

ADDENDUM
REGULAR MEETING OF THE
TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

PUBLIC SESSION

Joe Fiorante, Chair

Jennifer Di Francesco, Vice Chair

January 17, 2022

7:00 pm

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<i>2. Opening Prayer by Father Xavier De Pinto of Precious Blood</i>	
<i>11. Communications Received</i>	
<i>11.a. From Derek Chen, Superintendent of Equity, Diversity, Indigenous Education and Community Relations regarding an Evening of Consultation to Discuss the TCDSB's Equity Action Plan with Both CPIC and OAPCE</i>	<i>1</i>
<i>12. Program/Consultation (Committee of the Whole)</i>	
<i>12.c. Parent Reaching Out (PRO) Grant (Discussion)</i>	<i>2 - 12</i>
<i>17. Parent Member & Community Member Reports</i>	
<i>17.a. Ontario Association of Parents in Catholic Education (OAPCE) Toronto Update - John Del Grande, OAPCE Community Representative</i>	<i>13</i>



CPIC

CATHOLIC
PARENT
INVOLVEMENT
COMMITTEE



From:

Derek Chen, Superintendent of Equity, Diversity, Indigenous Education and Community Relations

For:

An evening of consultation to discuss the TCDSB's Equity Action Plan with both CPIC and OAPCE.

When:

Tuesday, February 1, 2022, at 7:00 PM

How:

A zoom registration link will be sent out for parents to register to then receive the meeting link.

Recommend all Parents Members attend.

TORONTO CATHOLIC DISTRICT SCHOOL BOARD
PARENT ENGAGEMENT DEPARTMENT

TCD SB Parent Reaching Out (PRO) Grant
Application, Reporting and Reimbursement Process Guidelines
2021-2022

For assistance, please contact [Manuela Sequeira](#)



APPLICATION



The following is required to complete the application:

- Review of TCDSB PRO Grant Application, Reporting and Reimbursement Guidelines 2021-2022
- Name of school
- Contact principal information (email)
- Amount requested (**i.e., Up to, but not exceeding \$1,000**)
- Project date/Purchase date of resource
- Title of project/resource
- Description of project/resource (One sentence)
- Project's/resource's objective/goal, aligned with Ministry guidelines (Select on from page 3 of this resource)
- Project's/resource's outcome, aligned with Ministry's expectations (Select on from page 4 of this resource)

APPLICATION - PROJECT OBJECTIVE



Project/resource must meet one of the following objectives:

- Addressing social inclusion and racism specifically anti-Asian, anti-Black, and anti-Indigenous discrimination and bias and other prejudices toward racialized and marginalized groups as well as inequities and systemic barriers faced by these designated groups;
- Creating a safe and welcoming environment;
- Demonstrating respect for parents as valued partners within the education system regarding decisions about their child's education;
- Enhancing communication with teachers; or
- Informing parents about the expectations of the Ontario Curriculum and supporting resources.



APPLICATION- PROJECT OUTCOME

The project must meet one of the following outcomes:

Parents will have increased awareness of school activities and initiatives;

Parents will have improved experiences of a welcoming school where parents' perspectives are encouraged, valued & heard;

Parents will be more involved in their local school environment and child's education;

Parents will experience fewer barriers in participating in their child's learning;

Parents will feel like valued partners in the education system;

Parents will have increased confidence in public education;

Parents will understand how to address local needs and systemic barriers in the school community;

Parents will feel connected with each other and with members of their community;

Parents will be provided with the knowledge/skills/tools needed to support their child's learning at home and school; or

Racialized parents will be aware of, and supported, to take on leadership opportunities in their school and board community.

APPLICATION - ELIGIBLE PROJECTS

Initiatives that identify and address local barriers to parent engagement and may include, but are not limited to:

- Development of parent resources (e.g., leadership resource for parents, resources addressing well-being, mental health, and anti-racism for students and families; existing resources translated into different languages, etc.);
- Delivery of parent information sessions (e.g., how to support children and families at home; how to understand curriculum; special education sessions, transition to high school, etc.);
- Delivery of parent engagement sessions (e.g., parent networking sessions with an educational/information component);
 - PRO – Max spent on food/hosting is 10% of the total grant
- Creating a parent lending library (e.g., books/pamphlets that provide parents with information and strategies to assist their children); or
- Innovative initiatives for parents that enable enhanced and diversified parent engagement.





APPLICATION – INELIGIBLE PROJECTS

Excursions, activities, resources, workshops or speakers **for students**, even if parents are in attendance

Purchase of student supplies/resources for home/school use (e.g., markers, paper, glue, scissors, prizes, student agendas, calendars, supplies, scrapbooks, arts and crafts)

Purchase of goods and services for which the Ministry provides funding (e.g., textbooks, library books, school furniture, computers, cameras, projectors)

Capital items, such as televisions, sports equipment, shelving, computers, handheld devices (i.e., tablets/ laptops)

Payment to school board staff or volunteers, including salaries, gifts or honoraria

Computer software or applications, online subscriptions, voice messaging systems, website maintenance

School signs, announcement boards/ screens

Landscaping or creation/equipping of outdoor classrooms

Fundraising events or prizes for fundraising/school events

Social/family events **without an educational component** for parents

Hosting exceeding 10% of the approved funding

FINAL REPORT – DATA REQUIRED TO COMPLETE THE REPORT



School communities must gather the following data on the day of the event/purchase of resource, which will be required to complete the final report prior to June 17th, 2022:

1. If the project was virtual: the total number of participants
2. If a resource was purchased: the name of the resource will be required
3. Number of parents in attendance
4. Number of students in attendance, if any
5. Number of staff in attendance, if any
6. Name of community organization in attendance, if any
7. A 1 to 2 sentence response to the following statement: *"Did the project/resource promote and/or support diversity, equity and inclusion. Please explain how or why not."*
8. A 1 to 2 sentence response to the following statement: *"What are some key lessons learned throughout the projects in your community that could inform equitable and inclusive parent engagement practices and approaches"*

APPLICATION PROCESS



Application

- **Application is required for a pre-planned project via MS form @ <https://forms.office.com/r/928hXXTG1B>**
- School must keep a copy of the application
- Maximum amount is \$1,000
- **Application must be sent by February 15th, 2022**

Approval

- Once submitted application and amount requested **will be automatically granted approval for reimbursement up to \$1,000** if it meets the criteria in this resource document
- The school will be notified of receipt of application via the principal **ONLY IF the application that DOES NOT meet the criteria**
 - **This will be to provide the school with an additional opportunity to modify the event to meet Board and Ministry criteria**



GRANT TIMELINE & IMPORTANT DATES

September 2021

- Grant application must be submitted by **February 15th, 2022**
- If the school applied but cannot complete the project, notification must be sent to **Manuela before May 31st, 2022**
- Approved funds must be used in the calendar year
- If project is completed/the resource is purchased within the timelines but the request for reimbursement is not submitted **before June 17th, 2022**, the **school/CSPC will not receive reimbursement**

June 17th, 2022

PRO – REIMBURSEMENT PROCESS – AFTER COMPLETION OF PROJECT



Completion of Project

- Information on the day of the event/purchase of resource is gathered
- The information and the invoice(s)/receipt(s) are provided to the principal
- Principal completes cheque requisition

Submission for Reimbursement

- **The principal completes the final report and uploads the cheque requisition and invoices**, via a MS Form as two separate PDF documents labelled in the following manner: **(Name of School)PRO – Invoice(s) and (Name of School) PRO – Cheque Req @ <https://forms.office.com/r/m0YKGpCnYG>**
- The principal retains all original PRO grant documents 7 years in the event that they are requested for a Ministry audit

Processing of Reimbursement

- Parent Engagement Departments reviews report and documentation
- Once approved, Business Services will transfer the funds to the identified account on the cheque requisition and a confirmation of the transfer will be sent to the principal via the school's general email account
- The principal notifies the CSCP chair/co-chairs that the transfer has been made

EXAMPLES OF PAST PRO INITIATIVES IN TCDSB SCHOOLS



- Conversations About Race and Stereotypes
- Equity and Inclusion in the School Community
- Building Inclusivity in Schools and Examining the Language and Stereotypes Home and at School
- Unpacking the Language and Identities of 2SLGBTQI+
- Mental Health and Caring
- Mental Health and Wellness
- Mental Health and Wellbeing in Young Women
- Identifying and Addressing Anxiety and Stress in Children
- Supporting Emotions and Resiliency
- Understanding Youth and Teaching Resiliency
- Helping Families 'Bounce Back' from Challenging Circumstances
- Regulating Emotions
- Parenting as a Reflective Practice
- Developing Resilience in Children

- Supporting Emotional Well-Being
- Developing Personal Happiness
- Childhood Anxiety and Stress
- Mindfulness and Well-Being
- Minimizing the Effects of the Pandemic on Children's Sense of Self
- Online/Internet Safety and Protocols
- Cyberbullying
- Identifying, Addressing and Supporting Bullying
- Science Family Night
- Spiritual and Mental Health Night
- Family Math Night
- Family STEM Night
- Skills for Parenting in Pandemic Times
- Healthy Eating Through a Pandemic
- Identifying and Addressing Current Parenting Challenges



January 17, 2022

OAPCE Report to Toronto CPIC sent on behalf of John DelGrande, OAPCE Rep

OAPCE had been strategizing plans for the new year to further implement our mission and vision. Plans are under way for several webinars as well as our upcoming AGM and Conference.

Recently we received a statement from the Pontifical Academy for Life at the Vatican on "PANDEMIC AND CHALLENGES FOR EDUCATION Children and adolescents dealing with Covid19". It is good to hear our Church reflecting the angst, frustrations, hopes and concerns all of us are feeling in these difficult times. May God bless us all as we continue our work in and for Catholic education. You can find it on our website.

Our Executive Director A. Crudo-Perri has written an interesting article for the CPCO magazine in December "The Power of Parents" focusing on how integral the parent voice continues to be prevalent in Catholic Education.

In Toronto the next OAPCE meeting is January 29 with a special presentation from Executive Director Anne Jamieson on "Busy Lives Restful Souls" and to discuss the importance of ICE in Catholic Education. Our new Superintendent of Parent Engagement, Ryan Petterson will also join us as we welcome him to his new role and look forward to working with him!

With thanks, and looking forward to my new role of advocacy.

John DelGrande
OAPCE Rep to CPIC