



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, January 9, 2014**.

Committee Members

Trevor Aitchison
Kim Beatty
Eileen Bright
Nancy Carpenter
Dyan Cato
Tricia Chapman
Anita Colacicco
Sharmaine Doyle
Monique Forster
Roxanne Horwitz - Chair
Susie Lee-Fernandes
Rose LoPresti
Liz Lyew
Joni MacLean
Jim McGrorey
Margaret Stack - Trustee
Chris Szent-Ivany

Regrets

Beth Hawkins
Tina Newth
Paulette Palumbo
Connie Samson
Karen Ulrich

Staff Present

Gerry O'Reilly
Bob Camozzi
Patti Ritchie

Guests

M. Fler, EQAO
T. Bevacqua
P. Brannigan

CALL TO ORDER

Item a.1 **Opening Prayer**

Chair Horwitz and offered the opening prayer.

Item a.2 **Welcome and Courtesies**

Chair Horwitz called the meeting to order at 7:17 pm and welcomed all committee members to the January 9, 2014 meeting. Chair Horwitz extended greetings to our guest presenter Margaret Fler, EQAO.

Gerry O'Reilly thanked everyone for their cooperation with respect to the relocation of the DCPIIC meeting moving from the Board office at 650 Rossland Road West due to the construction in the main lobby to allow for an accessibility washroom.

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

DCPIC Members introduced themselves; several members shared the success of the Christmas concerts and charity initiatives with their schools.

Ms. Carpenter advised of the boundary changes that will take place in September 2014 following the public review.

Schools reported that they received approval for the Speak-Up Grant and will be booking a guest speakers in the Spring from the Pro-Grant funds received through the application process. A discussion around the use of Communication in our schools via Twitter was held. Twitter is a good way to keep parents and the community informed.

APPROVAL OF AGENDA

Item b.1 Changes to the Printed Agenda

ACTIONS TO BE TAKEN

- d.2 Change in Meeting dates
- d.3 Change/discuss the by-law for Minutes

Item b.1 Additions to the Printed Agenda

REPORTS/ INFORMATION/ DISCUSSION ITEMS - Standing Items

- e.1.13 Elevated Grounds – S. Doyle

Item b.2 Approval of the Agenda

Motion No. DCPIC0109-01 Approval of Agenda

Moved by R. LoPresti, seconded by D. Cato

“THAT the Durham Catholic Parent Involvement Committee approve the January 9, 2014, Durham Catholic Parent Involvement Committee Meeting Agenda, as amended.”

Carried

ANNOUNCEMENTS

Item c.1 Next DCPIC Meeting – February 6, 2014

The committee will discuss a change of date under section D. “Actions to be Taken” - item d.2 – Discussion of the Change of Date for February 2014, April 2014 and June 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 November 7, 2013**

Motion No. DCPIC0109-02 Approval of Minutes

Moved by R. LoPresti, seconded by D. Cato

“THAT the Durham Catholic Parent Involvement Committee approve the Minutes of the November 7, 2013 Durham Catholic Parent Involvement Committee Meeting, as amended.”

Carried

Item d.2 **Change in Meeting Dates 2014**

Jim McGrorey requested the DCPIC consider the following changes to the 2014 DCPIC meeting schedule due to conflicts. A brief discussion was held.

Motion No. DCPIC0109-03 Change in Meeting Dates

Moved by D. Cato, seconded by N. Carpenter

“THAT the Durham Catholic Parent Involvement Committee change the following meeting dates for the Months of February, April and June 2014, as follows: February 6, 2014 to **February 13, 2014**, April 10, 2014 to **March 27, 2014** and June 5, 2014 to **June 12, 2014**, as amended.”

Carried

Item d.3 **Change/discussion of the By-laws for Minutes**

A discussion ensued around clarification re the approval of the DCPIC minutes each month. Further discussion will take place at the next DCPIC meeting on February 13, 2014, with respect to the approval process around Item 8.6 - Minutes of Meetings.

REPORTS/INFORMATION/DISCUSSION ITEMS

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

Chair acknowledged the past DCPIC activities that occurred since the November meeting. There were two big initiatives which were the Spiritual Retreat in Manresa with Patrick Sullivan for the DCPIC members and school chairs/vice chairs. And the other was the launch of the inaugural issue of the DCPIC newsletter. Thank you to all who contributed. Please see the attached Chair's Report for more details on upcoming events and other activities.

REPORTS/INFORMATION/DISCUSSION ITEMS – Cont’d.

Item e.1.2 Trustee’s Report

Trustee Stack thanked the Chair and the Vice Chair and Trustees as well staff members for their exemplary service to the DCPIC in 2013. Trustee Stack provided an update pertaining to various departmental initiatives. As attached.

Item e.1.3 Resource Report

On behalf of Director O’Brien, Superintendent Camozzi provided an update from the Resource on Policies and Procedures. Mr. Camozzi provided committee members with a brief overview of the creation of Policies and Procedures in accordance with the working By-Laws of the Board. Superintendent Camozzi stated that the Policy Committee is presently reviewing all board policies and revising them into one standard template – the goal of the Policy committee, is to make all policies readable and user friendly on the Board’s web site.

Item e.1.4 Policies and Administrative Procedures for Feedback

Superintendent Camozzi advised DCPIC members of the date for the next Policy meeting - February 10, 2014, he extended an invitation for members to attend the meetings. DCPIC members had questions with respect to administrative procedures and their process. Superintendent Camozzi provided information regarding the process for “receive and file” of Board procedures, he stated that once a policy has received third and final reading the procedures are removed as they become a Board function.

Chair Horwitz thanked the Director through the Resource for the opportunity to be part of the Strategic Planning input session. The DCPIC members who attended the session were invited to be part of the “Partnership Area” table; Chair Horwitz expressed the value of this session and advised that the next meeting is scheduled for January 15th and then again in February 2014.

Item e.1.5 OAPCE Update

Chair Horwitz advised that the quarter yearly meeting is scheduled for January 11, 2014. The Chair will report back to the committee at the February 13, 2014 meeting.

Item e.1.6 Strategic Plan

As outlined through DCPIC Subcommittees reports.

Item e.1.7 PRO Grant Subcommittee Report

The committee advised that Mr. Kevin Cameron is confirmed for April 1, 2014 session for the Durham Parent Involvement Committee – this session will be held from 6:00 -9:00 pm at the DCDSB Conference Centre.

REPORTS/INFORMATION/DISCUSSION ITEMS – Cont’d.

Item e.1.8 Communications Subcommittee Report

Ms. Carpenter discussed the changes to the DCPIC web site and the positive parental response regarding the first DCPIC Newsletter. Ms. Carpenter congratulated all the members involved in the creation of the newsletter and advised as Communications Sub Committee Chair, that she is Tweeting about the meeting while the meeting is in session. The committee requested information pertaining to the costs of the printing of the newsletter for consideration of the second edition of the DCPIC newsletter edition.

Concerns with respect to the Board’s web site were expressed. Trustee Stack, on behalf of the DCPIC, will take their concerns to the Director of Education around the “Contact Us” tab and add Supervisory Officers names and associated schools to the section under “I have a concern – who do I contact”. Members also recommended that the school web sites include a link to the “School Year Calendar” indicating the school information; Supervisory Officer and contact information along with the calendar of PA Days and Exam schedule.

Item e.1.9 Parent Engagement – Subcommittee Report

Ms. Chapman advised DCPIC member that the Parent Engagement Sub Committee will have a new name entitled “School Council Outreach” Subcommittee. Ms. Chapman was excited to share new and exciting initiatives that the School Council Outreach subcommittee will be involved in during 2014.

1. Creation of a Presentation Handbook for School Councils – this handbook will include information, roles, responsibilities, elections, etc. Ms. Chapman requested for suggestions from DCPIC committee members.
2. Repository – Best practices; celebrate ideas, program opportunities, grant funding, and another tool for parents to access.
3. Boot Camp for Councils - Boot Camps will be a fun and informative evening for a group of parents and school council members from a variety of schools in the Board. Durham Parent Involvement Committee will provide more information as it becomes available.

Item e.1.10 Faith Formation – Subcommittee Report

Chair Horwitz thanked committee members who attended the Faith Retreat in December 2013 at Manresa Spiritual Centre. Ms. B. Hawkins, Faith Formation Subcommittee Chair will meet with Deacon Pullano, Faith Animator and Superintendent O'Reilly next week to discuss more ways to engage parents and families in our faith.

Item e.1.11 Anniversary – Subcommittee Report

The following are upcoming DCPIC events for information:

DATE	LOCATION	TIME	EVENT
January 22, 2014	St. Mary, Pickering	6:00 – 9:00 pm	Dr. Jean Clinton
February 22, 2014	All Saints (Cafetorium)	9:00 – 12:00 Noon	Literacy Fair
March 4, 2014	Immaculate Conception (Gym)	6:00 – 9:00 pm	Mathletes
March 19, 2014	Fr. Leo J. Austin, Whitby (Cafetorium)	7:00 – 8:30 pm	Michael Reist
April 1, 2014	DCDSB Conference Centre	6:00 – 9:00 pm	Kevin Cameron
May 13, 2014	Notre Dame (Auditorium)	6:00 – 9:00 pm	Barbara Coloroso

Item e.1.12 Budget – Subcommittee Report

Deferred to the February 13, 2014 DCPIC meeting

Item e.1.13 Elevated Grounds

Deferred to the February 13, 2014 DCPIC meeting.

PRESENTATION

Item f.1 EQAO – School Support and Outreach

Ms. Margaret Fler, Principal, School Support and Outreach, EQAO provided DCPIC members with a Powerpoint presentation with respect to the EQAO. Ms. Fler spoke to the EQAO testing in Elementary and Secondary schools and provided the DCPIC with handouts to share with parents and website links for more information on the EQAO. A brief question and answer period followed. Chair Horwitz thanked Ms. Fler for her informative presentation to the DCPIC committee members.

Motion No. DCPIC0109-04 Receive & File

Moved by D.Cato seconded by K. Beatty

“THAT the Durham Catholic Parent Involvement Committee receive and file the EQAO presentation as presented.”

This motion was not presented or passed at the January 9, 2014 meeting. The motion will be formally passed at the February 13, 2014 meeting prior to the approval of the January 9, 2014 minutes as amended.

ADJOURNMENT

Trustee Stack closed the meeting with a prayer.

The meeting adjourned at 9:45 p.m.

Motion No. DCPIC0109-05 Adjournment

Moved by D. Cato, seconded by S. Doyle

“THAT the Durham Catholic Parent Involvement Committee meeting of
Thursday, January 9, 2014 adjourn.”

Carried

Roxanne Horwitz
Chair, Durham Catholic Parent
Involvement Committee

Gerry O'Reilly
Superintendent of Education