



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday Jan 21, 2019

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	<p>sense of interests and how the Communications Team can support a committee. I am always available to address any questions or concerns of the committee.</p>
<p>6 Report from the Director of Education or Designate</p>	<p>Superintendent Wujek reported.</p> <p>This past Wednesday was registration day for kindergarten. Please note that several schools do have fixed boundaries. A parent can register their child in person and online. The registration process was contentious on a certain level but went smoothly overall.</p> <p>Grade 8 students may receive a redirection letter with approx. 10 days in which to respond so that secondary schools can confirm how many new students are coming to each school. The next step is a national registration night.</p> <p>With Input from parents, Ms. Sequeira and her department have prepared an online CSPC activities and financial reporting form. We are really trying to improve on our CSPC report card from a parent engagement perspective in preparation of our annual report of CSPC events and CSPC financial reporting. We are benchmarking school compliance. The online form is a huge step in being able to compile the data, to discuss with the Superintendents or CPIC, on what schools are spending their money on. The report will be broken down by trustee, ward and boundaries as well. CSPC chairs will log in, will complete, will submit, will get copies for their records, and the Board gets a copy for their records.</p> <p>The ongoing parent engagement workshop series will continue January 29, 2019 just before the OAPCE meeting. The role and responsibilities of the CSPC Treasurer especially with fundraising in schools. Online registration has been started and we have a dozen communities involved. Schools have viewed these workshops favourably, however, we do think there is a gap between registration and awareness. Reminder emails were sent out today, as well as reminders to principals.</p> <p>I provided in December the background on feedback of the Parent Engagement Reports and I was looking for input from CPIC and OAPCE. It is a tight timeline as this Report will be presented to the Student Achievement Committee on February 7, 2019.</p> <p>M. Sequeira: The CSPC Reporting Template contains: List of activities parents were engaged; Needs of community; How much money was raised and How much money was spent.</p> <p>The tool will be flexible so that we can remove sensitive items and work together to improve parent engagement. There will be a part to assess what are their needs to break down barriers preventing parents being involved. One form will facilitate all the different departments and committees. The objective is to streamline the information and only ask for the information once.</p> <p>The Workshop on the 29th will not be videotaped, but the PowerPoint presentation will be made available. The information on the PowerPoint is more about the need to gather the information needed centrally. It will be about finances, openly reporting, and full accounting of funds, how they are spent and how to report on funds spent. The session is one hour in length and the goal is to promote consistency across the board.</p>
<p>7 Financial Report from the Treasurer</p>	<p>CPIC Treasurer reported.</p> <p>An overview of spending (attached as Appendix "A") as reported by the TCDSB for December 2018 was provided and discussed by the members.</p>
<p>8 Unfinished (Old) Business and Matters Arising</p>	<p><u>Unfinished Business/Items Deferred from Prior Meeting</u></p> <p><u>8.1 November Agenda Item 8. 5 Final Feedback to CPIC and CSPC Staff Reports:</u> Feedback requested from CPIC reps.</p>

APPROVED MONDAY FEBRUARY 11, 2019 MOTION: #19/02-02

APPENDIX "A" – Financial and Budget Report

CPIC Grant & Expenditure Summary

As at December 31, 2018

	CPIC 2018-19
	FR 1452
APPROVED FUNDING	21,262.00
CARRYOVER FROM PREVIOUS YEAR	52,695.41
TOTAL FUNDING	73,957.41
EXPENSES:	
Childcare	180.00
Election-Parent Recruitment Expenses	-
Media Advertising	-
Transcriptions	-
Mileage	-
Parent Resources	-
Printing & Supplies	1,224.72
Promotional Materials	970.52
Refreshments - Events	498.47
Refreshments - Meeting	499.94
Speaker Expenses	
Telecommunication	1,250.97
Translation Services	
TTC Tokens - Buses	
TOTAL EXPENDITURES	4,624.62
CARRYOVER TO NEW YEAR	69,332.79



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CPIC - ANNUAL BUDGET & TRACKING 2018-2019

DATE: December 31st, 2018

BASE FUNDING	21,262.00
CARRYOVER FROM PREVIOUS YEAR	52,695.41
TOTAL FUNDING	73,957.41
MEETING & OPERATIONS - ALLOC. AMT 60% Base Funding	12,757.20
PARENTAL ENGAGEMENT ACTIVITIES - ALLOC. AMT 40%	8,504.80
YTD TOTAL EXPENDITURES	4,624.62
YTD TOTAL BALANCE	69,332.79

	October 2018	November 2018	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019	Total
EXPENSES:													
Childcare			180.00										180.00
Election-Parent Recruitment Expenses													0.00
Media Advertising													0.00
Transcriptions													0.00
Mileage													0.00
Parent Resources													0.00
Printing & Supplies	865.50	359.22											1,224.72
Promotional Materials		612.96	357.56										970.52
Refreshments - Events		498.47											498.47
Refreshments - Meetings	202.79	114.36	182.79										499.94
Speaker Expenses													0.00
Telecommunications	134.36	848.95	267.66										1,250.97
Translation Services													0.00
TTC Tokens - Buses													0.00
TOTAL MONTHLY EXPENSES:	1,202.65	2,433.96	988.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,624.62

MEETINGS & OPERATIONS EXPENSES (will be further budgeted as follows):				
	Allocated Amount Breakdown	Expenses	Balance	
Childcare or Dependent Care	10%	1,275.72	180.00	1,095.72
Mileage/Transportation and Travel	30%	3,827.16	0.00	3,827.16
Printing & Supplies - Meetings	15%	1,913.58	202.61	1,710.97
Refreshments & Food	15%	1,913.58	499.94	1,413.64
Telecommunications	20%	2,551.44	1,250.97	1,300.47
Annual Elections	10%	1,275.72	0.00	1,275.72
MEETINGS & OPERATIONS YTD EXPENSE TOTALS:		12,757.20	2,133.52	10,623.68

PARENT ENGAGEMENT EXPENSES:		
	Allocated Amount	Expenses
Media Advertising		
Promotional Materials		1256.37
Parent Resources		
Speaker Expenses		
Refreshments - Events		498.47
Printing & Supplies - Events		736.26
PARENT ENGAGEMENT YTD EXPENSE TOTALS:	8,504.80	2,491.10

Breakdown of Printing & Supplies		CPIC Tracking Report - 2018-2019									
Meetings & Operations Expenses	Description	October-2018	November-2018	December-2018	January-2019	TOTALS	NOTES				
Printing & Supplies - Meetings	CPIC Meeting - September 17th	67.50									
	CPIC Meeting - October 15th	61.75									
	Paper for Cheque Requisitions	17.36									
	CPIC Meeting - November 19th		56.00								
						202.61					
Parent Engagement Expenses	Description	October-2018	November-2018	December-2018	January-2019	TOTALS	NOTES				
Printing & Supplies - Events	OAPCE Meet & Greet - October 1st	646.40									
	OAPCE Commissioning - November 6th		61.50								
	OAPCE Commissioning - November 6th		28.36								
						736.26					
Printing for Promotional Materials	CPIC Elections - Oct 2nd & Oct 3rd	151.60								Promotional Materials	
	CSPC Welcome - October 20th	134.25								Promotional Materials	
						285.85					
						YTD TOTAL CHARGES	1224.72				

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