



# Toronto Catholic Parent Involvement Committee

## PARENT ENGAGEMENT EVENT APPLICATION BRIEF

Title	<b>CPIC Showcase 2022</b>		
Description	Four Canadian Expert Speakers on Parenting Topics to be scheduled between the last week of April and the first three weeks of May 2022 (to support Catholic Education Week) Via Zoom webinars from 7 pm to 8:30 pm (1.5 hours each)		
Objective (s)	<ol style="list-style-type: none"> <li>1) To increase the awareness of TCDSB parents of the CPIC objective “to support student achievement through increased parent involvement”.</li> <li>2) To be a trusted resource for TCDSB Parents for live access to the leading Canadian parenting experts.</li> <li>3) To increase interest and attendance for CPIC events.</li> </ol>		
Expected Outcome (s)	For CPIC to provide parents with informative parenting webinars and the opportunity to ask questions during a live webinar to 4 of the leading Canadian parenting experts.		
Date (s)	Thurs April 28, Wed May 4, Tues May 10, Thurs May 19 (2022)	Time: 7 pm to 8:30 pm (each webinar)	
Delivery Model	<input type="checkbox"/> In-Person - NO <input checked="" type="checkbox"/> Virtual - YES	Venue Space(s) n/a Virtual Platform Zoom (by TCDSB)	<input type="checkbox"/> Permit(s) n/a <input type="checkbox"/> Licence n/a
Total Budget	\$11,000 (including HST)	Cost to Participants <b>Note: Equals \$9 per parent per webinar</b>	<b>\$NIL</b>
Expected # of Participants:	Max 300 participants per Zoom Webinar X 4 webinars = 1200 participants total	Expected # of Staff & Community Members:	CPIC Chair and/or CPIC Events Coordinator As co-panelists for each webinar  plus other CPIC Members (to attend individual webinars based on interest and availability)

Lead	Teresa De Stefano CPIC Events Coordinator	Email	cpic.eventscoordinator@tcdsb.org
		Mobile Number	(416) 918-7992
CPIC Events Committee Members	Teresa De Stefano – CPIC Events Committee Chair and CPIC Events Coordinator and CPIC Rep SS East Joe Fiorante – CPIC Chair and CPIC Rep Ward 03 Gus Gikas – CPIC Treasurer and CPIC Rep Ward 06 Fadzi McConnell – CPIC Secretary and CPIC Rep Ward 11south Joanna Chang – CPIC Rep Ward 08west Anthony Antinucci – CPIC Rep Ward 12 Annalisa Crudo-Perri – CPIC Rep SS Central		
EVENT DETAILS			
Format	<input type="checkbox"/> Conference no <input checked="" type="checkbox"/> Webinar YES <input type="checkbox"/> Workshop no	Keynote Speakers (Four)	<b>Jennifer Kolari, Kyla Harrington, Dr Stuart Shanker, Alyson Schafer</b>
Promotion	CPIC Twitter – by CPIC Chair TCDSB Communications – All Media CPIC Chair/Parent Engagement Coordinator - Emails to CSPC Chairs and Principals/Vice Principals CPIC Representatives – Emails Event Flyer	Registration Details	Zoom webinar (via TCDSB)
AV Equipment (If Any)	n/a	Catering (If Any)	None
Event Schedule (Time/Content)	Four Dates from 7 pm to 8:30 pm  Thurs April 28, 2022  Wed May 4, 2022  Tues May 10, 2022  Thurs May 19, 2022	Content Details	April 28 – Jennifer Kolari “Connected Parenting”  May 4 – Kyla Harrington (Parent Education Network) “How To Talk So Kids Will Listen”  May 10 – Dr Stuart Shanker “Self-Regulation for Parents and Kids”  May 19 – Alyson Schafer “Adler’s Impact on Family and School”

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PARENT  
INVOLVEMENT  
COMMITTEE

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### PARENT ENGAGEMENT EVENT PLANNING BRIEF

Category (If Applicable)	Action(s) Required	Responsibility	Timeline for Completion	Completed
CPIC Special Meeting –Notice of Meeting requires 7 days	To setup Zoom Link for CPIC Special Meeting and distribute to CPIC Members	CPIC Chair or CPIC Vice Chair	Monday March 28, 2022	Yes
Approval of Showcase Budget	CPIC Special Meeting for a Motion to Approve the CPIC Showcase Budget (as outlined below)	CPIC Committee	Monday April 4, 2022	
Promotion	CPIC Twitter – by CPIC Chair  TCDSB Communications – All media  CPIC Chair/Parent Engagement Coordinator - Emails to all CSPC Chairs and Principals/Vice Principals  CPIC Representatives - Emails  Event Flyer – to be created	Collaboration with:  CPIC Chair  CPIC Events Coordinator  TCDSB Communications (Event Flyer)  Parent Engagement Coordinator	ASAP upon Approval to set up a meeting with Communications to discuss Promotions and to create the Event Flyer	
Registration	Zoom Registration Link (via TCDSB)	TCDSB CPIC Events Coordinator	ASAP	
Content	4 Webinar Presentations (1 hour presentation plus 15 min Q&A)	Each Individual Speaker	April 28 and May 4, 10, 19 2022	
Keynote Speakers	Request, review and sign the 4 Speaker Contracts	CPIC Chair – to Review and Sign  CPIC Events Coordinator – to Request and Review	Draft Contracts have been requested.  To Review and Sign within 1 week of CPIC Special Meeting (Monday April 11, 2022)	

Special Guests	n/a	n/a	n/a	n/a
Prayer & Land Acknowledgements	CPIC Chair and/or CPIC Events Coordinator	CPIC Chair and/or CPIC Events Coordinator	CPIC Chair and/or CPIC Events Coordinator	For each webinar
Permit (s)	n/a	n/a	n/a	n/a
Licence (s)	n/a	n/a	n/a	n/a
AV Equipment	n/a	n/a	n/a	n/a
Facilities & Furniture	n/a	n/a	n/a	n/a
Staffing	n/a	n/a	n/a	n/a
Set-Up	n/a	n/a	n/a	n/a
Clean-Up	n/a	n/a	n/a	n/a
Catering	n/a	n/a	n/a	n/a
Event Feedback Form	Survey to be completed by participants after each webinar	CPIC Chair and CPIC Events Coordinator to draft survey questions	After the 4 webinars and by the CPIC Regular Meeting on Monday June 20, 2022	

#### EVENT BUDGET

Total funding amount allocated	<b>\$11,000</b>
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#### PLANNED EXPENSES

(If Applicable/Include Additional Expenses as Needed)

Promotional Materials	<b>\$nil</b>
Conference/Webinar/Workshop Materials – TBD (\$50 per webinar x 4 webinars = \$200)	<b>\$200</b>
Keynote Speakers – Four – See below for details: Sub-Total: \$10,605	
April 28 – Jennifer Kolari = CDN \$3500 (plus HST) = \$3,955	<b>\$3,955</b>
May 4 – Kyla Harrington (Parent Education Network) = CDN \$1000 (no HST)	<b>\$1,000</b>
May 10 – Dr Stuart Shanker = CDN \$2500 (plus HST) = \$2,825	<b>\$2,825</b>
May 19 – Alyson Schafer = CDN \$2500 (plus HST) = \$2,825	<b>\$2,825</b>
(After 34% discount obtained by CPIC Events Coordinator)	
AV Equipment	<b>\$nil</b>
Permit Costs /Licence	<b>\$nil</b>
Catering	<b>\$nil</b>
Parent Resource(s) (Gift cards and prizes are not covered under this funding) - TBD approx.	<b>\$195</b>
Staffing Costs (e.g., child minding)	<b>\$nil</b>
<b>TOTAL EXPENSES</b>	<b>\$11,000</b>
Unallocated funds (If Applicable)	<b>\$nil</b>