francesco be placed in nomination.

Jennifer Di Francesco accepted the nomination.

No other nominations were made.

Jennifer Di Francesco was acclaimed Digital Coordinator of CPIC.

9d) **Events Coordinator**

MOVED by Joe Fiorante, seconded by Annalisa Crudo-Perri, that the name of Isabel Starck be placed in nomination.

Isabel Starck accepted the nomination.

Natalia Marriott self-nominated for the position

No other nominations were made.

Results of the Vote for Event Coordinator of CPIC, as follows:

<table>
<thead>
<tr>
<th>In Favour of Isabel Starck</th>
<th>In Favour of Natalia Marriott</th>
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<tbody>
<tr>
<td>Joe Fiorante</td>
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<td>Ben Xavier</td>
</tr>
<tr>
<td>Isabel Starck</td>
<td>Kathleen McGinnis</td>
</tr>
</tbody>
</table>
Isabel Starck was elected Events Coordinator of CPIC.

9e) Past Chair

No Members were qualified for the position, thus remains vacant.

11 Appointment of Community Representatives

The Chair read the eligibility criteria for appointment as a Community Representative from CPIC Bylaw 4.3

Annalisa Crudo-Perri as OAPCE-Toronto President requested that Katie Piccinnini, Ward 2 St. Clements CES & CSPC Co-Chair, be appointed to represent OAPCE-Toronto.

On the Vote taken, the Motion was declared **CARRIED**

MOVED by Ruth Oliveros, seconded by Ben Xavier, that Mary LaFramboise from Faith In Our Child be re-appointed as a Community Representative.

Results of the Vote taken, as follows:

<table>
<thead>
<tr>
<th>In Favour</th>
<th>Opposed</th>
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<td>Gus Gikas</td>
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<tr>
<td>Melanie Stoll</td>
<td>Annalisa Crudo-Perri</td>
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<tr>
<td>Isabel Starck</td>
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</tbody>
</table>
12 Assignment of Members to Standing Committees

The Chair referred to the CPIC Bylaws that each Member must be on at least one subcommittee.

12a) Budget & Priorities Setting Subcommittee

The Chair called for volunteers

Natalia Marriott & Annalisa Crudo-Perri were appointed as additional Members on the Budget & Priorities Setting Subcommittee.

12b) Conference & Events Subcommittee

The Chair called for volunteers for appointment to the Conference & Events Subcommittee.

Jennifer Di Francesco, Ben Xavier, Ruth Oliveros, Joe Fiorante, Natalia Marriott & Melanie Stoll were appointed as additional Members on the Conference & Events Subcommittee.

MOVED by Jennifer Di Francesco, seconded by Joe Fiorante that the name of Natalia Marriott be placed in nomination for Vice-Chair of the Conference & Events Subcommittee

Natalia Marriott was acclaimed Vice-Chair of the Conference & Events Subcommittee.

12c) Communications & Parent Resource Subcommittee

The Chair called for volunteers for appointment to the Communications & Parent Resource Subcommittee.

Isabel Starck, Kathleen McGinnis, Anthony Antonucci, Geoffrey Feldman, Natalia Marriott, Trustee Di Pasquale, John Wujek & Manuela Sequeira were appointed as additional Members on the Communications & Parent Resource Subcommittee.
13 Creation or Continuation of Special Subcommittees

13a) Making Your Voices Heard as a Parent

MOVED by Natalia Marriott, seconded by Geoffrey Feldman that Making Your Voice Heard Subcommittee be reconstituted to complete its work and that Natalia Marriott continue as Chair.

On the Vote taken, the Motion was declared CARRIED.

The Chair called for volunteers for appointment to the Making Your Voices Heard as a Parent Special Subcommittee.

Annalisa Crudo-Perri, Jennifer Traer, Katie Piccinnini, Kathleen McGinnis & Manuela Sequeira were appointed as additional Members on the Making Your Voices Heard Special Subcommittee.

13b) New Proposed Subcommittee Creation

No other new Special Subcommittees were proposed by Members.

14 Confirmation of Calendar & Schedule of Committee Meetings

The proposed Monday February 24, 2020 will be updated to Monday March 2, 2020. Presentation of the CPIC meeting calendar for 2019-2020 is subject to approval by the Board of Trustees at the November Caucus Meeting.

The Chair declared a 10-minute recess at 8:25pm to take a photo of the newly constituted CPIC Committee.

The meeting resumed at 8:40 pm with John Del Grande in the Chair.
15 Urgent Matters

15a) Approval of Minutes from September 16, 2019 Regular Meeting

MOVED by Isabel Starck, seconded by Natalia Marriott that the Minutes of the CPIC Regular Meeting held September 16, 2019 be approved with minor corrections to the Trustee & Director Designate reports as noted.

On the Vote taken, the Motion was declared

CARRIED

15b) Schools Equity Fundraising Gap – Verbal Report by Shazia Vlahos, TCDSB Chief of Communications

Members provided feedback and ideas to be incorporated in the staff report for Board.

15c) Negating Bottled Water Use at Community Events – Verbal Report by Superintendent John Wujek

TCDSB is encouraging use of reusable water bottles in schools and booking of City of Toronto Water trucks for large events or functions. Members expressed concerns regarding water lead levels at various schools. Clarity was provided that a ban on sale of plastic Water Bottles at TCDSB is in place however students & parents may still bring and use their own plastic water bottles on school grounds.

15d) OAPCE Toronto Commissioning Ceremony & S.10 Policy Consultation – Verbal Report by CPIC Chair

The Chair communicated that CPIC & OAPCE will host a parent roundtable consultation session after the OAPCE Commissioning on Tuesday December 3rd. CPIC will provide funding for refreshments and a flyer will be send out later in the week to all schools.

15e) CPIC Logo Refresh Recommendations from Communications Department
Various logo options were presented and discussed. Members should email the CPIC Chair with preferences for a final recommendation to be brought back by the Communications department at the December meeting.

16 Communications or Announcements

All Members have been provided a binder with CPIC Bylaws and Policies. Members not present will have the materials sent to their child’s school.

17 Adjournment

MOVED by Ruth Oliveros, seconded by Natalia Marriot that the meeting be adjourned.

On the Vote taken, the Motion was declared CARRIED

The Meeting adjourned at 10:10PM

_____________________________ ________________________________
SECRETARY CPIC CHAIR
CHAIR REPORT

[Period of November 12, 2019 to December 11, 2019]

- Discussed CPIC operational items with Vice-Chair, Treasurer & Secretary
- Discussions with Director of Education and Director Designate on various items (policies, CPIC support etc.)
- Discussions with OAPCE-Toronto & Parent Engagement Department re: S.10 policy consult
- Reviewed TCDSB Board Agendas on behalf of the Committee
- Attended OAPCE Commissioning Ceremony, explained role of CPIC and led a roundtable discussion on S.10 Policy changes
- Prepared communications to the Board of Trustees
- Prepared December agenda, reviewed draft minutes and discussion with various members
## CPIC Grant & Expenditure Summary

As at November 30, 2019

<table>
<thead>
<tr>
<th>CPIC 2019-20</th>
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<tbody>
<tr>
<td>FR 1590</td>
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<tr>
<td>APPROVED FUNDING</td>
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<td>CARRYOVER FROM PREVIOUS YEAR</td>
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<tr>
<td>TOTAL FUNDING</td>
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<td>EXPENSES:</td>
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<tr>
<td>Childcare &amp; Supplies</td>
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<td>Election-Parent Recruitment Expenses</td>
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<td>Media Advertising</td>
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<td>Transcriptions</td>
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<td>Mileage</td>
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<td>Parent Resources</td>
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<td>Printing &amp; Supplies</td>
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<td>Promotional Materials</td>
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<td>Refreshments - Events</td>
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<td>Refreshments - Meeting</td>
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<td>Speaker Expenses</td>
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<td>Telecommunication</td>
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<td>Translation Services</td>
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<td>TTC Tokens - Buses</td>
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<tr>
<td>TOTAL EXPENDITURES</td>
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<tr>
<td>CARRYOVER TO NEW YEAR</td>
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</table>
## CPIC SUB-COMMITTEES 2019-2020
### CURRENT MEMBER LIST as of November 12, 2019

### BUDGET & PRIORITY SETTING SUB-COMMITTEE

2019/20 Focus Areas:
1. Budget surplus use recommendations/execution
2. Budget re-planning based on actuals/forecast and any new Committee priorities

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Joe Fiorante</td>
<td><a href="mailto:cpic.vicechair@tcdsb.org">cpic.vicechair@tcdsb.org</a></td>
<td>Chair</td>
<td>3 / VICE-CHAIR</td>
</tr>
<tr>
<td>Gus Gikas</td>
<td><a href="mailto:cpic.treasurer@tcdsb.org">cpic.treasurer@tcdsb.org</a></td>
<td>Vice-Chair</td>
<td>6 / TREASURER</td>
</tr>
<tr>
<td>Natalia Marriott</td>
<td><a href="mailto:cpic.ward02@tcdsb.org">cpic.ward02@tcdsb.org</a></td>
<td>Member</td>
<td>2</td>
</tr>
<tr>
<td>Annalisa Crudo-Perr</td>
<td><a href="mailto:cpic.ward10@tcdsb.org">cpic.ward10@tcdsb.org</a></td>
<td>Member</td>
<td>10</td>
</tr>
<tr>
<td>John Del Grande</td>
<td><a href="mailto:cpic.chair@tcdsb.org">cpic.chair@tcdsb.org</a></td>
<td>Ex-Officio</td>
<td>CHAIR</td>
</tr>
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### CONFERENCE & EVENTS SUB-COMMITTEE

2019/20 Focus Areas:
1. Recommending conference ideas and options to the committee
2. Planning conference after direction is received/approved by committee

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<tr>
<td>Isabel Starck</td>
<td><a href="mailto:cpic.events@tcdsb.org">cpic.events@tcdsb.org</a></td>
<td>Chair</td>
<td>11S / EVENTSC</td>
</tr>
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<td>Ruth Oliveros</td>
<td><a href="mailto:cpic.ward08e@tcdsb.org">cpic.ward08e@tcdsb.org</a></td>
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<td>Melanie Stoll</td>
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### COMMUNICATIONS AND PARENT RESOURCE SUB-COMMITTEE

2019/20 Focus Areas:
1. Collection of useful parent learning materials, webinars, CSPC templates etc...
2. Recommendation for updates to the CPIC & CSPC TCDSB Board external facing websites

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<td>Geof Feldman</td>
<td><a href="mailto:cpic.sswest@tcdsb.org">cpic.sswest@tcdsb.org</a></td>
<td>Member</td>
<td>SS-West</td>
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<tr>
<td>Anthony Antonucci</td>
<td><a href="mailto:cpic.ward12@tcdsb.org">cpic.ward12@tcdsb.org</a></td>
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<td>Kathleen McGinnis</td>
<td><a href="mailto:cpc.scentral@tcdsb.org">cpc.scentral@tcdsb.org</a></td>
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<td>SS-Central</td>
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<tr>
<td>Norm Di Pasquale</td>
<td><a href="mailto:norm.dipasquale@tcdsb.org">norm.dipasquale@tcdsb.org</a></td>
<td>Member</td>
<td>Trustee-W9</td>
</tr>
<tr>
<td>Natalia Marriott</td>
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</tr>
<tr>
<td>Manuela Sequeira</td>
<td><a href="mailto:manuela.sequeira@tcdsb.org">manuela.sequeira@tcdsb.org</a></td>
<td>Member</td>
<td>STAFF</td>
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### MAKING YOUR VOICES HEARD

2019/20 Focus Areas:
1. Completing reference materials/summaries for digital and paper outputs for two triangle components

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<td>Manuela Sequeira</td>
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CATHOLIC PARENT INVOLVEMENT COMMITTEE

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OPTION • COLOURS

15
**LOGO USE/DESIGN SYSTEM**

**TCDSB + WORDMARK + LOGO**  
(for external use, via CPIC)

**EXAMPLES OF USE:**  
• All instances representing the Board outside of the organization e.g. newsletters, banners, sponsorships  
• Initially, should be most commonly used version

**TCDSB + WORDMARK**  
(for Board use, via TCDSB)

**EXAMPLES OF USE:**  
• Internal memos  
• Email banners  
• When the “CP” logo is already represented (see social media samples)

**“TORONTO” WORDMARK + LOGO**  
(for internal CPIC use)

**EXAMPLES OF USE:**  
• Promotional items e.g. T-Shirts, buttons, etc.  
• Where the TCDSB logo is already represented elsewhere
MOTION FOR CONSIDERATION – December 16, 2019

From: John Del Grande W12

Whereas: The Board has invested in School Cash Online to facilitate easier payments by parents and for facilitating donations to schools.

Whereas: CSPCs are being encouraged to use School Cash Online for their fundraisers.

Whereas: Various improvements would provide value to schools and parent councils for expanded and ease of use.

THAT CPIC RECOMMEND TO THE BOARD OF TRUSTEES THAT:

1. THE DIRECTOR OF EDUCATION REVIEW OPTIONS IN THE TCDSB SCHOOL CASH ONLINE – SYSTEM CONFIGURATION TO ALLOW:

   a. Options to specify a fundraiser/event when donating to a School CSPC.
   b. Mandatory entry of a student name when external donations are being made to a school CSPC fundraiser or event.
   c. Proper access for CSPC Chairs to pull reports for activities related to CSPC co-sponsored activities.
STUDENT INFORMATION SYSTEM (SIS) PROJECT UPDATE

“For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope.” Jeremiah 29:1

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Steve Camacho, Chief Information Officer

INFORMATION REPORT

Vision:
At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:
The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

Rory McGuckin
Director of Education

D. Koenig
Associate Director of Academic Affairs

L. Noronha
Associate Director of Facilities, Business and Community Development, and Chief Financial Officer
A. EXECUTIVE SUMMARY

A Student Information System (SIS) is mission-critical organization wide system that stores and manages all student records for current and past students. Beyond managing student records, the SIS is critical for to the TCDSB as a data source for funding and for staffing. The TCDSB currently uses an older (legacy) Student Information System called Trillium, which it has operated since 2001.

In 2016, PowerSchool, a large SIS vendor, purchased the Trillium SIS business in Ontario and subsequently announced that it will no longer add new functionality to Trillium; PowerSchool indicated that they would like to see school boards “upgrade” to the PowerSchool SIS, their core SIS product.

In response to Trillium’s uncertain future, several school boards participated in a RFP issued by Ontario Education Collaborative Marketplace (OECM) on behalf of all school boards in Ontario for a new SIS. In January 2019, OECM announced the winning Bidder as the joint bid from Fujitsu and Follett using the Aspen SIS software. Four bidders responded to the RFP, including PowerSchool.

The OECM award to Fujitsu/Follett does not force the TCDSB to implement the Aspen SIS. The TCDSB needs to sign a sub-agreement known as Client Services Agreement (CSA) to take advantage of the overall agreement completed by OECM. TCDSB staff have met with both Powerschool and Fujistu/Follet in order to ensure that the TCDSB accepts the offer with the best overall value to the TCDSB within established procurement rules.

Although the implementation of a new modern SIS has many benefits, the implementation work is typically among the most complex IT projects an organization can undertake because it affects many core business processes. To manage such a large and complex IT project, the TCDSB will need to form a dedicated project team that will include experienced staff and administrators from within the TCDSB ranks as well as experts from the vendor team.

The project costs and schedule are not yet known, however, staff estimate the project will take between 3 to 4 years and cost between $10M to $15M to implement.

Staff anticipate that a final contract, project budget, funding plan, and high-level schedule will be ready for Board review and approval by December 2019.

The cumulative staff time required to prepare this report was 15 hours
B. PURPOSE

1. The purpose of this report is to provide the Board with background information on the TCDSB’s use of the student information system and work completed so far to select a new SIS. The report also provides updated estimates to trustees on the most critical aspects of a future SIS project.

C. BACKGROUND

1. A Student Information System (SIS) is a mission-critical organization-wide system that stores and manages all student records for current and past students. The SIS is often the “source of truth” for student information and holds a significant amount of key information such as student demographic data, grades, transcripts, parent information, attendance, and medical information just to name a few.

2. The SIS is critical to the TCDSB for funding because the information within it is used to gather enrolment totals, class sizes, and other information. This information is also sent regularly to the Ministry of Education to calculate the total amount of Grants for Student Needs (GSNs) that the TCDSB will receive in any given year.

3. Because the SIS holds classroom data, it is also used as a key data source to calculate staffing allocations. The data from the SIS is used to calculate staffing levels for student-facing positions such as teachers, Early Childhood Educators, Educational Assistants, and other similar groups, which in turn account for most of the TCDSB’s daily operating costs.

4. The TCDSB currently uses an older (legacy) Student Information System called Trillium. The Trillium SIS is also used by approximately 44 school boards across the province of Ontario including the TDSB. The software is not used in any other province or state.

5. The Trillium software was originally developed by the Ministry in partnership with school boards in the late 1990s. The government and schools boards in 1996 abandoned the Trillium product development and subsequently sold the unfinished product to an independent software development firm called SRB.
6. **SRB developed Trillium into a viable product and subsequently licenced the product back to school boards in the early 2000s. TCDSB implemented Trillium around 2001.**

7. **SRB continued to develop and maintain Trillium until 2016, when Trillium was purchased by PowerSchool. PowerSchool is a large private firm that specializes in Student Information Systems among other products. The core product, the PowerSchool SIS, is installed in many schools across North America.**

8. **In 2017 PowerSchool announced that it will no longer be adding new functionality to Trillium; However, they would continue to support security and Ministry reporting compliance updates for the near future. PowerSchool, also indicated that they would like to see school boards “upgrade” to the PowerSchool SIS over time.**

9. **In response to Trillium’s uncertain future, in late 2017, several school boards participated in a Request for Information (RFI) process to learn about the overall SIS market. The RFI was conducted by the Educational Computing Network of Ontario (ECNO) on behalf of most school board in Ontario including the TCDSB.**

10. **Also in late 2017, the TCDSB set aside $5M in one-time funding for a future SIS project. The funds were taken from in 2016/17 in year surplus. The Board also agreed to increase the base IT budget over 5 years to cover new anticipated operating costs of a new SIS. Since the SIS project has not been started, these funds have not been used and have accumulated. In addition, the project was not started pending the hiring of a new CIO, which occurred in March 2018.**

11. **In 2018, the unused budget from SIS project was placed into a strategic IT systems reserve as part of an overall reserve strategy that was approved by the Board. The intention of this reserve is to support major systems modernization projects such as a new SIS. The current strategic IT system reserve balance is $7.95M.**

12. **In April 2018, the Ontario Education Collaborative Marketplace (OECM) issued an RFP for new SIS on behalf of all school board in Ontario. The TCDSB was heavily involved in the RFP process from the beginning and**
contributed to the RFP criteria, bid response scoring, and master contract negotiations with the top bidder.

13. In January 2019, OECM announced the winning Bidder as the joint bid from Fujitsu and Follett using the Aspen SIS software. Follett will provide the Aspen SIS software while Fujitsu will provide implementation and on-going support services under a single contract. There were four bidders who responded to the RFP including the TCDSB incumbent vendor, PowerSchool. While the exact scoring cannot be released, staff are aware that the bid from Aspen/Fujitsu was the highest scoring bidder by a significant margin.

14. The Aspen SIS is also one of the most popular student information systems in North America. It is used by several schools, states and provinces. In Canada the Aspen SIS, is deployed to all school boards in British Columbia and Saskatchewan. In the USA, some notable large clients include Miami-Dade County Public Schools and Chicago Public Schools.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The OECM award to Fujitsu/Follett does not force the TCDSB to implement the Aspen SIS software. As with all OECM procurements, the TCDSB needs to sign a sub-agreement known as Client Services Agreement (CSA) to take advantage of the overall agreement completed by OECM. The CSA allows boards to negotiate additional terms that are important to them as well as allows for additional pricing discounts.

2. Recent changes to public sector procurement rules set out by the Government encourage the use of central procurement contracts such the SIS software contract offered through OECM. Although the TCDSB does not have to choose the Aspen SIS software, not selecting it will likely mean the TCDSB would need to start its own separate lengthy RFP process and justify its reasons for doing so to the Ministry of Education.

3. The TCDSB has recently received a letter from PowerSchool with a proposal to “upgrade” Trillium to PowerSchool SIS under the existing contract. The TCDSB and other boards have engaged with the Ministry of Education to determine the viability of this offer by PowerSchool.
4. TCDSB staff have met with both Powerschool and Fujitsu/Follet to understand the specifics of their offers and contract. Staff are speaking to both vendors in order to ensure that the TCDSB accepts the offer with the best overall value to the TCDSB within established procurement rules.

5. The TCDSB uses Trillium for core functionality such as student demographic data and transcripts, but has built dozens of custom applications around Trillium to cover functionality that originally was not included in Trillium. These applications require extensive on-going maintenance work and are more prone to IT security threats. A new SIS could potentially eliminate some of these custom applications. Some examples of applications that TCDSB has built over the last 20 years include:

- Individuals Education Plan (IEP) App to track plans for special needs students
- Data Integration Platform (DIP) to track and report achievement data including EQAO
- Report Card Creation App for teachers to create final report cards
- Electronic data links to the Ontario College Application System (OCAS) and the Ontario University Application Centre (OUAC)
- Progressive Discipline/Safe Schools application to manage student incidents, threats, and expulsions.
- OnSIS report dashboard to track the data submission work to the Ministry
- School Online Admissions and Registration (SOAR) software for parents and students to apply and register for their local school online.

6. In addition to all the custom software needed to support Trillium, the core Trillium system is built on older technology that is hosted in the TCDSB data centre and is only accessible via a software package installed on individual TCDSB computers. Most modern systems are built on cloud infrastructure and accessible via a web browser from any computer or device without the need to manage applications on each individual computers.

7. A new modern SIS will have a number of built functions not included in the core Trillium SIS such as a reporting and analytics engine, and IEP management function, case management functionality, electronic classroom attendance, and a parent access portal.
8. In addition to the reduction in custom software and better long-term viability of a supported off commercials systems, the implementation of new modern SIS brings with it a number of other benefits including:

- improved access for teachers and principals on any device
- simplified and streamlined Ministry compliance report
- improved data security and privacy controls
- the reduction of data centre hardware as the new software is hosted by the vendor
- improved data integration with future software products such as a case management system
- simplified reporting tool for teachers, principals, and central staff

9. The implementation of the new SIS is part of the draft I&T Strategic plan being presented to Board later this fall.

10. Although the implementation of a new modern SIS has many benefits, the implementation work is typically among the most complex IT projects an organization can undertake. There are a number of factors that drive this complexity such as the number of core business process affected by the system, the need to maintain operations while in transition to a new system, the number of staff that need to be trained on the new system, and the significant amount of data that needs to be transferred from the existing system to the new system.

11. In addition to the implementation complexity, it should be noted that an SIS is used by many staff on a day-to-day basis. Changing the system will likely disturb personal practices and working routines developed by staff over the last 20 years. As a result of this disruption, the project will require significant training, communications, and organizational change management effort in order to be completed and the software to be adopted successfully.

12. To manage such a large IT project the TCDSB will need to form a dedicated project team that will include experienced staff and administrators from within the TCDSB ranks as well as experts from the vendor team.

13. Although the exact costs and schedule are unknown until the final contract and project plan are completed, staff generally believe the project will take between 3 to 4 years to complete with an implementation cost of between $10M and $15M. Staff currently do not expect additional operating budget to
support the new system as this has already been planned within the current ICT operating budget.

14. Staff anticipate that a final contract, project budget, funding plan, and high-level schedule will be ready for Board review and approval by December 2019.

E. CONCLUDING STATEMENT

This report is for the consideration of the Board and.
CATHOLIC PARENT INVOLVEMENT COMMITTEE, POLICY P.04, REVIEW REPORT

“He rules the world in righteousness and judges the peoples with equity.” Psalm 9:8

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J. Wujek, Superintendent of Schools (Area 5) & Parent Engagement
M. Sequeira, Coordinator-International Languages, Parent Engagement and Community Relations

INFORMATION REPORT

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Rory McGuckin
Director of Education

D. Koenig
Associate Director of Academic Affairs

L. Noronha
Associate Director of Facilities, Business and Community Development, and Chief Financial Officer
A. EXECUTIVE SUMMARY

This report recommends updating the current Catholic Parent Involvement Committee, Policy P.04, as per the five year review cycle in the Meta Policy (M.01).

_The cumulative staff time required to prepare this report was 8 hours._

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance Policy Committee.

C. BACKGROUND

1. The Toronto Catholic Parent Involvement Committee, Policy P.04 was first approved on April 25, 2013.

2. Changes to the policy reflect current legislation and practices.

D. EVIDENCE

1. The policy has been amended and informed in consultation with Legal Services and with the Toronto CPIC.

E. METRICS AND ACCOUNTABILITY

1. The recommendations in this report will be monitored by the Director of Education with the support of the superintendent of Parent Engagement, and reported on the Annual Toronto Catholic Parent Involvement Committee Metrics Report.

2. Further reports will be brought to the Board in accordance with the policy review schedule.
F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. The updated policy (Appendix A), and accompanying appendices (Appendix B and Appendix C), as approved will be posted on the TCDSB policy register.

2. CPIC, Ontario Association for Parents in Catholic Education (OAPCE) and Catholic School Parent Councils (CSPCs) will be informed of changes through their regular meetings.

G. STAFF RECOMMENDATION

Staff recommends that the revised Catholic Parent Involvement Committee, Policy P.04 (Appendix A of this report) be adopted.

It also recommends that Appendices A and B (Appendices B and C of this report) to the policy be approved.
POLICY SECTION: Parents

SUB-SECTION

POLICY NAME: Catholic Parent Involvement Committee

POLICY NO: P.04

Date Approved: April 25, 2013- Board


Dates of Amendments: January 2020

Cross References:
Education Act Ontario Regulation 612/00 School Councils and Parent Involvement Committees
S. 10 Catholic School Advisory Councils
School Parent Councils
F.M.01 Employee Expenses
F.P.01 Purchasing
H.M.19 Conflict Resolution
H.M. 24 Catholic Equity and Inclusive Education Policy
S.S. 09 Code of Conduct

Attachments(s): Appendices:
CPIC Operational Procedures Protocol - Appendix A
Toronto CPIC By-laws - Appendix B

Purpose:
This Policy provides direction on the operation of the Toronto Catholic District School Board’s Parent Involvement Committee in those areas where a policy is required by the Regulation in the Education Act.
Scope and Responsibility:
The policy provides oversight to the operation and activities of the TCDSB’s Parent Involvement Committee (CPIC). The Director of Education is responsible for this policy.

Alignment with MYSP:
Living Our Catholic Values
Strengthening Enhancing Public Confidence
Fostering Student Achievement and Well-Being

Financial Impact:
The Ontario Ministry of Education provides base funding for the Catholic Parent Involvement Committee. Annual applications may be submitted by CPIC to the Ministry of Education for regional Parent Reaching Out grants to further support parent engagement at the TCDSB.

Legal Impact:
The Board’s legal counsel will ensure matters of the Catholic Parent Involvement Committee are consistent with the mandate prescribed in Ontario Regulation 612/00.

External legal advice sought by the Parent Involvement Committee will not be supported with funds provided by the Ministry of Education.

Policy:
Toronto Catholic Parent Involvement Committee (CPIC) is a statutory committee of the Toronto Catholic District School Board (TCDSB), and its mandate is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. Toronto CPIC will provide information and advice on parent engagement to the Board of Trustees and the Director of Education, will communicate with and support Catholic School Advisory Councils of the TCDSB, and will undertake activities to help parents of pupils in TCDSB schools support their children’s learning at home and at school. It is incumbent upon the Catholic Parent Involvement Committee to act as a committee and not carry out responsibilities as individual members of the committee.
Regulations:

1. **Toronto** CPIC will develop strategies and initiatives that the TCDSB could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being, and advise the Board of Trustees, TCDSB staff and the Director of Education on methods of implementing these strategies and initiatives, and communicate information from the Ministry to school councils of the board.

2. **Toronto** CPIC will work collaboratively with the Director of Education, Board of Trustees, TCDSB staff and Catholic School Advisory Parent Councils (CSPC) of the TCDSB to share effective parent engagement practices, identify and reduce barriers to meaningful parent engagement, and ensure that TCDSB schools create a welcoming environment for parents.

3. The Board may solicit, receive and take into consideration the advice of **Toronto** CPIC regarding matters that relate to parent engagement, and student achievement and well-being, and will inform **Toronto** CPIC of its response to the advice given.

4. **Toronto** CPIC will be regularly allotted time on the order paper of the Regular Board meeting to address the board and provide information and advice on parent engagement, and strategies to effectively engage parents in improving student achievement and well-being. The Board will inform **Toronto** CPIC of its response to the advice given.

5. Information, recommendations and advice to the board will be augmented through the minutes of **Toronto** CPIC received at the Regular Board meeting.

6. **Toronto** CPIC may solicit and take into consideration the advice of parents of students enrolled in TCDSB schools with regards to matters under consideration by the Committee in consultation by board staff.

7. Prior to discussing with the whole committee and committing to proposed expenditures from base funds as per the approved budget of the Committee, the **Toronto** CPIC Chair will consult with the director, separate from regular committee meetings, about the use of designated funds allocated to support parent engagement consistent with TCDSB policies.
8. After the consultation with the director, all proposed expenditures exceeding $2500 from base funds will be presented through a motion to the whole Toronto CPIC for approval.

9. For proposed contracted products and services from both base funding and applicable Parent Reaching Out (PRO) grants, contracts must be reviewed centrally prior to execution. The CPIC Chair and Director of Education or designate must co-sign the agreement. For purchases and/or contract for services, the TCDSB policy (F.P.01 Purchasing) must be followed. Any contracts or purchases entered into by Toronto CPIC without prior approval will become the responsibility of the Toronto CPIC member who incurred the expense.

10. TCDSB will reimburse Toronto CPIC members for acceptable expenses reasonably incurred in line with the TCDSB policy (F.M.01 Employee Expenses) and specified in the Toronto CPIC Procedural Guidelines. Toronto CPIC shall maintain a member expense reimbursement policy. A general motion approving CPIC member reimbursement parameters and processes will be approved at the first meeting held in October of every year.

11. With the approval of CPIC, funds may be disbursed to parents of children in TCDSB schools to support attendance at events and workshops focused on parent engagement.

12. Records of financial transactions will be attached to the Committee’s meeting agenda for all regular Toronto CPIC meetings provided by TCDSB staff to CPIC for Committee meetings. Financial statements will be posted on the board’s website quarterly.

13. The Board will appoint a trustee representative and an alternate to Toronto CPIC, and determine the term of office for such appointment at its annual caucus meeting.

14. The Board shall ensure that vacancies in parent member positions on Toronto CPIC are advertised through the TCDSB Communications Department using a variety of methods.

15. TCDSB staff and Toronto CPIC members will organize elections and prepare and communicate election materials. With respect to the actual election
process in different wards, TCDSB staff will facilitate, conduct and scrutinize each election to ensure impartiality and transparency.

16. The Board will annually determine the meeting dates for Toronto CPIC, as per the process for its Standing and Statutory committees, at its regular meeting in December. All regular Committee meetings will take place at the TCDSB’s Catholic Education Centre and are open for the public to attend. The Board shall ensure all members are able to participate fully in committee meetings by electronic means.

17. The Chair of Toronto CPIC shall ensure that notice and agenda, including relevant back-up materials, of each regular Committee meeting and subcommittee meeting is provided to all members of the Committee at least five days before the meeting by delivering a notice to each member by e-mail and by arranging for staff to post a notice on the Board’s website.

18. Insofar as Toronto CPIC may establish subcommittees, notices of meetings and agendas will be delivered to each member of the committee and posted on the TCDSB website. Meetings will be held at the premises of the TCDSB insofar as such facilities are available, or held electronically.

19. A regular meeting of Toronto CPIC will not proceed if the trustee representative or alternate, and the director or designate, is not in attendance in person or via electronic communication. Should the trustee representative or director/designate need to leave for the duration of the meeting, and an alternative replacement cannot be found, the Committee will adjourn the meeting.

20. Approved minutes of all Toronto CPIC meetings will be posted on the TCDSB website by Board staff and sent electronically to the chairs or co-chairs of Catholic School Advisory Councils the CSPC in each school of the TCDSB. Minutes will remain on the TCDSB website for four years. Approved minutes will be provided for inclusion on the order paper of the Regular Board.

21. All communications from Toronto CPIC intended for distribution to parents of children in schools of the Board will be approved by the director prior to the communication being sent to the intended recipients.
22. Toronto CPIC will approve and submit an annual written summary of the Committee’s activities to the Chair of the Board and the Director of Education by November 30 of every year. The summary will include a report on how funding provided for parental involvement was spent. The director will provide this summary of activities to Catholic School Advisory Councils of the TCDSB, and will post the summary of activities on the TCDSB website.

23. The summary of the Toronto CPIC annual report will include information under the following headings:
   - CPIC Mandate and Purpose;
   - CPIC Structure and Membership;
   - CPIC Officers and Meetings;
   - CPIC Sub-Committees;
   - Recommendations Provided and Action-After;
   - CPIC Sponsored Events;
   - CPIC Activities and Highlights; and
   - CPIC Financial Summary.

24. The director will provide this summary of activities to Catholic School Advisory Councils Catholic School Parent Councils of the TCDSB, and will post the summary of activities on the TCDSB website.

25. Toronto CPIC’s by-law governing internal conflict resolution will be consistent with the TCDSB policy (H.M. 19 Conflict Resolution).

26. The operational procedures provided CPIC Operational Procedures Protocol (Appendix A) and Toronto CPIC By-laws (Appendix B) will govern the respective activities of Toronto CPIC.

Definitions:

Not of significance in this policy.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:
1. The annual summary of Toronto CPIC activities will serve as an assessment of the committee’s work to support parental engagement at TCDSB.
2. Advice provided to the Board of Trustees and the Director of Education and any action arising out of this advice will be monitored and assessed.
POLICY PERSPECTIVE

The Education Act gives authority to Parent Involvement Committees to determine how funding provided through the Education Act is to be used to achieve its mandate.

While CPIC will first strive to hold its own events with primary support of its Members, there are times and opportunities that CPIC may wish to avail itself of in terms of partnerships or other groups that are ready and able to provide value to Parents.

Accountabilities need to be in place to ensure limited funds are maximized for use and are considered purely on its own merit.

POLICY

In order for CPIC to consider request or proposals, the following must be met & agreed to:

1. At least one CPIC Committee Member must agree to sponsor the initiative.

2. The following evaluation criteria must be met to the satisfaction of CPIC prior to approving.

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<th>Flexible Criteria</th>
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<td>a) Aligned (and/or not in opposition) to Catholic Values &amp; Teachings</td>
<td>d) Outcome will provide takeaways of usable learning and/or materials</td>
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<td>b) Aligned to CPIC Mandate</td>
<td>e) More than one school/community or cohort</td>
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<td>c) Parental Engagement is primary focus of activity</td>
<td>f) Addressing an under serviced community or multi-cultural community</td>
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<td>d) High level plan and/or cost estimates completed</td>
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3. The organization must agree to provide:
   
   a) Recognition of CPIC as a sponsor on its promotional materials
   b) Provide CPIC an opportunity to address attendees
   c) Provide CPIC space to exhibit (if applicable)
   d) Within 30 days:
      i) provide final attendance #'s of TCDSB Parents who registered and who actually attended AND
      ii) provide a debrief to the Committee within 30 days.

4. Failure to abide by requirements or agreements may result in CPIC no longer funding or participate in future ventures and/or withhold any outstanding payments.

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STUDENT ACHIEVEMENT AND RESOURCES COMMITTEE

CATHOLIC PARENT INVOLVEMENT COMMITTEE ANNUAL REPORT, 2018-2019

“For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” Ephesians 2:10

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J. Wujek, Superintendent of Education Area 5, Parent Engagement  
M. Sequeira, Coordinator, International Languages, Parent Engagement and Community Outreach

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Rory McGuckin  
Director of Education

D. Koenig  
Associate Director of Academic Affairs

L. Noronha  
Associate Director of Facilities, Business and Community Development, and Chief Financial Officer
A. EXECUTIVE SUMMARY

This report outlines the Toronto Catholic Parent Involvement Committee facilitated and sponsored initiatives for the 2018-2019 academic year.

This report also outlines the change in the reporting process for the Toronto CPIC annual report. Included is an overview of the leadership work undertaken by CPIC, parent conferences and workshops, monetary sponsorship for parent events, and resources distributed to Catholic School Parent Councils (CSPCs).

The cumulative staff time required to prepare this report was 6 hours

B. PURPOSE

1. This report complies with the Action After request made on January 28, 2016 that an Annual Information Report on Toronto Catholic Parent Involvement Committee (CPIC) activities be added to the rolling calendar.

2. Staff was to report on the statistics of meetings, activities and initiatives undertaken by Toronto CPIC.

C. BACKGROUND

1. CPIC is a Toronto Catholic District School Board (TCDSB) parent-led committee of volunteers who work both at the Board and at the Ward level. CPIC members provide information and advice on parent engagement to the school board, create initiatives that promote and facilitate parent engagement, and support parents in assisting their children’s learning at home and/or at school.

1. On January 28, 2016, the Catholic Parent Involvement Committee Annual Report was presented at the Regular Board meeting. Arising out of this presentation, the Annual Report was received by the Board and recommendations were made to have a report presented on an annual basis.

3. Since 2016, the Parent Engagement Department has prepared and presented the report to the Student Achievement and Wellbeing, based on the Toronto CPIC’s summary report.

4. In the fall of 2019, in collaboration with the Toronto CPIC Chair, a decision was made for this report to be replaced with the Toronto CPIC annual report to Board, with the following provisions:

   i. The Toronto CPIC annual report will include information under the following headings:
      - CPIC Mandate and Purpose;
      - CPIC Structure and Membership;
      - CPIC Officers and Meetings;
      - CPIC Sub-Committees;
      - Recommendations Provided and Action-After;
      - CPIC Sponsored Events;
      - CPIC Activities and Highlights; and
      - CPIC Financial Summary.

   ii. The Toronto CPIC annual report will be presented to the Student Achievement and Well Being Committee by November 30th of year academic year.

   iii. The Toronto CPIC chair will provide the Toronto CPIC annual report to all Catholic School Parents Councils via email.

   iv. The director will post the Toronto CPIC annual report on the TCDSB website.
D. EVIDENCE

1. The Toronto CPIC 2018-2019 Annual Report (Appendix A) provides a detailed outline of the CPIC facilitated and sponsored initiatives for the 2018-2019 academic year, including a financial summary of its activities.

2. The summary includes information on parent conferences and workshops, the distribution of resources to Catholic School Parent Councils and the monetary sponsorship for parent events.

Action - After Items to Recommendation Made to the Director of Education

1. In support of creating a welcoming environment and that new or prospective parents to schools may not easily be able to find key information: “That the school Board enact uniform school-based signage that conveys: a) name and contact information for the school principal; b) name and contact information for the school vice-principal; c) name of the school secretary and contact information for the school; d) name of the CSPC Chair and TCDSB contact information; e) name and contact information for the school superintendent; f) name and contact information for the ward trustee; g) school board main information line and website.”

- Standard contact school information available to all parents was implemented in all schools (Appendix B).

2. To ensure that both local Parent Councils and Toronto CPIC are properly supported to post timely and pertinent information for their parent community:

   “TCDSB staff review the processes to provide for timely updates to be posted to local school CSPC & central CPIC sites; b) CPIC Chair be provided administrative access to the internal CPIC/CSPC site for posting of documents & resources for the committee and parent councils; c) Schools through the principal be encouraged to regularly post CSPC agendas, minutes and other artifacts to the local TCDSB school sites.”

- Staff from the Parent Engagement, Communication and IT Departments are evolving their strategy to improve communication with all parents, parent councils and parent groups.
Action - After to Recommendations Made to the Board of Trustees

1. “That the Communications team investigate creation of a monthly summary of relevant matters and decisions that have come before the board of trustees and upcoming board policies scheduled for review.”
2. “That a review of regular communications from the board be undertaken that currently include distributions to CSPCs to ensure they have a parent lens and provide added value that contribute to the facilitation of parent engagement & student achievement.”

- The Communications Department added members of CPIC, CSPC, OAPCE-Toronto and Special Education Advisory Committee (SEAC) to the ‘weekly wrap-up’ communication that is sent out to the system.
- The Communications Department conducted a ‘weekly wrap-up’ survey asking for parent input on improving the current communication format.
- Beginning in June of 2019, a monthly summary of parent-related items/policies that were presented at all Board meetings, was added to the ‘weekly wrap-up’ on the last Friday of every month.

E. METRICS AND ACCOUNTABILITY

1. This annual summary of the Toronto CPIC activities serves as an assessment of the Committee’s work to support parent engagement at TCDSB.

2. Advice provided to the Board of Trustees and the Director of Education and any action arising out of this advice will be monitored and assessed.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.
TORONTO CATHOLIC DISTRICT SCHOOL BOARD
PARENT REACHING OUT (PRO) GRANT
DISBURSEMENT REPORT, 2019-2020

“God blessed them and said to them, “Be fruitful and increase in number (...)”’ Genesis 1:28

INFORMATION REPORT

Vision:
At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:
The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

Rory McGuckin
Director of Education

D. Koenig
Associate Director of Academic Affairs

L. Noronha
Associate Director of Facilities, Business and Community Development, and Chief Financial Officer
A. EXECUTIVE SUMMARY

This report outlines the change in Ministry directive regarding Parent Reaching Out (PRO) grants for 2019-2020, as well as, the recommendation for the disbursement of the Ministry allocated TCDSB PRO grant of $51,009.48, for the 2019-2020 academic year.

The cumulative staff time required to prepare this report was 10 hours

B. PURPOSE

1. The Toronto Catholic District School Board remains committed to providing leadership development opportunities at all levels of the organization, which also includes: members of the Catholic Parent Involvement Committee (CPIC), members of the Catholic School Parent Council (CSPC); members of the Special Education Advisory Committees (SEAC); members of the Indigenous and Equity Advisory Committees; as well as, representatives from the Ontario Association for Parents in Catholic Education-Toronto (OAPCE-Toronto).

2. Consistent with Ministry guidelines, this report provides a summary recommendation of the disbursement of the PRO grant funds to be utilized in the academic year of 2019-2020.

C. BACKGROUND

1. Prior to and including the fall of 2018, parent engagement groups would apply directly to the Ministry of Education for approval of proposed projects.

2. In 2018-2019, the TCDSB received approval for 135 school based parent engagement projects submitted by school councils to Ministry approval, with a value of $133,991, and 1 regional PRO grant, with a value of $7,500.

3. In the spring of 2019, the Ontario Ministry of Education did not announce a PRO grant application process for the 2019-2020 academic school year.
4. In the fall of 2019, the Ministry required school boards to return all unused PRO grant funds for 2018-2019. The TCDSB returned a total of $52,745.02 from unused school-based projects.

5. In the fall of 2019, the Parent Engagement Department sent principals and school council chairs the current accumulated amount of Parent Involvement Committee (PIC) grant funds (Appendix A), so that school councils could continue with potential pre-planned parent engagement projects or to plan for new projects for 2019-2020 academic year.

6. In the fall of 2019, in an Ontario Transfer Payment Agreement between the Ministry and the TCDSB, the TCDSB received a $51,009.48 PRO grant to be allocated to projects with a focus on the identification and removal of barriers to parent engagement.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Currently, all CSPCs have unused accumulated Parent Involvement Committee (PIC) funds (Appendix A) that were allocated for parent engagement initiatives at the local level.

2. As the PIC funds are to be used annually to subsidize parent engagement activities, CSPCs were advised to fully utilize the current accumulated available funds to plan for parent engagement activities that meet the needs of the local school.

3. Overall guidelines, roles and performance measures summarized by the Ministry is shown in Appendix D.

4. Consistent with the direction provided in the Transfer Agreement that “the recipient will work with their Parent Involvement Committee to determine the project(s) and corresponding funding amounts for each project”, after initial consultation with the Toronto CPIC chair, the following chart outlines the recommended breakdown for dispersal for TCDSB PRO grant for 2019-2020:
<table>
<thead>
<tr>
<th>Department/Group</th>
<th>Project(s)/Event(s)/Parent Resources</th>
<th>Total Grant</th>
</tr>
</thead>
</table>
| Parent Engagement – CPIC | To support the leadership role of the CPIC newly representatives, staff will engage CPIC representatives in regional Ward specific workshops, presentations and/or materials on key themes in parent engagement, as for example:  
  - Providing a safe and welcoming school environment;  
  - Maintaining open communication with teachers;  
  - Respecting parents as valued partners within the education system in relation to decisions about their child’s education;  
  - Ensure parents are informed about the content of the Ontario Curriculum Guidelines.  
  In addition, CPIC will partner with OPACE-Toronto to deliver central presentations and/or the creation of materials in alignment with the above themes. | $36,000.00 - ($2,000.00 per Ward/Ward cluster) |
| Special Education – SEAC | Through the ongoing work of the Accountably Framework for Special Services (AFSS), staff will engage SEAC members, parents, and other community stakeholders in workshops and/or presentations on key topics in special education and services, | $5,000.00                                                                 |


Department/Group | Project(s)/Event(s)/Parent Resources | Total Grant  
--- | --- | ---  
Equity, Diversity and Indigenous Education & Community Relations | including, but not limited, to the following:  
- transition planning;  
- pathways planning;  
- self-regulation; or  
- literacy and numeracy development. | $ 5,000.00  
Equity, Diversity and Indigenous Education & Community Relations | The Community Relations Department will engage advisory committee members and community stakeholders in workshops and/or presentations on key themes from the Board’s Action Plan for Indigenous Education and the Board’s Equity Action Plan, as for example:  
- awareness building and inclusion for indigenous families within TCDSB in collaboration with the Indigenous Advisory Committee and Community organizers;  
- increase parent engagement in equity and inclusive education;  
- developing cultural sensitivities; and  
- developing equity competencies such as: bias awareness, anti-black racism poverty mitigation. | $ 5,000.00  

E. METRICS AND ACCOUNTABILITY

1. All projects will adhere to Ministry guidelines, as summarized in Appendix B and Appendix C.

2. Performance measures in the final report to the Ministry will include:
   - the number of projects/events;
   - number of parent stakeholders involved;
   - amount of funds spent on each event/project;
   - number of parents that attended each event; and
• data on parent increased awareness of school activities, on parent increased comfort in the school environment and on parents who learned new skills that will be beneficial for their child’s achievement as a result of the project/event.

F. STAFF RECOMMENDATION

The report is for the consideration of the board.
### Parent Involvement Committee (PIC) Grant Balances

**As of October 7, 2019**

<table>
<thead>
<tr>
<th>Ward</th>
<th>CSPC</th>
<th>2018/19 Balance from Previous Years</th>
<th>Allocation 2019/2020</th>
<th>Grand Total</th>
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<td>1,018.29</td>
<td>500.00</td>
</tr>
<tr>
<td>12</td>
<td>CSPC (St. Ursula)</td>
<td>500.00</td>
<td>2,000.00</td>
<td>500.00</td>
</tr>
<tr>
<td>12</td>
<td>CSPC (St. Thomas More)</td>
<td>500.00</td>
<td>220.00</td>
<td>500.00</td>
</tr>
<tr>
<td>12</td>
<td>CSPC (St. Edmund Campion)</td>
<td>500.00</td>
<td>43.79</td>
<td>500.00</td>
</tr>
<tr>
<td>12</td>
<td>CSPC (Neil McNeil)</td>
<td>500.00</td>
<td>580.65</td>
<td>500.00</td>
</tr>
<tr>
<td>12</td>
<td>CSPC (Cardinal Newman)</td>
<td>500.00</td>
<td>24.90</td>
<td>500.00</td>
</tr>
<tr>
<td>12</td>
<td>CSPC (St. John Paul II)</td>
<td>500.00</td>
<td>667.94</td>
<td>500.00</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>65,324.58</td>
<td>126,728.72</td>
<td>98,000.00</td>
</tr>
</tbody>
</table>
**PARENT REACHING OUT (PRO) REGIONAL GRANT 2019-2020**

<table>
<thead>
<tr>
<th>Guidelines</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Timeline</strong></td>
<td>o Project must be completed by June 5, 2020</td>
</tr>
</tbody>
</table>
| **Reimbursement Requirements** | o Completed PRO Grant Reporting Template with:  
Completed Cheque Requisition(s) with attached original receipts/invoices  
Please submit reimbursement package via courier, no later than June 15, 2020, to: CEC, Parent Engagement: Manuela Sequeira |
| **Themes** | The project must demonstrate a commitment to respecting the role of parents in students' educational experiences by working with parents or seeking parent input on how schools can:  
  o Provide a safe and welcoming school environment;  
  o Maintain open communication with teachers;  
  o Respect parents as valued partners within the education system in relation to decisions about their child's education; and  
  o Ensure parents are informed about the content of the Ontario Curriculum Guidelines |
| **Outcomes** | o Parents have increased awareness of school activities and initiatives  
  o Parents are more involved in their local school environment and child's education  
  o Parents feel like valued partners in the education system  
  o Parents have increased confidence in public education |
| **Exit Survey** | Each project must include an exit survey that must be completed by participating parents, that will measure:  
  o Number and/or percentage of parents who have increased awareness of school activities;  
  o Number and/or percentage of parents who felt more comfortable in the school environment; and  
  o Number and/or percentage of parents who learned new skills that will be beneficial for their child's achievement as a result of the project/event. |
| **Funding Restrictions** | The following list does not qualify for PRO Grant funding:  
  o Activities that have already taken place  
  o Payment to school board staff or volunteers, including salaries, honoraria, gifts  
  o Purchase of goods and services for which the ministry currently provides funding (e.g., textbooks, library books, school furniture, computers, cameras, projectors, student transportation)  
  o Activities, resources, or speakers for students  
  o Capital items such as televisions, sports equipment, shelving  
  o Portable/handheld devices such as tablets or laptops, unless devices are to be used as part of a parent lending library and the cost does not exceed 50% of the approved funding  
  o Computer software or applications, online subscriptions, voice messaging  
  o systems, website maintenance  
  o Entertainment activities such as barbecues, fun fairs, volunteer teas, dinners,  
  o Movies nights, dances, concerts, and performances  
  o Field trips  
  o School signs, announcement boards/screens  
  o Landscaping or creation/equipping of outdoor classrooms  
  o Prizes or incentives to parents and/or students  
  o Lessons for parents (e.g., French, English as a Second Language, computer, CPR)  
  o Fundraising Events |
# PARENT REACHING OUT (PRO) REGIONAL GRANT

**TCDSB Reporting Template**

**MUST BE COMPLETED AND SUBMITTED BY JUNE 15th, 2020**

<table>
<thead>
<tr>
<th>Ward/ Department/Committee</th>
<th>Allocated Grant/Budget</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person-in-Charge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Event Details

<table>
<thead>
<tr>
<th>Location</th>
<th>Date/Time</th>
<th>Speaker/Facilitator</th>
<th>Number of Parents in Attendance</th>
<th>Event Content (2 – 5 Sentences)</th>
</tr>
</thead>
</table>

## Exit Survey

<table>
<thead>
<tr>
<th>Number and/or percentage of parents who have increased awareness of school activities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number and/or percentage of parents who felt more comfortable in the school environment</td>
<td></td>
</tr>
<tr>
<td>Number and/or percentage of parents who learned new skills that will be beneficial for their child's achievement as a result of the project/event</td>
<td></td>
</tr>
</tbody>
</table>

**Photos**

Please submit 2-5 photos of event via email to manuela.sequeira@tcdsb.org

*(Please include title of project on the subject line of the email)*

## Expenditures

<table>
<thead>
<tr>
<th>Possible Budget Category</th>
<th>Maximum Amount that Can be Spent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitator/Speaker</td>
<td>$</td>
<td>(original receipts attached)</td>
</tr>
<tr>
<td>Refreshments</td>
<td>10% of approved funding</td>
<td>$</td>
</tr>
<tr>
<td>Printing of Resources</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Promotion/Advertising</td>
<td>10% of approved funding</td>
<td>$</td>
</tr>
<tr>
<td>Childcare</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Workshop Materials</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other (Please add category):</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Amount (Cannot Exceed Grant)**

$
Objective

The Parent Reaching Out (PRO) Grants program provides funding to the Recipient to work with parent stakeholder groups, school councils and/or Parent Involvement Committees to lead projects with a focus on the identification and removal of barriers that prevent parents and families from participating and engaging fully in their children’s learning.

Program Guidelines

The Recipient will use funds provided by the Province to lead projects that increase parent engagement.

The Recipient will work with their Parent Involvement Committee to determine the project(s) and corresponding funding amounts for each project. In addition, the Recipient is encouraged to work with parent stakeholder groups, school councils, Special Education Advisory Committees, and Indigenous Education Advisory Councils.

Projects must demonstrate a commitment to respecting the role of parents in students' educational experiences by working with parents or seeking parent input on how schools can:

- Provide a safe and welcoming school environment;
- Maintain open communication with teachers;
- Respect parents as valued partners within the education system in relation to decisions about their child’s education; and,
- Ensure parents are informed about the content of the Ontario Curriculum Guidelines.

The Recipient must also adhere to the following guidelines:

- Create an outreach plan to inform parents of the program and its outcomes.
- Funding must be spent within the 2019-20 school year.
- Projects must be completed within the 2019-20 school year.

Outputs

Project outputs must align with the project guidelines and terms and conditions. Outputs may include, but are not limited to:

- Parent workshops
- Parent information sessions with guest speakers
- Parent resources

Outcomes

- Parents have increased awareness of school activities and initiatives
- Parents are more involved in their local school environment and child’s education
Parents feel like valued partners in the education system
Parents have increased confidence in public education

Performance Measures

Performance measures, as outlined in the Final Report, include:

- Number of projects/events
- Number of School Councils, Parent Involvement Committees, Special Education Advisory Committees, Indigenous Education Advisory Councils, or other parent groups involved
- Amount of funds spent on each event/project
- Number of parents that attended each event
- Data on parent satisfaction:
  - Number and or percentage of parents who have increased awareness of school activities
  - Number and or percentage of parents who felt more comfortable in the school environment
  - Number and or percentage of parents who learned new skills that will be beneficial for their child’s achievement as a result of the project/event

Terms and Conditions

1. Funding must only be used for the approved project in accordance with the project guidelines in Schedule C and D. Changes that impact on the nature and/or objectives of the project(s) must be reported to the Province. Funding may not be used for ineligible expenses as defined in Schedule D.
2. If the grant does not cover the entire cost of the project, the Recipient is responsible for funding the balance from other sources. The Province will not be responsible for any cost overruns for the project.
3. The implementation and completion of the project is the responsibility of the Recipient.
4. The Recipient will acknowledge the Province’s contribution on press releases, printed materials, conference/workshop and other materials.
5. The Recipient shall provide, upon request by an official of the Province or Provincial auditor, all documents and information related to the Recipient’s participation in this program, and access to the premises where projects are being carried out, in accordance with district school board or school authority policy.
6. If actual project costs are less than anticipated or, for any other reason, the full amount of the Province funding is not used for approved eligible expenditures, any unused balance of funding will be a debt due and owing to the Province, and the Recipient shall pay or return the amount to the Province immediately, unless the Province directs otherwise.
7. Upon default of any of these Terms and Conditions by the Recipient, the Province, at its sole discretion, may recover or redirect the funds advanced.
8. Subject to the Freedom of Information and Protection of Privacy Act, and the Municipal Freedom of Information and Privacy Act, all information pertaining to this grant is public information and may be released to third parties upon
request.

9. The Recipient and its partners shall comply with all applicable federal, provincial, municipal laws, statutes, regulations, rules, ordinances and orders in respect of the performance of these Terms and Conditions.

10. The recipient must abide by the Provincial Code of Conduct and uphold respect, civility and responsible citizenship as it collaborates with all individuals involved in the publicly funded education system.
<table>
<thead>
<tr>
<th>Motion</th>
<th>Date</th>
<th>Follow-Up</th>
<th>Motion Type</th>
<th>Amount</th>
<th>Title</th>
<th>Comments - Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/02-11</td>
<td>11-Feb-19</td>
<td>Action</td>
<td>Financial</td>
<td>$600.00</td>
<td>CPIC Fund FIOC for Event &quot;Faith in Family Life for Student Achievement and Well-Being&quot;</td>
<td>Date Changed to Oct - Await Report</td>
</tr>
<tr>
<td>19/02-12</td>
<td>11-Feb-19</td>
<td>Action</td>
<td>Subcommittee</td>
<td>n/a</td>
<td>Making Your Voice Heard subC to decide on presented Options for Web plus Paper format</td>
<td>Subcommittee Action</td>
</tr>
<tr>
<td>19/04-05a</td>
<td>08-Apr-19</td>
<td>Action</td>
<td>Trustee-Board</td>
<td>n/a</td>
<td>TCDSB Communicates a Monthly Summary of Board of Trustee descions and parent relevant matters to be considered and a Schedule of Policies to be reviewed</td>
<td>Await Report Back</td>
</tr>
<tr>
<td>19/04-05b</td>
<td>08-Apr-19</td>
<td>Action</td>
<td>Staff Request</td>
<td>n/a</td>
<td>TCDSB Staff review the current CSPC communications content, readability and value to a parent</td>
<td>Await Report Back</td>
</tr>
<tr>
<td>19/04-07</td>
<td>08-Apr-19</td>
<td>Action</td>
<td>Staff Request</td>
<td>n/a</td>
<td>Review CSPC Communications Process, for content and timely updates; permit the CPC Chair to post document and other resources; encourage Principal to post CSPC Agenda, Minutes and other related information on school sites.</td>
<td>Await Report Back</td>
</tr>
<tr>
<td>19/06-06</td>
<td>17-Jun-19</td>
<td>Action</td>
<td>Recommendation</td>
<td>n/a</td>
<td>Parent Resource Library Implementation &amp; How to Increase Access &amp; Awareness</td>
<td>Await Staff Report Back</td>
</tr>
<tr>
<td>19/06-09</td>
<td>17-Jun-19</td>
<td>Action</td>
<td>Newsletter</td>
<td>$3,620.00</td>
<td>Newsletter with digital direction for distribution by Principals</td>
<td>Await Newsletter</td>
</tr>
<tr>
<td>19/09-04</td>
<td>16-Sep-19</td>
<td>Action</td>
<td>PIC Funds</td>
<td>n/a</td>
<td>Staff to report on unused PIC Funds to this Committee</td>
<td>Await Staff Report Back</td>
</tr>
</tbody>
</table>
10. Notices of Motion

   b) From J. Del Grande (E-W12) Labour Relations Impact

12. Program/Policy Consultation (Committee of The Whole)

   a) Proposed TCDSB Social Media Policy

   b) TCDSB Acceptable Use Policy Revision

15. Reports from TCDSB Board Officials

   a) Director-Designate for CPIC – Superintendent Wujek

      ii. Draft Annual CSPC Metrics Report
BACKGROUND:

In an attempt to address changing nature of social media, the Board is considering operational guidelines for anyone with TCDSB accounts.

Communications is seeking feedback and thoughts on the following topics:

1. Types of TCDSB social media accounts, monitoring and authorizations
2. Personal vs. professional social media use
3. Privacy considerations
Appendix

Purpose:
The purpose of this policy is to establish requirements for the safe and acceptable use of information technology to support educational and business objectives throughout the Toronto Catholic District School Board (“TCDSB” or “the Board”) community. The intent of this policy is to protect students, employees, trustees, parents, suppliers, vendors, agents, visitors and guests of the Board, to ensure adherence to all applicable laws and regulations, to protect the TCDSB and its reputation, and to maintain the integrity and quality of technology services.
Scope and Responsibility:

This policy applies to all individuals including students, employees, trustees, parents, suppliers, vendors, agents, visitors and guests of the Board while using any Board owned or managed information technology or related services of any kind either remotely or while on Board property, and all personally-owned electronic communication technology when used to access Board resources from any location. Examples of such technology include but are not limited to Board email, network, and devices. In addition, this policy applies to all use of external technology services such as applications, social media, online software, or other technology services used on behalf of the Board or in any capacity that may be reasonably perceived as acting on behalf of the Board. Examples of such technology include but are not limited to virtual learning environments, G-Suite for Education, Twitter, and Instagram.

The Director of Education is responsible for the implementation of this policy in alignment with the Multi-Year Strategic Plan, with the support of the Chief Information Officer and all supervisory personnel. All technology users share responsibility for compliance.
Alignment with MYSP:

Living Our Catholic Values
Strengthening Public Confidence
Fostering Student Achievement and Well-Being
Providing Stewardship of Resources
Inspiring and Motivating Employees

Policy:

The provision and use of Board technology is to be a support for learners to develop relevant skills, to actively participate in the global community, and to gain a respect for the power of technology-enabled learning. It is to support staff in performing their daily operational activities and work responsibilities to meet the goals of the Multi-Year Strategic Plan. Information technology provides staff further opportunities for professional development and relationship-building in service to the school community and public.

The utilization of technology by all users must uphold an equitable culture of caring, inclusion, dialogue, and learning and should always strive to respect the dignity of
the human person.

**Regulations:**

1. Intended Use:
   1.1. Board technology is provided for educational, research and administrative purposes. Technology should generally be used for these intended purposes.
   1.2. Any activity that could impact the fair, safe, and productive intended use of Board technology negatively is prohibited.
   1.3. The use of any Board technology implies a user has read the Acceptable Use Policy and unconditionally agrees to abide by all regulations.
   1.4. Where possible, users will be provided a copy of this policy before being granted access to use any Board technology and this policy will be available on the Board’s public website. Use of service is implied consent of the Acceptable Use Policy.
   1.5. All employees will be given an opportunity to review and sign the Acceptable Use Policy as a condition of employment.
   1.6. Personal use of Board technology should be limited and should not interfere with intended use; All personal use must abide by this policy.
   1.7. Personal use of Board technology for commercial gain or personal business purposes is strictly prohibited.
   1.8. When Board technology is used for personal use, it is provided “as is” and is
without any guarantees of warranty, functionality, availability, or continuity.

2. Board data:

2.1. Users must take all reasonable precautions to ensure that the Board data that they access and store is secure and safe. Users must notify the I.T. Service Desk, a school administrator, or department head immediately of any unauthorized access of sensitive data and/or personal information, or if any sensitive data and/or personal information is found to be unsecured.

2.2. Users with access to sensitive data and/or personal information are required to keep such data confidential and secure and may only use said data for official Board business.

2.3. Users with access to sensitive data and/or personal information are required to keep such data on Board owned devices, Board managed devices, Board managed systems, and/or Board managed online services.

3. Responsible Resource Usage

3.1. The Board’s technology resources are shared and limited. Users should use technology resources responsibly and efficiently.

4. Personal Use
4.1. Users should have no expectation of privacy in anything they create, store, send or receive using Board technology for personal use.

4.2. Users must use discretion when storing or transmitting data for personal use with Board Technology. Such data may be accessed by the Board at any time, as necessary, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

4.3. When using Board technology for personal use, the Board is not responsible for any data or security breach.

5. Legal compliance, ethical use, and adherence to Board policies and procedures:

5.1. All users will abide by applicable privacy legislation, as well as Board privacy policies and procedures.

5.2. Users are expected to comply with relevant policies, procedures, codes of conduct, guidelines, legislation, and collective agreements.

5.3. Users will not engage in inappropriate behaviours including, but not limited to cyberbullying, personal attacks, threats, harassment, hate motivated, and discriminatory behaviours.

5.4. Unless explicitly granted an exemption by the Chief Information Officer, no user may use (or allow anyone else to use) any of the Board’s technology to:

   i. violate any law or encourage others to violate any law
ii. impede, interfere, impair, or otherwise cause harm to the activities of others  

iii. monitor or scan networked resources unless authorized  

iv. intrude into the networks, systems, data files, or computers of others  

v. use, access, or disclose information about students, parents, co-workers, friends, or relatives unless authorized to do so.  

vi. edit or delete one’s own student, employee, supplier, and/or guest records  

vii. Install, use, or distribute software for which one does not have a license  

viii. Access, modify, distribute, or reproduce copyrighted material without a license  

ix. Monitor another person’s activities unless authorized  

x. create, view, collect, or share pornographic, offensive, or indecent images  

xi. create or distribute malware or other disruptive/destructive constructs  

xii. violate the intellectual property rights of another individual  

xiii. seek to learn or use another person’s credentials (username or password)  

xiv. impersonate a person (authority delegation facilitated by
software is permitted)

xv. suggest the Board’s endorsement of any political candidate or ballot initiative

6. Disciplinary Action and Enforcement

6.1. Violations of this policy will be dealt with through appropriate disciplinary action including and up to termination of employment, termination of contract, or expulsion. Disciplinary action will take into account relevant policies, procedures, codes of conduct, guidelines, legislation, and collective agreements.

6.2. Pending an investigation, the Board reserves the right to immediately suspend a user’s access to any and all Board technology in order to protect Board property, data, networks, or other users.

6.3. Suppliers and guests who violate the Acceptable Use Policy may have their contracts terminated and/or be refused all future entry to Board properties.

7. Users will be made aware of Board procedures and any other resources developed to support this policy.

Definitions

Users include but are not limited to employees, students, trustees, Board committee members, parents, volunteers, guests, contractors, community service workers, and temporary staff.
Electronic communication includes but is not limited to Internet use, e-mail, social media, browsing, publishing or posting on web sites, downloading, accessing or storing files and use of personal electronic devices, and any third-party application or service used for educational and/or administrative use.

Technology includes all information and communication tools and applications.

Suppliers includes any individual, company or other entity that provides goods and/or services to the Board.

Intended use or Board Business use: Any activity which is reasonability connected to the duties of board members (trustee), employee, supplier, vendor, volunteer, or agent of the Board.

Personal Use: Any activity unrelated to the Board’s business, instructional, academic, administrative, and/or research objectives.

Personal Information: recorded information about an identifiable individual. This may include the individual’s name, address, sex, age, education, medical or employment history and any other information about the individual.

Evaluation and Metrics:
The effectiveness of the policy will be determined by measuring the following:

1. Maintenance of an Acceptable Use Policy Working Group chaired by the Senior Manager of Privacy to regularly review policy effectiveness and to develop procedures and guidelines.
2. Ongoing consultation with union partners, educators, administrators and business leaders.
3. Feedback resulting from communication of procedures.
REPORT ON METRICS FOR THE CATHOLIC SCHOOL PARENT COUNCIL, POLICY S.10 2018-2019

“May be give you the desire of your heart and make all your plans succeed.” Psalm 20:4

Created, Draft  First Tabling  Review
December 16, 2019  January 9, 2020  Click here to enter a date.

J. Wujek, Superintendent of Schools (Area 5) & Parent Engagement
M. Sequeira, Coordinator-International Languages, Parent Engagement and Community Relations

INFORMATION REPORT

Vision:
At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:
The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

Rory McGuckin
Director of Education

D. Koenig
Associate Director of Academic Affairs

L. Noronha
Associate Director of Facilities, Business and Community Development, and Chief Financial Officer
A. EXECUTIVE SUMMARY

This report provides metrics on the activities and valued contributions of the Toronto Catholic District School Board (TCDSB) Catholic School Parent Councils (CSPCs) for the academic year of 2018-2019 at the local level.

This report also includes the engagement and learning opportunities provided by staff to parents and to Catholic School Parent Councils.

_The cumulative staff time required to prepare this report was 20 hours_

B. PURPOSE

1. The purpose of this report is to comply with the TCDSB Catholic School Parent Council Policy, S. 10, metrics requirements that the “annual report of CSPC activities will serve as an assessment of the Council’s work to support student achievement and well-being at the school.”

C. BACKGROUND

1. Consistent with Ontario Regulation 612 on School Councils and Parent Involvement Committees, “the purpose of [Catholic] school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.”

2. The TCDSB’s Parent Engagement and Communications Departments play a guiding and supportive role to Catholic School Parent Councils and staff in the promotion and enhancement of effective parent engagement that is in harmony with TCDSB’s shared vision of transforming the world through witness, faith, innovation and action.

3. At the system level, staff from these and other departments work closely with TCDSB’s Catholic Parent Involvement Committee (CPIC) and the Ontario Association for Parents in Catholic Education - Toronto (OAPCE-Toronto) to maximize support to the local Catholic School Parent Councils.
D. EVIDENCE

Catholic School Parent Council Activities and Parent Engagement Initiatives

1. Consistent with Ontario Regulation 612, s.24 (1) and (2) that every school council submit an annual report on its activities, including a financial report.

2. For 2018-2019 academic year, 117 school councils complied with the regulatory requirement by electronically submitting a CSPC annual report.

The chart below provide some highlights from the reports submitted (Appendix A):

<table>
<thead>
<tr>
<th>2017-2018 Metrics</th>
<th>2018-2019 Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>35% of councils submitted a report</td>
<td>60% of councils submitted a report</td>
</tr>
<tr>
<td>96% of councils had 6+ meetings</td>
<td>100% of councils had 6+ meetings</td>
</tr>
<tr>
<td>60% of the councils had a designated OAPCE-Toronto representative</td>
<td>74% of the councils had a designated OAPCE-Toronto representative</td>
</tr>
<tr>
<td>66% of CSPCs raised funds to support the purchase of learning materials</td>
<td>73% of CSPCs raised funds to support the purchase of learning materials</td>
</tr>
<tr>
<td>63% of CSPCs raised funds to support the Arts</td>
<td>72% of CSPCs raised funds to support the Arts</td>
</tr>
<tr>
<td>54% of CSPCs raised funds to support the sports</td>
<td>69% of CSPCs raised funds to support the sports</td>
</tr>
<tr>
<td>60% of CSPCs raised funds to support the transportation for events/excursions</td>
<td>68% of CSPCs raised funds to support the transportation for events/excursions</td>
</tr>
<tr>
<td>72% of CSPCs raised funds to support celebrations (graduation/sacraments)</td>
<td>83% of CSPCs raised funds to support celebrations (graduation/sacraments)</td>
</tr>
<tr>
<td>51% of CSPCs raised funds to support humanitarian/charity organizations</td>
<td>53% of CSPCs raised funds to support humanitarian/charity organizations</td>
</tr>
</tbody>
</table>

3. In addition to the support that CSPC fundraised moneys contributed to the enhancement of curriculum and extra-curricular activities for students, the
following are some examples of CSPC initiatives and activities that contributed to parent education and engagement at the local level:

- family evenings events on topics, such as: math; science; STEAM; technology; fitness; wellness; dance and job fairs;
- parent workshops on themes, such as: developing resilience in children; social media; stress management; healthy eating; healthy living; meditation; self-regulation; handling peer pressure and Toronto Public Health services; and
- community events, such as: beginning and/or end of the year BBQ; pancake Tuesday; fun fairs; dance and bingo nights.

**Parent Reaching Out (PRO) Grants**

1. In spring of 2018, the Parent Engagement Department applied and received Ministry approval for a Parent Reaching Out (PRO) Regional grant with a total value of $7,500.

2. In the spring of 2018, 135 school councils applied and received Ministry approval for PRO grants for a total value of $133,991 for school-based projects to support parent engagement at the local level for the 2018-2019 academic year.

3. Out of the 135 school councils that received funding for applications placed in the spring of 2018, 95 councils used some or all approved grant funds by the end of the grant cycle.

4. As per the Ministry’s request, the TCDSB returned the remaining unused school council 2018-2019 grant funds of $52,745.02 to the Ministry.

**Parent Involvement Committee (PIC) Grant**

1. The Ministry of Education provides each school board with funds to be allocated to local CSPCs to support school-based parent engagement initiatives.

2. These funds are to find local solutions that lessen barriers to parent engagement and enhance the participation of parents, with the goal of equity of outcomes for all students.

3. In September, each school is allocated an annual PIC grant of $500.
4. In 2018-2019, 46 percent of schools made use of some or all the allocated annual funds for parent learning and engagement activities.

5. Currently there is a TCDSB balance of $192,053.30 of unused PIC funds (Appendix B).

System Activities and Resources Supporting and Promoting Parent Leadership

1. As per the action items identified in the Metrics Report of CSPC, Policy S. 10, 2017-2018, the following items were implemented:
   • standard contact school information available to all parents was implemented in all schools (Appendix C);
   • support and materials were provided to CSPC chairs, and staff, in order to achieve 100 percent compliance of updating and accessing TCDSB assigned email to all CSPC chairs;
   • exit surveys were provided at all parent events/workshops;
   • standard accounting and reporting forms were created and distributed to assist CSPCs with budget planning, collection and disbursement of moneys raised;
   • standard accounting and reporting forms were developed for presenting information to Council on school accounts;
   • the Communications Department added the following parent groups who have an assigned TCDSB email to to the ‘weekly wrap-up’: CPIC, CSPC, OAPCE-Toronto and Special Education Advisory Committee (SEAC);
   • the Communications Department conducted a ‘weekly wrap-up’ survey asking for parent input on improving the current communication format; and
   • beginning in June of 2019, a monthly summary of parent-related items/policies that were presented at all Board meetings, was added to the ‘weekly wrap-up’ on the last Friday of every month.

2. In collaboration with Toronto CPIC and OAPCE-Toronto on October 18th, 2018, the Parent Engagement Department hosted its annual CSPC orientation to provide resources, networking and learning opportunities to newly elected CSPC executives.

3. Following this event, with feedback from the 2017-2018 CSPC annual report, from workshop exit surveys, and from the Parent Engagement Department, the following 4 workshops were developed for 2018-2019:
4. In addition to the workshops provided, an online CSPC bank of resources was created to provide CSPC chairs, principals and vice-principals with resources to build capacity, support and facilitate the operation of the councils.

5. The coordinator of the Parent Engagement Department provided resources/reminders via email with regards to the operation requirements and timelines of CSPCs, as well as, responding daily, via phone and/or email, to council executives’ and staffs’ inquiries.

6. The superintendent and coordinator of Parent Engagement presented at principal meetings in 2018-2019, and at the Head Start Symposium for newly promoted administrators in the summer of 2018, on the following topics:

   - the role and importance of councils;
   - CSPC executives roles and responsibilities;
   - the responsibility of the principal;
   - CSPC elections and timelines;
   - block budget and school bank accounts reporting to CSPC
   - CSPC financial reporting;

<table>
<thead>
<tr>
<th>Date</th>
<th>Workshop Content</th>
<th>No. of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/11/18</td>
<td>The Role Responsibility of the Chair Communication</td>
<td>55</td>
</tr>
<tr>
<td>29/01/19</td>
<td>The Role &amp; Responsibility of the Treasurer Fundraising in Schools</td>
<td>62</td>
</tr>
<tr>
<td>26/02/19</td>
<td>The Role &amp; Responsibility of the Secretary Conflict Resolution</td>
<td>45</td>
</tr>
<tr>
<td>13/05/19</td>
<td>School By-Laws CSPC End of the Year Activity and Financial Reporting New On-Line Submission</td>
<td>60</td>
</tr>
</tbody>
</table>
• CSPC annual activity and financial report; and
• the role of Toronto Catholic Parent Involvement Committee (CPIC) and Ontario Association of Parents in Catholic Education – Toronto (OAPCE-Toronto) as TCDSB parent engagement partners.

7. To provide parents who may not participate fully in the school due to potential language and cultural barriers, the Parent Engagement Department, in collaboration with the International Languages Department applied for, and received, a Parent Reaching Out (PRO) Regional Grant, entitled, *Engaging and Supporting our Diverse Parent Communities in their Heritage Language.*

Parents and community leaders were empowered and supported to plan, organize and deliver parent learning sessions targeted to their specific needs.

The workshops were delivered in the parent’s heritage language, in existing International Language Elementary (ILE) after-hour centres, where parents had an established quasi-parent council.

The chart below illustrates the topics and parent participation at 3 ILE after-hour centres:

<table>
<thead>
<tr>
<th>Date</th>
<th>Centres- ILE Language</th>
<th>Workshops</th>
<th>No. Of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/05/19</td>
<td><em>St. Jane Frances-Vietnamese</em></td>
<td><em>Parents as Mirrors for Children</em> <em>Transition to High School</em></td>
<td>220</td>
</tr>
<tr>
<td>01/06/19</td>
<td><em>James Culnan - Vietnamese</em></td>
<td><em>Developing Good Study Habits Now for The Future</em> <em>Healthy Balanced Lifestyle</em></td>
<td>200</td>
</tr>
<tr>
<td>08/06/19</td>
<td><em>St. Mary of the Angels-Tigrinya</em></td>
<td><em>Building Networks of Parents Advocacy at the Day School</em> <em>The Education System</em></td>
<td>180</td>
</tr>
</tbody>
</table>

8. The Director of Education, staff from the Parent Engagement Department, trustees, and members of CPIC attended the 80th annual OAPCE-Ontario conference and gala. The CPIC subsidized the attendance of 100 Catholic School Parent Council OAPCE-Toronto designated representatives.
The following were some highlights of the event:

- mass with His Eminence Thomas Cardinal Collins;
- a keynote from Greg Rogers on the purpose of Me to We;
- parent workshops; and
- an evening gala that recognized, among others, the Director and Chair of the Board for their work in Catholic Education.

Policy Consultation

1. In May of 2019, the Parent Engagement Department launched consultation on the Catholic Schools Parent Councils, Policy S.10 and Guidelines for Trustees, Parents and Staff in Addressing School Related Concerns, Policy A.33.

The consultation process provided a variety of forums for TCDSB’s parent engagement partners with opportunities to provide feedback on policies that directly impact parent involvement at the school level.

The chart below illustrates the consultation format and metrics:

<table>
<thead>
<tr>
<th>Date</th>
<th>Format</th>
<th>Group</th>
<th>No. of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/19</td>
<td>On-line Survey</td>
<td>CSPCs</td>
<td>86 Councils</td>
</tr>
<tr>
<td>13/05/19</td>
<td>Town Hall</td>
<td>All Parents &amp; CSPCs</td>
<td>65 Parents</td>
</tr>
<tr>
<td>13/05/19</td>
<td>CPIC Meeting</td>
<td>CPIC/OPACE</td>
<td>24 Members</td>
</tr>
</tbody>
</table>

E. METRICS AND ACCOUNTABILITY

1. The metrics and accountability framework as outlined in Catholic School Parent Council, Policy S. 10, will be the basis for this report and for assessing parent engagement impact.

2. The data in this report will continue to serve as the benchmark for strategy improvement to enhance and support continued parent engagement, and partnership enhancement.

F. STAFF RECOMMENDATION

This report is for the consideration of the board.