



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

Monday February 11, 2019

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
<p>3 Review, Approval & Confirmation of Minutes of Prior CPIC Meetings</p>	<p>The Minutes of the Meeting of Monday, January 21, 2019 were distributed</p> <p>After those present had an opportunity to review the Minutes, the following was proposed:</p> <p>Motion 19/02-02 MOVED THAT the Minutes of the Meeting of January 21, 2019, with corrections and changes, be formally approved and confirmed as the official record of proceedings.</p> <p style="text-align: center;">Mover: G. Gikas W6 Seconded: N. Marriott W2</p> <p style="text-align: center;">Motion Carried By Consent</p>
<p>4 Report from the Chair</p>	<p>Vice-Chair presided over the Meeting.</p> <p>J. Del Grande reported:</p> <ul style="list-style-type: none"> • Emailed new members with key Toronto Catholic PIC and committee information • Discussed Toronto Catholic PIC operational items with Vice-Chair, Treasurer & Secretary • Email Discussions with Director of Education and Director Designate on various items • Telecommunications Service Renewal Contact Signed for 1 Year prepaid pricing • Compiled feedback to CSPC/Toronto Catholic PIC Staff Report • Lift Jesus Higher Toronto Catholic PIC Sponsorship Finalization & Payment • Prepared agenda; reviewed draft minutes; and discussion with various members <p>Motion 19/02-02 MOVED THAT the Toronto Catholic PIC members accept the resignation of Allison Canning which leaves a vacancy of a Parent Member: Ward 1 representative.</p> <p style="text-align: center;">Mover: R. Tellez-Rios W1 Seconded: R. Oliveros W8</p> <p style="text-align: center;">Motion Carried By Consent</p> <p>Housekeeping: Next meeting is April - no meeting in March.</p> <p>Chair presided over the Meeting.</p>
<p>5 Report from the Trustee Representative or Designate</p>	<p>Trustees reported.</p> <p>Trustee Tanuan:</p> <p>At the last trustee meeting we discussed and returned to staff for action the International language item. Negotiations continue with respect to the French Immersion program.</p> <p>At the Student Achievement Committee, we received a summary of the Parent Engagement Updated Report 2017-18 report (a copy is provided with Toronto Catholic PIC meeting Agenda). John Del Grande delegated for 30-minutes re: the need for collaboration between principals, school, parent council chairs and Toronto Catholic PIC members. Multiple motions also were presented to the Committee for consideration.</p> <p>SEAC also reported on the Mental Health Issues facing students.</p> <p>Trustee Di Pasquale:</p> <p>SEAC report was a lot to take in on one meeting. Trustee Del Grande moved to have a separate meeting to go into the SEAC report in detail. The Parent Engagement Report 2017-18 will be presented to Corporate Services on Thursday. On radar of parent engagement is the reduced community use of schools and this was also presented to the Board of Trustees.</p> <p>Trustee Mike Del Grande:</p> <p>Thanks to all members to take time away from family to participate in this very important committee. One of the issues I would like to raise at this meeting is that there is a concern from several parent committees, that the parent messages are not getting to the Board of Trustees as they are not seeing any changes.</p>

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	<p>My concern is that parent council meetings should not be just about how to raise money from pizza lunches, et cetera. A parent council meeting is not to be led by the school principal, it's about parent council engagement to help their child achieve academic success. The principal's role should be as a resource. Yes, I understand, that not all parent councils are created equally and that some leaders are timid and some aggressive. Parents do have a learning curve to follow to become effective.</p> <p>The Parent Chapter of Principles after four or five years has obtained the Board of Trustees approval. The document highlights what parents can be doing as well as how the school Board should be supporting. Now I am concerned that it has gone out of sight and will be out of mind. Toronto Catholic PIC should be helping to convey the importance of reading, understanding and using the Parent Chapter of Principles to parent councils.</p> <p>If you wish to know the hot buttons for trustees today it is transportation, special ed needs, international languages. One Trustee suggested a Toronto Catholic PIC rep should attend parent council meetings alongside the Trustee. Nothing should be taboo to talk about us working together as the bottom line is that we are all here for the kids. Let's all work together and reach out.</p> <p><u>Trustee Ida Li Preti:</u> I am here to learn. In Ward 3 we have a lot of schools in need of active parent engagement. Thank you for everything that you do.</p>
<p>6 Report from the Director of Education or Designate</p>	<p>Superintendent Wujek reported.</p> <ol style="list-style-type: none"> 1. The Updated Parent Engagement report will be going to Corporate services. It touches on four items: the previous two reports presented to the Board of Trustees last November, as well as the feedback received from Toronto Catholic PIC and OAPCE. I do not know if there will be any further recommendations from the Trustees. Please read the report and the recommendations coming out of what John Del Grande will be presenting. Consultation with Toronto Catholic PIC and with OAPCE will be on-going. The Chair delegated at the Student Achievement Committee meeting some of the ongoing themes that are of concern to Toronto Catholic PIC that we do need to address to improve parent engagement. We will meet to further discuss those articulations, so that in the future we can write a better report for the Board of Trustees and improve parent engagement on several different levels. Steps based upon these recommendations are underway to allow for better communication and collaboration so that an improved report can be written on parent engagement. May I suggest to a date be set to have a subcommittee meeting for this next stage of consultation to take place. If we are going to undertake a survey, what do we survey on? Will we just touch on what is important around parent engagement, parent councils, and Toronto Catholic PIC? 2. CSPC Workshops – We had to cancel the last one on budgeting and the role of the treasurer, because of the inclement weather. We are combining these items with our next session, which will precede the OAPCE Toronto meeting, to be held on February 28, 2019. Themes -- budgeting, role of the treasurer, conflict resolution. Please attend if possible and promote within your wards. 3. Thanks to all trustees for joining us at today's meeting. We will need to work together on the parent engagement issues. <p><u>M. Sequeira:</u> On May 13, 2019 we will be addressing the CSPC bylaws. I have worked with IT on the form to make it as simple as possible and will definitely send a snapshot of the steps. The</p>

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	<p><u>8.3 Lift Jesus Higher Sponsorship:</u></p> <p>Whereas the Lift Jesus Higher Rally (“Rally”) is the largest annual gathering in Toronto and Canada of Catholic Parents, Past Parents, Soon-To-Be Parents, Guardians, and Youth.</p> <p>Whereas the Rally gathers Catholics from the Province of Ontario and beyond, many of the attendees do come from Toronto.</p> <p>Whereas we have promoted Toronto Catholic Parent Involvement Committee (“Toronto Catholic PIC”) for the past few years and our table has created interest from attending parents about the mandate of Toronto Catholic PIC and how they can assist Parent Engagement at Home, at the School Level and at the Board level.</p> <p>Whereas last year Toronto Catholic PIC successfully promoted Parents and Guardians within TCDSB to attend this Rally in Wards 8, 10, and 11.</p> <p>Whereas forty TCDSB High-School Students were sponsored by the TCDSB and an external parent group to attend the Youth Ministry portion of the Rally.</p> <p>Whereas the first level of Parent Engagement starts at home through assistance with Homework, Prayer, Youth Ministry, and Mass. We are building good students through the Catholic Faith that meet the Catholic School Graduate Expectations.</p> <p>Whereas Toronto Catholic PIC is a government mandated Committee that promotes Parent Engagement in the Home, in the School and in the Board and we are a Statutory Committee of a Catholic District School Board.</p> <p>Motion # 19/02-06 MOVED THAT Toronto Catholic PIC members approve \$1,250 to support parents to attend the 2019 Lift Jesus Higher Rally and that these parents will commit to spreading the message that Toronto Catholic PIC is mandated to assist parents with their children by providing resources, holding events and funding activities that encourage parent engagement at Home, at the School or at the Board.</p> <p align="right">Mover: G. Feldman (W2) Seconder: M. Laframboise (CR2)</p> <p>Discussion on Motion for Consideration of \$1,250.00 sponsorship followed.</p> <p>Motion Carried by Consent</p> <p><u>8.4 CSPC Communication from the Board:</u></p> <p>Vice-Chair presiding over the meeting.</p> <p>Discussion on the Motion for Consideration re: parent council parent of distribution list around relevant matters discussed at Board of Trustee meetings, Board policies, etc. was deferred</p> <p><u>8.5 Toronto Catholic PIC Voice Mail Boxes:</u></p> <p>Whereas: Toronto Catholic PIC has mandate to recommend to the Director of Education and/or the Board of Trustees matters that affect parent engagement.</p> <p>Whereas: Toronto Catholic PIC members are provided emails and voice mailboxes to aid in their Toronto Catholic PIC duties and system parent engagement activities.</p> <p>Whereas: The existing voice mail does not facilitate ease of access or frequent checking by volunteer members.</p> <p>Motion # 19/02-07 MOVED THAT Toronto Catholic PIC members suggests to the Board of Trustees that the Voice-Mail boxes assigned to Toronto Catholic PIC Members be transitioned to digital mailboxes like that used by Trustees and board Staff where voice messages are automatically emails as an attachment to that member.</p> <p align="right">Mover: J. Del Grande (W12) Seconded: R. Tellez Rios (W1)</p> <p>Discussion on Motion in Consideration re: digital voicemail boxes.</p> <p>Motion Carried by Consent</p>

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	<p>Chair presiding over the meeting.</p> <p><u>8.6 Toronto Catholic PIC Trade Show Kit:</u> WHEREAS: To meet one of the key objectives of Toronto Catholic PIC: increase awareness of the committee’s function and forge relationship with parents.</p> <p>Motion # 19/02-08 MOVED THAT Toronto Catholic PIC members approve a budgetary amount of \$1,500 to be used to purchase a Toronto Catholic PIC Trade Show Kit which will include:</p> <ul style="list-style-type: none"> • Two (2) Custom printed retractable stands; • A tablecloth or table runner with the Toronto Catholic PIC logo; and, • A portable literature stand, to be used at all events in which Toronto Catholic PIC has rented a Vendor Table to increase the Visibility of Toronto Catholic PIC and Promote its mandate. <p>AND THAT the final design and ordering be referred to the Executive Committee for approval.</p> <p>Mover: J. Fiorante (W3) Seconded: G. Gikas (W6)</p> <p>Discussion on Motion for Consideration re: \$1,500.00 for trade show kit. Motion Carried by Consent</p> <p align="center"><u>Matters Arising from the Minutes of Prior Meetings</u></p> <p><u>8.7 Information Signs for Parents & Community Members:</u> Information sign templates were presented for final endorsement. Discussion followed, and the following Motion was made:</p> <p>Motion # 19/02-09 MOVED THAT Toronto Catholic PIC members refer to Staff the final selection of the style of the signs containing all the information of the templates as presented.</p> <p>Mover: R. Tellez Rios (W1) Seconded: N. Marriott (W2)</p> <p>Motion Carried by Consent</p> <p><u>8.8 OAPCE Conference Sponsorship:</u> Motion for Consideration re: sponsorship of parents to attend conference - max \$10,000.00.</p> <p>Whereas: Toronto Catholic PIC’s mandate is to develop strategies to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being</p> <p>Whereas: Toronto Catholic PIC also has a mandate to identify and reduce barriers to parent engagement,</p> <p>Whereas: Toronto Catholic PIC will not be hosting its own conference/parent summit this school year</p> <p>Whereas: Toronto Catholic PIC approved sponsorship of TCDSB parents to attend the OAPCE conference taking place (\$100 registration fee) in the spring at its last meeting</p> <p>Motion # 19/02-10 MOVED THAT Toronto Catholic PIC members approve an amendment of Motion 19/01-08 to increase the amount from \$5,000 to a maximum of \$10,000 which will allow for the subsidy of 100 TCDSB parents attendance at the OAPCE 2018 AGM provided that:</p> <ol style="list-style-type: none"> 1. OAPCE highlights that Toronto Catholic PIC is a primary partner for this event. 2. Toronto Catholic PIC provides the communication/invitation to TCDSB Parents to encourage them to attend the OAPCE AGM. 3. OAPCE provides to Toronto Catholic PIC a verified list of TCDSB Parents that utilized the subsidy and those that actually attended the OAPCE AGM. <p>Moved by Patricia Bozzo; seconded by Raul Tellez Rios</p>

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	<p>meeting, with respect to being web-based diagram with links for more detail as well as a more detailed printed information sheet. The subcommittee will report back with their decision.</p> <p style="text-align: center;">Mover: I. Starck (PMAL1) Seconded: G. Feldman (W2)</p> <p style="text-align: center;">Motion Carried by Consent</p> <p><u>9.6 Communications and Dissemination Planning Subcommittee:</u> Deferred</p> <p><u>9.7 Toronto Catholic PIC/OAPCE/TCDSB Visioning:</u> Deferred</p>
10 Reports from Parent Members: Ward Representatives	Deferred.
11 New Business and Motions Arising Therefrom	<p><u>11.1 Parents Reaching Out Grants:</u> Deferred.</p> <p><u>11.2 Priorities and Focus Goals:</u> Deferred.</p>
12 Announcements & Date, Time & Location of Next Meeting	<p><u>12.1 Pending/Tracker List:</u> Deferred</p> <p><u>12.2 Future Meetings:</u> Next Committee Meeting - Monday, April 8, 2019 Monday, March 4 - Budget Subcommittee meeting.</p> <p>The formal meetings to be held in the Toronto Catholic PIC FY 2019/19 are on: <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> <p>The formal meetings to be held in the Toronto Catholic PIC FY 2019/20 will be on: <u>Elections 2019:</u> Elections for Even Wards Monday Oct 7, 2019 By-Elections for Odd Wards Wednesday Oct 9, 2019 2019/19 Inaugural Meeting Monday Oct 21, 2019 2019/19 Meeting 1 Monday Nov 18, 2019 2019/19 Meeting 2 Monday Dec 09, 2019</p> <p>There will be subcommittee and Executive meetings as needed.</p> <p style="text-align: center;">All at the: Catholic Education Centre, 80 Sheppard Avenue East. Room to be announced.</p>
13 Adjournment	<p>Motion # 19/02-13 MOVED THAT the meeting stand adjourned.</p> <p style="text-align: center;">Mover: G. Gikas W6 Seconded: R. Tellez-Rios W1</p> <p style="text-align: center;">Carried</p>

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	The Chair declared the meeting adjourned and Members rose at 09:59 PM

Respectfully submitted to the Members of Toronto CPIC,

John Del Grande, Chair

Geoffrey Feldman, Secretary

By resolution of the assembly (**19/04-03**) on
Monday April 8, 2019



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APPENDIX "A" – Financial Report

**CPIC Grant & Expenditure Summary
As at January 31, 2019**

	CPIC 2018-19	PRO Grant 2018-19
	FR 1452	FR 1563
APPROVED FUNDING	21,262.00	-
CARRYOVER FROM PREVIOUS YEAR	52,695.41	3,278.82
TOTAL FUNDING	73,957.41	3,278.82
EXPENSES:		
Childcare	330.00	-
Election-Parent Recruitment Expenses	-	-
Media Advertising	-	-
Transcriptions	-	-
Mileage	569.18	-
Parent Resources	-	-
Printing & Supplies	1,229.72	-
Promotional Materials	970.52	-
Refreshments - Events	498.47	-
Refreshments - Meeting	846.50	-
Speaker Expenses	-	-
Telecommunication	1,564.60	-
Translation Services		
TTC Tokens - Buses		
TOTAL EXPENDITURES	6,008.99	-
CARRYOVER TO NEW YEAR	67,948.42	3,278.82

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APPENDIX "A" – Financial Report (Cont'd)

CPIC - ANNUAL BUDGET & TRACKING 2018-2019

DATE: January 31st, 2019

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	6,008.99
YTD TOTAL BALANCE	67,948.42

EXPENSES:	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
Childcare			180.00	150.00									330.00
Election-Parent Recruitment Expenses													0.00
Media Advertising													0.00
Transcriptions													0.00
Mileage				569.18									569.18
Parent Resources													0.00
Printing & Supplies	865.50	359.22		5.00									1,229.72
Promotional Materials		612.96	357.56										970.52
Refreshments - Events		498.47											498.47
Refreshments - Meetings	202.79	114.36	182.79	346.56									846.50
Speaker Expenses													0.00
Telecommunications	134.36	848.95	267.66	313.63									1,564.60
Translation Services													0.00
TTC Tokens - Buses													0.00
TOTAL MONTHLY EXPENSES:	1,202.65	2,433.96	988.01	1,384.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,008.99

MEETINGS & OPERATIONS EXPENSES (will be further budgeted as follows):			
	Allocated Amount Breakdown	Expenses	Balance
Childcare or Dependent Care	10%	1,275.72	330.00
Mileage/Transportation and Travel	30%	3,827.16	569.18
Printing & Supplies - Meetings	15%	1,913.58	207.61
Refreshments & Food	15%	1,913.58	846.50
Telecommunications	20%	2,551.44	1,564.60
Annual Elections	10%	1,275.72	0.00
MEETINGS & OPERATIONS YTD EXPENSE TOTALS:		12,757.20	3,517.89

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	6,013.70

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Appendix "B"

Toronto Catholic PIC Recommendation

Whereas: Toronto Catholic PIC has mandate to recommend to the Director of Education and/or the Board of Trustees matters that affect parent engagement.

Whereas: Toronto Catholic PIC members are provided emails and voice mailboxes to aid in their Toronto Catholic PIC duties and system parent engagement activities.

Whereas: The existing voice mail does not facilitate ease of access or frequent checking by volunteer members.

Motion # 19/02-07 **MOVED THAT** Toronto Catholic PIC members suggests to the Board of Trustees that the Voice-Mail boxes assigned to Toronto Catholic PIC Members be transitioned to digital mailboxes like that used by Trustees and board Staff where voice messages are automatically emails as an attachment to that member.

Mover: J. Del Grande (W12)

Seconded: R. Tellez Rios (W1)

Motion Carried by Consent