



REPORT TO

STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE

CATHOLIC PARENT INVOLVEMENT COMMITTEE ANNUAL REPORT, 2018-2019

“For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” Ephesians 2:10

Created, Draft	First Tabling	Review
December 9, 2019	January 9, 2020	Click here to enter a date.

J. Wujek, Superintendent of Education Area 5, Parent Engagement
 M. Sequeira, Coordinator, International Languages, Parent Engagement and Community Outreach

INFORMATION REPORT

Vision:

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

Mission:

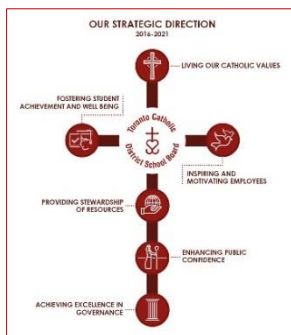
The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

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 outlines the Toronto Catholic Parent Involvement Committee facilitated and sponsored initiatives for the 2018-2019 academic year.

This report also outlines the change in the reporting process for the Toronto CPIC annual report.

The cumulative staff time required to prepare this report was 15 hours

B. PURPOSE

1. This report complies with the Action After request made on January 28, 2016 that an Annual Information Report on Toronto Catholic Parent Involvement Committee (CPIC) activities be added to the rolling calendar.
2. Staff was to report on the statistics of meetings, activities and initiatives undertaken by Toronto CPIC.

C. BACKGROUND

1. On January 28, 2016, the Catholic Parent Involvement Committee Annual Report was presented at the Regular Board meeting. Arising out of this presentation, the Annual Report was received by the Board and recommendations were made to have a report presented on an annual basis.
2. On June 9, 2016, staff presented a report on the meetings, activities and initiatives completed by CPIC for the academic years of 2014-2015 and 2015-2016.
3. Since 2016, the Parent Engagement Department has prepared and presented the report to the Student Achievement and Wellbeing, based on the Toronto CPIC's summary report.
4. In the fall of 2019, in collaboration with the Toronto CPIC chair, a decision was made for this report to be replaced with the Toronto CPIC annual report to Board, with the following provisions:

- i. The Toronto CPIC annual report will include information under the following headings:
 - CPIC Mandate and Purpose;
 - CPIC Structure and Membership;
 - CPIC Officers and Meetings;
 - CPIC Sub-Committees;
 - Recommendations Provided and Action-After;
 - CPIC Sponsored Events;
 - CPIC Activities and Highlights; and
 - CPIC Financial Summary.
- ii. The director's designate will add any missing gaps to the report, should there be non-compliance from CPIC in creating the report and/or if the CPIC Chair is no longer in Office.
- iii. The Toronto CPIC annual report will be presented at the October CPIC meeting for endorsement and referral to Student Achievement.
- iv. The Toronto CPIC annual report will then be presented to Student Achievement and Well Being by November 30th of the current academic year.
- v. The Toronto CPIC chair will provide the Toronto CPIC annual report to all Catholic School Parents Councils via email.
- vi. The Director will post the Toronto CPIC annual report on the TCDSB website.

D. EVIDENCE

1. The Toronto CPIC 2018-2019 Annual Report (Appendix A) provides a detailed outline of the CPIC facilitated and sponsored initiatives for the 2018-2019 academic year, including a financial summary of its activities.
2. The summary includes information on parent conferences and workshops, the distribution of resources to Catholic School Parent Councils and the monetary sponsorship for parent events.

Action - After Items to Recommendation Made to the Director of Education

1. In support of creating a welcoming environment and that new or prospective parents to schools may not easily be able to find key information:

“That the school Board enact uniform school-based signage that conveys: a). name and contact information for the school principal; b) name and contact information for the school vice-principal; c) name of the school secretary and contact information for the school; d) name of the CSPC Chair and TCDSB contact information; e) name and contact information for the school superintendent; f) name and contact information for the ward trustee; g). school board main information line and website.”

- Standard contact school information available to all parents was implemented in all schools (Appendix B).

2. To ensure that both local Parent Councils and Toronto CPIC are properly supported to post timely and pertinent information for their parent community:

“TCDSB staff review the processes to provide for timely updates to be posted to local school CSPC & central CPIC sites; b) CPIC Chair be provided administrative access to the internal CPIC/CSPC site for posting of documents & resources for the committee and parent councils; c) Schools through the principal be encouraged to regularly post CSPC agendas, minutes and other artifacts to the local TCDSB school sites.”

- Staff from the Parent Engagement, Communication and IT Departments are evolving their strategy to improve communication with all parents, parent councils and parent groups.

Action - After to Recommendations Made to the Board of Trustees

1. “That the Communications team investigate creation of a monthly summary of relevant matters and decisions that have come before the board of trustees and upcoming board policies scheduled for review. “

2. “ That a review of regular communications from the board be undertaken that currently include distributions to CSPCs to ensure they have a parent

lens and provide added value that contribute to the facilitation of parent engagement & student achievement.”

- The Communications Department added members of CPIC, CSPC, OAPCE-Toronto and Special Education Advisory Committee (SEAC) to the ‘weekly wrap-up’ communication that is sent out to the system.
- The Communications Department conducted a ‘weekly wrap-up’ survey asking for parent input on improving the current communication format.
- Beginning in June of 2019, a monthly summary of parent-related items/policies that were presented at all Board meetings, was added to the ‘weekly wrap-up’ on the last Friday of every month.

E. METRICS AND ACCOUNTABILITY

1. This annual summary of Toronto CPIC activities serves as an assessment of the Committee’s work to support parental engagement at TCDSB.
2. Advice provided to the Board of Trustees and the Director of Education and any action arising out of this advice will be monitored and assessed.

F. STAFF RECOMMENDATION

This report is for the consideration of the Board.