



CPIC

CATHOLIC
PARENT
INVOLVEMENT
COMMITTEE



Appendix B -
CSPC Policy
Metric Report
2019-20



CPIC ANNUAL REPORT 2019-2020

Toronto Catholic Parent Involvement Committee

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TO OUR STAKEHOLDERS

HOW A PARENT INVOLVEMENT COUNCIL FULFILLS ITS PURPOSE:

1. **providing boards with advice on parent engagement and how to communicate with parents**
2. **developing strategies and initiatives to help boards engage more parents in their children's learning at home and at school**
3. **sharing information with, and supporting the work of, school councils**

Strategic Highlights

Toronto Catholic Parent Involvement Committee (CPIC) has been focusing supporting our School Parent Councils (CSPCs) and parents-at-large by increasing lines of communications and conducting advocacy work through making thoughtful recommendations. CPIC has been communicating frequently with CSPCs, engaging with Trustees and taking a leadership role in the province on behalf of Parent Involvement Committees.

Financial Highlights

Expenses were in line with budget targets and plans are in place for a surplus reduction effort over the next 24-months to substantially increase the visibility of CPIC and host more parent events. A large event which planned to draw up to 500 attendees and use up a sizable portion of our surplus was put on hold due to the pandemic. CPIC Policies were also updated to ensure consistency in funding requests/activities.

Operating Highlights

Along with adoption of our new bylaws, we have remodeled the makeup of the Committee aligned to Trustee Wards (ensuring elementary & high school perspectives) and creating a greater link back to CSPC as their Board representatives. Like everyone else, we were forced into a full virtual meeting format - which we have found to still be effective in ensuring our continuity of meetings. We started broadcasting meetings live on YouTube in August.

Looking Ahead

CPIC will continue to shape its parent resource catalogue, building up a portfolio of both in-house and partner materials & webinars. We will continue to work with OAPCE-Toronto in joint ventures & reduce overlap of mandates. We look forward to eventually hosting an in-person parent conference with famous speakers & a wide-variety of timely workshops.



John Del Grande, Chair

CPIC STRUCTURE & MEMBERSHIP

Voting Members:

- 15 Elementary Parent Members: elected by Ward CSPC Chairs (two-year term)
- 3 Secondary Parent Members: elected by Ward Cluster CSPC Chairs (one-year term)
- 3 Community Representatives: appointed by the Committee (one-year term)

Non-Voting Members:

- Trustee representative(s)
- Director of Education or designate
- Liaison Officer to the TCDSB



ELEMENTARY PARENT MEMBERS		
WARD	NAME & SCHOOL	ATTENDANCE
1	Jennifer Di Francesco (St. Eugene)	9 / 9
2	Natalia Marriott (St. Maurice)	9 / 9
3	Joe Fiorante (St. Jane Frances)	9 / 9
4	A.J. Hepburn (St. Mark)	4 / 9
5 East	-Vacant-	-
5 West	Daniel Oliveira (St. Conrad)	8 / 9
6	Gus Gikas (St. Mary of the Angels)	9 / 9
7	Dan Kajioka (St. Victor)	4 / 9
8 East	Ruth Oliveros (Cardinal Leger)	3 / 9
8 West	Wendell Labrador (St. Barnabas) ¹	0 / 6
9	Jennifer Traer (St. Mary)	4 / 9
10	Annalisa Crudo-Perri (Chaminade)	8 / 9
11 North	Ben Xavier (St. Gerald)	4 / 9
11 South	Isabel Starck (St. Bonaventure)	9 / 9
12	John Del Grande (St. Agatha) ²	9 / 9
	Anthony Antonucci (St. Ursula)	7 / 9

(1) Resigned June 2020 (2) Transitional Ward Member

SECONDARY SCHOOL PARENT MEMBERS		
WARD CLUSTER	NAME & SCHOOL	ATTENDANCE
West (Wards 1,2,3 & 4)	Geoffrey Feldman (Father John Redmond)	7 / 9
Central (5,6, 9 & 10)	Kathleen McGinnis (St. Joseph's College School)	5 / 9
East (7,8,11 & 12)	Melanie Stoll (Mary Ward CSS)	2 / 9

COMMUNITY MEMBERS		
POSITION & ASSOCIATION	NAME & SCHOOL/LOCATION	ATTENDANCE
1 – OAPCE Toronto	Katie Piccininni (St. Clement)	7 / 9
2	-Vacant-	-
3	-Vacant-	-

TRUSTEE REPRESENTATIVES AND TCDSB STAFF		
POSITION	NAME & ROLE	ATTENDANCE
Trustee Rep	Garry Tanuan, Trustee, Ward 8	7 / 9
Trustee Alternative Rep	Norm Di Pasquale, Trustee, Ward 9	8 / 9
Communications Department	Emmy Szekeres Milne, Manager	6 / 9
Parent Engagement Office	Manuela Sequeira, Coordinator	8 / 9
Director of Education Designate	John Wujek, Superintendent	9 / 9

OFFICERS & MEETINGS

CPIC OFFICERS

POSITION	MEMBER	TERM ENDING
Chair	John Del Grande (Ward 12)	October 2020
Vice-Chair	Joe Fiorante (Ward 3)	October 2020
Secretary & Past Chair	Geoff Feldman (Secondary West)	October 2020
Treasurer	Gus Gikas (Ward 6)	October 2020
Events Coordinator	Isabel Starck (Ward 11 South)	October 2020
Digital Coordinator	Jennifer Di Francesco (Ward 1)	October 2020

MEETINGS

A parent involvement committee shall meet at least four times in each school year.

Toronto CPIC meets up to 8 times per school year - usually on the 3rd Monday of every month except March, July, and August. All meetings are open to the public. Any parent or guardian, at the Chair's discretion, may comment on the subject under discussion, but only members can vote. In-person CPIC meetings are held at the Catholic Education Centre, 80 Sheppard Ave East.

During the 2019-2020 CPIC Year the Committee met:

Meeting #	Date
1/Inaugural	Monday, November 11 th , 2019
2	Monday, December 16 th , 2019
3	Monday January 20 th , 2020
4	Monday, March 2 nd , 2020
5	Monday, April 20 th , 2020 (via E-Meeting)
6	Monday, May 11 th , 2020 (via E-Meeting)
7	Monday, June 8 th , 2020 (via E-Meeting)
Special	Monday, August 17 th , 2020 (via E-Meeting)
8	Monday, September 14 th , 2020 (via E-Meeting)



2019/20 CPIC Chair, John Del Grande & Vice-Chair, Joe Fiorante

SUBCOMMITTEES

A [PIC] may establish subcommittees to make recommendations to the parent involvement committee.

Much of the work of CPIC takes place with Members between scheduled meetings. Every CPIC Member is expected to serve on at least one subcommittee. The following subcommittees met and were formed during the year:

Executive Standing Subcommittee

Consists of all Executive Officers and meets to consider any strategic direction and urgent action required on behalf of the Committee between meetings.

Budget & Priority Standing Subcommittee

The committee recommends strategic priorities for the year & updates budget projections including surplus disbursement ideas.

Conference & Events Standing Subcommittee

Recommends & plans ward/central conference ideas and options to the committee. Countless hours went into planning the May conference, coordinating speakers, activities and hospitality - but unfortunately had to be postponed due to COVID-19.

Communications & Parent Resource Standing Subcommittee

The Committees mandate included reviewing the TCDSB-CPIC website for updates and working on collecting and creating parent & CSPC materials.

Making Your Voices Heard Special Subcommittee

The Committee continued work on creating summary materials and links for the Parent Involvement & Parent Advocacy triangles.

*First YouTube
Broadcasted
Zoom E-Meeting
(Aug 17, 2020)*



RECOMMENDATIONS PROVIDED

A board may solicit and take into consideration the advice of its parent involvement committee with regard to matters that relate to improving student achievement and well-being. [Ontario Regulation 612/00 s.47(1)]

CPIC discusses issues of concern from parents as it relates to school councils and overall parent engagement at our schools and from the Board overall. Periodically, in support of our mandate, official recommendation resolutions are made:

RECOMMENDATIONS MADE TO THE DIRECTOR OF EDUCATION

After hearing ongoing challenges from local Parent Councils, Members wanted to ensure that the new Cash Online system is maximized to support Council fundraising activities and simplify cash management.

The Director of Education review options in the TCDSB school cash online system configuration to allow:

- a. Options to specify a fundraiser/event when donating to a School CSPC.*
- b. Mandatory entry of a student name when external donations are being made to a school CSPC fundraiser or event.*
- c. Proper access for CSPC Chairs to pull reports for activities related to CSPC co-sponsored activities.*

■ Updated resource materials were made available to CSPCs.
The Board also committed to reviewing features & functionality with the system vendor.

RECOMMENDATIONS MADE TO THE BOARD OF TRUSTEES

Added to the challenges of this past school year was labour unrest between various unions and the Provincial Government:

- a. The Board ensure timely information to parents & guardians about possible & potential labour action and its impact.*
- b. In the event of a withdrawal of services, the Board advise parents opportunities where they may be able to volunteer to continue to make some extra-curricular activities available.*
- c. In the event of a strike - The Board make pre-arrangements where feasible with organizations that may be able to provide programs or child minding in schools, during the school day with reduced permit fees.*

■ Only (a) was adopted as Board staff expressed operational and timing concerns to implement (b) & (c).

To support the Parent Involvement Committee function, Members wanted to ensure that parent volunteer time is used to support parent advocacy over administrative activities.

- a. Agendas for CPIC be compiled & distributed through E-Scribe with the support of the TCDSB Recording Secretary.*
- b. The Chair/Vice-Chair of CPIC to approve the final agenda before distribution consistent with in-force CPIC Bylaws.*
- c. Recording Secretary support be provided for creation of minutes of CPIC starting September 2020.*

■ All were approved & in process of being implemented

For years, CSPCs have raised the concern of being able to communicate to parents within their school effectively, CPIC continues to advocate for better ways to conduct this activity ensuring consistency in practice.

- a. The TCDSB add appropriate checkbox(es) to the annually collected parent consent/information form & the online SOAR system to allow parents to consent to receiving communications via email directly from their CSPC & CPIC (using only the respective [cspcchair/cpicchair]@tcdsb.org accounts)*
- b. The TCDSB setup a working group made up of Board staff & parent representatives to: implement procedures & tools (both addressing short-term & long-term) using various systems for the purposes of allowing school councils to effectively & timely communicate with parents of their school community while respecting privacy & unsubscribe requests.*

■ A modified motion was approved for Board staff to work with CPIC on timely school communications for CSPCs and to evaluate tools being used at the TCDSB

In order to provide transparency & accessibility to parents, we lobbied for an ability to web broadcast meetings - especially in light of e-meetings and guests unable to attend in person.

That 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.

■ Approved & in process of being implemented

The Director of Education sets the operational tone within the school Board and sets expectations of staff and creating effective processes.

The Board of Trustees engage parents in the recruitment & selection of the next Director of Education for the TCDSB by seeking input into the Director of Education profile.

■ Approved. CPIC & OAPCE was consulted for feedback by the recruiting firm.

It was brought to CPICs attention of material made available to parents & students during pandemic lockdown, promoting screen time and activities for children that could morph into cyberbullying.

- a. As to how this inappropriate content made it to our website especially during the focus of mental health awareness wellness week.*
- b. That memes be incorporated into cyber bully teaching of the health curriculum and students are made aware how bad things start with a simple picture and comment*
- c. That the Mental Wellness Department re-evaluate the suggestion of using electronic devices as a mental break especially in a time in our society where the mental break required is from the electronic device.*

■ Approved, Staff reviewing external links more closely moving forward

CPIC heard from CSPCs and parents about the successes & challenges in the Distance Learn-At-Home that occurred between March-June. Many concerns were raised about inconsistency by schools, teachers and technology used.

A report be requested, documenting all metrics captured during distance learning:

- a. the tools, programs, techniques, synchronous, asynchronous teaching, etc used,*
- b. the percentage of educators using these techniques,*
- c. how all educators have been kept accountable during distance learning,*
- d. how equitable and consistent delivery of learning opportunities was provided by all our schools across the TCDSB.*

Using this report, as we prepare ourselves to do this again in the fall; better and more efficient and give all our educators all the necessary tools and protections so that our students can get the education they rightly deserve.

■ Approved, Board Staff provided metrics & go forward plan

CPIC had been advocating to ensure the new Parent Council policy was passed in time for the start of the 2020/2021 school year and to ensure fair elections.

That the Board of Trustees approve in conjunction with Policy S. 10:

- a. That the new mandated TCDSB Standard CSPC Bylaw Template (Appendix A) with local adaptations as defined in Regulation 10 (of Policy S. 10) be implemented no later than October 2021.*
- b. That the [Virtual] Election Process as defined by the Board's Parent & Community Relations Department be required to be followed for this upcoming CSPC election .*

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

■ Approved & Implemented

CPIC SPONSORED EVENTS

Ward 8 Event: Faith in Our Child Speaker Series - 'The Catholic Understanding of the Human Person, Love and Sexuality'

Held on 2019 Nov. 22 at St. Barnabas Parish in Scarborough with over 275 in attendance. After the informative presentation and talk by Father Peter Turrone, Ph.D, Pastor and Executive Director of the Newman Centre, U. of Toronto, there were over 100 questions submitted.



OAPCE Annual Commissioning & Parent Roundtable on Parent Council Policy Updates



On December 3rd, 2019, CPIC partnered with OAPCE-Toronto to lead engaging discussions with roundtables of parents at the Boards central offices focused on proposed changes to the TCDSB Parent Council Policy. Considerable feedback and recommendations resulted.

Internet & Social Media Safety Presentation

Originally planned at a Scarborough high-school and simulcasting at other sites - moved entirely online and was opened to all parents in the TCDSB. 150 parents attended the session by Social Media Safety Expert Josh Ochs with focus on internet safety, creating a positive online profile for grades 5 to 9. Live interactive demonstrations and Q&A were conducted, Post event survey had a rating of 4.6/5.



Ward 1: Depression & Anxiety in Adolescence

125 parents attended the event at Msgr. Percy Johnson CSS on the evening of Friday February 21st - Keynote speaker was a Psychologist specializing in Teen Depression and Anxiety; Panel was a Priest; Parent, Retired Teacher/Social Worker and Psychologist.

Lift Jesus Higher Rally

Saturday March 7, 2020 CPIC sponsored 23 parents to attend the annual event at the Metro Toronto Convention Centre. Testimonies reveal, motivates and energizes parents to engage in their children's education, mind, body and soul.

CSPC Policy & Bylaw Webinar

Held Tuesday Sept 22nd- the session covered recently approved changes to the TCDSB CSPC policy. Over 100 CSPC Chairs/Principals attended with lots of Q&A.

ACTIVITIES & HIGHLIGHTS

❖ CPIC Logo Refresh

- With the support of the Board's Communications Department, a refreshed CPIC logo aligned with Board standards was adopted.

❖ 1st Printed Newsletter Distributed to Every TCDSB Parent

- A 4–page full colour 11x17 newsletter with a circulation of over 90,000 was printed and distributed through the TCDSB the first week of March.

❖ CPIC Policies

- In order to have consistent application in considering funding requests - CPIC Policy #7 External Event Funding was approved & updating Expense Policy #1

❖ TCDSB Staff Presentations:

- CPIC engaged with TCDSB Board Officials on topics such as School Equity, School Cash Online, Social Media Guidelines, Acceptable Use Policy, TCDSB Student Information System (SIS) Family Portal Project and the 2020/21 Budget.

❖ PRO Grant

- Ontario PICs were designated to make decisions on PRO Grant allocations to schools. We evaluated requests and balanced need and ability to execute.

❖ Partners

- Supported Parents Engaged in Education & continued joint-advocacy with OAPCE.

❖ Building PIC Relationships

- TCDSB CPIC held the first virtual Ontario PIC Chair electronic meeting and helped draft a joint recommendation to the Minister of Education.

❖ Playground Reserve

- Select CPIC Members participated on Ward playground reservation award panels.

❖ Ministry Consultation

- CPIC responded to the Ministry request for feedback to school return in September.

❖ CSPC Checkins

- We co-hosted a series of calls with CSPCs to collect feedback on Learn-At-Home during Covid lockdown in addition to ensuring continued CSPC function.

❖ Catholic School Parent Council (CSPC) Policy S.10:

- CPIC examined and contributed to substantial rewrite of the policy and working towards standard Bylaws to seek consistency in elections & base council function.

❖ Launched new website to better engage with parents: WWW.TORONTOCPIC.CA

FINANCIAL SUMMARY

The Province of Ontario through the Ministry of Education currently provides boards with \$5,000 annual base funding and 17 cents per student to fund its Parent Involvement Committee.

This year, we were provided a grant of \$21,381.00 and there was a carryover of \$44,167.50 from previous years.

CPIC has a policy where we allocate our yearly budget into two categories:

- 60% for Meeting & Operations: This supports the day-to-day work of the Committee through our meetings, including member expenses & supplies.
- 40% for Parent Engagement Projects: This goes towards events that benefit different constituencies of parents across the school Board including speakers, materials and refreshments for attendees.

2019/2020 Budget Summary: (from September 1, 2019 to August 31, 2020)

	Meetings/Operations	Events/Projects
Childcare	\$ 414.44	\$ 0.00
Member Mileage/Transportation	\$ 679.86	\$ 0.00
Printing & Supplies	\$ 4,245.28	\$ 0.00
Events Promotion	\$ 0.00	\$ 60.11
Refreshments	\$ 2,079.59	\$1,071.52
Speakers	\$ 0.00	\$4,585.00
Telecommunications	\$ 340.33	\$ 0.00
Consulting	\$ 0.00	\$ 0.00
TOTAL	\$ 7,759.50 (57.6%)	\$ 5,716.63 (42.4%)

Due to COVID-19, surplus budget reserves were not utilized due to meetings being moved online and planned events cancelled. Remaining carryforward budget to 2020/2021 is \$52,001.36

APPENDIX & THANKS

LEGISLATED PURPOSE

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

WHY WE EXIST

The Toronto Catholic Parent Involvement Committee 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. CPIC focuses on system-level matters affecting more than one school.

On behalf of CPIC & TCDSB, I thank each of our Committee Members for the value, insight and time they provide.

Thanks to all the School Parent Councils, Parents, Community Organizations & TCDSB staff that supported CPIC throughout the year.