



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday Jan 21, 2019

~ 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 – Randy Bucao (Acting) W8 – Ruth Oliveros - Assistant Treasurer W9 – Jenny Romero W10 – Annalisa Crudo-Perri W11 – W12 – John Del Grande - Chair <hr/> PMAL 1 – PMAL 3 – <hr/> Com Rep 1 – Patricia Bozzo Com Rep 3 – OPEN	W1 – W2 – Natalia Marriott W3 – OPEN W4 – OPEN W5 – Elizabeth Givens (Acting) W6 – OPEN W7 – OPEN W8 – Wendell Labrador W9 – OPEN W10 – OPEN W11 – Desmond Alvares - Communications W12 – Anthony Antonucci <hr/> PMAL 2 – PMAL 4 – <hr/> Com Rep 2 – Mary Laframboise Telephone Symbol
Other Members In Attendance (ex officio 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 – Shazia Vlahos (Communications Chief) TCDSB Staff Support: Alasdair Robertson (Parliamentarian)	
Apologies for Absence:	Raul Tellez Rios (W1), Isabel Starck (PMAL1), Ben Xavier (W11)	
Absent:	Melinda Hackett (W5), Jenny Romero (W9), Karla Coto (PMAL2)	

Guests and Public in Attendance:	Norm Di Pasquale (Trustee Designate), Dennis Hastings, <i>No other guests present</i>
Next Meeting:	Monday Feb 11, 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 and led the roll call at 7:08 PM . After a determination of Members present, the Chair declared that as quorum was confirmed, the meeting was duly convened and legally constituted. <i>Trustee N. Di Pasquale</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 18/01-01 MOVED THAT the proposed Agenda, including additions and changes, be formally adopted as the Meeting Agenda. <i>Mover: J. Fiorante W3</i> <i>Seconded: N. Marriott W2</i> Carried
3 Review, Approval & Confirmation of Minutes of Prior CPIC Meetings	The Minutes of the Meeting of Monday, December 10, 2018 were distributed After those present had an opportunity to review the Minutes, the following was proposed:

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AGENDA ITEMS	DISCUSSION & DECISIONS
	<p>Motion 18/01-02 MOVED THAT the Minutes of the Meeting of December 10, 2018, with corrections and changes, be formally approved and confirmed as the official record of proceedings.</p> <p>Mover: D. Alvares W11 Seconded: M. Laframboise CR2 Carried</p>
4 Report from the Chair	<p>Vice-Chair presided over the Meeting.</p> <p>J. Del Grande reported:</p> <ul style="list-style-type: none"> • Emailed members with key CPIC and committee information • Email queries from CSPC’s regarding Monthly School/CSPC Budget Reports - Board Finance department will create a “how to read” guide • Discussed CPIC operational items with Vice-Chair, Treasurer & Secretary • Email Discussions with Director of Education and Director Designate on various items • Notetaking & Telecommunications Vendor Discussions • Lift Jesus Higher CPIC Sponsorship Proposal Inquiry & CPIC Executive Query • Prepared agenda reviewed draft minutes and • Discussion held with various members <p>Chair presided over the Meeting.</p>
4a Addendum Item: Addition of Members to CPIC	<p>Dennis Hastings: Has been a member of CPIC for many years serving in various positions and would like to return as a Community Representative as representing his position as Toronto City Councillor Outreach program.</p> <p>Randy Bucao: Was for 3-years a previous member of CPIC and would like to represent Ward 7. Has two girls that attend schools in Ward 11 but they live in Ward 7.</p> <p>Elizabeth Givens: Wishes to represent Ward 5.</p> <p>Chair conferred Randy Bucao and Elizabeth Givens as Acting Parent Member: Ward Representative as permitted under the CPIC By-law and Constitution Article 6.7. These individuals were given the appropriate Forms to complete and Staff will vet them prior to our next meeting.</p>
5 Report from the Trustee Representative or Designate	<p>Trustee Tanuan reported. Happy New Year.</p> <p>Trustees are working with the Human Resource Department and Principals to extend any budget cuts of Long Term Occasional (LTO) – International Language staff until the end of this school year. The Staff report on International Language is in the January 24,2019 Board of Trustee Meeting Agenda pages 1 to 7.</p> <p>A Report on mental health and well-being was presented at the Student Achievement Committee meeting held on January 10, 2019. The Parent Engagement component was on page 34 and it highlights that the mental health advisory council requires two new parent members to continue their influence with parent engagement strategies.</p> <p>We welcome our new TCDSB Chief of Communications and Government Relations Shazia Vlahos to her first CPIC meeting.</p> <p>Trustee DiPasquale: Some good news is that the Ministry Of Education “Parent Reaching Out Grant” has been “un-paused”; all Principals will receive emails with information.</p> <p>Shazia Vlahos: I am replacing John Yan who has retired. Ms. E Szekeres-Milne (Emmy) will still be assigned to attending the CPIC meetings. I am attempting to attend all the committee meetings during my first few months to have an opportunity to get to know everybody and get a</p>

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	<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>

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<p>Minutes of Prior Meetings</p>	<p><u>8.2 November Agenda Item 8.6 Information Signs for Parents & Community Members:</u> Template presented by Staff was created based on discussions at our last meeting is ready for members to review. Discussion followed:</p> <p>Motion 18/01-03 MOVED THAT the Staff incorporate the changes proposed by the members and bring the revised template back to this committee for a further review.</p> <p>Mover: G. Feldman W2 Seconded: R. Oliveros W8 Carried</p> <p><u>8.3 November Agenda Item 8.7 Revised Pending/Rolling Motion Tracker</u> The Motion Tracker was reviewed by the members and the following Motion proposed.</p> <p>Motion 18/01-04 MOVED THAT the Toronto Catholic PIC, with discussed corrections and changes, be approved and confirmed as being the official record of Action Motions.</p> <p>Mover: A. Crudo-Perri W10 Seconded: G. Gikas W6 Carried</p>
<p>Recess - 8:22 p.m. to 8:39 p.m.</p>	
<p>9 Subcommittee Reports & Recommendations</p>	<p><u>STANDING (PERMANENT) SUBCOMMITTEES</u></p> <p><u>9.1 Current CPIC Subcommittee Membership List:</u> The Subcommittee list was presented. It is mandatory that all Subcommittee meeting agendas be publicly published so that other parents or members can attend or dial-in to join the subcommittee even if not an official member. All meetings are public. Subcommittee Chairs are encouraged to call formal meetings. If you want to be on a Subcommittee, let the Chair and the Subcommittee Chair know.</p> <p><u>9.2 Budget & Priority Setting Subcommittee:</u> No meeting called to date. Compiling data to try to find efficiencies within the budget. Should have all information compiled for the April meeting.</p> <p><u>9.3 Governance & Procedure Subcommittee:</u> No meeting called to date. Constitution is due for an update.</p> <p><u>9.4 Nominating & Election Subcommittee:</u> No meeting called to date. We are starting to fill up the vacancies. The Goal is to have one rep in every ward. We are lacking a communication piece that is needed to reach out to the parent community more effectively.</p> <p><u>9.5 Conference Planning Subcommittee:</u> No meeting has been called to date. The OAPCE Conference is coming up and an idea is to become a contributor to OAPCE conference. Be visible. We would like to start a library of emails. Closer to the end of the year, close out the end of the year we could have a "Thank You CSPP and Parent Appreciation" Event and bring in a keynote speaker on a topic of current interest, such as "Cannabis". Focus of the day could also be to disseminate information about the CPIC elections.</p> <hr/> <p><u>SPECIAL (TEMPORARY / AD HOC) SUBCOMMITTEES</u></p> <p><u>9.6 Making Your Voices Heard:</u> No meeting has been called to date. Two formats were presented – the triangle format and a linear non-hierarchical format. Discussions followed. The preference was still the triangle shape,</p>



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	<p>the goal is to get it done by the end of the school year. The subcommittee will be engaged with TCDSB Communications for further assistance.</p> <p><u>9.7 Communications and Dissemination Planning Subcommittee:</u> Report from our January 7, 2019 Meeting Minutes is attached as Appendix “B”</p> <p>Material from the CPIC conference and meetings were video-taped. We would like to know from the TCDSB Communications Staff if there is somewhere online that we can host these video clips?</p> <p>We are also looking at creating a CPIC video promo piece, which can include three interviews along with content captured at some of the other events - the ‘draft’ video was shown during the recess.</p> <p>The inventory of CPIC promotional material was provided and we are looking at preparing a budget for member approval for promotional materials for TCDSB and CPIC events.</p> <p>The review and recommendations of the CPIC Website is still pending.</p> <p>A four-question survey was sent to all members as to the contents of the proposed Member Ward Kit. We received nine responses and ask the remaining members to complete this survey. “What would you want in a ward kit to assist you in your role in CPIC?” Please provide your feedback.</p> <p><u>9.8 CPIC/OAPCE/TCDSB Visioning Subcommittee:</u></p> <p>We are requesting that members rescind the previous forming this Subcommittee. The Constitution does provide for the Chair to represent this committee on external committees. The external committee will review parent involvement objectives of OAPCE and CPIC with the purpose to align these parent engagement committees. The Chair will ensure that members are kept abreast of the deliberations.</p> <p>Motion 18/01-05 MOVED THAT the Toronto Catholic PIC members rescind Motion #18/12-06 and delegate the Chair to represent this committee on the external visioning committee and report back to members on the deliberations.</p> <p style="text-align: center;">Mover: G. Feldman W2 Seconded: J. Fiorante W3</p> <p style="text-align: center;">Carried</p>
10 Reports from Parent Members: Ward Representatives	<p>Ward 1: The Ward Representatives have been going out to schools in the Ward 1 community because parent engagement is low. It is important to identify what the parent’s challenges in this Ward are, what has been done to reduce them and what is the history, and what we can take to community partners to resolve. We have created a survey form (Appendix “C”), and the template can be shared with all Ward active CSPCs. The form is our attempt to identify the issues or challenge a CSPC maybe facing to provide the background on these challenges, the latest attempt, to present the problem, and to suggest solutions. This will identify schools that have similar challenges so that we can resolve them together. We would like to involve the Ward 1 Trustee so that we can work together to resolve this issue? The idea came from the Waterloo Catholic School Board, where they submitted it to the Ministry as part of the parent consultation. Problems would be identified in the parents’ words.</p> <p>Superintendent Wujek: See Policy A33 with regards to where you should take your concerns. We would like to investigate some other ways that Staff can assist the Ward 1 representatives.</p>
11 New Business and Motions Arising Therefrom	<p><u>11.1 Faith In Our Child (FIOC) Update:</u> Mary Laframboise explained the role of FIOC and reviewed the proposed monthly FIOC Workshop series for the school year 2018-2019.</p>

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	<p><u>11.2 Lift Jesus Higher Conference Sponsorship</u></p> <p>Does CPIC want to have a table at the event on March 2nd? \$195 to have a table. Most parents that attend do come from Toronto and we do have three members that are willing to attend and field parent questions as well as hand out parent engagement resource material. Discussion followed and the following Motion to rent table and be part of the event was tabled.</p> <p>Motion 18/01-06 MOVED THAT the Toronto Catholic PIC members approve the expenditure of \$195 for an adult table at the March 2, 2019 Lift Jesus Higher Rally to promote Parent Engagement, Toronto Catholic PIC and the Toronto Catholic DSB to the attending parents. This motion will also include funding attending CPIC members registration for this event if needed</p> <p>Mover: D. Alvares W11 Seconded: G. Feldman W2 Carried</p> <p><u>11.3 OAPCE Conference:</u></p> <p>This year OAPCE (Provincial) is celebrating its 80th anniversary in Toronto on April 5-6, 2019 – Flyer attached as Appendix “D”. The Friday night is a networking, awards and dinner evening at the Montecasino. The Saturday event will highlight a mass with Cardinal Collins, a keynote address by Greg Rodgers, who has created leadership at our school board and now leads the “Me to We” event. OAPCE will host several workshops on parent engagement as well as a Book Launch - “Catholic Education and the Church” written by John Costa. OAPCE will also have a Vendor Mall.</p> <p>This is the largest conference in the province for Parents in Catholic education - parents will attend from every part of the province.</p> <p>CPIC has supported OAPCE in the past and sponsored TCDSB parents by paying for their registration fee. OAPCE is charging \$100 for parents to attend this event. OAPCE would love to put on the event flyer and on all media “co-sponsored by CPIC”.</p> <p>Motion 18/01-07 MOVED THAT the Toronto Catholic PIC members approve funding the \$100 registration fee for arms-length CPIC member’s attendance.</p> <p>Mover: G. Feldman W2 Seconded: G. Gikas W6 Carried</p> <p>Motion 18/01-08 MOVED THAT the Toronto Catholic PIC members approve funding of up to \$5,000 to subsidize TCDSB parent’s attendance at the OAPCE event.</p> <p>Mover: A. Crudo-Perri W10 Seconded: P. Bozzo CR1 Carried</p> <p>A Notice of Motion was submitted by Patricia Bozzo to increase the amount approved to subsidize TCDSB parent attendance under Motion 18/01-08 from \$5,000 to \$10,000.</p>
<p>12 Announcements & Date, Time & Location of Next Meeting</p>	<p>The formal meetings to be held in the CPIC FY 2018/19 are on:</p> <p style="padding-left: 40px;"><i>Inaugural Meeting Monday October 15, 2018</i> <i>Meeting #1 Monday, November 19, 2018</i> <i>Meeting #2 Monday, December 10, 2018</i> <i>Meeting #3 Monday, January 21, 2019</i> <i>Meeting #4 Monday, February 11, 2019</i> <i>Meeting #5 Monday, April 08, 2019</i> <i>Meeting #6 Monday, May 13, 2019</i> <i>Meeting #7 Monday, June 17, 2019</i> <i>Meeting #8 Monday, September 16, 2019</i></p>

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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				285.85				Promotional Materials	
YTD TOTAL CHARGES						1224.72					

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