



AGENDA *Planning Day and Retreat*

Durham Catholic Parent Involvement Committee

The Lake House Event Centre
600 Liverpool Rd., Pickering
Tuesday, August 27, 2013

-
- | | |
|---------------|--|
| 9:00 - 9:30 | Liturgy/Introductions/Outline and Goals for the Day |
| 9:30 - 11:30 | Colours Group Activity - Tricia Dwyer-Kuntz |
| 11:30 - 12:30 | Planning Discussion <ul style="list-style-type: none">- Schedule of Meetings- Schedule of Major Events<ul style="list-style-type: none">o Catholic School Council Induction/Orientation - Octobero DCPIC Elections - October 10o Demystifying Youth Mental Health Conference Day- Theme Year - 15 year Anniversary |
| 12:30-1:00 | Lunch |
| 1:00 - 4:00 | Planning Discussion - cont'd <ul style="list-style-type: none">- DCPIC Strategic Plan Review- Review of 2012-2013- Priorities for 2013-2014- DCPIC Committees- PRO Grant - 2013-2014 Update/Planning- DCPIC Professional Development- Budget Framework- Review of Bylaws- Summary of the Planning Day - Next Steps |
| 4:00 - 5:00 | Social - Lake Cruise on Tina Newth's Boat |

Next Meeting: Thursday, September 12, 2013 at 6:00 pm
Board Room - Catholic Education Centre, 650 Rossland Road West, Oshawa



MINUTES

Planning Discussion

Durham Catholic Parent Involvement Committee

Durham Catholic District School Board

The Lake House Event Centre
600 Liverpool Rd., Pickering
Tuesday, August 27, 2013

| | |
|--------------------|---|
| Committee Members: | Roxanne Horwitz, <i>Chair</i> Tina Newth, <i>Vice-Chair</i> Rose LoPresti, <i>Secretary</i> Trevor Aitcheson, <i>Parent Member</i> Dyan Cato, <i>Parent Member</i> Tricia Chapman, <i>Parent Member</i> Sharmaine Doyle, <i>Parent Member</i> Beth Hawkins, <i>Parent Member</i> Kim Beatty, <i>Community Representative</i> Monique Forster, <i>Community Representative</i> Connie Samson, <i>Community Representative</i> Gerry O'Reilly, <i>Superintendent of Education</i> Mitch LePage, <i>Superintendent of Education</i> Theresa Corless, <i>Trustee</i> |
| Regrets: | Jim McGrorey, <i>Past Chair</i> Nancy Carpenter, <i>Parent Member</i> Liz Lyew, <i>Parent Member</i> Daphne Periera, <i>Parent Member</i> Donna Simpson, <i>Parent Member</i> Margaret Stack, <i>Parent Member</i> Mary Ann Martin, <i>Trustee</i> |

1. CALL TO ORDER

a. 1 Welcome and Courtesies

Chair Horwitz called the meeting to order at 11:30 a.m. and welcomed everyone.

a.2 **Roll call**

With the list of committee members in attendance listed above and in Appendix 1, the meeting/planning discussion was declared constituted.

2. APPROVAL OF AGENDA

b.1 **Changes to Printed Agenda**

Superintendent LePage commented that this is not an official meeting but a planning session.

Chair Horwitz stated that the by-laws may not get reviewed during today's meeting.

b.2 **Approval of Agenda**

Agenda – accepted as distributed.

3. APPROVAL OF MINUTES

None to be approved.

4. ANNOUNCEMENTS

Next Meeting: Thursday, September 12, 2013

5. PRESENTATIONS

None.

6. DISCUSSION ITEMS

f.1 **Debrief on Recent Events**

New Director of Education, Anne O'Brien, officially takes over on Sunday, September 1st and will be working through the transition with Mitch LePage (last day Friday, August 30).

Anne O'Brien to participate in appointing three new superintendents.

Brian O'Sullivan has retired from supervisory role on the board.

Bob Camozzi to assume responsibilities for Policies and External Education.

John Mullins former principal of St.Mary's Catholic Secondary School now with All Saints Catholic Secondary School in Whitby, is taking over the Ajax family of schools and will be occupying Mitch's office. Lorrie MacIntosh will be working with him.

Gerry O'Reilly former principal of Monsignor Philip Coffey Catholic School in South Oshawa, will be responsible for student achievement for Whitby. He will be taking over the DCPIC as the director's designate and resource.

Effective September 1st, John Mullins, Gerry O'Reilly and Bob Camozzi have been promoted to superintendent of education, joining the team under the leadership of Anne O'Brien.

Tracy Barill, Superintendent for the Durham Catholic District School Board (Pickering) will take on Aboriginal Education.

Jeanine Bowyer will be responsible for Special Services based out of Oshawa.

f.2 Committee Member Matters

Tina Henry is no longer able to serve; need to look at the possibility of replacing her.

Possibility of a 2nd vacancy needing to be checked – Donna Simpson.

Serving a one-year term is: Nancy Carpenter, Tricia Chapman, Liz Lyew, Daphne Pereira and Margaret Stack.

f.3 DCPIC Professional Development

Attending conferences needs parameters as funds are limited and tied to the budget. Decisions to be made by group and based on priorities.

Need to be able to share what is being discussed at conferences so everyone can utilize the information from the conference.

Require approximate budget figures.

f.4 Budget Framework

Budget to be clearer once expenditures of book purchases and folders are done. Quarterly reports to provide the budget figures.

PRO Grants have been approved by the Ministry and being looked at by the superintendent prior to public release.

The regional to the committee is getting approval in about a week or two.

Need to be accountable – use a spreadsheet framework for the quarterly report to monitor the expenditure to the Committee.

f.5 Schedule of DCPIC Meeting Dates for 2013-14

September 12, 2013

October 10, 2013

November 7, 2013

January 9, 2014

February 6, 2014

April 10, 2014

May 8, 2014

June 5, 2014

Ronald Rodriguez to add this information to the DCPIC and Durham Catholic District School Board websites.

f.6 Schedule of Major Events

DCPIC Election – October 10, 2013. Notice of a two-year term to be issued 2nd week of September and added to the parish bulletin as well.

Catholic School Council Orientation and Induction (commissioning ceremony) – tentative date is **October 17th, 2013**. Mitch LePage to check master calendar to ensure principals and vice-principals (shared responsibility) are available.

f.7 Theme year – celebration of 15th year anniversary of DCPIC board

To celebrate the anniversary, form sub-committee to plan and implement the celebratory events - generate visibility of DCPIC and promote the Committee by touching on this throughout the year in its communications with parents and schools.

7. DCPIC STRATEGIC PLAN REVIEW

g.1 Desired accomplishments for the planning discussion

- i. **General agenda for DCPIC monthly meetings** – to be communicated to parents for awareness and clarity. [Theresa Corless]
- ii. **Plan and direction for DCPIC** – grants, list of events and dates (i.e. book conferences). [Kim Beatty]
- iii. **Support for Catholic School Councils** – parents’ contribution in addition to fund raising and in regards to faith development. [Tricia Chapman]
- iv. **Parents’ objectives** – provide parents objectives for different age levels concerning Catholic vocabulary, church leaders etc. [Beth Hawkins]
- v. **Advanced planning & action** – put plans into action, do advanced planning and move forward. [Tina Newth]
- vi. **Development of solid plan for the year** – break it down by monthly meeting, record the plan for the year, set dates and see plans materialize through personal commitment. [Roxanne Horwitz]
- vii. **Involvement in Sub-Committees** - Engaging in monthly meetings, bringing ideas together and committing on an individual basis to what the committee as a whole is going to be doing. [Roxanne Horwitz]
- viii. **Enlist support and engagement of people outside DCPIC** – engage people in the community to make a difference by forming engaging meeting, arranging events and creating awareness of meeting discussions. [Mitch LePage and Monique Forster]
- ix. **Review accomplishments of year** – know what has been done, what areas need to be focused on and what are the priorities [Mitch LePage]

g.2 Review of 2012-2013

Review of “rock and pebble” accomplishments in three areas:

- (1) Support of Catholic School Councils and Parent Engagement,
- (2) Student Achievement and Faith Formation, and
- (3) Supporting Communications

- i. Parent engagement (rock) – Demystifying Youth Mental Health Speaker Series and provided resources for parents
- ii. Greater contact with Catholic School Councils (pebble)

- iii. Outreach Days – Parent Principal Partnership Day & Tool Kit (rock)
- iv. Recruitment to have more people attend meetings (pebble)
- v. By-laws (rock)
- vi. CSC Best Practices (pebble)
- vii. Contact with CSC – arranged for the future
- viii. Resource support – part of the increased contact as well as mental health support (rock)
- ix. Parent list and database (rock)
- x. Contacting parents we know (pebble)
- xi. Have Internet presence via website (rock)

g.3 **Priorities for 2013-2014** - turning pebbles into rocks

Catholic School Councils/Parent Engagement

- i. Increased contact with CSC and personal contact via orientation/first day when newly elected are forming council and goals. Parent Principal Partnership Tool Kit to be used as a basis of conversation; and offer parents to be part of the database.
- ii. New member recruitment
- iii. CSC Best Practices – kept as a rock
- iv. CSC Resource Support – made into a pebble
- v. By-laws made into a pebble – but need to be revisited
- vi. DCPIC visibility – at events, have a table for optics, recruiting, informing, collecting data; branded promotional materials for presence such as roll up stands, name tags etc. (rock)
- vii. Parent professional development – learning opportunities to provide information (rock)
- viii. Parent contact – share information gathered with DCPIC group

- ix. Individual accountability

Student Achievement and Faith Formation

- i. More focus on this area - if parents are engaged, students achieve
- ii. Weakness in faith formation – promote, build and support the faith life of families (pebble)
- iii. Parish relationships – engage parents via a partnership with the priest (make this into a rock)
- iv. More opportunities for parent faith formation/re-engage parents with their faith – i.e. retreats in Durham Region (rock)
- v. Commissioning mass

Communications

- i. With new director, communications to have a higher priority and need to be built up
- ii. Social media (pebble to become a rock); Synervoice to remain a pebble
- iii. At orientation, folders to have welcome letter, DCPIC flyer and newsletter (pebble to become a rock)
- iv. Email for each member and each Catholic School Council – to be rolled out with instructions (rock)
- v. Turn planned and strategic contact into a rock - when attending meetings, have a purpose that informs people about DCPIC; provide input into board policies and procedures; have board representation and do presentations - not just send delegates. Ideas on presentations to be forwarded to chair
- vi. Yearly DCPIC event calendar – for goings on in all schools (pebble)
- vii. Posting of meeting notifications/agendas & minutes – including dates and assignment responsibilities
- viii. Standard, consistent and unified messaging (all schools get the same information)

- ix. Highlight website and incorporate the following using video and text: celebration of DCPIC's 15th year, parents' comments on why they joined the school council (using a form), highlighting of schools and school councils, invite councils to share stories – serving marketing purposes and to engage parents

8. DCPIC SUB-COMMITTEES - Commitments to be locked down in one week.

1) Communications

Nancy Carpenter (chair)
Trevor Aitcheson
Kim Beatty
Sharmaine Doyle
Monique Forster
Roxanne Horwitz
Ronald Rodrigues
Jennifer Bastarache

2) Parent Engagement

Tricia Chapman (chair)
Dyan Cato
Sharmaine Doyle
Roxanne Horwitz
Tina Newth

3) Faith Formation

Beth Hawkins (chair)
Rose LoPresti
Connie Samson
Margaret Stack

4) Anniversary

Connie Samson
Dyan Cato
Theresa Corless
Sharmaine Doyle
Beth Hawkins
Roxanne Horwitz
Tina Newth

5) Budget

Roxanne Horwitz, Chair
Tina Newth, Vice-Chair
Rose LoPresti, Secretary
Jim McGrorey, Past Chair

6) PRO-Grant

Kim Beatty
Connie Samson
Jim McGrorey

9. NEXT STEPS

1. Enlist remaining DCPIC members for sub-committees
2. Sub-committees to meet September 12, 2013 at 6:00 PM to:
 - i. Pick a sub-committee chair
 - ii. Review task list and prioritize
 - iii. Set sub-committee meeting dates
 - iv. Present to the full DCPIC at 7:00 PM Meeting

10. OTHER BUSINESS

Superintendent LePage gave a special thanks to DCPIC for donation to Cystic Fibrosis Foundation.

11. NEXT COMMITTEE MEETING

September 12, 2013 starting at 6:00 PM in the Board Room at the Catholic Education Centre, 650 Rossland Road West, Oshawa.

Committee Members to attend at least one slot:

- 6:00 PM to 6:30 PM**
1. Anniversary Sub-committee
 2. Communications Sub-committee

- 6:30 PM to 7:00 PM**
1. Parent Engagement Sub-committee
 2. Faith Formation Sub-Committee



12. ADJOURNMENT

The meeting adjourned at 4:00 p.m.

Roxanne Horwitz
Chair, Durham Catholic Parent
Involvement Committee

Mitch LePage
Superintendent of Education

Appendix 1:

DCPIC Chair's Plan for School Year 2013-2014

2013-2014 marks the 15th year of the school board's parent regional council, now called the DCPIC, or the Durham Catholic Parent Involvement Committee.

These are my recommendations for an exciting school year ahead! Please provide input at our team retreat, so that we can finalize the subcommittees, and make dates and deadlines firm. This way we can begin the year prepared and ready to go.

Thank you everyone.

| What | Who | When |
|---|--|--|
| <ul style="list-style-type: none"> ▪ Video or written testimonials from school council members about parent engagement ▪ Post on DCPIC website | Anniversary Subcommittee | Every month |
| <ul style="list-style-type: none"> ▪ Newsletter to distribute to all parents ▪ Only 1 or 2 pages | Communications Subcommittee | <ul style="list-style-type: none"> ▪ October 2013 ▪ May 2014 |
| <ul style="list-style-type: none"> ▪ Orientation and mass for school chairs and principals | DCPIC Executive | <ul style="list-style-type: none"> ▪ November 2013 |
| <ul style="list-style-type: none"> ▪ Third segment of Demystifying Youth Mental Health ▪ Speaker and facilitator for anti-bullying workshop – Barbara Coloroso | PRO Grant Subcommittee | <ul style="list-style-type: none"> ▪ October 2013 ▪ April 2014 |
| <ul style="list-style-type: none"> ▪ Presentations from various organizations at monthly meetings that focus on parent engagement, sharing best practices, resources for parents and in demand student programs. | <ul style="list-style-type: none"> ▪ Ontario College of Teachers (OCT) ▪ Michael Reist (on importance of engagement) ▪ Lou Rocha ▪ OAPCE ▪ Parent Engagement Office (Ministry of Education) | Monthly meeting: <ul style="list-style-type: none"> ▪ September 12, 2013 ▪ October 10, 2013 ▪ November 7, 2013 ▪ January 9, 2014 ▪ February 6, 2014 |

| | | |
|--|---|---|
| | <ul style="list-style-type: none">▪ PIC Chairs from York and Toronto▪ Canadian Parents for French (CPF Ontario)▪ People for Education | <ul style="list-style-type: none">▪ April 10, 2014▪ May 8, 2014▪ June 5, 2014 |
|--|---|---|

DCPIC Chair's Plan for School Year 2013-2014

continued

| WHAT | WHO | WHEN |
|---|--------------------------|--|
| <ul style="list-style-type: none"> ▪ Work with board staff (i.e. director designate) to maintain financial records ▪ Ideas to use DCPIC funds | DCPIC Executive | Quarterly: <ul style="list-style-type: none"> ▪ October 10, 2013 ▪ January 9, 2014 ▪ April 10, 2014 ▪ June 5, 2-14 |
| <ul style="list-style-type: none"> ▪ 15th Year Celebration by region: <ul style="list-style-type: none"> ◆ Pickering ◆ Ajax ◆ Whitby ◆ Oshawa ◆ Northern ▪ Invite each community by region to a fun family event like: <ul style="list-style-type: none"> ◆ Zumba ◆ Carnival ◆ Cooking demonstration – healthy eating ◆ Movie night | Anniversary Subcommittee | <ul style="list-style-type: none"> ▪ May and June 2014 |

Appendix 2: Prayer Service for August Retreat

Leader: Aware of our weaknesses and confident of your mercy we pray:
For our unwillingness to trust the powerful spirit of God within each other, we ask:

All: Show us your mercy.

Leader: For our fearful hesitation to follow Christ wherever the integrity of the gospel might lead us, we pray:

All: Show us your mercy.

All: Compassionate God, we seek to be a church and find ourselves in need of your help. Be gentle with us; you know the sincerity of our efforts, our fears and our repeated failures. Be strong with us as well; You know our weakness and our pride, Our attachment to prestige and position. Make us women and men of the Gospel, That the hopes and dreams you have for your world might be more fully realized in our day.

Leader: Loving God, you are just and compassionate; be with us today.
We look to the future, to the days ahead of us, and yet we know we have need already
Of forgiveness and healing.

Reader I: We ask forgiveness of you, our God, and the forgiveness of those gathered here,
For becoming impatient when we are busy, too distracted, too much in a hurry.

Reader II: We ask forgiveness for being too quick to speak or act,
For not taking time to think or to pray.

Reader III: We ask forgiveness for falling into the same mistakes again and again
Which cause hurt to others and to ourselves.

Reader IV: We ask forgiveness for taking too much time,
For wasting time before we act, for being concerned
About appearances and approval,
For not trusting in your own absolute love for us.

Reader V: We ask forgiveness for the smallness of mind in our thoughts,
For narrowness of heart in our actions. Help us to accept others
Who think and act differently from us.

Reader VI: We ask forgiveness for letting fatigue discourage us,
For becoming cynical about the worth of our own efforts
And the power of your grace, for minimizing the urgency of the gospel.

Reading: A reading from the holy Gospel according to Matthew
You are the light of the world. A city built on a hilltop cannot be hidden. No one lights a lamp to put it under a bushel; they put it on a lampstand where it shines for everyone in the house. In the same way your light must shine in the sight of others, so that seeing your good works, they may give the praise to your Father in heaven.

Leader: Trusting in your love for us, we bring our needs to you

Petitions:

For the people of God called to witness to the Gospel... we pray to the Lord.
For peace in our broken world...we pray to the Lord.
For the community gathered around this table... we pray to the Lord
For Catholic education... we pray to the Lord
For youth who are out of school...we pray to the Lord.
For the sick... we pray to the Lord.
For those who have no food... we pray to the Lord.
For the families of those gathered around the world...we pray to the Lord

Closing Prayer

Leader:

Loving God,
You know our weakness and the extent of our failure
To love you and one another. You see the sincerity of our efforts as well.
Look upon us who have been offended and lift up our hearts.
Look upon us who have given offense and help us heal the hurt we have caused.
As we willingly, with your help, forgive one another.
We ask you to forgive us and fill us with your healing power and grace.

All: AMEN

OPENING PRAYER – After Lunch

RIGHT: Blessed are you, strong and faithful God,
All your works, the height and the depth,
Echo the silent music of your praise.

LEFT: In the beginning your Word summoned light:
Night withdrew, and creation dawned.
All ages passed unseen,
Waters gathered on the face of the earth
And life appeared.

RIGHT: How wonderful the works of your hands, O Lord!
As a mother tenderly gathers her children,
You embraced a people as your own
And filled them with longing
For a peace that would last
And justice that would never fail.

LEFT: Through countless generations
Your people hungered for the bread of freedom.
From them you raised up Jesus, the living bread,
In whom ancient hungers were satisfied.

RIGHT: When the times had at last grown full
And the earth had ripened in abundance,
You created in your image humankind,
The crown of all creation.

LEFT: You gave us breath and speech,
That all the living
Might find a voice to sing your praises.
So now, with all the powers of heaven and earth,
We say the ageless hymn of praise:

ALL: Holy, holy, holy Lord, God of power and might,
Heaven and earth are full of your glory.
Hosanna in the highest!
Blessed is the one who comes in the name of the Lord.
Hosanna in the highest!

CLOSING PRAYER – End of Meeting

Leader:

May the gentleness of spring rains
Softens the tensions within us,
And the power of oceans waves
Steady and strengthen us.
May the wisdom of life
Open us to mystery.
Let the music of our experiences delight us
And the simplicity of children
Captivate our hearts.

ALL: May our ever-creating God continue to bless us.
AMEN. Blessed be God.



Appendix 3: Attendance

Durham Catholic Parent Involvement Committee

| Committee Member | August 27/13 | Sept 12/13 | Oct 10/13 | Nov 7/13 | Jan 9/13 | Feb 6/13 | April 10/13 | May 8/13 | June 5/13 |
|------------------|-----------------|---------------|--------------|-------------|-------------|-------------|----------------|-------------|--------------|
| Trevor Aitcheson | P | | | | | | | | |
| Kim Beatty | P | | | | | | | | |
| Dyan Cato | P | | | | | | | | |
| Nancy Carpenter | R | | | | | | | | |
| Tricia Chapman | P | | | | | | | | |
| Theresa Corless | P | | | | | | | | |
| Sharmaine Doyle | P | | | | | | | | |
| Monique Forster | P | | | | | | | | |
| Beth Hawkins | P | | | | | | | | |
| Tina Henry | V | | | | | | | | |
| Roxanne Horwitz | P | | | | | | | | |
| Mitch LePage | P | | | | | | | | |
| Rose LoPresti | P | | | | | | | | |
| Liz Lyew | R | | | | | | | | |
| Mary Ann Martin | R | | | | | | | | |
| Jim McGrorey | R | | | | | | | | |
| Tina Newth | P | | | | | | | | |
| Gerry O'Reilly | P | | | | | | | | |
| Daphne Pereira | R | | | | | | | | |
| Connie Samson | P | | | | | | | | |
| Donna Simpson | R | | | | | | | | |
| Margaret Stack | R | | | | | | | | |

Legend: Present in person P
Present by telephone T
Absent with regrets R
Unknown U
Vacant – replacement needed V