

ADDENDUM
REGULAR MEETING OF THE
TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

PUBLIC SESSION

John Del Grande, Chair Jennifer Di Francesco, Vice Chair

April 15, 2024

7:00 pm

	Pages
7. <i>Presentations & Reports from Committee Officers</i>	
7.a <i>Chair – Activity Report and Planned Events Briefs</i>	1 - 4
9. <i>Unfinished Business & Matters Rising Out of Minutes</i>	
9.a <i>Ward Events - Verbal Update from CPIC Members</i>	
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10. <i>Notices of Motion</i>	
10.a <i>New Catholic Parent Involvement Committee (CPIC) Policy #8: E-Meetings</i>	6 - 7
10.b <i>Update Catholic Parent Involvement Committee Policy #5 - Annual Budgeting</i>	8 - 9
11. <i>Communications Received</i>	
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to March 31, 2024



CHAIR REPORT

[Period of February 27 to April 12, 2024]

- Discussed CPIC operational items with Executive Members
- Discussions with Director Designate/Superintendent on various items including CPIC supports
- Facilitated Lift Jesus Higher Rally operational support
- Reviewed TCDSB Board Agendas on behalf of the Committee
- Attempted to solicit parents for committee vacancies
- Sent letter to Board of Trustees Governance & Policy Committee
- Trustee conversations & advocacy
- Emailed CSPC Chairs re: conference opportunities
- Prepared April agenda & documents, prepared draft minutes and
- Conversations with various members
- Initial planning for CSPC Appreciation Day & Girls In Sport Events as part of budgeted draw down from surplus
- Updated Policy Manual & worked on E-Meeting Policy draft

LIFT JESUS HIGHER RALLY – CPIC TICKETS SPONSORSHIP UPDATE

75 Tickets were offered through the Nurturing Our Catholic Community Department in conjunction with Student Tickets sponsored by the Board

Available	75
Responded/Uptake	75
Actual Attendees	54
Attendee Rate	72%
Total Cost	\$1,620

Thank you to CPIC Ward Reps Richelle & Mary who represented at the CPIC table!



Feedback:

“Thank you so much for organizing to get complementary tickets for parents and children to attend the lift Jesus higher rally. You have done a great thing in the eyes of God. Both parents and their children who received these complementary tickets were much blessed and benefitted spiritually. Thank you so much for giving them the opportunity to take their faith deeper by attending the rally. We are writing to thank you on behalf of ourselves and the parent community of kids who attend St Gerald , Saint Timothy and Cardinal Carter high school respectively”

“My child and I had a great experience. Thank you for the opportunity.”

“Thank you for the free tickets. They are a huge help to us. CPIC should think of a better way to let parents know about LJHR though. We had to ask for the registration link from our child's school principal. We heard about the free tickets to LJHR from CPIC through a friend. Also, CPIC's ad for the LJHR is very vague. There should be a description of what LJHR is all about. Friends whom we have invited do not know what LJHR so we have given some explanation.”

Survey Responses: Many Attended/visited our booth | Would recommend to other parents



CPIC EVENT BRIEF

Event Name: CSPC Appreciation & Workshops Lunch	
Date: Saturday June 1 st , 2024 10AM-2PM	
Location: Catholic Education Centre	Venue Spaces: Boardroom, CTC, Atrium, Classrooms, Rotunda, Parking, Washrooms
# of Expected Guests: 200-300	# of Expected Volunteers/Staff: TBD
Budget: \$12,000-\$15,000	

EVENT PURPOSE:

Event Outcomes:

- 1) Appreciation of CSPC Executive Members (speaker, food & give-ways)
- 2) Understand CSPC/Parent needs for CPIC resource hub & advocacy
- 3) Highlight CPICs role and current initiatives

Schedule:

TIME	EVENT	LOCATION	DETAILS
10:00 AM – 11:00 AM	Keynote	Boardroom	Motivational Theme
11:15 AM – 11:30 AM	CPIC Presentation	Boardroom	Initiatives
11:30 AM – 1:00 PM	Workshops	Atrium	Rotation (2 x 40 mins)
1:00 PM – 2:00 PM	Lunch & Networking	Café/Atrium	Catered or Food Truck

Additional Details:

-

Registration Process:

- Dedicated Eventbrite page setup to collect registrant information & limit attendees
- Optional add-ons include parking pass & child minding

Keynote Speakers:

- Bodybreak Duo (pending contract)

Workshop Content:

- Issues/Successes Local & Board Level

Special Guests or VIPs: TBD

Communications & Media:

- Email & E-Flyer will be developed and sent to all CSPCs to promote

EVENT NEEDS & SUPPORTS:

Vendors Involved: TBD

Meal Plan or Food/Drink Details: TBD

Staffing: ECEs for child minding

Volunteers: TBD

AV Needs: TBD

Facility Needs: TBD

Communications/Media Support:

- TBD

Parking Plan/Arrangements:

- Limited free parking will be offered
- TTC will be pushed

EVENT CONTACTS:

Key Contact #1:

John Del Grande – CPIC Chair

Key Contact #2:

Jennifer Di Francesco – CPIC Vice-Chair



CPIC EVENT BRIEF

Event Name: The Power of Parents for Engaging Girls in Sports	
Date: TBD	
Location: Loretto College School	Venue Spaces: Auditorium
# of Expected Guests: 200-300	# of Expected Volunteers/Staff: TBD
Budget: \$10,000-\$15,000	

EVENT PURPOSE:

Event Outcomes:

- 1) Influence of parents on child participation and development
- 2) Parental motivations toward sports and sports clubs: Parents' perception of the importance of sports and their daughters' ability
- 3) What are some things a parent can do to make involvement in sports a positive experience?
- 4) Parents as role models: supporting their daughters to stay involved in a physically active lifestyle

Schedule:

TIME	EVENT	DETAILS
TBD	Interactive panel discussion / Q&A	
TBD	Motivational talk	
TBD	Mock Interview	

Additional Details:

Sports participation has been consistently shown to support all aspects of academic achievement, including positive academic self-concept/esteem, a positive attitude towards schoolwork, improved academic performance and higher grades, and higher educational aspirations and attainment.

Registration Process:

- Dedicated Eventbrite page setup to collect registrant information & limit attendees

Keynote Speakers:

- Sourcing - female athlete(s), broadcaster(s), and coach(s)

Special Guests or VIPs: TBD

Communications & Media:

- Flyer to be sent to all schools to promote

EVENT NEEDS & SUPPORTS:

Vendors Involved: TBD	
Meal Plan or Food/Drink Details: TBD	
Staffing: TBD	Volunteers: TBD
AV Needs: Possible Board-wide live stream	Facility Needs: TBD
Communications/Media Support:	Parking Plan/Arrangements:
• TBD	• TBD

EVENT CONTACTS:

Key Contact #1: Gus Gikas – CPIC Rep Secondary Central	Key Contact #2: John Del Grande – CPIC Chair
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SCHOOL PARENT VOLUNTEER OF THE YEAR AWARD



Awarded annually by the Catholic School Parent Council in recognition of a parent volunteer who has gone above and beyond in their activities and contribution to improving the overall school experience.

2023-2024
JOE PARENT

MOCK-UP SAMPLE

Policy (ELECTRONIC) E-MEETING PROTOCOLS		Policy No. 8	Pages 2
		Revision No. 1	Issued [YYYY-MMM-DD] 2024-04-15
Scope Toronto CPIC Members	Effective On [YYYY-MMM-DD] 2024-05-01	Approved By Toronto Catholic Parent Involvement Committee	
		Approved On [YYYY-MMM-DD]	

POLICY PERSPECTIVE

Toronto Catholic Parent Involvement Committee recognizes the necessity of providing Members with the ability to participate in meetings arranged by the CPIC.

Protocols outlined in this Policy must be adhered to support effective E-Meeting operation.

POLICY

1. Tool - E-Meetings must permit the Member to hear and be heard through auditory and/or visual means.
2. Login - The Chair/Vice-Chair/Recording Secretary of the Committee or Subcommittee will send by email the required URL, login information and codes necessary to access the E-Meeting.
3. Logon Time - The Chair or Vice Chair of the Committee or Subcommittee shall begin the E-Meeting at least 10 minutes before the start of each Meeting.
4. Video - To determine Quorum and validate the Member, Members must have their cameras on (when possible) for the entire meeting.
5. Identification - Members shall name themselves as to identify themselves and verbally identify themselves when required.
6. Participation - Participation by Members is expected for the entire E-Meeting, unless a member declares a conflict of interest.
7. Audio - Members must mute themselves and stay muted unless they have been acknowledged by the Chair to speak.

8. Recognition by Chair - To seek recognition by the presiding officer, a member shall indicate by a hand “emoji” or by the method appropriate to the Internet meeting service being used.
9. Display of documents – Share Screen will be used when available for the display of documents being discussed or referenced.
10. Voting - Votes shall be taken by audible roll call or, when practicable within the meeting service platform, by electronic roll call. If required, when voting, Members must say “in favour” or “opposed”.
11. Chat - No side conversations should be held in the “chat box,” only official business pertaining to the Meeting.
12. Technology - Each Member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a Member’s individual connection prevented participation in the E-Meeting.
13. Interruption - A Member who’s video or audio feed is causing continued disruptions may be removed from the Meeting by the Chair of the Committee or Subcommittee.
14. Loss of Quorum - If connectivity issues or interruptions to video/audio results in loss of quorum, the Meeting will recess up to 20 minutes.
15. Public Access - Comment and participation by Parents or guests for E-Meetings may be made available at the discretion of the Chair.
16. Recording - When possible, the E-Meeting will be recorded and the recording promptly made publicly available on social media or a CPIC/TCDSB authorized website.

DOCUMENT REVISION HISTORY

Revision	Date	Document Change History
01	2024-04-15	DRAFT for Committee Approval

Due to changes in our hybrid meeting approach, it is recommended Policy #5 be updated.

ANNUAL BUDGETING		Policy No. 5	Pages 2
		Revision No. 2	Issued [YYYY-MMM-DD] 2018-09-17
Scope Toronto CPIC Budget	Effective On [YYYY-MMM-DD] 2018-OCT-01	Approved By Toronto Catholic Parent Involvement Committee	
		Approved On [YYYY-MMM-DD] 2018-09-17	

POLICY PERSPECTIVE

Parent Councils across Ontario are provided an annual allocation [based on student enrolment]* to provide funding for operations of the Committee. Operational budget needs to ensure adequate ability for the Committee to function recognizing members are volunteers and to ensure fair and consistent allocations for expenditures. Toronto CPIC also as historically ensured a portion of its funding can also support ongoing parent engagement activities in the Board.

*(Historically and continued for 2023-2024) \$5,000 + \$0.17 per average daily enrollment of pupils

POLICY

1. Each fiscal year Toronto CPIC will allocate its initial budget and budget constraints as follows:

- ~~60%~~ **40%** of Base funding will be allocated to Meetings & Operations
- ~~40%~~ **60%** of Base funding will be allocated to Parental Engagement Activities [separate from any ~~Parent Reaching Out~~ **additional** Grants applied for/received]

Meeting & Operations will be further budgeted by the Treasurer as follows:

Childcare or Dependent Care	10% 5%
Mileage/Transportation and Travel	30% 25%
Printing & Supplies	15% 20%
Refreshments & Food	15%
Telecommunications & AV	20% 15%
Annual Elections	10% 20%

2. The Treasurer may solicit members to understand potential needs and formulate cost estimates. He/she may also make recommendations to the committee on strategies and options to meet budget targets.
3. CPIC will endeavor not to carry over accumulated surpluses beyond 1 school year.
4. Toronto CPIC may at any time through an approved motion, reallocate in-year targets as required.

DOCUMENT REVISION HISTORY

Revision	Date	Document Change History
01	2018-09-17	Original Approved by Motion 18/09-12

SKILLED TRADES

BEYOND CONSTRUCTION

APRIL 16, 2024

6:30 PM - 8:30 PM

Centennial College Event Centre
Progress Campus



Are you a high school student or a parent looking for an exciting opportunity to explore the diverse world of skilled trades? Look no further! The Education Bank and Centennial College are joining hands to bring you an informative session and Q&A period through a Centennial expert on the trades fields.

Join us for an amazing experience where you can discover different skilled trades, from automotive and electrical to culinary arts. This event offers program opportunities and information to ignite your passion and give you a taste of what it's like to study and work in these dynamic fields.

So, what are you waiting for? Don't miss out on this fantastic opportunity to chart your course toward success.

Scan the QR Code below to register, and embark on a journey towards a fulfilling and prosperous future in the trades!



\$25 per person
(plus applicable fees)

**Refreshments
provided!**

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The Ontario Association of Parents in Catholic Education

Toronto, ON.

The Ontario Association of Parents in Catholic Education (OAPCE) hosted its 85th Annual Conference on Saturday April 13, 2024 at Monsignor Percy Johnson with the Gala Awards Dinner at the Sandman Signature Hotel. OAPCE Liaison Representatives, parents and partners from across the province gathered for an all Day Conference at the school, mass at St. Benedict's Parish and a dinner with His Grace Archbishop Francis Leo as the Keynote Speaker. At the dinner the distinguished OAPCE awards were given out recognizing individuals, who in substantial ways, through their expertise, time and effort support the organization's principles to engage, advocate and enhance Catholic Education.

This year's recipients were:

Bishop Yvan Mathieu, Ottawa, Liaison Bishop ACBO to OAPCE with the Monsignor Harrigan Award.

Teresa Colonna, TCDSB Parent from Chaminade and Loretto Abbey, with the Parent Volunteer of the Year Award.

Dr. Anne Jameison, Executive Director, Institute for Catholic Education with the Father Mozzarella Award.

Garry Tanuan, TCDSB Trustee Ward 8 with the Special OAPCE 85 Honorary Lifetime Membership Award.

Annalisa Crudo-Perri and Joe Perri, Co-Executive Directors and TCDSB Parents from Chaminade with the OAPCE 85 Legacy Leadership Award

OAPCE Toronto Directors, **Lucy Goncalves** and **Joel Tecson** were also recognized with awards of appreciation for their work with OAPCE. We congratulate all the Recipients and thank everyone for joining us in this milestone anniversary!

CPIC MASTER PENDING LIST TO MARCH 31, 2024

#	Date Requested	Target Date	Subject	Destination & Delegate
1	March 3, 2020	April 2024 May 2024	<p>Parent Engagement School Index:</p> <ol style="list-style-type: none"> 1. That a parent engagement continuum/index be created where schools can identify where they rate themselves based on a series of questions or considerations and key initiatives that could be used to move up to the next level. 2. This index be part of the School Learning Improvement Plan (SLIP) and provided to the Board so as to gauge parent engagement across the system at a given time and track improvements to it. 	CPIC Chair & Director-Designate (STAFF REPORTS)
2	January 17, 2022	March 2024 April 2024	<p>Metrics Report on the CSPC Policy S.10:</p> <p>That CPIC in conjunction with TCDSB IT Services investigate a group buy or central licensing model with Intuit for available use of Quickbooks for Catholic School Parent Councils (CSPCs) across the TCDSB.</p>	TCDSB CFO / CIO (RECOMMENDATIONS TO THE DIRECTOR OF EDUCATION)
3	September 19, 2022	April 2024 ON AGENDA	<p>CPIC Bylaw Amendment:</p> <p>CPIC shall develop a policy governing E-Meeting protocols & procedures.</p>	CPIC Executive Subcommittee (REFERAL TO CPIC SUB-COMMITTEE)
4	December 11, 2023	TBD	<p>Mathematics Achievement Action Plan:</p> <ol style="list-style-type: none"> 1. Provide resources to parents on the TCDSB website year-round including videos and tools to support the math curriculum. 2. That The Board consider compiling texts/workbooks as a physical resource for consistency to support the math curriculum. 3. That the Board review access and funding for delivery and teaching of math so schools are not forced to fundraise to cover the fundamentals (ie. printing and technology). 4. That parents be provided any access codes and passwords for student's digital resources (beginning of the year). 	Kimberly Dixon - Superintendent (RECOMMENDATIONS TO THE DIRECTOR OF EDUCATION)
5	December 11, 2023	February 2024	<p>CFO Update:</p> <ol style="list-style-type: none"> 1. That Business Services further support CSPC fundraising activities by providing direct report access to CSPC SAP transactions and donation details and breakdown of EFT deposits by activity. 2. That the Board build fundraising and financial FAQs on the Board website. 3. That Principal training continue on providing transparency on school budgets and financials to parent councils. 	TCDSB CFO (RECOMMENDATIONS TO THE DIRECTOR OF EDUCATION)
6	January 15, 2024	June 2024	Catholic School Parent Councils and Electronic Funds Transfer (EFT):	TCDSB CFO

CPIC MASTER PENDING LIST TO MARCH 31, 2024

			CPIC recommend to the Director of Education that staff add amendment to CSPC Policy S.10 Appendix B - TCDSB Guidelines for School Accounts and Catholic School Parent Councils (CSPC) Financial Operational Procedures, Banking Procedures, to include electronic banking, electronic fund transfers (EFT) and guidelines to the use and dual authorization via email by the Principal or Vice-Principal and one of either the Chair, Co-Chair, Vice-Chair or Treasurer be added.	(RECOMMENDATIONS TO THE DIRECTOR OF EDUCATION)
7	February 26, 2024	April 2024	Motion - Parent Volunteer of the Year: That CPIC endorse in principle the Parent Volunteer of the Year Award and CSPC Recognition and refer to the CPIC Executive Subcommittee to come back with options & pricing.	CPIC Executive Subcommittee (REFERAL TO CPIC SUB-COMMITTEE)
8	February 26, 2024	May 2024	Motion - Parent Charter – Plaques for Schools: That CPIC approve providing the TCDSB Parent Charter to all schools and refer to the Board’s Communications department to mockup & quote options.	TCDSB Communications Department (REFERAL TO STAFF)
9	February 26, 2024	TBD	TCDSB Policy SM04 Changes: That CPIC recommend to the Board of Trustees to reconsider the recent approval of policy S.M.04: 1. Regulation 7 be reviewed to provide clarity regarding using Board approved vendors for major purchases (ie: capital, technology) vs. nominal purchases. 2. Regulation 8 that was removed, be-reinstated to provide clarity that joint fundraising projects require a supporting motion from the Catholic School Parent Council on funds disbursement.	CPIC Recommendation to the Board (RECOMMENDATIONS TO THE BOARD OF TRUSTEES)