



7:00 P.M.

Guests and Public in Attendance:	Sandra Mastronardi (OAPCE), Petra Michelle, Annalisa Crudo Perri (OAPCE), Jarvez “Jezz” Felipe (Parent - Potential Member) <i>No other guests present</i>
Next Meeting:	Monday Sep 19, 2016 Location: CEC @ 7:00 PM

AGENDA ITEMS		DISCUSSION & DECISIONS
1	Welcome, Call to Order, Roll Call, Declaration of Quorum and Prayer	<p>The Chair welcomed everyone, called the meeting to order and led the roll call at 07:17 PM.</p> <p>After a determination of Members present, the Chair declared that as quorum was confirmed, the meeting was duly convened and legally constituted.</p> <p><i>B. Xavier</i> led the opening prayer.</p>
2	Adoption of Proposed Agenda	<p>After those present had an opportunity to read and review the proposed Agenda, and a call for additions and changes was made, the following motion was proposed:</p> <p>Motion 16/06-01 MOVED THAT the proposed Agenda, including additions and changes, be formally adopted as the Meeting Agenda.</p> <p>Mover: N. Ang W3</p> <p>Seconded: M. Ching W9</p> <p>Carried</p>

Page 1



7:00 P.M.

APPROVED MONDAY MOTION: 16/09/02



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	Notebook and Pen. Chair presided over the Meeting.
5 Report from the Trustee Representative or Designate	Trustee Tanuan reported. Thanks to the Toronto Catholic PIC chair and all the members for their hard work, being present at events on evenings and weekends. Proves to me and to the Board that you are more than serious in doing the assigned task of encouraging parent engagement. I also want to wish our superintendent, John Shain, well in his retirement. Thank you for all the hard work you have done for parent engagement. At our June 9 th , 2016 meeting the Trustees approved an entry and exit survey for all parents. When new parent comes in, why do you want to come to TCDSB? When they exit, why are you leaving? This is important feedback and will be implemented in September 2016. The staff produced a Parent Committee Report and from this report came a list of questions that asked for a response. The questions raised were: how many meetings have been conducted by the Toronto Catholic PIC members and what were the outcomes of these meetings? What has been recommended by Toronto Catholic PIC? How can Trustees, Staff and Toronto Catholic PIC work together? How are emails collected by Toronto Catholic PIC? I presented Two motions: <ul style="list-style-type: none">• Toronto Catholic PIC to meet with the Board of Trustees at Board meetings throughout the year to keep them abreast of Toronto Catholic PIC meetings, events, communication strategies and initiatives, and to make suggestions on parent engagement practices and barriers. Each Trustee to work with their Toronto Catholic PIC representative to collaborate with the Toronto Catholic School Parent Councils (CSPC) to share effective practices.• Toronto Catholic PIC will continue to collect email addresses at the events that they attend. Parties can unsubscribe at any time if they wish to do so. Both of these motions were rules out of order by Board of Trustees. I do know from personal experience that it's better to have the Trustee working with the Toronto Catholic Parent Rep. Nobody should stop doing that as this is part of parent engagement. A few Trustees did express concerns about the commitment of their Ward Parent Representatives. Nevertheless, I do encourage you to always reach out to your Ward Trustee.
6 Report from the Director of Education or Designate	Superintendent Shain reported. It has been a very busy time at the TCDSB. The budget was front and centre of all our discussions as we had to reduce costs all over the place. One area we are refusing to reduce costs is with transportation. Students who reside 1.5 to 1.6 km away from their school are allotted a bus. There bussing for students within the 1.5 perimeter were cancelled but we are getting a lot of complaints. With regard to EAs, we are overstaffed in comparison to the TDSB, and we have had to cut 56 EA's from our roster this year, and a similar number will be needed next year. In the past we have been able to provide an EA to help students with math and language, now EAs can only be assigned to help students with toileting and for autistic kids especially those with a tendency to run. Realistically the work of the EA's is a demanding job and we are hoping to build capacity with teachers, but we will have challenges in the Special Education classes. The TCDSB has a number of construction projects on the go: St. Paschal Baylon is getting shovel in the ground and St. Simon will be getting a new school. However St. Margaret's improvements

APPROVED MONDAY MOTION: 16/09/02



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	are still not anywhere near to being started.
7 Financial Report from the Treasurer	<p>CPIC Treasurer reported.</p> <p>An overview of spending (attached as Appendix "A") as reported by the TCDSB as of May 31, 2016 was provided and discussed by the members.</p> <p>Motion # 16/06-04 MOVED THAT the Financial Report as presented be accepted.</p> <p>Mover: N. Ang W3 Seconded: R. Oliveros W8</p> <p>Carried</p>
8 Unfinished (Old) Business and Matters Arising Minutes of Prior Meetings	<p><u>Unfinished Business/Items Deferred from Prior Meeting</u></p> <p>8.1 Motion: To appoint Sandra Mastronardi as the Community Representative representing OAPCE Toronto</p> <p>Mover: J. Fiorante W4 Seconded: A. Da Silva PMAL 3</p> <p>Failed</p> <p>8.2 Motion: To appoint Annalisa Crudo-Perri as a Parent Member at Large</p> <p>Mover: J. Fiorante W4 Seconded: A. Da Silva PMAL 3</p> <p>Failed</p>
9 Subcommittee Reports & Recommendations	<p><u>STANDING (PERMANENT) SUBCOMMITTEES</u></p> <p><u>9.1 Budget & Priority Setting Subcommittee</u></p> <p>C. Bristol-Matte no update budget and priorities remain as approved.</p> <p><u>9.2 Governance & Procedure Subcommittee</u></p> <p>M. Ching Reported: The members absent from three or more consecutive meetings and who have not sent regrets for absences are removed from this committee. Attempts have been made to reach out to these parents without success. The individuals who are removed as of today are:</p> <p>Roger Gonzalves W4, Sandra Darquea W6, Guida Fortini W6, Karen Lue Tam W7, Diana Buckmire W9, Baldo Minaudo PMAL 2</p> <p>Motion # 16/06-05 MOVED THAT that the individuals as listed above have missed three meeting in a row and did not send regrets, be removed from this Committee as per Article X §10.8 of our Constitution.</p> <p>Mover: Governance Sub-Committee Seconded: Not Required</p> <p>Carried</p> <p><u>9.3 Nominating & Election Subcommittee</u></p> <p>N. Ang Reported: Looking forward to the election with the hope to attract new members that are willing to work more harmoniously together.</p> <p>The staff made recommendations and the members discussed the host schools recommended for the Toronto Catholic PIC Even Ward elections. The Staff proposed that schools that are considered should have an active parent council that would be able to generate interest in the Toronto Catholic PIC elections. Even Ward Elections take place in even years and are currently scheduled to take place on October 3rd, 2016. The following Motion was therefore proposed:</p>

APPROVED MONDAY MOTION: 16/09/02



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	<p>Motion # 16/06-06 MOVED THAT as per Article XVIII §18.5 the Toronto Catholic PIC Even Ward Elections shall be located in the following TCDSB Schools. Mover: N. Ang W3 Seconded: M. Ching W9 Carried</p> <p style="padding-left: 40px;">St. Gregory (W2) St. Jane Frances (W4) St. Clare (W6) St. Barnabas (W8) James Culnan (W10) St. Rose of Lima (W12)</p> <p>The staff made recommendations and the members discussed the host schools recommended for the Toronto Catholic PIC Odd Ward by-elections. The Staff proposed that schools that are considered should have an active parent council in order to generate interest in the Toronto Catholic PIC elections. As this is an even year any required Odd Ward By-Elections are scheduled on October 5, 2016. The following Motion was proposed:</p> <p>Motion # 16/06-07 MOVED THAT as per Article XVIII §18.5 the Toronto Catholic PIC Odd Ward By-Elections shall be located in the following TCDSB Schools. Mover: A. DaSilva PMAL 3 Seconded: N. Ang W3 Carried</p> <p style="padding-left: 40px;">St. Benedict (W1) Our Lady of Wisdom (W7) Holy Rosary (W9) St. Timothy's (W11)</p> <p>9.4 Conference Planning Subcommittee Chair reported on behalf of B. Xavier: Ward 11 event moved to fall. \$1,500 carried over to next year as the teachers are on a work to rule and would not be allowed to participate in this event. These funds are from our GSN allotment and will be carried over to the next school year.</p> <p>Every year the Ministry of Education offers up to \$30,000 for parent groups in order to encourage Parent Engagement in the Province and the online application needs to be submitted on or about May 28, 2016. The committee considered various projects designed to enhance parent involvement within the TCDSB and they fall under the following Ministry categories: Parents as Partners; Creating a Welcoming School Board and School Environment for all Parents; Skill-building Opportunities for Parents; Enhancing Communication between Schools and Parents. The following Motion was proposed:</p> <p>Motion # 16/06-08 MOVED THAT the G. Feldman, the Chair is authorized to submit a PRO-Grant application for the amount of \$30,000 as summarized below. Mover: R. Oliveros W8 Seconded: N. Ang W3 Carried</p> <p>ProGrant Summary <u>Theme:</u> To take parent engagement into the 12 TCDSB Wards <u>Planning and preparation:</u> Members will recruit Parent Candidates and Community Leaders to assist and attract find other parents to introduce them to the opportunities for parent engagement at home and at school. Members should actively invite community leaders, CPSC members, and school staff to ward event planning meetings during the month of November and December. Meet with individual schools but also undertake a few Ward meetings on either a Tuesday, Wednesday or Thursday evening maximum of two hours in length. - November, January, February, April, May. Three wards a month.</p>

APPROVED MONDAY MOTION: 16/09/02

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	<p><u>Event Topics:</u></p> <ul style="list-style-type: none"> • To build the "Year of the Parish" into this event. • Topics presented to include: Literacy, Math, Century 21, Safety, Expectations, Parent Resources, How to apply for Grants for: Nutrition Projects, Build Projects, Fitness Programs, Before-After Schools Programs, etc. • To also promote the idea of applying for PRO-Grant funding as a group of schools, 12-15 schools in each Ward as Group Applications will have a better chance of being accepted. <hr/> <p><u>SPECIAL (TEMPORARY / AD HOC) SUBCOMMITTEES</u></p> <p><u>9.5 OAPCE - Toronto</u> No report provided – left meeting at 8:15 pm</p> <p><u>9.6 Communications and Dissemination Planning Subcommittee</u> <u>D. Hastings Reported:</u> When we different schools are hosting events can they be promoted through the Toronto Catholic PIC site or on TCDSB Event's calendar, so that a parent has only one place they need to go to obtain information about the event. Toronto Catholic PIC Members do not get information and advanced notice as to when a school is hosting a parent event.</p> <p><u>E. Szekeres-Milne:</u> Communication of school events is not reliable mainly because some schools have their own web-sites. Toronto Catholic PIC should be recommending to parents that they be informed about events happening at the schools in their Ward.</p> <p><u>C. Bristol-Matte:</u> An annual survey by ward would be good for Toronto Catholic PIC to undertake.</p> <p><u>9.7 Priority Worksheet Review</u> <u>C. Bristol-Matte Reported:</u> I am working on producing suggestions for the Toronto Catholic PIC annual report. Maybe as a committee we need to revisit some of the priorities. Members could select suggestions made from the form provided and try to do their best to implement them in their Wards.</p> <p><u>Suggestions:</u></p> <ul style="list-style-type: none"> • Work with a CSPC in your Wards to form a new Parent welcoming committee or even a returning to school welcoming committee. • Work with a CSPC in your Ward and help with parents with communication between parents and teachers. <p><u>9.8 Parent Conference Survey Review</u> <u>N. Ang Reported:</u> I am working on producing suggestions for the Toronto Catholic PIC annual report.</p>
<p>10 Discussion & Reports of Parent Members</p>	<p><u>M. Pileggi (CR2):</u> Realized from tonight's discussion how important communication with parents is and how important it is for Members to go out and lead the parents. What has been the feedback of all ward reps? Who has approached their trustee in regards to obtaining cooperation within the wards?</p> <p><u>D. Hastings (CR3):</u> Currently working with both the W6 and the W4 trustees; W8 has good cooperation and not much help is needed there, We also are seeing more cooperation within W11.</p> <p><u>N. Ang (W3):</u> Will find a good time to get in touch with my Trustee; having difficulty with reaching L. Asenjo (W3) who is not responding to my calls. From personal experience and learned from attendance at the OAPCE CPIC Conference held during November 2015 a</p>

APPROVED MONDAY MOTION: 16/09/02

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	<p>lot of minority communities are not aware of what Toronto Catholic PIC and/or OAPCE! They do not know what these groups do or what they can do for them. So, the suggestion, as we go forward next year, is to plan to be more proactive, being dynamic in a sense. After I attended the ward meeting in W11 it triggered my interest to submerge myself into following the Toronto Catholic PIC mandate and with trying to be more aware of with what is happening in the Ward community. To date I have heard a lot of issues about the Spec Education reductions and parents should make sure that what is happening is in line with the Trustees Motion. We need to sit down, plan well, involve both the Staff and the Trustees, work on all issues especially literacy and mathematics.</p> <p><u>D. Hastings (CR2)</u>: Tabled a suggestion - there are some Trustees that are harder to reach than others. Just keep at it do not give up with one call or one eMail. Ask your Trustee how you can help them and also find out what they are doing within the Ward community. Always say hello to them at events, meet with them, ask for their direct cell phone number, and take every opportunity you can to speak with them. Touch base with your trustee in as many ways as possible.</p> <p><u>Chair</u>: Attend TCDSB Committee meeting where the Trustee attend is another opportunity to meet your Trustee.</p> <p><u>Trustee Tanuan</u>: Face-to-face meetings are always the best method of communicating with your Trustee.</p>
<p>11 New Business and Motions Arising Therefrom</p>	<p><u>11.1 CPIC Meeting Dates 2016-17:</u> Motion: To accept the following dates for our meetings during the 2016/17 fiscal year.</p> <p>Motion # 16/06-09 MOVED THAT as per Article IX §9.6 the Toronto Catholic PIC members agreed to have eight full committee meeting in the fiscal year 2016-17. These meeting will be held on the third Monday of every month other than in March, July, and August. The meeting will commence at 7pm and will be held on TCDSB premises. Mover: N. Ang W3 Seconded: M. Ching W9 Carried</p> <p><u>11.2 Next Years Meeting Dates are:</u> Monday, November 21, 2016 Monday, December 19, 2016 Monday, January 16, 2017 Monday, February 20, 2017 Monday, April 17, 2017 Monday, May 15, 2017 Monday, June 19, 2017 Monday, September 18, 2017 Elections - October 2 and October 4, 2017 Inaugural meeting - Monday, October 16, 2017</p> <p><u>11.3 "Work to Rule" Strike Action CAT and EQAO</u> Chair reported on behalf of K. Muthiah: Parents are upset as they are paying for private tuition for their children so they would score high in the EQAO. This strike action is affecting the well-being of our students.</p>

APPROVED MONDAY MOTION: 16/09/02

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	<p><u>11.4 Transportation - Budget Changes</u> Discussed during the Trustee and the Director's Designates report</p> <p><u>11.5 - Special Needs Children - budget reductions</u> Discussed during the Trustee and the Director's Designates report.</p> <p><u>11.6 - Review of 2012 Toronto Catholic PIC Annual Report to Staff and Trustee</u> This review highlighted areas to be considered for the Toronto Catholic PIC annual report of the current year:</p> <ul style="list-style-type: none"> • The Budget reductions are not entirely the fault of TCDSB poor accounting. The Ministry of Education has also cut their Grants For Student Needs within the TCDSB. Toronto Catholic PIC Chair and the Trustee Designate will see the Director of Education to discuss the barriers presented by the members. • Principles of Excellence awards are no longer being undertaken the members should be discussing another type of award to encourage parent engagement. • The members are concerned at the barriers that a few Trustees have set up to working collaboratively with Toronto Catholic PIC Representatives. We need to consider a team building event with Ward Trustees, Superintendents and School Staff. • Create a welcoming environment. • Invite TCDSB Parents in Senior School staff selections. • Roll out red carpet for parents at school and CEC is happening at a few TCDSB schools and needs more efforts to make it a standard for all schools. • The Formal Suggestions made to the Trustees to date are: <ul style="list-style-type: none"> ○ Improve parent communications for school purposes of sending newsletters and other general information via parent emails – Motion made June 11, 2015 Staff have not reported back to the Trustees and the Trustees' requested actions have not yet been acted upon ○ Communicate Toronto Catholic PIC member contact information on every school site, was amended by a Trustee motion to have on every school site a link to the TCDSB webpage that displays the list of Toronto Catholic PIC members - Motion made May 22, 2014 and still Staff have not acted upon the requested actions. <p>The Chair presented these oversights the Trustees during their February meeting and he will keep on requesting for these Motions to be acted upon by Staff. The Trustees passed two Motions and the Staff are not compliant to this mandated request. We could raise the issue with the Ministry of Education.</p> <p><u>C. Marchetti</u>: a TCDSB web-page link on the school newsletter to the Members List was communicated to all schools. A lot of schools still do not show this link and can I will repeat this request again closer to September, or even at end of June as new principals come in and will ensure that that is in place for the next school year.</p> <ul style="list-style-type: none"> • Providing eMail addresses to Toronto Catholic PIC: In some school Boards the PIC has access to at least the private eMail addresses of every CSPC Executive Member. In some TCDSB schools "Class-Parents" have a list of private eMails for every parent of a child in the class. They communicate on behalf of the School Staff directly to the parent. Members cannot understand why the TCDSB see CPIC getting the eMail of CSPC Executives as a problem. When a parent in the class can obtain this access. The Chair has been told by TCDSB staff that they are concerned about the CASL (Antispam Law). The Chair has contacted the CASL authorities and checked on the website and the results are that the CASL was not intended to prevent Not-for-Profit community groups gathering eMail addresses of individuals especially those formed by an Ontario Regulation. The CASL was specifically intended for businesses only.

APPROVED MONDAY MOTION: 16/09/02

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	<p><u>11.7 – Newcomers Conference Motion</u></p> <p>C. Marchetti presented a request for Toronto Catholic PIC to fund the annual Newcomer Conference that is planned to be held this year in October. Cardinal Collins has been invited to launch this initiative as this fits into the “Year of the Parish”. The Honourable John McCallum, Minister of Immigration, Refugees, and Citizenship has also been invited. We are planning to host breakout groups with five of the settlement agencies that we work with. We are estimating from 250 to 300 people will attend this event. We are inviting five newcomers from each school community to attend with the principal. We are requesting that \$5,000 be approved. Our estimates are to spend TTC tickets = \$200; posters and advertising = \$100.00; token of appreciation = \$200.00; door prizes = \$100.00; eight buses = \$2,400.00; food and drinks = \$2,000. The event will be held either on Tuesday October 18 or Friday October 21st from 10:00 until 12:00 in the TCDSB Boardroom and Atrium. We do plan to have additional conferences for newcomers in the ward hosted and facilitated through a family of schools’ approach.</p> <p><u>J. Fiorante (Treasurer)</u>: members will need to revisit over the course of the summer and seriously look at capping a limit in terms of these events as our GSN of about \$20,000 per year will only allow for four or five of these events. Going forward we will need to decide on the limits that we want to set for these events.</p> <p>Motion # 16/06-10 MOVED THAT Toronto CPIC contribute up to \$5,000 towards the TCDSB Community Relations staff Newcomer Conference and Staff have agreed to publically recognize Toronto CPIC’s contribution at the event as well as provide Toronto Catholic PIC with a table to be used to distribute Parent Resources and Tip Sheets at this event..</p> <p>Mover: N. Ang W3 Seconded: M. Ching W9</p> <p>Carried</p> <p><u>11.8 – St Margaret School Overcrowding</u></p> <p><u>A. Da Silva (PMAL 3) Reported</u>: St Margaret CES overcrowding is a major barrier to the well-being of students. The campus is operating over two sites and there is concern of the safety of our children moving between the two campuses. I would like to ask Toronto Catholic PIC to advocate on this issue. At the FCCPA event I listened to a speaker talking about particular challenges that Filipinos face and this is happening at St. Margaret CES. The mainly Filipino parents have many barriers such as: shift work, families living apart, language, and now overcrowding at their school. Some of us have formed a group called PEACE - Parent Engagement And Community Empowerment and we have the history of what is happening at St. Margaret’s. Parent engagement in our communities has turned into advocating for the community. We need more ideas, momentum and support. I am asking for Toronto Catholic PIC to address these types of barriers and assist the St. Margaret CSS parents.</p> <p><u>N Ang</u>: I propose a MOTION that Toronto Catholic PIC work as a group to assist the St. Margaret CES parents and all the TCDSB parents that face similar situations of schools in bad repair or with overcrowding. These parents are being given the runaround, and it is wrong.</p> <p>Motion # 16/06-11 MOVED THAT Toronto Catholic PIC will assist the St. Margaret CES and PEACE with advocating for change to the state of schools in bad repair or with being overcrowded.</p> <p>Mover: N. Ang W3 Seconded: M. Ching W9</p> <p>Carried</p> <p><u>11.9 – Potential Member Appointment for vacancy in Ward 9</u></p> <p>Chair Reported: Mr. Jarvez “Jezz” Felipe - has attended one sub-committee meeting plus two full committee meetings to date and at the next meeting he would like be appointed to this committee as the Parent Representative for Ward 9.</p> <p>Mr. Felipe is a public accountant from the Philippines; a Member of the Association of Filipino</p>

APPROVED MONDAY MOTION: 16/09/02



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

AGENDA ITEMS	DISCUSSION & DECISIONS
	Accountants; he has a Canadian Tax practice; and is an accredited Insurance Agent as well as a licensed mortgage agent. He has the honour of being a 4th degree member of Knights of Columbus. I am providing notice that his appointment will be placed on the agenda for our next meeting.
12 Announcements & Date, Time & Location of Next Meeting	<p>The following formal meetings to be held in 2016/17 are on:</p> <p><u>Meeting #5 Monday September 19, 2016</u> <i>Elections: Monday October 3, 2016 and Wednesday October 5, 2016</i></p> <p><i>Meeting #0 Monday October 17, 2016 (Inaugural)</i> <i>Meeting #1 Monday November 21, 2016</i> <i>Meeting #2 Monday, December 19, 2016</i> <i>Meeting #3 Monday, January 16, 2017</i> <i>Meeting #4 Monday, February 20, 2017</i> <i>Meeting #5 Monday, April 17, 2017</i> <i>Meeting #6 Monday, May 15, 2017</i> <i>Meeting #7 Monday, June 19, 2017</i> <i>Meeting #8 Monday, September 18, 2017</i></p> <p>All at the: Catholic Education Centre 80 Sheppard Avenue East. Room to be announced. There will be subcommittee and Executive meetings as needed.</p>
13 Adjournment	<p>Motion # 16/06-12 MOVED THAT the meeting stand adjourned.</p> <p>Mover: A. DaSilva PMAL 3 Seconded: M. Ching W9</p> <p>Carried</p> <p>The Chair declared the meeting adjourned and Members rose at 10:12 PM</p>

Respectfully submitted to the Members of Toronto CPIC,

Geoffrey Feldman, Chair

By resolution of the assembly (16/09-02) on
Monday, September 19, 2016

APPROVED MONDAY MOTION: 16/09/02



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

APPENDIX "A" – Financial Report

CPIC Grant & Expenditure Summary		
As at May 31, 2016		
	CPIC 2015-16	PRO GRANT 2015-16
APPROVED FUNDING	20,106.00	12,500.00
CARRYOVER FROM PREVIOUS YEAR	42,569.46	5,257.01
TOTAL FUNDING	62,675.46	17,757.01
EXPENSES:		
Conference Materials	3,920.97	9,216.41
CSAC Resources	-	-
Hospitality	6,653.23	2,854.31
Honorariums	-	-
Legal Fees	-	-
Mileage	77.27	-
Promotional Materials	-	-
Printing & Supplies	1,112.56	176.88
Translation Services	-	-
TOTAL EXPENDITURES	11,764.03	12,247.60
CARRYOVER TO NEW YEAR	50,911.43	5,509.41

APPROVED MONDAY MOTION: 16/09/02

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

Appendix "B" – Standing Rule "CONFLICT OF INTEREST PROVISIONS" page 1



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE STANDING RULE MANUAL

Standing Rule CONFLICT OF INTEREST PROVISIONS		Standing Rule No. <div style="text-align: center;">1</div>	Page <div style="text-align: center;">1 of 3</div>
		Revision No. <div style="text-align: center;">1</div>	Issued [YYYY-MM-DD] <div style="text-align: center;">2016-Jan-18</div>
Scope <div style="text-align: center;">Toronto CPIC Members</div>	Effective On [YYYY-MM-DD] <div style="text-align: center;">2016-February-17</div>	Approved By <div style="text-align: center;">Toronto Catholic Parent Involvement Committee</div>	
		Approved On [YYYY-MM-DD] <div style="text-align: center;">2016-Jun-20</div>	

PREAMBLE & BACKGROUND

The Constitution and Bylaws of Toronto CPIC (the "Constitution") dated June 1, 2011 is a "foundational" document enshrining permissions afforded by and prohibitions contained in Ontario Education Act Regulation 612/00 as amended September 1, 2010 (the "Regulation"). **The Constitution has been found, by a competent and well-regarded Ontario law firm, to fully comply, in all respects, with the Regulation. Amendment to the Constitution should only be triggered by a substantive amendment to the Regulation to ensure that the Constitution continues to comply with the Regulation.** Absent a substantive amendment to the Regulation no *bona fide* basis exists to amend or alter Toronto CPIC's governing document which, in its entirety, is authoritatively enabled by § 43 of the Regulation and complemented by those sections of the Ontario Education Act (the "Act") which apply to committees of school boards created by, continued under or newly established by the Act.

As the Constitution cannot be expected to offer detailed prescriptions for every conceivable scenario which may arise, but properly lays the base upon which additional detailed guidance may be provided, governance best practice for organizations like Toronto CPIC provides for Standing Rules to give clarity and detail where needed and to further perfect and offer refinement to "governing the conduct of the committee's affairs" mandated by § 43 (a) of the Regulation.

AUTHORIZATION & LEGAL BASIS FOR STANDING RULES

Ontario Regulation 612/00 § 43 (b) (vii) mandates that CPIC "shall make by-laws" "establishing rules respecting conflicts of interest of the members" and Article XIV of the Constitution was created to satisfy this requirement. Paragraph 14.0 in the Constitution notes "Conflicts of interest are not necessarily limited to conflicts of a financial or economic nature and may arise where allegiances to another organization may prevent the Member from carrying out their duties to the Committee faithfully and honestly. Members holding positions in organizations with a similar mandate as the Committee should keep in mind this allegiance to two masters."

In accordance with paragraph 19.4 of the Constitution "Standing Rules":

*The Committee may promulgate and pass Standing Rules to further govern its business and the conduct of its affairs. Such Standing Rules shall in no way abrogate, alter, amend, contravene or be in conflict with the provisions of this Constitution. Standing Rules may be adopted, amended or repealed by a **two-thirds (2/3) vote** of Committee voting Members present and voting at any Meeting, subject to the following: the proposed motion, including the text of the Standing Rule or amendment shall first be provided to the Governance & Procedure Subcommittee, which shall consider the merits of the Standing Rule or amendment and recommend passage of the Standing Rule or amendment by the full Committee if a majority of the members of the Governance & Procedure Subcommittee so concur.*

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

Appendix "B" – Standing Rule "CONFLICT OF INTEREST PROVISIONS" page 2



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE STANDING RULE MANUAL

Standing Rule	Standing Rule No.	Page
CONFLICT OF INTEREST PROVISIONS	1	2 of 3

STANDING RULE PERSPECTIVE

The Constitution imposes a duty on Members with an actual, potential or perceived conflict of interest. Paragraph 14.5 imposes a duty on Members to declare a conflict of interest. Paragraph 14.6 imposes a duty on Members to recuse themselves from certain discussions and deliberations. Paragraph 14.7 imposes a duty on Members to abstain from voting on any matter or motion in which the Member has an actual or potential conflict of interest. These duties presuppose that the Member with the conflict will act in good faith.

For clarity and the elimination of doubt, Toronto CPIC will protect and preserve the integrity of the Committee and ensure that all deliberations and discussions are made with the interests of the Committee paramount and that all such discussions and deliberations pass the "disinterested objective observer" "smell test", such that if any member of the public learned of a matter discussed and approved by the Committee that any resulting publicity would not cast a negative or unfavourable patina on the Committee or impair the faith and trust the public has in the Toronto Catholic District School Board.

STANDING RULE

This Standing Rule enumerates the conditions under which persons, by virtue of their position as an Executive officer in another provincial or regional parent organization are disqualified from being eligible to serve as Executive officers of Toronto CPIC or on select standing Subcommittees of Toronto CPIC, or to vote on select matters.

In accordance with §19.5, and effective thirty (30) days after the approval by a **two-thirds (2/3) vote** of Committee voting Members present and voting at any Meeting:

1. No person currently holding, or having held in the previous two (2) years, a position on the Executive of any provincial or regional parent group, whether or not such provincial or regional parent group is affiliated with the Toronto Catholic District School Board ("TCDSB") or whether or not such provincial or regional group is established in any school of the TCDSB, is deemed ineligible to serve in the following capacities on Toronto CPIC as Chair, Vice-Chair, Treasurer, Secretary, Communications Director or any of the related Assistant positions, as fully detailed in paragraphs 7.7, 7.8, 7.9, 7.10, 7.11 and 7.12 of the Constitution of Toronto CPIC.
2. As the Governance & Procedure Subcommittee ("G & P Subcommittee") is charged with ensuring accountability and guaranteeing transparency in the conduct of the Committee's affairs, and as the G & P Subcommittee has a mandate to promulgate and recommend "best practices" bylaws, rules, policies and procedures to the Committee, and as the G & P Subcommittee is required to undertake and prosecute disciplinary action against Committee Members as provided for in Article XVI Discipline, Suspension & Removal of Members, accordingly, such person as described in paragraph one (1) above, is deemed ineligible to serve on the Governance & Procedure Subcommittee.
3. While the Constitution imposes specific duties on Members to act in good faith and self-regulate their behaviour in matters of conflict of interest, it is an unwise strategy for the Committee to rely

Page 2



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

Appendix "B" – Standing Rule "CONFLICT OF INTEREST PROVISIONS" page 3



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE STANDING RULE MANUAL

Standing Rule	Standing Rule No.	Page
CONFLICT OF INTEREST PROVISIONS	1	3 of 3

solely on noble and upstanding conduct by Members. To fail to provide safeguards against Members deliberately acting in bad faith leaves the Committee open to charges of incompetence at best, and negligence at worst. Accordingly, to provide additional measures to preserve the integrity of the Committee, the presiding officer at any Meeting may designate a matter or motion a "conflict of interest" matter, if the presiding officer, in his sole discretion, reasonably believes the matter poses an actual or potential conflict of interest for one or more Members. The presiding officer may call for a special motion, in advance of the matter under consideration, and if a majority of Members agree, by simple majority, that the matter under consideration poses an actual or potential conflict of interest for one or more Members, such affected Member or Members shall be disqualified from deliberating, discussing or voting on the matter or motion designated a "conflict of interest" matter.

4. For additional clarity, no privilege conferred by the Regulation is in any way abrogated or diminished by this Standing Rule. Paragraph 34 (2) of the Regulation states "*a person is qualified to be appointed or elected under section 33 as a parent member of a parent involvement committee if he or she is a parent*" and "parent" is defined as "*a parent of a pupil who is enrolled in a school of the (school) board*". Further, section 33 (1) of the Regulation states "*A parent involvement committee of a (school) board shall include*" and 33 (1) 1 details "*the number of parent members specified in the bylaws of the committee*". In keeping with the Regulation, the Constitution provides that all parents of students enrolled in a TCDSB school are qualified to serve as a CPIC parent Member. Although qualified to be appointed or elected as CPIC parent Members, with respect to matters of conflict of interest, § 43 (b) (vii) of the Regulation, and therefore the Constitution's provisions, and by extension, this Standing Rule, take precedence and control.

DOCUMENT REVISION HISTORY

Revision	Date	Document Change History
01	2016-January-18	Original Approved by Motion 16/06-03 on Jun 20, 2016

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

Appendix "C" Standing Rule "MID-TERM APPOINTMENT PROVISIONS" page 1



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE STANDING RULE MANUAL

Standing Rule MID-TERM APPOINTMENT PROVISIONS		Standing Rule No. <div style="text-align: center;">2</div>	Page <div style="text-align: center;">1 of 3</div>
		Revision No. <div style="text-align: center;">1</div>	Issued [YYYY-MMM-DD] <div style="text-align: center;">2016-January-18</div>
Scope <div style="text-align: center;">Toronto CPIC Members</div>	Effective On [YYYY-MMM-DD] <div style="text-align: center;">2016-February-17</div>	Approved By <div style="text-align: center;">Toronto Catholic Parent Involvement Committee</div>	
		Approved On [YYYY-MMM-DD] <div style="text-align: center;">2016-June-20</div>	

PREAMBLE & BACKGROUND

The Constitution and Bylaws of Toronto CPIC (the "Constitution") dated June 1, 2011 is a "foundational" document enshrining permissions afforded by and prohibitions contained in Ontario Education Act Regulation 612/00 as amended September 1, 2010 (the "Regulation"). **The Constitution has been found, by a competent and well-regarded Ontario law firm, to fully comply, in all respects, with the Regulation. Amendment to the Constitution should only be triggered by a substantive amendment to the Regulation to ensure that the Constitution continues to comply with the Regulation.** Absent a substantive amendment to the Regulation no *bona fide* basis exists to amend or alter Toronto CPIC's governing document which, in its entirety, is authoritatively enabled by § 43 of the Regulation and complemented by those sections of the Ontario Education Act (the "Act") which apply to committees of school boards created by, continued under or newly established by the Act.

As the Constitution cannot be expected to offer detailed prescriptions for every conceivable scenario which may arise, but properly lays the base upon which additional detailed guidance may be provided, governance best practice for organizations like Toronto CPIC provides for Standing Rules to give clarity and detail where needed and to further perfect and offer refinement to "governing the conduct of the committee's affairs" mandated by § 43 (a) of the Regulation.

AUTHORIZATION & LEGAL BASIS FOR STANDING RULES

Ontario Regulation 612/00 § 33 (1) states "A parent involvement committee of a (school) board shall include" and 33 (1) 1 details "the number of parent members specified in the bylaws of the committee". Further, § 34 (1) states "Parent members shall be appointed or elected to a parent involvement committee under section 33, in accordance with the bylaws of the committee."

The Constitution provides in paragraphs 4.1 and 4.2 that all parents of students enrolled in a TCDSB school are qualified to serve as a Parent Member. Other provisions specify the manner of election or appointment. With respect to appointing a Parent Member to a vacancy, § 6.1 provides guidance.

In accordance with paragraph 19.4 of the Constitution "Standing Rules":

*The Committee may promulgate and pass Standing Rules to further govern its business and the conduct of its affairs. Such Standing Rules shall in no way abrogate, alter, amend, contravene or be in conflict with the provisions of this Constitution. Standing Rules may be adopted, amended or repealed by a **two-thirds (2/3) vote** of Committee voting Members present and voting at any Meeting, subject to the following: the proposed motion, including the text of the Standing Rule or amendment shall first be provided to the Governance & Procedure Subcommittee, which shall consider the merits of the Standing Rule or amendment and recommend passage of the Standing Rule or amendment by the full Committee if a majority of the members of the Governance & Procedure Subcommittee so concur.*



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

Appendix "C" Standing Rule "MID-TERM APPOINTMENT PROVISIONS" page 2



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE STANDING RULE MANUAL

Standing Rule	Standing Rule No.	Page
MID-TERM APPOINTMENT PROVISIONS	2	2 of 3

STANDING RULE PERSPECTIVE

The Constitution provides general guidance in filling vacancies in the membership. Past practice saw interested persons being appointed to fill vacancies without any means of evaluation or determining if the interested person was truly serious. Several Trustees chastised the Committee for appointing individuals to the Committee. This proved a failure as a strategy as many individuals did not have a commitment to the organization or its goals and were just "trying it out" and having a "look see".

The past Chair, David Rodriguez, established the practice of asking potential Members to demonstrate "good faith" and serious commitment to the purpose and mission of the Committee by attending three (3) meetings in order to see how the Committee functioned and if the prospective Member and Committee were a "fit". This practice is common in volunteer organizations where membership is not obtained by means of a membership fee. At these Committee meetings the candidate Parent Member has no vote and is recorded in the Meeting Minutes as a guest. This "evaluation period" was first used in 2012 after the CPIC Parent Member: Ward Representative for Ward 8, Garry Tanuan, was elected Trustee. The proposed candidate Parent Member, Ruth Oliveros, was asked to attend three (3) meetings and was not confirmed and appointed as a CPIC Parent Member: Ward Representative until 2013. Ms. Oliveros was subsequently elected in October 2014 as the CPIC Parent Member: Ward Representative for Ward 8. This practice serves to differentiate truly serious candidates from the merely curious.

The Committee is seeking to codify this "best practice" as a Standing Rule.

STANDING RULE

This Standing Rule specifies the conditions under which an interested and qualified person may be appointed to fill a vacancy in Committee membership.

In accordance with §19.5, and effective thirty (30) days after the approval by a **two-thirds (2/3) vote** of Committee voting Members present and voting at any Meeting:

1. Any person interested in filling a vacancy and serving as a CPIC Parent Member: Ward Representative or CPIC Parent Member: At Large, if qualified as a parent of a student enrolled in a TCDSB school, shall complete the appropriate form correctly endorsed by two (2) persons who are the parents of students enrolled in TCDSB schools and submit the form to the Committee Chair and the TCDSB liaison to the Committee no less than fourteen (14) days prior to the next scheduled meeting.



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Minutes of a Meeting of the Toronto CPIC

Monday JUNE 20, 2016

~ Catholic Education Centre ~

7:00 P.M.

Appendix "C" Standing Rule "MID-TERM APPOINTMENT PROVISIONS" page 3



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE STANDING RULE MANUAL

Standing Rule	Standing Rule No.	Page
MID-TERM APPOINTMENT PROVISIONS	2	3 of 3

2. Attend at the next scheduled Committee Meeting to be introduced to the membership as a prospective candidate CPIC Parent Member: Ward Representative or CPIC Parent Member: At Large. At this Committee Meeting the interested individual shall provide information on why they are interested in joining CPIC and what they bring to the organization as well as what they expect to gain from being a member of Toronto CPIC.
3. Attend the next scheduled Committee Meetings or the next scheduled Subcommittee Meeting.
4. After the above conditions have been complied with to the satisfaction of the Committee, at the next following scheduled Committee Meeting, the prospective member may be appointed on motion, by majority vote of the membership.
5. Once appointed as a Member, the individual shall have all the rights and privileges of membership, as well as all the duties and obligations pertaining thereto.
6. All other provisions stipulated in the Constitution apply from the date of the prospective member's appointment as a full Member and the newly appointed Member must agree, as a condition of membership, to abide by the provisions of the Constitution enumerated in Article XIII Member Duties & Responsibilities and Code of Ethical Conduct.
7. Any appointment shall be valid until the next regularly scheduled election, for even-numbered Wards in even-numbered years and for odd-numbered Wards in odd-numbered years.
8. Any person who served previously as a CPIC Parent Member: Ward Representative or CPIC Parent Member: At Large is exempt from this Standing Rule and may be appointed at the discretion of the Committee.

DOCUMENT REVISION HISTORY

Revision	Date	Document Change History
01	2016-January-18	Original Approved by Motion 16/06-03 on Jun 20, 2016