



Durham Catholic District School Board

MINUTES of the **OPEN SESSION** of the **DURHAM CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING** of the Durham Catholic District School Board which was held at the Catholic Education Centre on **Thursday, March 27, 2014.**

Committee Members

Trevor Aitcheson
Kim Beatty
Eileen Bright
Dyan Cato
Tricia Chapman
Anita Colacicco
Sharmaine Doyle
Monique Forster
Beth Hawkins
Roxanne Horwitz - Chair
Susie Lee-Fernandes
Rose LoPresti
Liz Lyew
Joni MacLean
Jim McGrorey
Tina Newth
Margaret Stack – Trustee
Chris Szent-Ivany
Karen Ulrich

Regrets

Nancy Carpenter
Connie Samson
Paulette Palumbo

Staff Present

Gerry O'Reilly
Patti Ritchie
Bruce Gazley

Guests

Melissa McKnight

CALL TO ORDER

Item a.1 **Opening Prayer**

Trustee Stack offered the opening prayer.

Item a.2 **Welcome and Courtesies**

Chair Horwitz called the meeting to order at 7:09 pm and welcomed all committee members to the March 27, 2014 meeting. Chair Horwitz extended greetings to our presenter Melissa McKnight, and welcomed members of the audience to the DCPIC meeting for the presentation regarding the Breakfast/Snack Nutrition Program.

Item a.2.1. Roundtable Update for Schools – All DCPIC Members

DCPIC Members introduced themselves and shared the information pertaining to initiatives with their schools.

APPROVAL OF AGENDA

Item b.1 Additions to the Printed Agenda

ACTIONS TO BE TAKEN

f.1.13 Elevated Grounds – S. Doyle

Item b.1.2 Approval of the Agenda

Motion No. DCPIC0327-01 Approval of Agenda

Moved by J. McGrorey seconded by S. Doyle

“THAT the Durham Catholic Parent Involvement Committee approve the March 27, 2014, Durham Catholic Parent Involvement Committee Meeting Agenda, as amended.”

Carried

ANNOUNCEMENTS

Item c.1 Next DCPIC Meeting – May 8, 2014

Chair Horwitz announced that the next DCPIC meeting will take place on **Thursday, May 8, 2014**.

ACTIONS TO BE TAKEN

Item d.1 Approval and Signing of Minutes of the Open Session of the Durham Catholic Parent Involvement Committee Meeting of February 13, 2014

Motion No. DCPIC0327-02 Approval of Minutes

Moved by K. Beatty, seconded by M. Forster

“THAT the Durham Catholic Parent Involvement Committee approve the Minutes of the February 13, 2014 Durham Catholic Parent Involvement Committee Meeting, as submitted.”

Carried

PRESENTATION

Item e.1 **Student Nutrition Program**

Superintendent O'Reilly introduced Melissa McKnight, Student Nutrition Program Coordinator, to the Durham Parent Involvement Committee meeting. Ms. McKnight provided members of the committee and guests in the audience with information pertaining to how to start a student nutrition program, how to obtain funding for the start-up of a breakfast/snack program, ideas on nutrition guidelines, different types of delivery models, menu suggestions, and how the program operates with volunteers. Ms. McKnight provided information on volunteer recruiting methods, best practices and a variety of strategies used to run a successful nutrition program in your school. Ms. Knight also discussed funding methods that schools could apply for - from grants to community service agencies that are willing to help with this worthwhile project in our schools and how school fundraising could be used to enhance schools breakfast programs. A brief question and answer period followed. Chair Horwitz thanked Ms. McKnight for her presentation to the DCPIC committee members.

Motion No. DCPIC0327-03 **Receive & File**

Moved by K. Beatty seconded by D. Cato

“THAT the Durham Catholic Parent Involvement Committee receive and file the verbal and written report for the Student Nutrition Program as presented.”

Carried

MOTION TO RECESS

Motion No. DCPIC0327-04 **Motion to Recess**

Moved by K. Beatty seconded by M. Forster

“THAT the Durham Catholic District School Board recess for a period of 5 minutes.”

Carried

REPORTS/INFORMATION/DISCUSSION ITEMS

Item f.1.1 **Chair's Report**

Chair Howitz spoke to the upcoming 5th Annual PIC Symposium – April 25, 2014. The following members will attend the symposium J. McGrorey, E. Bright, A. Colacicco and R. Horwitz, committee members are excited to attend and share ideas with other School board Parent Involvement members. The committee members will bring back to the DCPIC new ideas following the symposium. Chair Horwitz requested ideas from committee members for a display table that the DCPIC will have set-up at this event. The committee requested that more DCPIC note pads be printed for this event and future events to be held this year. Thank you to all who will contribute. Chair's Horwitz's report is attached as information with more details on upcoming events and other activities.

REPORTS/INFORMATION/DISCUSSION ITEMS – Cont’d.

Item f.1.2 Trustee’s Report

Trustee Stack provided an update pertaining to various departmental initiatives. Trustee Stack advised the committee of the new appointment of Whitby Trustee Chris Leahy as the Chair of the Board for the remaining year, due to the vacancy by Karen Valentine. Trustee Stack also spoke to the advertising of the Ajax Trustee and advised of the closing date and interview date.

Item f.1.3 Resource Report

Superintendent O’Reilly provided DCPIC members with a brief up-date of the recent sub-committee meetings and the progress made to-date.

Item f.1.4 Policies and Administrative Procedures for Feedback

Nil

Item f.1.5 OAPCE Update

Chair Horwitz provided information pertaining to the upcoming OAPCE 75th Anniversary conference in Mississauga on May 24-25, 2014. Chair Horwitz suggested that two parent members per school be invited to attend the conference.

Motion No. DCPIC0327-05 OAPCE Volunteer Award

Moved by T. Aitcheson seconded by L. Lyew

“THAT the Durham Catholic Parent Involvement Committee approve that two parent members per school be invited to attend the daily sessions of the OAPCE Conference May 24-25, 2014, at the cost of \$40.00/person per day.”

Carried

The committee will create and invitation to school councils through the Chair as information.

Item f.1.6 Strategic Plan

Nil

REPORTS/INFORMATION/DISCUSSION ITEMS – Cont’d.

Item f.1.7 PRO Grant Subcommittee Report

J. McGrorey provided the committee with information pertaining to the Kevin Cameron event to be held this Tuesday, April 1, 2014 at the DCDSB Conference Centre, an email will be sent to Principals. A suggestion was made that the DCPIC advertise for the Barbara Coloroso event at the Kevin Cameron event. A discussion around the set-up and registration process followed. The registration will be capped at a maximum of 350 people:

A link has been created for registration <http://www.eventbrite.com/e/dr-kevin-cameron-tickets-11082137973?aff=es2&rank=27&sid=6f2c976eb5fc11e3a89012313d091a6a>

Item f.1.8 Communications Subcommittee Report

Chair Horwitz discussed the welcome folder with the committee that was approved in the 2012-2013 DCPIC calendar year with Superintendent Mitch LePage – discussion around how the folder should be designed took place. Chair Horwitz brought a concern to the table with respect to school web sites. Trustee M. Stack commented that included in the Strategic Plan is the recommendation to increase the ICT department with two more staff members to assist with issues such as school based web sites.

Item f.1.9 Parent Engagement – Subcommittee Report

T. Chapman updated the committee on the School Council Outreach handbook. T. Chapman confirmed the committee members as; K. Beatty; T. Chapman; A. Colacicco; S. Doyle and Trustee T. Corless. The committee is looking for ideas for the handbook to create a wow factor.

Item f.1.10 Faith Formation – Subcommittee Report

B. Hawkins meet with Deacon D. Pullano to discuss a DCPIC event to be held prior to Advent – a possible workshop in November 2014, more details to follow. The committee presented an idea to sponsor an event for parents to view the film *'Son of God'* at the Landmark Cinema – Whitby (formally the AMC Theatre). Approximately 100 seats will be available for registered guests.

Motion No. DCPIC0327-06 DCPIC Event – April 2014

Moved by B. Hawkins seconded by E. Bright

“THAT the Durham Catholic Parent Involvement Committee approve the purchase of 100 tickets for Durham Catholic District School Board parents and students enrolled in secondary schools to attend the *'Son of God'* film as a Faith Formation initiative on Saturday, April 19, 2014 at the Landmark Cinema, Whitby, to a max of 4 per family at \$6.00 per person.”

Carried

REPORTS/INFORMATION/DISCUSSION ITEMS – Cont’d.

Item f.1.11 Anniversary – Subcommittee Report

Chair Horwitz discussed the 15th Anniversary celebration to be held following the June 12, 2014 DCPIC meeting. The committee will hold a short one hour meeting to be followed by a mass and a social.

The event will be a dinner gala this year as this is a special year to commemorate the 15 years the DCPIC has served the parents of the Durham Catholic District School Board. A volunteer recognition nomination form will be created and sent to school Principals and school council chairs to choose a recipient from each school. An invitation will be sent by the DCPIC committee to the nominee to attend the gala dinner on June 12, 2014. K. Beatty will chair this event. Discussion around the budget for this event was held. A motion was presented as follows:

Motion No. DCPIC0327-07 **DCPIC 15th Anniversary Gala – June 12, 2014**

Moved by K. Beatty seconded by M. Forster

“THAT the Durham Catholic Parent Involvement Committee approve a budget of \$7,500.00 for expenses towards the 15th Anniversary celebration June 12, 2014.”

Carried

MOTION TO EXTEND CURFEW (10:00 P.M.)

Motion No. DCPIC0313-08 **Motion to Extend Curfew**

Moved by J. McGrorey seconded by D. Cato

“THAT the Durham Catholic District School Board extend the curfew in accordance with the Board General Working By-Laws for maximum time of one (1) hour.”

Carried

Item f.1.12 Budget – Subcommittee Report

Chair Horwitz thanked M. Hammond, Comptroller of Finance for the Financial Report provided to the Budget committee. The Chair advised the committee of the funds available for future events and spoke to the GSN funding provided to the committee. Chair Horwitz reminded committee members that the Parent Engagement funding and the PRO Grant funding are available to school councils until June 30th, 2014. The Chair requested that a reminder be sent to school councils with respect to the application process for PRO Grant funding for 2014/2015, the deadline for submission is Friday, May 16, 2014. The following link from the Ministry of Education is for the PRO Grant funding application process: <http://www.edu.gov.on.ca/eng/parents/reaching.html>

REPORTS/INFORMATION/DISCUSSION ITEMS – Cont’d.

Item f.1.12 Budget – Subcommittee Report – cont’d.

Chair Horwitz discussed the purchase of two Retractable signs for DCPIIC events.

Motion No. DCPIIC0327-09 Retractable Sign

Moved by L. Lyew seconded by S. Doyle

“THAT the Durham Catholic Parent Involvement Committee approve the purchase of two retractable banners plus the stands for DCPIIC events.”

Carried

Item f.1.13 Elevated Grounds

S. Doyle provided further information with respect to Elevated Grounds a youth-led organization that educates in an entertaining creative manner the increased awareness and understanding of mental health specifically in youth. S. Doyle indicated that this initiative is very important and that mental health is a serious concern. Ms. Doyle requested that the DCPIIC seriously consider the issue of mental health.

D. Cato suggested that the committee consider the DCPIIC Regional/Provincial Grant funding be applied to the Elevated Grounds to support Mental Health in our schools.

The following DCPIIC members volunteered to sit on the Regional/Provincial Grant committee for Elevated Grounds for the 2014-2015 initiative:

J. McGrorey, Chair	E. Bright	M. Forster
T. Chapman	A. Colacicco	S. Doyle
L. Lyew	D. Cato	J. McLean

Motion No. DCPIIC0327-10 DCPIIC Regional/Provincial Grant Application

Moved by K. Beatty seconded by S. Doyle

“THAT the Durham Catholic Parent Involvement Committee approve the completion and submission of the Regional/Provincial Grant application for Elevated Grounds for Secondary and Elementary schools within the DCDSB.”

Carried

ADJOURNMENT

T. Chapman closed the meeting with a prayer.

The meeting adjourned at 10:20 p.m.

Motion No. DCPIC0327-11

Adjournment

Moved by N. Carpenter, seconded by E. Bright

“THAT the Durham Catholic Parent Involvement Committee meeting of Thursday, March 27, 2014 adjourn.”

Carried

Roxanne Horwitz
Chair, Durham Catholic Parent
Involvement Committee

Gerry O'Reilly
Superintendent of Education