

# TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC)

## REGULAR MEETING

May 17, 2021



CATHOLIC  
PARENT  
INVOLVEMENT  
COMMITTEE

### 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

**Charmaine von Vulte**

Ward 8 West

*Vacant*

Ward 9

**Ivana Calabria-Pantaleo**

Ward 10

*Vacant*

Ward 11 North

**Isabel Starck**

Ward 11 South

**Anthony Antinucci**

Ward 12

### Community Members

**Katie Piccininni**

(1) OAPCE-Toronto

**John Yan**

(2) The Angel Foundation for Learning

**Alison Canning**

(3) Let's Get Together

### 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

**Jessica Dalinda**

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.

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

**PUBLIC SESSION via E-MEETING**

**Joe Fiorante, Chair**

**Jennifer Di Francesco, Vice Chair**

**Public Webcast – YouTube Live**

**[https://www.youtube.com/channel/UCVgBs31RMSjzWOaVvQAc\\_Pw](https://www.youtube.com/channel/UCVgBs31RMSjzWOaVvQAc_Pw)**

**May 17, 2021**

**7:00 pm**

**Pages**

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| <ul style="list-style-type: none"><li><b>1. Call to Order</b></li><li><b>2. Opening Prayer</b><ul style="list-style-type: none"><li><b>2.a. Land Acknowledgement</b></li></ul></li><li><b>3. Roll Call &amp; Apologies</b></li><li><b>4. Approval of the Agenda</b></li><li><b>5. Declarations of Interest</b></li><li><b>6. Approval &amp; Signing of the Minutes</b><ul style="list-style-type: none"><li><b>6.a. April 19, 2021 Regular Meeting</b></li></ul></li><li><b>7. Presentations &amp; Reports from Committee Officers</b><ul style="list-style-type: none"><li><b>7.a. Chair - Monthly Update</b></li><li><b>7.b. Treasurer - Financial Update as of April 30, 2021</b></li></ul></li></ul> | <ul style="list-style-type: none"><li></li><li></li><li>1</li><li></li><li></li><li></li><li>2 - 10</li><li></li><li>11</li><li>12</li></ul> |
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- 7.c. Student Census Presentation - Derek Chen, Superintendent of Education Equity, Diversity, Indigenous Education & Community Relations
- 8. Delegations
- 9. Unfinished Business & Matters Rising Out of Minutes
- 10. Notices of Motion
- 11. Communications Received
- 12. Program/Consultation (Committee of the Whole)
  - 12.a. Catholic School Parent Council (CSPC) Communication Tools (Discussion) 13 - 21
  - 12.b. Catholic Parent Involvement Committee (CPIC) PRO-Grant Event Update (Discussion)
- 13. Subcommittee & Special Committee Reports
  - 13.a. Elections Subcommittee Update (Information) (Refer to May 17, 2021 Addendum)
- 14. Matters Referred to the Committee by the Board of Trustees and Other Committees of the Board
- 15. Reports from TCDSB Board Officials
  - 15.a. Director-Designate for CPIC - John Wujek - Monthly Update (Verbal)
- 16. Reports from Trustee or Trustee Alternate
  - 16.a. Verbal Update - Garry Tanuan, Trustee and Norm Di Pasquale, Trustee Alternate
- 17. Parent Member & Community Member Reports

**17.a. Ontario Association of Parents in Catholic Education (OAPCE)  
Toronto Update (Verbal) - Katie Piccininni, OAPCE Toronto  
Representative**

**18. Update from the Board on Prior CPIC Resolutions Recommended**

**19. Pending List**

**20. Adjournment**

## *Land Acknowledgement*

Out of our deep respect for Indigenous peoples in Canada, we acknowledge that all Toronto Catholic District School Board properties are situated upon traditional territories of the Anishinabek (a-ni-shna-bek), the Haudenosaunee (hoh-Dee-noh-Shoh-nee) Confederacy, and the Wendat peoples. We also acknowledge the land covered by Treaty 13 is held by the Mississaugas of the Credit First Nation and Toronto is subject to The Dish with One Spoon covenant. We also recognize the contributions and enduring presence of all First Nations, Métis, and Inuit people in Ontario and the rest of Canada.

## *La Reconnaissance du Territoire*

*Nous témoignons du plus grand respect pour les Peuples autochtones au Canada et nous avons à cœur de souligner que tous les immeubles du Toronto Catholic District School Board sont situés sur les terres traditionnelles de la Nation Anishinabek, de la Confédération de Haudenosaunee et des Wendats. Il est également important de noter que le territoire visé par le Traité 13 est celui des Mississaugas de la Première Nation Credit et que celui de Toronto est protégé par l'accord d'« un plat à une cuillère ». Nous tenons également à rappeler la présence pérenne et l'importance des contributions des Premières Nations, des Metis et des Inuits en Ontario, et dans tout le Canada.*

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

**PUBLIC SESSION**

E-MEETING VIA ZOOM

**HELD MONDAY APRIL 19, 2021**

**1. Call to Order**

The Chair called the Meeting to Order at 7:06PM.

YouTube live feed was activated on the Toronto CPIC channel.

Minutes are being captured by the Recording Secretary.

**2. Opening Prayer**

Opening prayer was led by Jennifer Di Francesco.

The Land Acknowledgement was led by Chair, Joe Fiorante.

**3. Roll Call & Apologies**

**Trustees:** Garry Tanuan (W8)  
Norm Di Pasquale (W9)

**Elementary Parent Members:**

Joe Fiorante (W3), Chair  
Jennifer Di Francesco (W1)  
A.J. Hepburn (W4)  
Santhosh Peter Valavi (W5/E)  
Daniel Oliveira (W5/W)  
Gus Gikas (W6)  
Rose-Marie Fraser (W8/E)  
Ivana Calabria-Pantaleo (W10)  
Isabel Starck (W11/S)  
Anthony Antinucci (W12)

**Secondary Parent Members:**

Milva Romano (West)

Annalisa Crudo-Perri (Central)

**Community Members:**

Katie Piccininni (OAPCE – Toronto)

Emmy Milne (The Angel Foundation for Learning)

Alison Canning (Let's Get Together)

**Staff:**

John Wujek (Director Designate)

Manuela Sequeira (Parent Engagement Coordinator)

Jessica Dalinda (Communications)

Sarah Pellegrini (Recording Secretary)

**Guests:**

Derek Chen

Paul De Cock

Brandy Doan

Gina Iuliano-Marrello

Ryan Peterson

Bryan Shannon

Shazia Vlahos

Dan Kajioka (W7) and Charmaine von Vulte (W8/W) sent their regrets.

**4. Approval of the Agenda**

MOVED by Ivana Calabria-Pantaleo, seconded by Gus Gikas, that the Agenda, as amended to include the Addendum, be approved.

By Unanimous consent, the Motion was declared

**CARRIED**



**5. Declarations of Interest**

None declared by Members present.

**6. Approval & Signing of the Minutes**

MOVED by Katie Piccininni, seconded by Gus Gikas, that the February 22, 2021 Meeting Minutes, be approved.

By Unanimous consent, the Motion was declared

CARRIED

**7. Presentations and Reports from Committee Officials**

MOVED by Gus Gikas, seconded by Jennifer Di Francesco, that Item 7a) be adopted as follows:

**7a) Chair – Monthly Report received.**

The Chair shared news, activity & advocacy conducted on behalf of CPIC over the past two months, including clarifying the meeting he attended with the Ministry of Education was with employees of the Ministry and not political leaders.

The Chair also recognized that April is Volunteer Recognition month and thanked all volunteers for their dedication and work.

By Unanimous consent, the Motion was declared

CARRIED

MOVED by Daniel Oliveira, seconded by Santhosh Peter Valavi, that Item 7b) be adopted as follows:

**7b) Treasurer – Financial Report as of March 31, 2021 received.**

The Treasurer reviewed the report and noted that the reimbursement from the Limelight Group was received.

By Unanimous consent, the Motion was declared

CARRIED

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

MOVED by Jennifer Di Francesco, seconded by Isabel Starck, that Item 12a) be adopted as follows:

**12a) 2021-2022 Budget Consultation received.**

Paul De Cock reviewed the TCDSB budget planning process, including the currently active budget consultations and survey that can be completed.

He indicated that the one-time COVID-19 related funding (provincial and federal) will not continue, and all school boards will no longer receive additional funding for virtual learning modals.

The contingency reserve fund amount is subject to change because it will be dependent on how the 2020-2021 school year ends.

By Unanimous consent, the Motion was declared

CARRIED

MOVED by Jennifer Di Francesco, seconded by Gus Gikas, that Item 12b) be adopted as follows:

**12b) Acceptable Use Policy** received.

Shazia Vlahos introduced Bryan Shannon, who helped develop the social media guidelines and he explained why and how it was developed.

Shazia reviewed the procedures and expectations for TCDSB-associated social media accounts that must be followed. The proposed guidelines and documents are draft copies, with the expectation that they will be operational in September 2021.

By Unanimous consent, the Motion was declared

CARRIED

MOVED by Jennifer Di Francesco, seconded by Gus Gikas, that Item 12c) be adopted as follows:

**12c) Presentation: De-streamed Grade 9 Mathematics for September 2021 – Gina Iuliano Marrello, Derek Chen, Ryan Peterson and Brandy Doan** received.

Staff presented the program that will begin September 2021. The goal of the program is a) cultural shift, b) increase educator capacity and c) increase student engagement, achievement and well-being.

A follow-up survey will be sent to all members following the April meeting.

By Unanimous consent, the Motion was declared

CARRIED

MOVED by Alison Canning, seconded by Ivana Calabria-Pantaleo, that Item 12d) be adopted as follows:

**12d) Parent Reaching Out (PRO) Grant** received.

The Chair reminded members that at the February 22, 2021 meeting, it was decided to extend the submission deadline. 83 applications have been received and 76 were approved.

By Unanimous consent, the Motion was declared

CARRIED

**13. Subcommittee & Special Committee Reports**

MOVED by Gus Gikas, seconded by A.J. Hepburn, that Item 13a) be adopted as follows:

**13a) Equity Poverty Action Network (EPAN), Equity and Accessibility** received.

Alison Canning provided an update of the committee meeting, where they met with Superintendent Derek Chen to better understand EPAN schools and what/how the committee can help. The meeting was intended to establish a baseline.

The action item from the meeting is to create a welcome package.

By Unanimous consent, the Motion was declared

CARRIED

**15. Reports from TCDSB Board Officials**

MOVED by Milva Romano, seconded by Ivana Calabria-Pantaleo, that Item 15a) be adopted as follows:

**15a) Director-Designate for CPIC – John Wujek – Monthly Update** received.

Superintendent Wujek provided an update from reports that were presented to the Board/Committees. He recommended that members review the Return to School Update report. There will be report presented in May regarding academic programming over the summer.

By Unanimous consent, the Motion was declared

CARRIED

**16. Reports from Trustee or Trustee Alternate**

MOVED by Milva Romano, seconded by Anthony Antinucci, that Item 16a) be adopted as follows:

**16a) Verbal Update – Garry Tanuan, Trustee and Norm Di Pasquale, Trustee Alternate** received.

Trustee Tanuan informed the committee that the OCSTA AMG is May 1 via zoom.

Trustee Di Pasquale provided an update of a notice of motion that was presented at the Student Achievement meeting and that educational staff can get vaccinated in hot spot locations.

By Unanimous consent, the Motion was declared

CARRIED

**17. Parent Member & Community Member Reports**

MOVED by Alison Canning, seconded by Isabel Stack, that Item 17a) be adopted as follows:

**17a) OAPCE Toronto Update (Verbal) – Katie Piccininni, OAPCE Toronto Representative** received.

Katie Piccininni provided an update on OAPCE business, including they will be holding webinar series in March and a parent conference in May.

By Unanimous consent, the Motion was declared

CARRIED

**20. Adjournment**

MOVED by Katie Picininni, seconded by Isabel Starck, that the meeting be adjourned.

By Unanimous consent, the Motion was declared

CARRIED

The Meeting adjourned at 10:40PM.

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CPIC SECRETARY

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CPIC CHAIR



## **Chair Report**

**From April 20, 2021 to May 14, 2021**

- Attended CSPC Executive Virtual Training.
- Attended NCC meeting.
- Attended OAPCE meeting.
- Chaired Elections Subcommittee Meeting.
- Communicated with CPIC Executive Members.
- Communicated with Director Designate, Parent Engagement Coordinator and Communications.
- Communicated with Director of Education
- Communicated with Chair of Board of Trustees
- Communicated with CPIC members.
- Reviewed TCDSB Board Agendas on behalf of the Committee.
- Monitored Social Media and engaged when appropriate.
- Reviewed April draft Minutes.
- Prepared items for May Agenda.
- Continued communication with CSPC regrading PRO-Grant submissions





Toronto CPIC - Treasurer's Financial Report - Monday May 17th, 2021

<b>CPIC Grant &amp; Expenditure Summary</b>	
<b>As at April 30, 2021</b>	
	<b>CPIC 2020-21</b>
APPROVED FUNDING	<b>19,771.00</b>
CARRYOVER FROM PREVIOUS YEAR	<b>52,001.36</b>
TOTAL FUNDING	<b>71,772.36</b>
<b>EXPENSES:</b>	
Childcare & Supplies	
Election-Parent Recruitment Expenses	
Media Advertising	
Transcriptions	
Mileage	
Parent Resources	
Printing & Supplies	270.56
Promotional Materials	10,817.21
Refreshments - Events	
Refreshments - Meeting	
Speaker & Recognition Expenses	(3,500.00)
Telecommunication	1,065.75
Translation Services	
TTC Tokens - Buses	
<b>TOTAL EXPENDITURES</b>	<b>8,653.52</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>63,118.84</b>



**REPORT TO**

**REGULAR BOARD**

**RESPONSE TO MAY 2020 CPIC MOTIONS**

*"Bear one another's burdens, and in this way, you will fulfil the law of Christ."*  
*Galatians 6:3*

Created, Draft	First Tabling	Review
June 9, 2020	June 18, 2020	<a href="#">Click here to enter a date.</a>

John Wujek, Superintendent of Education, Area 5 and Parent Engagement  
Steve Camacho, Chief Information Officer

**RECOMMENDATION REPORT**

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report is offered as a response to the Board direction to staff at Regular Board on May 21, 2020. The four motions provided by the Catholic Parent Involvement Committee (CPIC) are presented, and additional staff information has been provided. Some of the directions can be implemented, while others, would need further consultation and consideration by staff to valued parent stakeholders.

*The cumulative staff time required to prepare this report was 18 hours*

## **B. PURPOSE**

1. The Catholic Parent Involvement Committee (CPIC) meets monthly and minutes from these meetings receive approval at the next regularly scheduled meeting along with any sanctioned motions. These minutes and bylaws typically appear on the subsequent Regular Board Order Paper for separate consideration. Each motion appears for consideration separately from the CPIC Minutes.
2. At the May 21, 2020 Regular Board meeting, the CPIC minutes and five motions from their April 20 meeting were on the Regular Board Meeting Agenda.
3. Following consideration from the Board of Trustees, four of the motions were directed back to staff for a response through report. The content of this report addresses this directive.

## **C. BACKGROUND**

1. The Catholic Parent Involvement Committee (CPIC) meets monthly and minutes from these meetings receive approval at the next regularly scheduled CPIC meeting along with any sanctioned motions. These minutes and bylaws typically appear on the subsequent Regular Board Order Paper for separate consideration. Each motion appears for consideration separately from the CPIC Minutes.
2. At the May 21, 2020 Regular Board meeting, the CPIC minutes and five motions from their April 20 meeting were placed on the Regular Board Meeting Agenda.

3. Following consideration from the Board of Trustees, four of the motions were directed back to staff for a response through report. The content of this report addresses this directive.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

1. On May 21<sup>st</sup>, four motions entitled below were referred back to staff for response and further information:

### **Motion A: Parent Reaching Out (PRO) Grant Application and Allocation Process**

1. The PRO Grant Ward and school allocations for 2019-2020 school year be rescinded;
2. The funds be deferred to the 2020-2021 school year (subject to approval by the Ministry of Education); and
3. A revised application process for 2020/21 to come back in June be recommended by Catholic Parent Involvement Committee (CPIC).

### **Motion B: Use of Escribe platform and assistance of board staff**

1. Agendas for CPIC be compiled and distributed through Escribe with the support of the TCDSB Recording Secretary;
2. The Chair / Vice-Chair of CPIC to approve the final agenda before distribution consistent with in-force CPIC bylaws; and
3. Recording Secretary support be provided for creation of minutes of CPIC starting September 2020.

### **Motion C: Use of SOAR to Collect Parent Contact Information on Behalf of CPIC**

1. Add appropriate checkbox (s) to the annually collected parent consent/information forms and the online Student Online Application for Registration (SOAR) system to allow parents to consent to receiving communications via email directly from their Catholic School Parent Council (CSPC) and CPIC (using only the respective CSPC Chair /CPIC Chair @tcdsb.org accounts); and
2. Setup a working group made up of Board Staff and parent representatives to: implement procedures and tools (both addressing short term and long term) using various systems for the purposes of allowing school councils to effectively and timely communicate with parents of their school community while respecting privacy and unsubscribe requests.

**Motion D: Initiate public Broadcasting of CPIC Monthly Meetings similar to Board of Trustee Meetings**

1. The Board facilitate broadcasting of virtual meetings of CPIC in a similar fashion to the Board of Trustee meetings or other mutually agreeable publicly accessible format.

**E. METRICS AND ACCOUNTABILITY**

The following is the response to the corresponding four motions:

**Motion A: Parent Reaching Out (PRO) Grant Application and Allocation Process**

1. The PRO grant funds were awarded to schools based on the Ministry of Education's outlined criteria, the staff report entitled "Toronto Catholic District School Board Parent Reaching Out (PRO) Grant Disbursement Report, 2019-2020" and the subsequent Board of Trustees recommendation made at the January 9, 2020 Student Well-being and Achievement Committee Meeting.

Further to the procedure in the report, trustees directed CPIC and staff that the fund distribution of \$41,000 of the PRO Grant funds were disbursed equally to all 12 wards. First application rights were given to Equity Poverty Action Network (EPAN) schools where present in the ward. As well, \$5000 for SEAC events, and \$5000 for Equity, Diversity and Indigenous Education and Community Relations Department events, adhering to the timelines outlined in the report.

2. The motion to carry forward PRO grant funds to 2020-2021 would be subject to Ministry of Education approval, and as such, may not be consistent with CPIC's intent of developing a new application process which would not be in line with the original prescribed process appearing in the Transfer Payment Agreement.
3. In addition, local CSPCs had previously submitted two applications to comply with the requirements set out in the Board report. The central rescindment of awarded funds without consultation will not take into account potential current, delayed or future plans that schools have made, in accordance with school closures and public safe distancing policies.

***Staff does not recommend that the PRO Grant ward and school allocations for 2019-2020 be rescinded.*** Furthermore, staff recommend waiting and following the direction from the Ministry of Education and in the event of PRO Grant carryover to 2020-21, that the original schools who were allocated such funding be permitted to execute their original or augmented plan.

Motion B: Use of e-Scribe platform and assistance of Board staff:

1. The e-Scribe software structure does not allow for meeting participants or chairs to create and manage an agenda independently. The software assumes that that a formal administrative structure is in place with only a few people able to create and modify the meeting agendas. Currently, for all our public meetings, this responsibility lies with the recording secretary.
2. Staff are recommending that the Board of Trustees adopt this motion with the understanding that CPIC would use the same protocol for eScribe as is used for regular board and committee meetings. This protocol calls for:
  - the agenda to be constructed by the recording secretary in escribe;
  - the agenda to be reviewed by the CPIC Chair and staff prior to being released;
  - and finally, for the agenda to be released to the public and CPIC members a few days before the meeting.
  - A Recording Secretary provide services at monthly CPIC meetings.
3. Additional modifications to the agenda would completed through the recording secretary and issued as an addendum.

***Staff are recommending that the Board of Trustees adopt this motion with the described protocol.***

Motion C: Use of SOAR to Collect Parent Contact Information on Behalf of CPIC:

1. The TCDSB is bound by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) to ensure that all personal information that is collected, is protected and secured.

2. Whenever the TCDSB collects personal information (e.g. a parent email address), it can only be collected for two reasons:
  - a) It is expressly authorized by law; or
  - b) It is necessary to the proper administration of a legally authorized activity.
3. Even if consent is obtained for a collection of information, if there is no direct or indirect legal authority for the collection, it could not be collected under MFIPPA.
4. The primary reason that the Board collects parent email addresses is to populate the *Office Index Card*, which is an OSR document and therefore expressly authorized by the Education Act. This collection occurs primarily through registration in the Student Online Application for Registration (SOAR).
5. If, in SOAR, an option is added for collecting the private parent information to share with CSPCs, this would constitute a different purpose for the collection, so it would need to be addressed as a separate reason for the collection, other than for its intended use of populating the Office Index Card.
6. The Privacy Commissioner has said that collecting personal information cannot "merely be helpful" to the administration of the activity, it must be necessary.
7. Although the formation of CSPCs and the activities they carry out, is legally authorized by the Education Act in Regulation 612, as for example, to "*consult with parents of pupils enrolled in the school about matters under consideration by the council*", obtaining parent emails would be helpful but not necessary to the administration of these activities, as the principal could disseminate the information on behalf of the CSPC.
8. If the TCDSB proceeds with adding a necessary reason for which CSPCs and CPIC members have access to parent personal information, the following, for example, would need to be put in place to justify disclosure:
  - a) addition of a clause about collecting parent email for this specific purpose;
  - b) secure transmission of the data;

- c) rules for CSPCs/CPIC members that would govern the permitted use of the information; and
  - d) rules on how the information would be confidentially maintained.
- 9. In addition, the following are some potential privacy and accountability risks to the Board in providing CSPCs/CPIC members with lists with the parent's personal information, as for example:
  - a) it would be difficult to monitor and control confidentiality;
  - b) it would be difficult to investigate potential misuse of the information;
  - c) it would be difficult to ensure CSPCs are utilizing current lists, leading to potential misuse of contact information of any parents who have withdrawn consent.
  - d) it could dismiss the intended collaboration between the CSPCs and the principal;
  - e) it would dismiss the potential lack of accountability to school administration who, under TCDSB CSPC policy, are expected to approve communication that is sent to all parents; and
  - f) the Board would have few legal actions it could take to recover the data or transfer liability to a CPSC/CPIC member should a member purposefully or accidentally breached personal data in the Board's custody.

***For the reasons above, staff recommends that the motion not be adopted.*** However, staff will work with CPIC to develop and update protocols for principals and CPSC to ensure timely communication from the CSPC is sent to parents via the school principals when needed.

**Motion D: Initiate Public Broadcasting of CPIC Monthly Meetings similar to Board of Trustee Meetings**

- a) Staff, want to note to the Board of Trustees that similar requests have been made by other committees such as SEAC. Should this trend to more online and/or meeting broadcasts continue past the COVID-19 epidemic, there will be a need to review a more sustainable staffing model for support evening meetings and, in turn, the need for additional staffing. Broadcast and/or online meeting can use between 3 to 5 ICT Services staff per meeting to support effectively. Some meetings require 6 to 8 hours of support including the setup, video management, and tear down of the meeting.



*Staff recommends this motion and, upon approval by the Board of Trustees will work CPIC on a more detailed plan to implement it.*

## **F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. Parent Engagement Staff will continue to work with CPIC to engage and utilize central resource departments to reduce structural barriers as appropriate for improvement in transparency and communication.

### Motion A: Parent Reaching Out (PRO) Grant Application and Allocation Process

Carry over the PRO allocations to the appropriate schools for the 2020-21 school year and allow for local self-determined adjustments to the school plan as allowable by any future Ministry of Education PRO Grant guidelines.

### Motion B: Use of Escribe platform and assistance of Board staff:

Initiate and implement with the recommended considerations.

### Motion C: Use of SOAR to Collect Parent Contact Information on Behalf of CPIC:

Staff require more opportunity to consider appropriate collection and sharing of parent contact information.

### Motion D: Initiate Public Broadcasting of CPIC Monthly Meetings similar to Board of Trustee Meetings

Initiate and implement with the recommended considerations.

## **G. STAFF RECOMMENDATION**

Staff recommend the following:

1. That with respect to **Motion A: Parent Reaching Out (PRO) Grant Application and Allocation Process**, it is recommended to wait and follow the direction from the Ministry of Education and, in the event of PRO Grant

carryover to 2020-21, that the original schools who were allocated such funding be permitted to execute their original or augmented plan.

2. That with respect to **Motion B: Use of Escribe platform and assistance of Board staff**, it is recommended that the Board of Trustees adopt this motion with the described protocol.
3. That with respect to **Motion C: Use of SOAR to Collect Parent Contact Information on Behalf of CPIC**, it is recommended that staff work with CPIC to develop and update protocols for principals and CPSC to ensure timely communication from the CSPC is sent to parents via the school principals when needed.
4. That with respect to **Motion D: Initiate Public Broadcasting of CPIC Monthly Meetings similar to Board of Trustee Meetings**, staff recommend approval of this motion, pursuant to a detailed implementation plan.