



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, May 9, 2013.**

Committee Members

Trevor Aitcheson
Nancy Carpenter
Dyan Cato
Tricia Chapman
Sharmaine Doyle
Beth Hawkins
Tina Henry
Roxanne Horwitz, Chair
Rose LoPresti
Mary Ann Martin, Trustee
Jim McGrorey
Tina Newth
Daphne Pereira
Margaret Stack

Staff Present

Mitch LePage, Resource
Lorrie MacIntosh
Ryan Putnam

Regrets

Theresa Corless, Trustee
Donna Simpson

CALL TO ORDER

Item a.1 **Opening Prayer**

Superintendent LePage offered the opening prayer.

Item a.2 **Welcome and Courtesies**

Chair Horwitz called the meeting to order at 7:05 p.m. and welcomed everyone. Superintendent LePage congratulated everyone who was involved with the Dr. Mendlowitz presentation at St. Bernadette C.S. A special thank you to St. Bernadette C.S. for hosting.

APPROVAL OF AGENDA

Item b.1 **Changes to Printed Agenda**

None.

Item b.2 **Approval of Agenda**

Motion No. DCPIC0509-01

Approval of Agenda

Moved by J. McGrorey, seconded by M. Stack

“THAT the Durham Catholic Parent Involvement Committee approve the May 9, 2013 Durham Catholic Parent Involvement Committee Meeting Agenda.”

Carried

ANNOUNCEMENTS

Next meeting: Tuesday, June 11, 2013

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 April 4, 2013**

Motion No. DCPIC0509-02

Approval of Minutes

Moved by R. LoPresti, seconded by M. Stack

“THAT the Durham Catholic Parent Involvement Committee approve the Minutes of the April 4, 2013 Durham Catholic Parent Involvement Committee Meeting as submitted.”

Carried

Item d.2 **Business Arising from the Open Session of the Durham Catholic Parent Involvement Meeting of April 4, 2013**

Trustee Martin apologized to the committee for a previous commitment requiring her to leave the meeting early on April 4, 2013.

PRESENTATIONS

Item e.1 **2013-2014 Budget Consultation**

Superintendent R. Putnam

Superintendent R. Putnam provided the committee with an overview of 2013-2014 Budget. The Finance Committee invites all stakeholders to provide input to the 2013-2014 budget process, information is attached. M. Stack requested clarification on secondary transportation changes for September 2013. The committee requested a link to the Budget Consultation information on their web page. Superintendent LePage will make arrangements for the link to be added.

Item e.2 **PRO Grant Carousel**

Chair Horwitz distributed an overview of Pro Grant projects over the past five years. Superintendent Putnam offered the Board's in-house printing services to help with the cost of printing the Welcome Kits. The following schools gave a quick synopsis of their projects:

Monsignor Paul Dwyer C.H.S. – Margaret Stack

M. Stack provided the committee with various handouts she received at the Toronto PIC Symposium in April. She also gave an overview of Msgr. Paul Dwyer's Pro Grant initiatives, specifically their school year calendar.

St. Bernadette C.S. – Lisa Bower

L. Bower provided the committee with an overview of St. Bernadette's past PRO Grant projects. Important tips she has for any school planning an event would be to: include the students (i.e., band or choir), involve students, offer free child care, gifts/take-aways and always provide refreshments.

Msgr. Philip Coffey – Nancy Molenaar and Gerry O'Reilly, Principal

G. O'Reilly shared with the committee that involving students in evenings with parents is a sure way to get more parents out to your event. Providing refreshments is always well received.

St. Anthony Daniel – Nancy Carpenter

N. Carpenter shared that St. Anthony Daniel has done many PRO Grant projects. Involving students in the evening ensures more parents are able to attend. Various projects they offered were: Healthy Parents = Healthy Kids, Tech Support, Welcome Kits as well as a Parent Boot Camp were all well received.

Archbishop Denis O'Connor C.H.S. – Louise Evans

L. Evans shared that in the past D'OC created a Welcome Package and they currently have a Parent Resource Centre. She was looking to the DCPIC for more ideas.

Immaculate Conception C.S. – Tanya Bevacqua

T. Bevacqua shared that Immaculate Conception C.S. council is currently working on a booklet entitled "*Recipes for Life*". This booklet is comprised of submissions of favourite stories or activities from families within the school.

St. Christopher C.S. – Beth Hawkins

B. Hawkins shared that St. Christopher C.S. had Alyson Schaefer, a psychotherapist and internationally acclaimed parenting expert spoke last month at the school. It was very well received. Refreshments and babysitting were provided.

Item e.3 **DCPIC Website Launch**

N. Carpenter provided the committee with an overview of the new DCPIC website. She encouraged everyone to view the website and to please send her feedback. She also encouraged everyone to sign up to receive emails. The website can be found by accessing the following link: <http://dcpic.ca/>

DISCUSSION ITEMS

Item f.1 **DCPIC By-Laws (attached)**

Superintendent LePage provided the committee with approved copies of the DCPIC By-Laws.

Item f.2 **DCPIC Funds Planning**

Superintendent LePage distributed a budget summary. Chair Horwitz suggested distributing the \$500.00 to 10 schools who submit a project proposal. Superintendent LePage will create a template for the proposals. Another option would be to provide parent resources dealing with mental health suggested by Dr. Mendlowitz or Welcome Kits for all the schools.

Motion No. DCPIC0509-03

DCPIC Funds

Moved by J. McGrorey, seconded by T. Chapman

“THAT the Durham Catholic Parent Involvement Committee approve allocating \$500.00 to 10 schools, who have successfully submitted their proposal to the DCPIC for a special project on Youth Mental Health. Funds must be spent by June 30th, 2013.”

Carried

Item f.3 **Community Representative Posting**

A draft posting has been sent to the Nominations Committee.

Item f.4 **Term Limits**

Deferred.

Item f.5 **DCPIC Member Nomination**

D. Cato nominated Liz Lyew, as attached.

Motion No. DCPIC0509-04

DCPIC Member Nomination

Moved by J. McGrorey, seconded by T. Chapman

“THAT the Durham Catholic Parent Involvement Committee approve the nomination of Liz Lyew as a Parent Member to the 2013-2014 DCPIC.”

Carried

Item f.6 **2013-2014 Regional PRO Grant Preparation**

May 21st is the deadline for submitting the 2013-2014 Regional PRO Grant. Superintendent LePage asked the committee if they are continuing with the “Youth Mental Health” theme and suggested they establish an Ad Hoc committee. Chair Horwitz suggested “Bullying” as a possible focus featuring Barbra Coloroso. The following DCPIC members will also be serving as Regional PRO Grant Committee members: R. Horwitz, J. McGrorey, D. Cato, C. Doyle and D. Pereira. Superintendent LePage will arrange a meeting for next week.

Item f.7 **Dates of Meetings 2013-2014**

The DCPIC meeting dates for 2013-2014 will remain unchanged.

REPORTS/INFORMATION ITEMS

Standing Items

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

As attached.

Item g.1.2 **Trustee's Report**

None.

Item g.1.3 **Resource Report**

Director Paul Pulla and Superintendent of Education, Mitch LePage have announced their retirements from the DCDSB effective August 31st.

Item g.1.4 **Policies and Administrative Procedures for Feedback**

There is a Policy Board Meeting Monday, May 13, 2013 at 7:30 p.m.

Item g.1.5 **OAPCE Report**

Motion No. DCPIC0509-05

OAPCE Funding

Moved by N. Carpenter, seconded by D. Cato

“THAT the Durham Catholic Parent Involvement Committee approve the funding for two Catholic School Council members per school to attend the OAPCE Conference May 23-24, 2013 in Peterborough. Registration fee for the conference and mileage will be reimbursed once receipts have been received.”

Carried

Item g.1.6 **Strategic Plan**

Deferred.

Item g.1.7 **PRO Grant Subcommittee Report**

Deferred.

Item g.1.8

Communications Committee Subcommittee Report

Deferred.

ADJOURNMENT

The meeting adjourned at 9:50 p.m.

Motion No. DCPIC0509-06

Adjournment

Moved by N. Carpenter, seconded by T. Aitcheson

“THAT the Durham Catholic Parent Involvement Committee meeting of
Thursday, May 9, 2013 adjourn.”

Carried

Roxanne Horwitz
Chair, Durham Catholic Parent
Involvement Committee

Mitch LePage
Superintendent of Education

DURHAM CATHOLIC PARENT INVOLVEMENT COMMITTEE
CHAIR'S REPORT

TO: DCPIC, BOARD OF TRUSTEES, SCHOOL CHAIRS AND PARENTS
FROM: ROXANNE HORWITZ
SUBJECT: MAY 2013 REPORT
DATE: MAY 9, 2013

There is less than 2 months left of the school year!

While we are proud of what we have accomplished this year, there is much to be done. Our priority at this year-end is to assist with 2013-14 PRO Grant applications, ensure that all schools spend their Ministry funds of \$500 given to school councils and 2012-13 PRO Grant funds before the deadline of June 30.

Another successful event for the Demystifying Mental Health series that was facilitated by Dr. Mendlowitz at St. Bernadette in Ajax. Thank you to our PRO Grant Subcommittee co-chairs for this event, Jim McGrorey and Connie Samson and the rest of the team for all your efforts!

Here is the update for this month:

May Report

- Financial Records
 - a) Superintendent LePage will be providing an updated financial record at this month's meeting. The last one that the DCPIC received a copy of, was in February. There was a verbal update at the April meeting.
 - b) Need to decide on what to spend DCPIC funds on especially for portion that has deadline of June 30 (not just from DCPIC members but from the rest of attendees at meeting, and from our larger parent network)
- OAPCE
 - a) Reminder that the OAPCE conference is on May 24-25.
 - b) Consensus from DCPIC conducted by email – agreed to sponsor two parents from each school to attend the conference. We will formally vote at tonight's meeting.
 - c) OAPCE rebate – approx. \$900 given to us to spend for building parent engagement. An idea of a team building activity for DCPIC before next school year begins. Perhaps late August
- Community Representatives
 - a) Superintendent LePage has provided a sample copy of the application form by email this past week. We will proceed with placing advertisement as previously agreed on.
 - b) Need to determine criteria for selecting applicants – this will be done by the Nominations Subcommittee then for approval by entire DCPIC.
- PRO Grant Carousel
 - a) Invitation was sent to all schools to attend tonight's meeting, and share their PRO Grant ideas and submissions.
 - b) DCPIC's role is to assist any schools who would like help (ie. ran out of ideas, time, etc)
 - c) There is now a Master List for our board for all PRO Grants for the years 2008-2013. We can share this information with all schools to exchange ideas.
 - d) Need to review schools that have never submitted any applications – perhaps they are not aware

- DCPIC Representative Per School
 - a) Need to do a roundtable update from each DCPIC member regarding their schools. Everyone will have 2-3 minutes to share any events, suggestions, etc.
- DCPIC website
 - a) It is now ready to go! Communications subcommittee will present at today's meeting.
- DCPIC PRO Grant
 - a) Another successful event for the Demystifying Mental Health series that took place at St. Bernadette in Ajax last April 30.
 - b) PRO Grant subcommittee will provide update at tonight's meeting.
 - c) We need to think of our application for next school year, 2013-14.
- Staff News
 - a) Director Paul Pulla will be retiring at the end of August.
 - b) As well, our own resource to the DCPIC, Superintendent Mitch LePage will be retiring at the same time.
 - c) Need to discuss tribute.
- Meeting Dates
 - a) A reminder that we added a meeting in June. It is for Tuesday, June 11.