



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE
Minutes of a Meeting of the Toronto CPIC

Monday Dec 10, 2018

~ Catholic Education Centre ~

7:00 P.M.

Meeting Time & Location:	7:00 PM to 10:00 PM	CEC – Catholic Teachers Centre
Chair:	John Del Grande	
Secretary (note-taker):	NTC Reporting & Transcription Inc.	

Parent & Community Members Present (voting Members):	W1 – Alison Canning ☎ W2 – Geoffrey Feldman – Secretary W3 – Joe Fiorante – Vice Chair W4 – OPEN W5 – W6 – Gus Gikas - Treasurer W7 – OPEN W8 – Ruth Oliveros - Assistant Treasurer W9 – Jenny Romero (Acting) W10 – Annalisa Crudo-Perri W11 – Ben Xavier W12 – John Del Grande - Chair <hr/> PMAL 1 – Isabel Starck PMAL 3 – <hr/> Com Rep 1 – Patricia Buzzo Com Rep 3 – OPEN	W1 – Raul Tellez Rios (Acting) W2 – Natalia Marriott (Acting) W3 – OPEN W4 – OPEN W5 – OPEN W6 – OPEN W7 – OPEN W8 – Wendell Labrador W9 – OPEN W10 – OPEN W11 – Desmond Alvares - Communications W12 – <hr/> PMAL 2 – Karla Coto PMAL 4 – <hr/> Com Rep 2 – Mary Laframboise ☎ Telephone Symbol
	Other Members In Attendance (<i>ex officio</i> and non-voting):	TCDSB Director of Education or Designate – John Wujek TCDSB Trustee Representative or Designate – Garry Tanuan TCDSB Parent Engagement & Toronto CPIC Liaison – Manuela Sequeira TCDSB Communications – Emmy Szekeres-Milne TCDSB Staff Support: Norm Di Pasquale (Trustee W9) , Teresa Lubinski (Trustee W2)
Apologies for Absence:	Ruth Oliveros (W8)	
Absent:	Anthony Antonucci (W12), Melinda Hackett (W5)	

Guests and Public in Attendance:	Maureen Yorke (Cardinal Carter), Dennis Hastings. No other guests present
Next Meeting:	Monday Jan 21, 2019 Location: CEC @ 7:00 PM

AGENDA ITEMS	DISCUSSION & DECISIONS
1 Welcome, Call to Order, Roll Call, Declaration of Quorum and Prayer	The Chair welcomed everyone, called the meeting to order, led the roll call at 07:09 PM, called a short recess for advent dinner, and reconvened the meeting at 07:32 PM . After a determination of Members present, the Chair declared that as quorum was confirmed, the meeting was duly convened and legally constituted. <i>J. Del Grande, J. Wujek, J. Fiorante, and G. Feldman</i> , led the opening prayer.
2 Adoption of Proposed Agenda	After those present had an opportunity to read and review the proposed Agenda, and a call for additions and changes was made, the following motion was proposed: Motion 18/12-01 MOVED THAT the proposed Agenda, including additions and changes, be formally adopted as the Meeting Agenda. <i>Mover: N. Marriott W2</i> <i>Seconded: J. Romero W9</i> Carried
3 Review, Approval & Confirmation of Minutes of Prior	The Minutes of the Meeting of Monday, Nov 19, 2018 were distributed. After those present had an opportunity to review the Minutes, the following was proposed:

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CPIC Meetings	<p>Motion 18/12-02 MOVED THAT the Minutes of the Meeting of November 19, 2018, with corrections and changes, be formally approved and confirmed as the official record of proceedings.</p> <p>Mover: I. Starck PMAL1 Seconded: R. Tellez Rios W1</p> <p>Carried</p>
4 Report from the Chair	<p>Vice-Chair presided over the Meeting. J. Del Grande reported:</p> <ul style="list-style-type: none"> • Participated in the CSPC Training held November 19, 2018 and presented a Toronto Catholic PIC overview. • Emailed members with key Toronto Catholic PIC information • Meetings were held with the newly elected Trustees • Liaised with CSPC Chairs of schools experiencing challenges • Discussed Toronto Catholic PIC operational items with Vice-Chair • Drafted a letter on behalf of Toronto Catholic PIC to new Trustees • Prepared agenda, reviewed draft minutes, and held discussions with various members. • Along with the email authorization sent out by M. Sequeira, the steps to activate your voicemail account was provided. A follow up will be held later to see how Voicemail is working for members. • Working with a phone provider to get a tele-conferencing add-on for members who can't be here to participate. I will try and leverage technology to make member participation easier. <p>Motion # 18/12-03 MOVED THAT the Chair's Report as presented be accepted. Mover: R. Tellez Rios W1 Seconded: B. Xavier W11</p> <p>Carried</p> <p>Chair presided over the Meeting.</p>
5 Report from the Trustee Representative or Designate	<p>Trustee Tanuan reported. Welcome to new trustee, Norm Di Pasquale. It is been important to have the Toronto Catholic PIC Chair or Vice-Chair attend our Board of Trustee meetings to support Toronto Catholic PIC motions at these meetings. At the Student Achievement meeting of December 6, 2018, the Policy S24 "Split Classes" was reviewed. Over 700 classes are split throughout this province. The results of last year's TCDSB International Languages Survey was also presented on December 6. This year's survey ended on the 27th of November, and the results are being compiled and will be analyzed at the January Board of Trustee meeting. Our French Immersion classes are facing a shortage of 16.6 permanent French teachers, and four other Language teachers. Pope Francis tweeted during the start of Advent: "Advent is a time for renewing the fait, for purifying it, so that it can be more authentic." So, this Advent, let's heed his call and prepared the way for the Lord (Isaiah 40:3) through prayer, works of mercy, and fasting. Repentance, restoration, renewing the promise of our faith. As, once again, we prepare for Christmas, let us ask our Heavenly Father to help us find time in our busy lives of the quiet and thought and prayer, so that we may reflect upon the wonder of God's love and allow the story of the Savior's birth to penetrate our hearts and minds. In doing so, our joy will be deeper, our worship more real, and our lives worthier of all that God has done for us, through the coming of His Son, Jesus Christ our Lord.</p> <p>Trustee Di Pasquale commented: Pleased to be here at my first Toronto Catholic PIC meeting and I echo some of Trustee Tanuan's comments as I have been hearing from parents about the shortage in French Immersion teachers</p>

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	<p>and the shortage of library technicians. I have visited 12 out of the 16 schools in my Ward and have been pushing Toronto Catholic PIC on all these visits and I will continue to do so. I am looking for good “elevator pitch” to promote the work undertaken by the Toronto Catholic PIC.</p>
<p>6 Report from the Director of Education or Designate</p>	<p>Superintendent Wujek reported. This is a busy time in all the TCDSB schools. I have been visiting schools with their Christmas concerts and breakfasts with Santa, et cetera. It is a wonderful time of the year to be in Catholic education. I am taking every opportunity to thank principals and staff for taking the time to prepare these events. I am also thanking the volunteer parents and CSPCs who have a strong hand in many of these events.</p> <p>I am preparing a recommendation/motion for the Director’s Council that the OAPCE President and Toronto Catholic PIC Chair be allowed access to distribution lists of principals as I agree that they must be able to contact Principal(s) directly.</p> <p>With respect to the Toronto Catholic PIC initiative to allocate \$1,000 to each ward with a representative for parent engagement I am asking for some direction to understand what the intention is. Is it the goal to come up with best practices, showcase talents of people at the table, or to show the Board of Trustees what Toronto Catholic PIC can do as a group and how you are getting parents engaged?</p> <p>I do suggest that Representatives reach out to Trustees and to touch base with the Principals to discuss their needs and ideas.</p>
<p>Financial Report from the Treasurer</p>	<p>CPIC Treasurer reported. An overview of spending (attached as Appendix “A”) as reported by the TCDSB for November 2018 was provided and discussed by the members.</p> <p>Motion # 18/12-04 MOVED THAT the Financial Report as presented be accepted. Mover: G. Feldman W2 Seconded: N. Marriott W2 Carried</p>
<p>8 Unfinished (Old) Business and Matters Arising Minutes of Prior Meetings</p>	<p style="text-align: center;"><u>Unfinished Business/Items Deferred from Prior Meeting</u></p> <p><u>8.1 CPIC & CSPC Staff Reports Considered by Board of Trustees:</u> Superintendent Wujek provided some context on the CSPC Policy Metric Report. He welcomed member’s immediate input, or if preferred suggested that members communicate through the Toronto Catholic PIC Chair and present a summary later.</p> <p>Superintendent Wujek than reviewed the major elements of report and especially pointed out the action items. He will report back in May and June in terms of the data to be collected for the next years report and suggestions as to how can we get a better snapshot description of what our CSPCs are doing? The members received answers to their specific questions and were requested to provide their written feedback to the Chair by Christmas.</p> <p><u>8.2 Information Signs for Parents & Community Members:</u> The Toronto Catholic PIC Motion 18/09-05 “Suggest a uniform school-based signage showing Key Personal” was discussed as the word “Signage” became the focus at the Board of Trustee meeting. Some Trustees believed it was meant to be a new expensive sign instead of the intended 8x11 page in a plastic stand or container.</p> <p>Motion # 18/12-05 MOVED THAT the Toronto Catholic PIC Chair reword Motion 18/09-05 to clarify the members intent and to include on the list of key individuals the names of the Toronto Catholic PIC Representatives and the OAPCE Representative. To refer this Motion to the Director through Staff to prepare a template for each school main office.</p>

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	<p>Mover: A. Crudo-Perri W10 Seconded: R. Tellez Rios W1 Carried</p> <p align="center">--- Chair called a Recess - 9:21 p.m. to 9:43 p.m.---</p> <p><u>8.3 Visioning and Alignment between OAPCE, CPIC & TCDSB:</u> Ultimately, we are working towards the same goals and we should strike a subcommittee between three bodies to work on that throughout the year, so that we have a more cohesive approach to parent involvement.</p> <p>Motion # 18/12-06 MOVED THAT the Toronto Catholic PIC strike a Special (Temporary) subcommittee to work with Staff and OAPCE representatives to work on a coordinated approach to Parent Engagement within the TCDSB.</p> <p>Mover: R. Tellez Rios W1 Seconded: J. Fiorante W3 Carried</p> <p align="center"><u>Motions for Which a Notice of Motion was Provided:</u></p> <p><u>8.4 Confer members in acting capacity to full status:</u> Motion # 18/12-07 MOVED THAT the Toronto Catholic PIC appoint the five acting members W1 Raul Tellez Rios; W2 Natalia Marriot; W5 Melinda Hackett; W9 Jenny Romero; W12 Anthony Antonucci; as official members of this committee in accordance with Article 6.7 of the Toronto Catholic PIC Bylaw and Constitution.</p> <p>Mover: J. Fiorante W3 Seconded: B. Xavier W11 Carried</p> <p align="center"><u>Matters Arising from the Minutes of Prior Meetings:</u></p> <p><u>8.5 Revised Public List of Members & Committees:</u> The TCDSB Public Toronto Catholic PIC member list was again reviewed.</p> <p><u>8.6 Current List of Subcommittees & Members:</u> Toronto Catholic PIC Subcommittee Member list was reviewed for each Subcommittee.</p> <p>It should be noted by the Subcommittee Chairs that Subcommittee meetings are public venues and need an agenda and location posted on the TCDSB website 5 days prior to a meeting being held.</p> <p>To obtain Toronto Catholic PIC endorsement, you need to have a formal subcommittee meeting to validate what you wish to recommend or need funding to achieve.</p> <p><u>8.7 Revised Pending/Rolling Motion Tracker:</u> The Rolling Motion Tracker was reviewed by the members.</p> <ul style="list-style-type: none"> ● FIOC program -- Wards 8 and 11 had events but events are still pending in Wards 1, 2 and 5. M. Laframboise will provide updated information at our next meeting. ● Motion 17/12-03 – “Parent-Teacher Interviews” was presented and accepted by the Board of Trustees and Staff have reported back on this matter at an earlier meeting. Members are reminded that there are other ways to talk to teachers that isn’t dependent on negotiating a second parent-teacher night. Members should also remind parents of the importance of maintaining good communication between teachers and parents. This Motion will be deemed as being Completed. ● Motion 18/09-13 – “Refer Triangles to TCDSB Staff for presentation improvement”, A Special (Temporary) subcommittee was formed in October.



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	<p>Change status to Pending and awaiting the subcommittee response.</p> <ul style="list-style-type: none">Motion 18/05-05 – “Election Meetings to be two-hour destination meetings” was to encourage members to think about what they could do in their wards. Is there an alternative method to encourage more parents to attend Toronto Catholic PIC elections? Suggestion (Wujek): If you want to choose a school in each of the odd wards, and CPIC rep attend CSPC meeting with staff, and use that as a vehicle for more information. Going right to the heart of the matter. Change status to Pending and awaiting the subcommittee response <p>Motion # 18/12-08 MOVED THAT Toronto Catholic PIC members and TCDSB Staff will send any further updated information to the CPIC Chair and CPIC Secretary for review. Mover: I. Starck PMAL1 Secinded: R. Tellez Rios W1 Carried</p>
<p>9 Subcommittee Reports & Recommendations</p>	<p><u>STANDING (PERMANENT) SUBCOMMITTEES</u></p> <p><u>9.1 Budget & Priority Setting Subcommittee</u> No report presented – to be revisited in New Year.</p> <p><u>9.2 Governance & Procedure Subcommittee</u> No report presented – to be revisited in New Year.</p> <p><u>9.3 Nominating & Election Subcommittee</u> Looking to streamline communication to get Toronto Catholic PIC information out. Will call a subcommittee meeting in the new year and will work with communication subcommittee.</p> <p><u>9.4 Conference Planning Subcommittee</u> Want to have a balance of events. The subcommittee will look at the event’s calendar in the new year and come up with a date for the Conference. The OAPCE conference will be held April 5-6, 2019 can maybe work with OAPCE to collaborate with their event.</p> <hr/> <p><u>SPECIAL (TEMPORARY / AD HOC) SUBCOMMITTEES</u></p> <p><u>9.5 Making Your Voices Heard</u> No report presented – to be revisited in New Year.</p> <p><u>9.6 Communications and Dissemination Planning Subcommittee</u> Working on a central repository for all Toronto Catholic PIC media and resources. A subcommittee meeting has been scheduled for January 7, 2019 at 7:00 PM at the CEC.</p>
<p>10 Reports from Parent Members: Ward Representatives</p>	<p>Ward 1: We plan to start meeting with all the CSPCs in January 2019 to educate on their roles and the role of Toronto Catholic PIC, Trustee information, et cetera. The plan is to open the lines of communication</p> <p>Ward 3: Went with the Trustee and visited schools. We received more creditability arriving with the Trustee. We obtained an idea of how the Ward 3 CSPCs are functioning and what needs to be provided. Our plan is to create a network within the ward. It is suggested that all other wards reach out to their Trustees to coordinate school visits</p>
<p>11 New Business and Motions Arising Therefrom</p>	<p><u>No New Business was Presented</u></p>
<p>12 Announcements & Date, Time &</p>	<p>The formal meetings to be held in the CPIC FY 2018/19 are on:</p>

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APPENDIX "A" – Financial Report

CPIC Grant & Expenditure Summary
As at November 30, 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	-
Election-Parent Recruitment Expenses	-
Media Advertising	-
Transcriptions	-
Mileage	-
Parent Resources	-
Printing & Supplies	1,224.72
Promotional Materials	612.96
Refreshments - Events	498.47
Refreshments - Meeting	317.15
Speaker Expenses	
Telecommunication	983.31
Translation Services	
TTC Tokens - Buses	
TOTAL EXPENDITURES	3,636.61
CARRYOVER TO NEW YEAR	70,320.80



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Appendix "A" (Cont'd) - Financial Report

CPIC - ANNUAL BUDGETING 2018-2019

DATE: November 30th, 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	3,636.61
YTD TOTAL BALANCE	70,320.80

	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													0.00
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											612.96
Refreshments - Events		498.47											498.47
Refreshments - Meetings	202.79	114.36											317.15
Speaker Expenses													0.00
Telecommunications	134.36	848.95											983.31
Translation Services													0.00
TTC Tokens - Buses													0.00
TOTAL MONTHLY EXPENSES:	1,202.65	2,433.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,636.61

MEETINGS & OPERATIONS EXPENSES (will be further budgeted as follows):				
	Allocated Amount	Breakdown	Expenses	Balance
Childcare or Dependent Care	10%	1,275.72	0.00	1,275.72
Mileage/Transportation and Travel	30%	3,827.16	0.00	3,827.16
Printing & Supplies	15%	1,913.58	1,224.72	688.86
Refreshments & Food	15%	1,913.58	317.15	1,596.43
Telecommunications	20%	2,551.44	983.31	1,568.13
Annual Elections	10%	1,275.72	0.00	1,275.72
MEETINGS & OPERATIONS YTD EXPENSE TOTALS:	12,757.20	2,525.18	10,232.02	

PARENT ENGAGEMENT EXPENSES:				
	Allocated Amount	Expenses		
Media Advertising				
Promotional Materials				612.96
Parent Resources				
Speaker Expenses				
Refreshments - Events				498.47
PARENT ENGAGEMENT YTD EXPENSE TOTALS:	8,504.80	1,111.43	7,393.37	

CPIC BUDGET STATUS REPORT 2018-19

Description	Payee	Expense Type	Funding	Doc #	Amount	Date	CPIC 2018-19
"TELECONFERENCING SERVICES AUG-SEPT"	PREMIERE CONFERENCING LIMITED	Telecommunication	CPIC 2018/19	4200256208	134.36	2018-10-04	134.36
Printing Department - Printing - Sept 24 to 29	Printing Department	Printing & Supplies	CPIC 2018/19	1000212433	67.50	2018-10-09	67.50
Printing Department - Printing - Oct 1 to 5	Printing Department	Printing & Supplies	CPIC 2018/19	1000212524	798.00	2018-10-15	798.00
"CPIC MEETING SEPT 17/18"	Pina Foods	Refreshments - Meeting	CPIC 2018/19	4200256606	202.79	2018-10-17	202.79
Printing Department - Printing - Nov 5 to 9	Printing Department	Printing & Supplies	CPIC 2018/19	1000213245	61.50	2018-11-16	61.50
Printing Department - Printing - Oct 15 to 19	Printing Department	Printing & Supplies	CPIC 2018/19	1000213242	196.00	2018-11-16	196.00
"AWARDS FOR OAPCE COMMISSIONING EVENT"	ANNALISA CRUDO-PERRI	Promotional Materials	CPIC 2018/19	4200258805	612.96	2018-11-23	612.96
"YELLOW PAPER TO PRINT CHEQUE REQUESTION FORMS"	GUS GIKAS	Printing & Supplies	CPIC 2018/19	4200258801	17.36	2018-11-23	17.36
"93813.93888.83901-MINUTES-TORONTO CPIC MEETING"	NTC REPORTING & TRANSCRIPTION INC.	Telecommunication	CPIC 2018/19	4200258875	848.95	2018-11-27	848.95
"OAPCE MEETING NOV 6/18"	Pina Foods	Refreshments - Events	CPIC 2018/19	4200259009	217.60	2018-11-29	217.60
Printing Department - Printing - Nov 19 to 23	Printing Department	Printing & Supplies	CPIC 2018/19	1000213410	56.00	2018-11-30	56.00
"HOSPITALITY FOR OAPCE MEET & GREET ON OCT 1/18"	ANNALISA CRUDO-PERRI	Refreshments - Events	CPIC 2018/19	4200258802	280.87	2018-11-30	280.87
"SUPPLIES FOR OAPCE MEET & GREAT OCT1/18"	ANNALISA CRUDO-PERRI	Printing & Supplies	CPIC 2018/19	4200258803	28.36	2018-11-30	28.36
"REFRESHMENTS FOR CPIC MEETING"	JOE FIORANTE	Refreshments - Meeting	CPIC 2018/19	4200258800	114.36	2018-11-23	114.36
TOTAL EXPENDITURES							3,636.61

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