



TCDSB Catholic Parent Involvement Committee Procedural Guidelines

**OPERATIONAL PROCEDURES PROTOCOL**

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## TCDSB Catholic Parent Involvement Committee Procedural Guidelines

### **PROCEDURES FOR ALLOCATING BASE FUNDS TO CPIC**

Funds are transferred to the Board from the Ministry based on formula (\$5000 + 0.17 per student). Funds are held in a central TCDSB account in reserve for CPIC.

These funds must be used by CPIC in order to achieve its purpose by providing information and advice on parent engagement to the board; communicating with and supporting TCDSB CSACs; and, undertaking activities to help parents of pupils of the board support their children's learning at home and at school. (Ont. Reg. 612/00, 27 (2))

#### **A. Process for Utilization of Funds**

The process for CPIC to access funds to meet their mandate is as follows:

- Consultation on the disbursement of funds for a designated initiative must have taken place with the Director prior to proceeding with the purchase or motion being tabled at a full CPIC meeting.
- All requests for the disbursements of funds for a designated initiative must be discussed at a full CPIC meeting. Requests must comply with Ministry and TCDSB policy.
- CPIC must approve a motion that supports the allocation of funds for the intended purpose.

These funds may be accessed in two different ways.

#### **1. Purchase Order Generated through SAP**

- Purchase Order signed by the CPIC Chair and Treasurer is submitted with a copy of the date and motion approving the purchase.
- Staff signatures required: amounts of \$5000.00 or less--Coordinator; amounts over \$5000.00--Director/designate.

#### **2. Direct Payment of Invoice using the Cheque Requisition Form**

- Attach the original Invoice to the TCDSB Cheque Requisition Form along with a copy of the date and motion approving the purchase.
- Complete the Cheque Requisition Form accordingly, based on the information provided on the invoice.
- Complete the CPIC Reporting template.
- Submit the Cheque Requisition Form for signatures to the CPIC Chair and Treasurer.
- Send the completed reporting template, Cheque Requisition Form and copy of the invoice to Coordinator, Parent Engagement. Staff signatures required: amounts of \$5000.00 or less--Coordinator; amounts over \$5000.00--Director/designate.
- The vendor will be paid directly by the accounting department.

#### **3. Reimbursement for Payments made Directly by CPIC Members**

- Same process as above but the CPIC member will be paid directly by the accounting department.

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### **PROCEDURES FOR ALLOCATING PRO FUNDS TO CPIC**

Regional PRO Grant Funds are approved by the Ministry of Education based on Eligible Projects. Approval is given for a stipulated initiative and the Project Agreement is signed by the Ministry of Education and the Toronto Catholic District School Board. The Project Agreement is entered into pursuant to, incorporates by reference and is governed by the Master Transfer Payment Agreement (MTP).

Funding by the Ministry is paid in two instalments:

- 1) A payment of 80% after the contract is signed
- 2) A payment of 20% after the final report is completed and submitted

Deadline for final reports is August 31 of the current school year.

#### Process for Utilization of Funds

The process for the access of PRO Grant funds is the same as those outlined above for the Base Funds.

Project costs and activities not eligible are:

- Activities that have taken place prior to PRO Grant approval
- Payment to staff
- Student focused activities, including speaker fees for student audiences and purchase of supplies for home use
- Purchase of goods and services that the Ministry of Education already pays for (e.g. instructional materials for students)
- On-going operational costs (e.g. leasing of offices, long-term administrative costs, maintenance of website, financial commitments that last longer than the term of the project)
- Honoraria for parents
- Speaker fees or honorarium exceeding 40% of total approved funding
- Capital costs (e.g. equipment)
- Out of province travel
- Debts or financial losses that result from a project
- Refreshment costs over 15%
- Promotion costs over 5% of grant.

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### **PROCEDURES FOR SURPLUS BASE FUNDS**

1. It is the intent that Base Funding made available each year for parent engagement initiatives be expended by June 30 of the school year in which the funds were provided.
2. CPIC surplus amounts are to be retained in a CPIC reserve account designated for the funding of parent engagement activities and made available to CPIC in the following school year.
3. CSAC surplus amounts are to be retained in the CSAC school account designated for the funding of parent engagement activities and made available to the school CSAC in the following school year.

### **PROCEDURES FOR SURPLUS PRO GRANT FUNDS**

Each year, the Ministry of Education issues a memorandum providing direction in respect of the process for surplus Parent Reaching Out (PRO) grants. The following process is reflective of the practices in the past and may be subject to change as per Ministry direction:

1. Each CSAC that has surplus PRO Grant funds will have the funds placed in reserve in the school CSAC account.
2. Each CSAC that has surplus PRO Grant funds must spend the money on an initiative designed for parent engagement, consistent with the intent of their original application.
3. Funds must be spent by June 30 of the following school year.
4. If a CSAC chooses not to continue working on a parent engagement initiative, the funds must be released to the board. CPIC will determine the parent engagement activities for which these surplus funds will be used.
5. CPIC surplus PRO Grant funds will have the funds placed in reserve in the CPIC account.
6. Unspent funds must be spent on the original application initiative designed for parent engagement, consistent with the intent of their original application.
7. Funds must be spent by June 30 of the following school year.
8. If CPIC chooses not to continue working on a parent engagement initiative approved through a PRO Grant the funding will be placed in the board's reserve account and then designated for the funding of other parent engagement activities.

If CPIC chooses not to continue working on a parent engagement initiative approved through a PRO Grant, they may request written permission from the Ministry of Education to use those funds for an alternative parent engagement initiative. If such a request is approved the funds will be designated for the approved parent engagement initiative.



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### **PROCEDURES FOR CONTRACTING THIRD PARTY SERVICE PROVIDERS**

The general principles found in TCDSB policy F.P.01 Purchasing will be followed, with some variations:

Insofar as CPIC has approved by a motion to seek a third party service provider consistent with the approved PRO Grant application, the following principles will apply:

1. The need for services must be made available to a minimum of three individuals/organizations
2. Award for service will be given to the lowest bidder except where the best interests of CPIC are served by accepting other than the lowest bidder.
3. Contracts for services will be limited to a maximum of five years.
4. Contracts for the acquisition of services, regardless of the amount or term, must be reviewed centrally prior to execution.
5. CPIC retains the right to source and accept unique proposals that are deemed to be in CPIC's best interests.
6. Use of a sole source for an expenditure greater than \$2000.00 will require completion of a Sole Source Declaration Form.

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### **PROCEDURES FOR REIMBURSEMENT OF CPIC MEMBERS**

The Toronto Catholic District School Board shall reimburse members of its Catholic Parent Involvement Committee (CPIC) for reasonable expenditures incurred in their duties as members of CPIC. The most common types of reimbursement are: mileage claims, child-minding expenses, and conference fees. The objective of this approach is to comply with the Broader Public Sector Expenses Directive, April 1, 2011.

#### **A. Process for Reimbursement: Travel Expenses and Child-Minding**

The process for reimbursing CPIC members who qualify for reimbursement for travel expenses and child-minding for CPIC meetings or events is as follows:

1. Mileage rate will be calculated according to F.M. 01 Employee Expenses at the same rate provided for the group: management Employee Group – Non-Union
2. The member must request reimbursement on a fully completed expense form and submit the form to the Treasurer of CPIC for signed authorization;
3. The form is provided to the staff member responsible for CPIC liaison and reviewed.
4. Staff prepare a TCDSB Cheque Requisition Form and request the Chair of CPIC to authorize;
5. Cheque Requisition form is submitted to the finance department for payment along with all original, itemized receipts and the appropriate approval.
6. All requests for out of pocket reimbursement must be received in either Payroll or Business Services with the appropriate approval within 90 days of the event.
7. Expenses incurred prior to the Board's year end of August 31<sup>st</sup> must be submitted by September 30<sup>th</sup> for reimbursement. Failure to comply with these deadlines will result in the form being returned unpaid.

#### **B. Process for Reimbursement: Conferences, Workshops and Other Expenditures**

The process for reimbursing CPIC members who qualify for reimbursement for Conferences, Workshops and Other Expenditures is as follows:

1. The expenditure is discussed at a full committee meeting prior to committing to or incurring an expense and approved.
2. Large expenditures must be discussed with the Director of Education or designate prior to committing to or incurring an expense.
3. Approval is contingent on base funding budget availability, Parent Reaching Out Grant funds, and total ongoing cost.
4. Expenses must be submitted to the Chair, and the Chair is only authorized to approve expenses that were incurred in the execution of CPIC duties.
5. The Chair is only authorized to approve expenses that include all appropriate documentation itemized on the approved expense form for reimbursement.
6. In situations when a payment must be made without the appropriate documentation available a written explanation must accompany the expense form. Reimbursement will be at the discretion of the Director of Education or designate.

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### C. Documentation

Reimbursement must be made on a TCDSB Cheque Requisition Form and will have all original itemized receipts attached, indicate the date and nature of each charge and have the approval of the attendee's authorized supervisor.

### D. Travel and Conferences

Member expenses incurred on CPIC business including attending conferences, conventions and other professional learning activities as an approved representative of CPIC shall be reimbursed as follows:

1. Prior approval will be obtained from the Committee before any costs or commitments are incurred.
2. CPIC members shall be reimbursed for out of pocket travel expenses incurred while on Board business. Eligible expenses include:
  - a) A rate per kilometer not to exceed the predetermined rate for the board employees.
  - b) The distance paid will be the distance from the member's home and the actual distance incurred.
  - c) Paid parking associated with the travel.
  - d) TTC tokens or day passes.
3. Allowable expenses for an approved CPIC representative will be determined as follows:
  - a) Conference, workshop or registration fees or charges.
  - b) Meals at reasonable cost during the scheduled event which are **not** included in registration. The maximum daily charges for 3 meals should not exceed the suggested meal rate maximums published on the Business Services intranet site. The rates include taxes and gratuities and are not an allowance. They are for individual meals and you must have eaten the meal in order to submit a receipt for reimbursement.
  - c) Mileage and parking expenses for use of a personal vehicle.
  - d) Public transportation at cost.
  - e) Standard hotel accommodation at the government rate with prior approval. It is expected that one call, of reasonable length, per day to your residence is appropriate while traveling on Board business.
  - f) Other **business** expenses at the lowest cost option (telephone, fax and internet).
  - g) Reasonable gratuities for porter, hotel room services and taxis using the following as a reasonability test:
    - 10 – 15% on a restaurant meal.
    - 10% on a taxi fare.
    - \$2 - \$5 per 2 night stay in a hotel for housekeeping.
4. The following will not be reimbursed:
  - Recreational costs (fitness facilities, video rentals, mini bar charges, golf tournament fees, etc.)
  - Alcoholic beverages.
  - Ticket costs for theatre, concert, movie or sporting events.
  - Purchase of promotional items.
  - Parking tickets, traffic violations or other automobile expenses not listed above.

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5. Mileage claims will be submitted to the CPIC Treasurer for initial approval, and then submitted to the TCDSB staff member responsible for CPIC liaison. Once reviewed, a TCDSB Cheque Requisition Form will be prepared by the staff member and authorized by the Chair of CPIC. The form will then be submitted to the finance department for payment along with all original, itemized receipts and the appropriate approval.
6. All requests for employee reimbursement must be received in either Business Services with the appropriate approval within 90 days of the event. Expenses incurred prior to the Board's year end of August 31<sup>st</sup> must be submitted by September 30<sup>th</sup> for reimbursement. Failure to comply with these deadlines will result in the form being returned unpaid.
7. Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the Director of Education.

### **E. Meals**

1. Meals will be reimbursed to CPIC members whose duties require them to attend meetings and a meal is not provided otherwise.
2. Reimbursement will be made by way of an approved Cheque Requisition form with all receipts and documentation attached. The form must have the appropriate approval of the CPIC Chair, an explanation and date for each claim and cannot be submitted later than 90 days past the event.

### **F. Out of Pocket Expenses**

1. Occasionally, CPIC members may be required to purchase supplies out of pocket. Members will be reimbursed for out of pocket expenses based on:
  - a) The Treasurer or Chair's approval of the purchase **prior** to the purchase being made.
  - b) The reimbursement process for travel expenses and child-minding (see A above).



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### **PROCEDURES FOR FINANCIAL REPORTING TO THE BOARD**

1. As all funds are held in a central account for CPIC TCDSB staff will provide a record of financial transactions to CPIC for Committee meetings. Financial statements will be presented to Board as part of the order paper for the regular Board meeting and will be posted on the TCDSB website.
2. Financial Statements will be posted on the Board's website quarterly.

### **PROCEDURES FOR BOARD SUPPORT FOR CPIC ELECTIONS**

1. CPIC Elections will take place in accordance with the Toronto CPIC By-Laws as set out in Article XVIII (18). (HyperLink)
2. The CPIC Nominating & Elections Subcommittee together with the TCDSB Superintendent or TCDSB Superintendents for the Ward, shall ensure a fair and transparent election process.
3. The election scrutineer(s) shall be the TCDSB Superintendent or the TCDSB Superintendents for the Ward in conjunction with a second TCDSB staff member.
4. The CPIC Nominating & Elections Subcommittee in consultation with the Trustee and Superintendents of the Ward will determine the date, time and location of the election.
5. The TCDSB Liaison with Toronto CPIC will obtain permits for the selected site and will coordinate the set-up of the location and any access to IT equipment which may be required for the running of the election.
6. The TCDSB Communications department will advertise the CPIC elections using a variety of methods. Methods of advertisement may include, but are not limited to: posting on the TCDSB portal site, notices in TCDSB schools, messages in school newsletters, social media announcements, advertisements in local newspapers, e-mail contact with Catholic School Advisory Council Chairs.
7. The TCDSB Liaison with Toronto CPIC will ensure that the names of elected Committee Members are publicized to the TCDSB community within three (3) days following the election.

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### **PROCEDURES FOR METHODS OF ADVERTISING VACANCIES ON TORONTO CPIC**

1. The TCDSB Communications Department will collaborate with the CPIC Nominating & Elections Subcommittee to determine the methods of advertising that the board will use to advertise vacancies on CPIC.
2. The TCDSB Communications department will advertise the CPIC vacancies using a variety of methods. Methods of advertisement may include, but are not limited to: posting on the TCDSB portal site, notices in TCDSB schools, messages in school newsletters, social media announcements, advertisements in local newspapers, e-mail contact with Catholic School Advisory Council Chairs.

### **PROCEDURES FOR COMMUNICATION BETWEEN CPIC CHAIR AND BOARD OF TRUSTEES**

1. CPIC will provide the Trustees with advice and information about parent engagement through the submission of the approved CPIC Minutes, including Financial Statements, from CPIC regular meetings to be included in the order paper for the board meeting. The submission will take place as soon as the approved minutes are available in order to meet the timelines for the next board meeting.
2. In addition to the above, CPIC may provide a verbal report to the Board of Trustees at regular Board meetings, advising the Trustees on matters related to parent engagement, and strategies to effectively engage parents in improving student achievement and well-being.
3. Through the board meeting Trustees will advise the Director to take certain actions.
4. The Director will direct staff to take appropriate actions which will include the following:
  - Support CPIC/CSAC initiatives
  - Facilitate the work involved in initiatives/strategies/events
  - Report back through the Director/designate to the Trustees.
5. The report back to CPIC will be done in writing or as a verbal report from the CPIC Trustee representative. The method of report back will be decided by the Trustees based on the CPIC recommendation or CPIC request.