

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC)

INAUGURAL MEETING November 9, 2020



Elementary Parent Members

Jennifer Di Francesco

Ward 1

VACANT

Ward 2

Joe Fiorante

Ward 3

A.J. Hepburn

Ward 4

Santhosh Peter Valavi

Ward 5 East

Daniel Oliveira

Ward 5 West

Gus Gikas

Ward 6

Dan Kajioka

Ward 7

Rose-Marie Fraser

Ward 8 East

VACANT

Ward 8 West

Jennifer Traer

Ward 9

Ivana Calabria-Pantaleo

Ward 10

Ben Xavier

Ward 11 North

Isabel Starck

Ward 11 South

Anthony Antinucci

Ward 12

Community Members

Katie Piccininni

(1) OAPCE-Toronto

VACANT

(2)

VACANT

(3)

Secondary Parent Members

Milva Romano

West - (Wards 1,2,3 & 4)

Annalisa Crudo-Perri

Central - (Wards 5,6,9 & 10)

VACANT

East - (Wards 7,8,11 & 12)

Trustee Representatives

Garry Tanuan

Norm Di Pasquale (Alternate)

Board Representatives

John Wujek

Director Designate

Manuela Sequeira

Parent Engagement Coordinator

VACANT

Communications

PURPOSE

CPIC is the legislated parent voice at the Toronto Catholic District School Board for parents of students in TCDSB schools.

MISSION

To improve student academic achievement and the emotional, spiritual and physical well-being of students by supporting, encouraging and enhancing meaningful parent engagement.

Dr. Brendan Browne
Director of Education

Joseph Martino
Chair of The Board

ONTARIO EDUCATION ACT – REGULATION 612 (PART III)
PARENT INVOLVEMENT COMMITTEES

PURPOSE

- 27.** (1) The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. O. Reg. 330/10, s. 6.
- (2) A parent involvement committee of a Board shall achieve its purpose by,
- (a) providing information and advice on parent engagement to the board;
 - (b) communicating with and supporting school councils of schools of the board; and
 - (c) undertaking activities to help parents of pupils of the board support their children's learning at home and at school. O. Reg. 330/10, s. 6.
- 28.** A parent involvement committee of a board shall,
- (a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
 - (b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);
 - (c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;
 - (d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,
 - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
 - (ii) identify and reduce barriers to parent engagement,
 - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and
 - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work;
 - and
 - (e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the *Education Act* for parent involvement as described in section 27 and clauses (a) to (d), is to be used. O. Reg. 330/10, s. 6.

**AGENDA
REGULAR MEETING
OF THE
TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE**

PUBLIC SESSION via E-MEETING

TBD, Chair

TBD, Vice Chair

Public Webcast – YouTube Live <https://youtu.be/sFp9qYCRPOM>

November 9, 2020

6:30 pm

Pages

1. Call to Order

2. Opening Prayer

3. Roll Call & Apologies

4. Declarations of Interest

Parent Members who are a paid Toronto Catholic District School Board employee/contractor shall identify their employment status at the first meeting of the Committee.

5. Approval of Agenda

6. Presentations & Reports from Committee Officers

6.a. From Past Chair

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6.b. From Past-Treasurer - Financial Report as of September 30, 2020

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7. Certification of Election Results

7.a. Elected Parent Members & Results of Election Meetings

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- 7.b. CPIC Membership for 2020-2021 6 - 7
- 7.c. Annual Member Pledge of Responsibilities & Code of Ethical Conduct 8 - 9
- 7.d. Annual Member Conflict of Interest Acknowledgement & Declaration (Refer to Item 7c)
- 8. Election of Chair and Vice-Chair (If Required)
 - 8.a. Voting Procedures for Executive Officers 10
 - 8.b. Chair of the CPIC for 2020-2021 & 2021-2022
 - 8.b.1. Nominations for Position of Chair
 - 8.b.2. Comments from Nominees
 - 8.b.3. Vote
 - 8.c. Vice-Chair of the CPIC for 2020-2021
 - 8.c.1. Nominations for Position of Vice-Chair
 - 8.c.2. Comments from Nominees
 - 8.c.3. Vote
- 9. Election of New Executive Officers
 - 9.a. Treasurer
 - 9.a.1. Nominations for CPIC Treasurer 2020-2021
 - 9.a.2. Comments from Nominees (Optional)
 - 9.a.3. Vote
 - 9.b. Secretary
 - 9.b.1. Nominations for CPIC Secretary 2020-2021

9.b.2.	Comments from Nominees (Optional)	
9.b.3.	Vote	
9.c.	Digital Coordinator	
9.c.1.	Nominations for CPIC Digital Coordinator 2020-2021	
9.c.2.	Comments from Nominees (Optional)	
9.c.3.	Vote	
9.d.	Events Coordinator	
9.d.1.	Nominations for CPIC Events Coordinator 2020-2021	
9.d.2.	Comments from Nominees (Optional)	
9.d.3.	Vote	
9.e.	Past Chair	
9.e.1.	Qualification of a Member (If Applicable)	
9.e.2.	Appointment	
10.	Appointment of Any Parent Representatives to Fill Any Vacancies	
11.	Appointment of Community Representatives	
11.a.	Eligibility Criteria	11
11.b.	Appointment of Community Representative #1 - OAPCE Toronto	12
11.c.	Appointment or Solicitation of Additional Community Representatives	13 - 15

12.	Assignment of Members to Standing Committees	
12.a.	Budget & Priority Setting Sub-Committee	16
	CPIC Chair, Vice-Chair, Treasurer, at least one (1) Parent Member and any other Members from CPIC who wish to serve	
12.b.	Conference & Events Sub-Committee	
	CPIC Chair, Events Coordinator and at least two (2) Members from the Committee who wish to serve	
12.c.	Communications or Continuation of Special Sub-Committees	
	CPIC Chair, Events Coordinator and at least two (2) Members from the Committee who wish to serve	
13.	Creation or Continuation of Special Sub-Committees	
13.a.	Renewal of Subcommittees with Outstanding Work (If Applicable)	
13.a.1.	Nomination/Election of Chair	
13.a.2.	Appointment of Members	
13.b.	New Proposed Subcommittee Creation (If Applicable)	
13.b.1.	Nomination/Election of Chair	
13.b.2.	Appointment of Members	
14.	Confirmation of Calendar & Schedule of Committee Meetings	
14.a.	Regular Committee Meeting Dates for 2020-2021	17
15.	Urgent Matters	
15.a.	Approval of Minutes from September 14, 2020 Regular Meeting	18 - 23
16.	Communications or Announcements	
16.a.	Member Orientation	24 - 49

17. Adjournment



CHAIR REPORT

[Period of September 15, 2020 to October 31, 2020]

- Prepared draft minutes from September Regular meeting.
- Discussed CPIC operational items with Executive Members.
- Completed CPIC annual report for 2019/2020 and presented content to the Board of Trustee meeting.
- Introduction meeting with new Director of Education
- Discussions with Director Designate and Parent Engagement Coordinator on various items.
- Reviewed TCDSB Board Agendas on behalf of the Committee.
- Facilitated inquiries from parents & CSPCs.
- Conducted CPIC webinar re: CSPC Policy & Bylaw implementation.
- Setup and updated new CPIC website.
- Phone call with Ministry of Education re: Virtual School Parent Councils and discussions with TDSB PIAC.
- Supported CPIC nomination and election processes.
- Prepared USB of CPIC key materials and documents for transition to [TBD] new CPIC Chair.
- Prepared CPIC Overview & orientation deck.
- Prepared Inaugural agenda with Board staff.



OUTGOING CHAIR REPORT: JOHN DEL GRANDE

As I exit my role as CPIC Chair & being involved centrally with the TCDSB for the last 15 years (11 as Trustee + 4 within CPIC), I have always strived to leave the organization in a improved state than when I arrived and ensure capacity and continuity is built up.

I believe CPIC has continued to gain strength and many of these successes have been documented in the recent CPIC annual report. However, one recent unmentioned footnote from this past election cycle is that we had one of the highest number of parents who put their name forward to be a part of CPIC. This speaks to the combination of engaged parents, our efforts in highlighting what CPIC is and a desire for parents wanting to be more involved.

RECOMMENDATION #1: For the new CPIC Executive to capitalize on involving those parents who were not successfully elected to CPIC; perhaps through subcommittees or future event planning.

RECOMMENDATION #2: In light of the new CPIC election process started last year and the virtualization of the process this year, gaps presented themselves in terms of some of the training, communications & responsibilities. CPIC should strike a special subcommittee to refine and tighten the election processes ensuring consistency, transparency and timeliness aligned to the Bylaws using implemented process documents as and feedback from this past election as a starting point.

I welcome new Members to the group and thank all those that have both returned or moved on who contributed in many forms to CPICs evolution, mandate and execution. I also request consideration for the community membership requests -- as I believe these organizations will add considerable value to the work of the Committee this year.

CPIC Grant & Expenditure Summary

As at September 30, 2020

	CPIC 2020-21
	FR 1722
APPROVED FUNDING	19,771.00
CARRYOVER FROM PREVIOUS YEAR	52,001.36
TOTAL FUNDING	71,772.36
EXPENSES:	
Childcare & Supplies	-
Election-Parent Recruitment Expenses	-
Media Advertising	-
Transcriptions	-
Mileage	-
Parent Resources	-
Printing & Supplies	-
Promotional Materials	-
Refreshments - Events	-
Refreshments - Meeting	-
Speaker & Recognition Expenses	-
Telecommunication	-
Translation Services	-
TTC Tokens - Buses	-
TOTAL EXPENDITURES	-
CARRYOVER TO NEW YEAR	71,772.36

52001.36



CATHOLIC
PARENT
INVOLVEMENT
COMMITTEE



**CPIC Parent Ward Representative Election Results –
October 28, 29 and November 3, 2020**

Even Ward Elections – Parent Members: Elementary Representative – Two Year Term			
Election Date: Wednesday, October 28th, 2020 – 7p.m.			
Ward	Trustee	Provisional Winner	Result
2	M. de Domenico	No Candidate	Open
4	T. Lubinski	A.J. Hepburn	Elected
6	F. D’Amico	Gus Gikas	Elected through lots
8 (East)	G. Tanuan	Rose-Marie Fraser	Elected
8 (West)	G. Tanuan	No Candidate	Open
10	D. Di Giorgio	Ivana Calabria-Pantaleo	Acclaimed
12	N. Crawford	Anthony Antinucci	Acclaimed

Odd Ward By-Elections – Parent Members: Elementary Representative – One Year Term			
Election Date: Wednesday, October 28th, 2020, 7p.m.			
Ward	Trustee	Provisional Winner	Result
5 (East)	M. Rizzo	Santhosh Peter Valavi	Elected



CATHOLIC
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**Ward Cluster Elections – Parent Members: Secondary Representative –
One Year Term**

Election Date: Thursday, October 29th, 2020, 7p.m.

Ward	Trustee	Provisional Winner	Result
WEST 1, 2, 3, 4	J. Martino M. de Domenico I. Li Preti T. Lubinski	Milva Romano	Elected
CENTRAL 5, 6, 9, 10	M. Rizzo T. D'Amico N. Di Pasquale D. Di Giorgio	Annalisa Crudo-Perri	Elected
EAST 7, 8, 11, 12	M. Del Grande G. Tanuan A. Kennedy N. Crawford	No Candidate	Open

**Even Ward Elections – Parent Members: Elementary Representative –
Two Year Term**

Election Date: Tuesday, November 3, 2020, 7pm

Ward	Trustee	Provisional Winner	Result
8 (West)	Garry Tanuan	No Candidate	Open



CATHOLIC
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Membership – 2020-2021

ELECTED PARENT ELEMENTARY REPRESENTATIVES

1	Joseph Martino	<i>Jennifer Di Francesco (St. Eugene C.S.)</i> cpic.ward01@tcdsb.org - Voice Mailbox 5601
2	Marcus De Domenico	OPEN cpic.ward02@tcdsb.org - Voice Mailbox 5602
3	Ida Li Preti	<i>Joe Fiorante (St. Jane Frances C.S.)</i> cpic.ward03@tcdsb.org - Voice Mailbox 5603
4	Teresa Lubinski	<i>A.J. Hepburn (St. Mark C.S.)</i> cpic.ward04@tcdsb.org - Voice Mailbox 5604
5 (East)	Maria Rizzo	<i>Santhosh Peter Valavi (St. Gabriel)</i> cpic.ward05e@tcdsb.org - Voice Mailbox 5605
5 (West)	Maria Rizzo	<i>Daniel Oliveira (St. Conrad C.S.)</i> cpic.ward05w@tcdsb.org - Voice Mailbox 5615
6	Frank D'Amico	<i>Gus Gikas (St. Mary of the Angels)</i> cpic.ward06@tcdsb.org - Voice Mailbox 5606
7	Michael Del Grande	<i>Dan Kajioka (St. Victor C.S.)</i> cpic.ward07@tcdsb.org - Voice Mailbox 5607
8 (East)	Garry Tanuan	<i>Rose-Marie Fraser (St. Brendan)</i> cpic.ward08e@tcdsb.org - Voice Mailbox 5608
8 (West)	Garry Tanuan	OPEN cpic.ward08w@tcdsb.org - Voice Mailbox 5618
9	Norm Di Pasquale	<i>Jennifer Traer (St. Mary C.S.)</i> cpic.ward09@tcdsb.org - Voice Mailbox 5609
10	Daniel Di Giorgio	<i>Ivana Calabria-Pantaleo (St. Fidelis)</i> cpic.ward10@tcdsb.org - Voice Mailbox 5610
11 (North)	Angela Kennedy	<i>Ben Xavier (St. Gerald C.S.)</i> cpic.ward11n@tcdsb.org - Voice Mailbox 5611
11 (South)	Angela Kennedy	<i>Isabel Starck (St. Bonaventure C.S.)</i> cpic.ward11s@tcdsb.org - Voice Mailbox 5621
12	Nancy Crawford	<i>Anthony Antinucci (St. Ursula C.S.)</i> cpic.ward12@tcdsb.org - Voice Mailbox 5612

ELECTED PARENT SECONDARY REPRESENTATIVES

WEST	Wards 1, 2, 3, 4	<i>Milva Romano (Monsignor Percy Johnson)</i> cpic.sswest@tcdsb.org – Voice Mailbox 5629
CENTRAL	Wards 5, 6, 9, 10	<i>Annalisa Crudo-Perri (Chaminade)</i> cpic.sscentral@tcdsb.org – Voice Mailbox 5627
EAST	Wards 7, 8, 11, 12	OPEN cpic.sseast@tcdsb.org – Voice Mailbox 5628

COMMUNITY REPRESENTATIVES

<i>Katie Piccininni (St. Clement)</i> OAPCE Representative	Community Representative	cpic.com1@tcdsb.org Voice Mailbox 5624
OPEN	Community Representative	cpic.com2@tcdsb.org Voice Mailbox 5625
OPEN	Community Representative	cpic.com3@tcdsb.org Voice Mailbox 5626

TRUSTEE REPRESENTATIVES AND TCDSB STAFF

Name	Position	Phone	E-mail Address
Garry Tanuan Trustee, Ward 8	TCDSB Trustee Representative	416-512-3408	garry.tanuan@tcdsb.org
Norm Di Pasquale Trustee, Ward 9	Alternate Trustee Representative	416-512-3409	norm.dipasquale@tcdsb.org
	TCDSB Manager of Communications	416-229-5331	
Manuela Sequeira TCDSB	TCDSB Parent Engagement Coordinator & CPIC Liaison	416-222-8282 X 2591	manuela.sequeira@tcdsb.org
Brendan Browne OR John Wujek	Director of Education OR Designate	416-222-8282 X 5371	brendan.browne@tcdsb.org john.wujek@tcdsb.org

APPENDIX I - ANNUAL MEMBER PLEDGE OF RESPONSIBILITIES & CODE OF ETHICAL CONDUCT

In accordance with the requirements of Article XIII of the
Toronto Catholic Parent Involvement Committee Bylaws:

I, _____ hereby affirm
(Name of Committee Member)

that I:

- 1) Have in my possession or have received a copy of the Toronto Catholic Parent Involvement Committee Bylaws, as revised;
- 2) Have read and fully understand the Duties & Responsibilities of Members and Committee Member Code of Ethical Conduct outlined within Article XIII;
- 3) Agree to comply with the requirements and spirit of those requirements;
- 4) Understand any disciplinary actions that may arise in the event I am found to have breached the Article, in whole or in part.

(Signature of Committee Member)

(Date DD/MM/YYYY)

APPENDIX II - ANNUAL MEMBER CONFLICT OF INTEREST ACKNOWLEDGEMENT & DECLARATION

In accordance with the requirements of Article XIV of the
Toronto Catholic Parent Involvement Committee Bylaws:

I, _____ hereby affirm
(Name of Committee Member)

that I:

- 1) Have in my possession or have received a copy of the Toronto Catholic Parent Involvement Committee Bylaws, as revised;
- 2) Have read and fully understand the obligations and requirements contained within Article XIV and the TCDSB Conflict of Interest Policy;
- 3) Agree to comply with the requirements and spirit of those requirements;
- 4) Understand any disciplinary actions that may arise in the event I am found to have breached the Article, in whole or in part.

Specific business or affiliations which I have which may relate to the business and activities of CPIC are:

(Signature of Committee Member)

(Date DD/MM/YYYY)

FROM CPIC BYLAW ARTICLE VI – EXECUTIVE OFFICERS

6.1 Executive Officers

Chair* <small>Mandatory position</small>	Vice-Chair	Treasurer	Secretary
	Digital Coordinator	Event Coordinator	Past Chair

6.2 Qualification of Executive Officers

6.2.1 Shall be Parent Members

6.2.2 Shall not be employed by the TCDSB

6.2.3 Chair

6.2.3.1 The Chair must be an Elementary Parent Member with a two-year term as required by (Ontario Regulation 612/00), sections 38(8) and 43(b)(iii).

6.2.3.2 To qualify to serve as Chair of the Committee, a Member shall have at least one (1) year of prior service on the Committee.

6.2.3.3 Shall be Roman Catholic.

6.3 Term of Executive Officers

6.3.1 All Executive Officers other than Chair are one (1) year terms.

6.4 Nomination and Election of Executive Officers

6.4.1 Shall be nominated and elected by the Parent Members of the Committee at the Inaugural Meeting of the Committee.

6.4.2 The Director of Education, or designate, shall conduct the Nomination and election of the Chair if required, and Vice-Chair.

6.4.3 Thereafter, the elected Chair shall conduct the nomination and election of the other Members of the Executive Officers.

6.4.4 The casting of votes shall be by show of hands unless any Member calls for a secret ballot.

FROM CPIC BYLAW ARTICLE IV – COMMITTEE STRUCTURE & MEMBERSHIP

Community Representatives

4.3.1 A maximum of three (3) persons appointed from time to time yearly (based on Committee Operating Year) by the Parent Members of the Committee

4.3.2 Eligibly Criteria

An organization proposing to appoint an individual must meet ALL of the following:

4.3.2.1 Be connected with an established and recognized community organization the purpose of which is aligned with CPIC's mandate and vision.

4.3.2.2 Represent a clear geographic or component of the community at large.

4.3.2.3 Be aligned to the TCDSB and Catholic values.

4.3.2.4 Bring added expertise and/or perspective to the Committee's discussions.

4.3.3 One (1) Community Representative position will be reserved for a representative from OAPCE-Toronto (Ontario Association of Parents in Catholic Education) provided there is an official appointment made and the appointee wishes to serve.

4.3.4 May not be a sitting Board of Trustee member or employee/contractor of the TCDSB.



November 2, 2020

John DelGrande
TCDSB CPIC Chair

Dear John:

I am writing this letter to you regarding the appointment of the CPIC Community Representative for the 2020/21 school year. We are delighted to have appointed Katie Piccininni once again to represent OAPCE Toronto the CPIC table.

Please let me know if you require any other information.

With thanks,

A handwritten signature in blue ink, which appears to read 'Annalisa Crudo-Perri', is located below the 'With thanks,' text.

Annalisa Crudo-Perri
OAPCE Executive Director

Cc: K. Piccininni OAPCE Director/J. Seymour Vice-President OAPCE Toronto.



www.parentsengagedineducation.ca

November 2, 2020

RE: SOLICITATION REQUEST FROM CPIC CHAIR FOR COMMUNITY MEMBERSHIP

Parents Engaged in Education is a parent led charity serving Ontario with our school council and parent engagement support and resources. We have moved our training and workshops to a virtual basis and will be offering two sessions a month, one for school councils and one to assist parents in engaging with their children at home to support their learning and mental health.

In addition, we serve children/youth living in poverty in the city of Toronto.

When schools closed in March, Parents Engaged in Education immediately stepped up to support at risk children/youth/parents with our Learn at Home Kits. These kits provide curriculum materials as well as materials and activities to support their mental health like arts and crafts, great books, outside fun (skipping ropes, chalk, balls), mindfulness journaling as well as books on how to calm themselves and be positive.

In total we prepared and distributed through other service agencies more than 2,000 kits including a good number to St. Vincent DePaul and the Catholic Children's Aid Society. A number of TCDSB schools and churches also benefitted. We worked alongside the Toronto COVID-19 task force partnership table to be sure the most needy families received this support.

As well as providing these Learn at Home Kits , we distributed 108 chrome books through our partnership with HP and Grand & Toy. Also, through HP, we provided 57 printers to students or organizations in need.

We are now moving on to establish a Family Service Centre which will feature CANADA'S FIRST EDUCATION BANK. This bank will operate similar to a food bank, except it will provide children/teens the opportunity to secure items to support their learning and their mental health. In addition, the Education Bank will supply self-care hygiene products through a partnership we have established.

To support the Education Bank, we have secured in-kind partnerships with some of the leading educational publishers and supply companies.

Aside from the Education Bank, the Family Service Centre will feature a fully equipped Technology Centre, thanks to a partnership with HP and a Sport and Wellness centre with virtual gaming , yoga and other

sports mentorship opportunities for students and their families through a partnership with one of Toronto's leading sports teams.

As a community member to CPIC, Parents Engaged in Education will be committed to continuing working on strengthening support to encourage parent engagement at home and at school, in helping schools build welcoming and inclusive communities where every child/teen/parent feels they are empowered to work towards successful outcomes. To this end, we are working with other community organizations to improve outcomes for black youth and all BIPOC families.

Parents Engaged in Education is a respectful and inclusive organization and look to only work with other groups who adhere to these same values.

The representative from Parents Engaged in Education would be our President Lisa Landriault, with myself sitting in if necessary.

Our mission when it comes to partnering with other organizations/committees is to DREAM BIG, Because Together We Can Do More!!!

Thank you for your consideration and we look forward to hearing back.

Theresa Pastore
Executive Director
Parents Engaged in Education



Let's Get Together

"Helping Parents Support Student Success"

November 4, 2020

Dear CPIC Executive Team & Members,

On behalf of Let's Get Together, I formally request consideration to join the Toronto Catholic District School Board (TCDSB) Catholic Parent Involvement Committee (CPIC) as a Community Representative for the 2020-2021 School Year.

Let's Get Together is an incorporated non profit organization that creates opportunities for students, parents & communities to access resources that provide educational assistance and supports well-being. We strive to encourage healthy parent involvement and inspire youth in their learning while making learning equitable, accessible and adaptable.

Our organization has worked directly with families across Ontario through various projects and partnerships. Through this pandemic, we've been able to adapt our initiatives so they continue to be accessible to as many families, schools and family-focused organizations as possible. Most notably is our Creating Tech Savvy Communities Initiative, which focuses on helping marginalized communities across Ontario access their own computers and internet support so they can connect to our growing number of Canadian student-driven initiatives that we support. Our end goal is to encourage everyone to continue their pursuit for higher education.

Research shows education is key to breaking cycles of poverty, improving the economy, increasing positive mental health, and much more. However, education is not the only key factor. Parent involvement and faith also play a large role in one's success especially during this pandemic period where many experience struggle and oftentimes feel alone. As a Catholic parent and raising a child in Catholic Faith who attends Monsignor Percy Johnson Catholic High School, I believe faith will help many, including my family, during this time.

As a community advocate in education, active resident in my local and marginalized community of Ward 1, parent to three children (14, 25, 28 years), I understand, empathize and have lived the many challenges families and communities face. I can bring a wealth of resources, both local and global, and different perspectives to our committee discussions that I hope will help address the needs and gaps we face as a school board, a parent committee and as parents.

I appreciate your consideration and encourage you to contact me at 416-302-8349.

Sincerely,
Alison Canning, **Executive Director**

FROM CPIC BYLAW ARTICLE VIII – SUBCOMMITTEES

8.1 Standing Subcommittees

Subcommittee	Membership	Chair & Vice Chair
Executive	All Executive Officers	CPIC Chair / CPIC Vice-Chair
Budget & Priority Setting	CPIC Chair, Vice-Chair, Treasurer + Minimum of 1 Parent Member + Any other Members	CPIC Vice-Chair / CPIC Treasurer
Conference & Events	CPIC Chair, Events Coordinator + Minimum of 2 other Members	Events Coordinator / (TBD from Subcommittee)
Communications & Parent Resource	CPIC Chair, Secretary, Digital Coordinator + any other Members	Digital Coordinator / Secretary

8.2 Special Subcommittees

- 8.2.1 From time to time the CPIC may create as many additional Special Subcommittees as it deems necessary to meet specific objectives and to make recommendations to CPIC.
- 8.2.2 The Committee shall assign purposes and delegate powers and duties to each Special Subcommittee as it deems necessary.
- 8.2.3 Such Special Subcommittees cease to exist at the conclusion of the Committee Operating Year, when they have achieved their mandate or purpose as specified per 8.2.2, or otherwise as determined by the CPIC.
- 8.2.4 Notwithstanding 8.2.3 the mandate of a Special Subcommittee may be extended if its work is deemed incomplete and still of use to CPIC at the conclusion of the Committee Operating Year.



INAUGURAL MEETING NOVEMBER 9, 2020

REPORT FROM CPIC CHAIR 2019/2020

CPIC CALENDAR OF MEETINGS (2020-2021)

Background:

ONTARIO EDUCATION ACT REGULATION 612/00 MEETINGS

S.40(1) A parent involvement committee shall meet at least four times in each school year.

CPIC BYLAWS S9.2 ELECTRONIC MEETINGS

9.2.1 CPIC may choose to hold up to fifty percent (50%) of its regular Meetings by way of an E-Meeting.

CPIC BYLAWS S9.3: REGULAR MEETING FREQUENCY

9.3.1 The Committee shall meet no less than eight (8) times during the Operating Year.

9.3.2 Regular Meetings shall not be scheduled during Holy Week or school breaks including the summer.

TCDSB POLICY P.04: CATHOLIC PARENT INVOLVEMENT COMMITTEE

16. The Board will annually determine the meeting dates for Toronto CPIC, as per the process for its Standing and Statutory committees, at its regular meeting in December.

Rationale:

Typically CPIC will schedule its meetings before the Board Meeting so its minutes & recommendations can be timely put in front of the Board of Trustees.

Recommendation:

1. CPIC Approve the following dates for meetings and submit it to the Board of Trustees for approval:

REGULAR MEETING #2: Reschedule To **MONDAY DECEMBER 14th, 2020** to accommodate conflict with Board of Trustees Governance Standing Committee Meeting.

MEETING #3: MONDAY JANUARY 18, 2021	MEETING #4: MONDAY FEBRUARY 22, 2021
MEETING #5: MONDAY APRIL 19, 2021	MEETING #6: MONDAY MAY 17, 2021
MEETING #7: MONDAY JUNE 14, 2021	MEETING #8: MONDAY SEPTEMBER 20, 2021

MEETING #1: MONDAY NOVEMBER 15, 2021	MEETING #2: MONDAY DECEMBER 13, 2021
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2. That the Committee determine if any of its scheduled regular meetings will be held virtually.
3. Upon Board approval of the TCDSB Meeting Calendar, the Chair of CPIC pre-schedule Zoom meetings and send out calendar invitations in outlook to all CPIC members.

**DRAFT MINUTES OF THE REGULAR MEETING OF THE
CATHOLIC PARENT INVOLVEMENT COMMITTEE**

PUBLIC SESSION

E-MEETING VIA ZOOM

HELD MONDAY SEPTEMBER 14, 2020

1. Call to Order

The Vice-Chair called the Meeting to Order at 7:25PM.

YouTube live feed was activated on the Toronto CPIC channel.

Minutes are being captured by the Chair.

2. Opening Prayer

Opening prayer was led by Trustee Tanuan.

3. Roll Call & Apologies

Trustees: I. Li Preti (W3)
G. Tanuan (W8)

Elementary Parent Members:

John Del Grande (W12), Chair
Joe Fiorante (W3), Vice-Chair
Jennifer Di Francesco (W1)
Natalia Marriott (W2)
Daniel Oliveria (W5/W)
Gus Gikas (W6)
Dan Kajioka (W7)
Ruth Oliverios (W8/E)
Annalisa Crudo-Perri (W10)
Isabel Starck (W11/S)

Secondary Parent Members:

Kathleen McGinnis (Central)

Community Members:

Katie Piccinnini (OAPCE-Toronto)

Staff:

J. Wujek (Director Designate)

M. Sequeira (Parent Engagement Coordinator)

E. Szekeres-Milne (Communications)

B. Browne (Director of Education)

Apologies for absence were received from Trustee Di Pasquale (W9) and Geoffrey Feldman (Secondary-West).

4. Approval of the Agenda

MOVED by Annalisa Crudo-Perri, seconded by Isabel Starck, that the draft Agenda as presented be approved with item 15b) to be heard after items 7)

By Unanimous consent, the Motion was declared

CARRIED

5. Declarations of Interest

None declared by Members present.

6. Approval & Signing of the Minutes of the Special Meeting Held August 17, 2020 for Public Session

MOVED by Joe Fiorante, seconded by Gus Gikas, that the minutes of the meeting held August 17, 2020 be approved.

By Unanimous consent, the Motion was declared

CARRIED

7. Presentations & Reports from Committee Officials

7a) i Chair – Monthly Report

The Chair shared activity & advocacy conducted on behalf of CPIC over the summer with special attention to Return-to-School planning and Parent Council Policy.

MOVED by Gus Gikas, seconded by Isabel Starck, that Chair's report for the period of June to September be received.

By Unanimous consent, the Motion was declared

CARRIED

7a) ii CPIC Election Planning for 2020/21

The Chair outlined the proposed CPIC election dates based on the assumption that CSPC Elections are completed before the mid-October. Even number elementary wards, one byelection and all secondary ward clusters are up for election. Existing Members term expires at the end of October 2020. The CPIC election will be conducted virtually and the process will follow the approved Bylaws.

7a) iii Draft CPIC 2019/2020 Annual Report

MOVED by Natalia Marriott, seconded by Isabel Starck, that the draft CPIC annual report with noted corrections be approved in principle.

By Unanimous consent, the Motion was declared

CARRIED

7b) Treasurer – Financial Report

MOVED by Joe Fiorante, seconded by Daniel Oliveria, that the CPIC Financial report as of August 31, 2020 be received.

By Unanimous consent, the Motion was declared

CARRIED

15. Reports from TCDSB Board Officials

15a) Director Brendan Browne - Introduction

The new Director of Education addressed CPIC thanking them for their time and input and expressed a continued commitment to parent engagement and facilitating the work of CPIC.

12. Program/Policy Consultation (Committee of the Whole)

12a) Return-to-School & Virtual School Feedback

Superintendent Wujek gave an update on the Return-to-School start and the anticipated timelines for Virtual School communications. The Board is in the process of implanting communication tools to ensure parents of Virtual School continue to receive information from the home school.

CPIC expressed concern to ensure that all Virtual School students are provided with their Google TCDSB.CA id before school starts.

12b) TCDSB Policy S.10 – Catholic School Parent Councils

MOVED by Annalisa Crudo-Perri, seconded by Kathleen McGinnis that CPIC recommend to the Board of Trustees in conjunction with S.10 approval that:

1. The new mandated TCDSB Standard CSPC Bylaw Template (Appendix A) with local adaptations as defined in Regulation 10 (of S.10) be implemented no later than October 2021.
2. That the [Virtual] Election Process defined by the Board's Parent Engagement Department be used for this upcoming CSPC election cycle.

By Unanimous consent, the Motion was declared

CARRIED

The Chair declared a 10 minute recess.

The meeting continued at 9:15PM with John Del Grande in the Chair.

12c) CSPC AGM & Election Planning

MOVED by Annalisa Crudo-Perri, seconded by Dan Kajioka that CPIC recommend to the Director of Education that CPIC recommend to the Director of Education that the instructions & templates for CSPC elections be modified such that:

Parents be informed of the public meeting dates & times of the AGM with Council Elections and a separate date or time for the CSPC Inaugural Meeting which would include the election of executive members.

By Unanimous consent, the Motion was declared

CARRIED

12d) Review of TCDSB Policy A.33

CPIC will strike a special committee to review documents and provide input to the Board staff. The Chair will solicit volunteers.

13) Subcommittee & Special Committee Reports

No subcommittee or special committees met over the summer.

16. Report from Trustee or Trustee Alternate

Trustee Tanuan addressed the Committee and thanked them for their continued work and expressed that he will continue to advocate for the recommendations of CPIC & OAPCE at Board.

18. Update from the Board on Prior CPIC Resolutions/Recommendations

CPIC recommendations were not addressed at the last Corporate Services Committee and will be addressed at the October meeting.

20. Adjournment

MOVED by Isabel Starck, seconded by Jennifer DiFrancesco that the meeting be adjourned.

By Unanimous consent, the Motion was declared

CARRIED

The Meeting adjourned at 10:15 PM

CPIC SECRETARY

CPIC CHAIR

CPIC Annual Member Orientation

2020



CPIC

CATHOLIC
PARENT
INVOLVEMENT
COMMITTEE



Topics Covered

- Our Purpose
- How We are Governed
- Membership Term
- Duties of Members
- Conflict of Interest
- Meetings
- Communications
- Resources

Our Purpose

We are the legislated parent voice at the Toronto Catholic District School Board for parents of students in TCDSB schools.

MISSION: To improve student academic achievement and the emotional, spiritual and physical well-being of students by supporting, encouraging and enhancing meaningful parent engagement.

Toronto Catholic PIC focuses on system-level matters affecting more than one school

How CPIC is Governed

Ontario Education Act

- Ontario Regulation 612/00: Parent Involvement Committees
- Enshrines rights, functions and obligations as a School Board committee

TCDSB CPIC Policy

- Board Policy P.04: Catholic Parent Involvement Committee
- Governs obligations and alignment to Board operations & policies

TCDSB CPIC Bylaws

- Required by Regulation 612/00
- Last major update September 2019
- Must be followed to ensure consistency, fairness & standard procedures.
- More Rigorous process to change – advance notice & super majority

TCDSB CPIC Policies

- Flows from Bylaws, governs day-to-day operations in detail
- Easier to change – requires notice & simple majority

Existing Policies



- Governs out of pocket expenses including permitted types, limits & approvals.

#1 - MEMBER
EXPENSE
REIMBURSEMENT



- Determines how annual funding is allocated. 60% - Meetings & Operations & 40% - Parental Engagement Activities

#5 - ANNUAL
BUDGETING



- CPIC Membership: Allows large TCDSB Trustee Wards to be split so Members represent roughly equal # of schools.

#6 -PARENT
MEMBERS:
ELEMENTARY WARD
SPLITS & SECONDARY
WARD CLUSTERS



- Ensures consistency of evaluating partnerships & sponsorships opportunities with other organizations.

CPIC FUNDING OR
SUPPORT OF
EXTERNAL EVENTS &
FUNCTIONS



CPIC Annual Report



CPIC ANNUAL REPORT 2019-2020

Toronto Catholic Parent Involvement Committee

Email: cpic.chair@tcdsb.org
Phone: 416-222-8282 x5360
Website: www.torontocpic.ca

Twitter: [@toronto_cpic](https://twitter.com/toronto_cpic)
YouTube Live Channel:
youtu.be/sFp9qYCRPOM

Catholic Education Centre
80 Sheppard Avenue East
North York, ON M2N 6E8

- Required to be compiled every year by Ontario Education Act & Board Policy.
- Written and presented by the Chair by October of each year.

We encourage Members to review prior-year activities

Membership Term Recap

- Even Ward Elementary Members (2-year term)
Elected every even year (2018, 2020, 2022 etc..)
- Odd Ward Elementary Members (2-year term)
Elected every odd year (2019, 2021, 2023 etc..)
- Secondary Members & Community Members (1-year term)

TERMS RUN FROM NOVEMBER TO
OCTOBER *consistent with CPIC operating year*

Ending Membership Early

- **No longer qualifying in position** – Children no longer attend a TCDSB school
- **Missing too many Meetings** - 3 or more consecutive without advising apologies for absence OR 4 Committee Meetings in a year
- **Violations of Conflict of Interest** – after a subsequent investigation & vote of the Committee
- **Resignation** – after providing written notice to the CPIC Chair before the next Regular meeting

Duties of a CPIC Member

- Observe and uphold the Committee's Bylaws, Policies and Code of Ethical Conduct.
- Attend all Committee Meetings during the Committee Operating Year.
- Participate actively in Meetings of the Committee.
- Conduct themselves at Committee Meetings in a professional and cordial manner in the context of Christian and Catholic gospel values.
- Act as a link between the Committee and their respective Ward or Ward Cluster of Schools in support of programs to improve student achievement and well-being.
- Make every effort to be as representative of the Toronto community as possible.
- Participate in information and training programs.
- Agree to be photographed or recorded while executing their duties.
- Shall Serve on a minimum of one (1) Standing Subcommittee established by the Committee.
- Shall hold at least one (1) in person or electronic Meeting of their Ward or Ward Cluster of Schools within each Committee Operating Year.



CPIC
TORONTO CATHOLIC PARENT
INVOLVEMENT COMMITTEE

Member Ethical Code of Conduct

- Ensure that the interests and well-being of TCDSB students is the primary focus of all decisions.
- Be guided by the Committee's mission.
- Act within the limits of the roles and responsibilities of the Committee, as noted in the Committee's Bylaws, and Regulation 612/00 of the Ontario Education Act.
- Maintain the highest standards of civil courtesy, integrity, and honesty.
- Promote high standards of ethical practice within the Committee.
- Recognize and respect the personal integrity of every Member of the Committee.
- Treat all Members with respect and allow for diverse opinions to be shared without interruption or discourtesy.
- Foster a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the will and decisions of the Committee.
- Limit discussions at Committee Meetings to matters of concern to the Committee as a whole.
- Use established communication channels when questions or concerns arise.
- Declare any conflict of interest.
- Not disclose any confidential information.

Conflict of Interest: Why it Matters



- CPIC has budget we spend on vendors & service providers as part of its day-to-day operations and for Board events.
- CPIC has influence with parents and parent councils over potential ideas for fundraising, speakers and school purchases.

Conflict of Interest

Responsibility of Members

- Declare their interest at the Inaugural Meeting or at any Meeting that a matter may be related to a potential Conflict of Interest.

Duty to Declare

- Where a Committee Member believes an actual or potential Conflict of Interest is likely to occur, the Member shall immediately declare that fact and shall recuse himself/herself before any discussion, deliberation, vote or resolution on the matter is made.

Violations & Sanctions

- Disciplinary actions may include suspension or removal of a Member from their held position, office or Subcommittee.

Conflict of Interest: Definitions

Compensation

- Includes direct and indirect remuneration as well as gifts or favours that are substantial in nature.

Financial Interest

- Any Member has a “financial interest” if the Member has, directly or indirectly, through business, investment or family in
 - a) An existing or potential ownership or investment interest in any entity with which the Committee has a transaction, contract, or other arrangement,
 - b) A compensation arrangement with the Committee or with any entity or individual with which the Committee has a transaction, contract, or other arrangement
 - c) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Committee is negotiating a transaction, contract, or other arrangement
 - d) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity whose business or operation has been or will be directly affected by a decision or action of the Committee.

Interested Member

- Any Member of the Committee who has a Financial Interest, as defined above, or who serves as a Director or Officer of any entity with which the Committee has a transaction, contract, or other arrangement.

Committee Meetings

- 8 pre-scheduled **Regular Meetings** a year
- **Special Meetings** might be needed
- Ad-hoc or pre-scheduled **Subcommittee Meetings**
- Typically held in person at the Board Offices (80 Sheppard Avenue East) but can be held virtually when required.

Quorum for Meetings

- A CPIC Meeting is only valid when:
 - Fifty percent (50%) rounded-down of elected and appointed Committee Members are present.
 - The Director of Education, or designate, is present.
 - The Trustee Representative, or Trustee Alternate Representative, is present.
 - A majority of the Members present at the meeting are Parent Members.

Important to let the Chair know if you cannot attend or plan to attend virtually if you cannot make it in person

Meeting Procedures

- Use Roberts Rules of Order as a guide.
- We try to keep structured, informal at times to encourage discussion, but formality is required when making & voting on matters.
- Strive to give everyone an opportunity to speak & be heard.
- Goal is to get through meeting content – starting and ending on time.
- Parent guests may be invited to comment at discretion of Chair

Meeting Procedures Continued



Motions

- Purpose is to request CPIC to do something such as take an action, allocate resources or recommend a matter
- Must moved & seconded
- Complex motions should be written down

Debate

- Raise your hand
- Respect fellow Members
- Speaking time may be limited
- Must be recognized by the Chair

Voting

- Typically by show of hands
- Strive for unanimous consent but recorded vote may be requested if contentious

Getting Items on the Agenda

- Members may request items be added to the agenda by providing the topic and associated materials 10 calendar days before the scheduled Meeting.
- No new items may be added to the Draft Agenda once published unless the matter is deemed an Urgent Matter or time sensitive by the Chair.

Topic must aligned with the Mission and Objectives of the Committee as noted in Article II “Mission and Objectives of The Organization.”

CPIC Tools We Use



Resources & Benefits provided to CPIC Members



- **Access to a TCDSB Email address**
(cpic.XXXXXXX@tcdsb.org)
- **Use of a TCDSB voice mail box**
(Messages will forward to your email)
- **Food/Refreshments** provided at in-person Regular Meetings of CPIC.
- **Swag** to show your involvement as a volunteer.
- **Reimbursement for out-of-pocket expenses as a Member** (governed by CPIC & Board policies)
- **Resource Materials** to share with parents.

Out of Pocket Expenses

- **Mileage for Personal Vehicle or Public Transportation Fare** - When attending in person CPIC meetings or CPIC authorized activities/events in their capacity as a Member.
- **Parking** – For events where the Member has direct involvement in a CPIC meeting or CPIC sanctioned event.
- **Dependant (Child) Care** – When attending a Meeting or Subcommittee meeting or sanctioned event where outside an outside caregiver is needed as a last resort if spouse/family is not available.
- **Special Expenses** – CPIC will reimburse a Member who pays for CPIC expenses or costs (Hospitality, Speakers, Supplies) when it cannot be paid in advance by the Board and is pre-authorized by the Chair, Executive Committee or CPIC as a whole.

Required TCDSB/CPIC signed forms must be used supported with receipts

Methods of Communications

- Use your @tcdsb.org email address for all CPIC communications to parents/CSPC Chairs.
- You may ask for School Principals assistance in such things as: passing messages to CSPC Chairs & CSPC Members, local event coordination or other CPIC initiatives. You may not implicitly direct principals to take any action.
- If you use social media, if you identify yourself as a CPIC member, remember your actions/messages may reflect on CPIC as a whole.

Connecting with Your Community



- The Parent Involvement Coordinator will email you a list of elected CSPC Chairs for your area including their names & email addresses.
- You should introduce yourself to your Ward/Ward Cluster's CSPC Chairs.
- Consider scheduling a virtual Ward meeting to solicit feedback from CSPC Chairs on barriers/successes and CPIC initiatives.

Hosting a Ward Meeting

Every Member is required to host at least 1 meeting per year

- PLAN ahead including sufficient notice
- Create an agenda & share it before hand
- Manage the meeting & end on time
- Follow up after the meeting with notes or actions

In person

Consider refreshments
– Talk to CPIC Chair to consider available options & budget

Venue - You must get a permit through the Parent Engagement Office

Virtual

Setup a Zoom meeting. Coordinate with CPIC executive if your @tcdsb.org account does not have access

Ensure virtual meeting protocols are followed. If meeting is to be recorded for CPIC purposes, pre-notice must be provided.

TCDSB Email

- Governed by TCDSB Acceptable Use Policy
- All CPIC communications internally, to parents & CSPCs should occur via your @tcdsb.org email address.
- Meeting agendas and notices will be sent to your designated @tcdsb.org email address
- You can setup your email on your computer or phone or access over the web.

Conclusion & Go Forward Success



- Make the best & most of your involvement!
- Read your agendas and learn how the Board and CPIC operate.
- Contribute your ideas, thoughts and advice.
- Feel free to speak to other members to validate proposals or ask to be mentored.