



POLICY SECTION: Parents
SUB-SECTION:
POLICY NAME: Catholic Parent Involvement Committee
POLICY NO: P.04

Date Approved: April 25, 2013- Board	Date of Next Review: April 2025	Dates of Amendments: January 2020
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Cross References:

Education Act Ontario Regulation 612/00 School Councils and Parent Involvement Committees
 S. 10 Catholic School Parent Councils
 F.M.01 Employee Expenses
 F.P.01 Purchasing
 H.M.19 Conflict Resolution
 H.M. 24 Catholic Equity and Inclusive Education Policy
 S.S. 09 Code of Conduct

Appendices:

Toronto CPIC Procedural Guidelines - Appendix A
 Toronto CPIC By-laws - Appendix B

Purpose:

This Policy provides direction on the operation of the Toronto Catholic District School Board’s Parent Involvement Committee in those areas where a policy is required by the Regulation in the Education Act.

Scope and Responsibility:

The policy provides oversight to the operation and activities of the TCDSB’s Parent Involvement Committee (CPIC). The Director of Education is responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values



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Enhancing Public Confidence

Fostering Student Achievement and Well-Being

Policy:

Toronto Catholic Parent Involvement Committee (CPIC) is a statutory committee of the Toronto Catholic District School Board (TCDSB), and its mandate is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. Toronto CPIC will provide information and advice on parent engagement to the Board of Trustees and the Director of Education, will communicate with and support Catholic School Parent Councils of the TCDSB, and will undertake activities to help parents of pupils in TCDSB schools support their children’s learning at home and at school. It is incumbent upon the Catholic Parent Involvement Committee to act as a committee and not carry out responsibilities as individual members of the committee.

Regulations:

1. Toronto CPIC will develop strategies and initiatives that the TCDSB could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being, and advise the Board of Trustees, TCDSB staff and the Director of Education on methods of implementing these strategies and initiatives, and communicate information from the Ministry to school councils of the board.
2. Toronto CPIC will work collaboratively with the Director of Education, Board of Trustees, TCDSB staff and Catholic School Parent Councils (CSPC) of the TCDSB to share effective parent engagement practices, identify and reduce barriers to meaningful parent engagement, and ensure that TCDSB schools create a welcoming environment for parents.
3. The Board may solicit, receive and take into consideration the advice of Toronto CPIC regarding matters that relate to parent engagement, and student achievement and well-being, and will inform Toronto CPIC of its response to the advice given.



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4. Toronto CPIC will be regularly allotted time on the order paper of the Regular Board meeting to address the board and provide information and advice on parent engagement, and strategies to effectively engage parents in improving student achievement and well-being. The Board will inform Toronto CPIC of its response to the advice given.
5. Information, recommendations and advice to the board will be augmented through the minutes of Toronto CPIC received at the Regular Board meeting.
6. Toronto CPIC may solicit and take into consideration the advice of parents of students enrolled in TCDSB schools with regards to matters under consideration by the Committee in consultation by board staff.
7. Prior to discussing with the whole committee and committing to proposed expenditures from base funds as per the approved budget of the Committee, the Toronto CPIC Chair will consult with the director, separate from regular committee meetings, about the use of designated funds allocated to support parent engagement consistent with TCDSB policies.
8. After the consultation with the director, all proposed expenditures exceeding \$2500 from base funds will be presented through a motion to the whole Toronto CPIC for approval.
9. For proposed contracted products and services from base funding contracts must be reviewed centrally prior to execution. The CPIC Chair and Director of Education or designate must co-sign the agreement. For purchases and/or contract for services, the TCDSB policy (F.P.01 Purchasing) must be followed. Any contracts or purchases entered into by Toronto CPIC without prior approval will become the responsibility of the Toronto CPIC member who incurred the expense.
10. TCDSB will reimburse Toronto CPIC members for acceptable expenses reasonably incurred in line with the TCDSB policy (F.M.01 Employee



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Expenses) and specified in the Toronto CPIC Procedural Guidelines. Toronto CPIC shall maintain a member expense reimbursement policy.

11. With the approval of CPIC, funds may be disbursed to parents of children in TCDSB schools to support attendance at events and workshops focused on parent engagement.
12. Records of financial transactions will be attached to the Committee's meeting agenda for all regular Toronto CPIC meetings.
13. The Board will appoint a trustee representative and an alternate to Toronto CPIC, and determine the term of office for such appointment at its annual caucus meeting.
14. The Board shall ensure that vacancies in parent member positions on Toronto CPIC are advertised through the TCDSB Communications Department using a variety of methods.
15. TCDSB staff and Toronto CPIC members will organize elections and prepare and communicate election materials. With respect to the actual election process in different wards, TCDSB staff will facilitate, conduct and scrutinize each election to ensure impartiality and transparency.
16. The Board will annually determine the meeting dates for Toronto CPIC, as per the process for its Standing and Statutory committees, at its regular meeting in December. All regular Committee meetings will take place at the TCDSB's Catholic Education Centre and are open for the public to attend. The Board shall ensure all members are able to participate fully in committee meetings by electronic means.
17. The Chair of Toronto CPIC shall ensure that notice and agenda, including relevant back-up materials, of each regular Committee meeting and subcommittee meeting is provided to all members of the Committee at least five days before the meeting by delivering a notice to each member by e-mail and by arranging for staff to post a notice on the Board's website.



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18. Insofar as Toronto CPIC may establish subcommittees, notices of meetings and agendas will be delivered to each member of the committee and posted on the TCDSB website. Meetings will be held at the premises of the TCDSB insofar as such facilities are available, or held electronically.
19. A regular meeting of Toronto CPIC will not proceed if the trustee representative or alternate, and the director or designate, is not in attendance in person or via electronic communication. Should the trustee representative or director/designate need to leave for the duration of the meeting, and an alternative replacement cannot be found, the Committee will adjourn the meeting.
20. Approved minutes of all Toronto CPIC meetings will be posted on the TCDSB website by Board staff and sent electronically to the chairs or co-chairs of the CSPC in each school of the TCDSB. Minutes will remain on the TCDSB website for four years. Approved minutes will be provided for inclusion on the order paper of the Regular Board.
21. All communications from Toronto CPIC intended for distribution to parents of children in schools of the Board will be approved by the director prior to the communication being sent to the intended recipients.
22. Toronto CPIC will approve and submit an annual written summary of the Committee's activities to the Chair of the Board and the Director of Education by November 30 of every year.
23. The summary of the Toronto CPIC annual report will include information under the following headings:
 - CPIC Mandate and Purpose;
 - CPIC Structure and Membership;
 - CPIC Officers and Meetings;
 - CPIC Sub-Committees;
 - Recommendations Provided and Action-After;



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- CPIC Sponsored Events;
- CPIC Activities and Highlights; and
- CPIC Financial Summary.

24. The director will provide this summary of activities to Catholic School Parent Councils of the TCDSB, and will post the summary of activities on the TCDSB website.

25. Toronto CPIC's by-law governing internal conflict resolution will be consistent with the TCDSB policy (H.M. 19 Conflict Resolution).

26. Toronto CPIC Procedural Guidelines (Appendix A) and Toronto CPIC By-laws (Appendix B) will govern the respective activities of Toronto CPIC.

Definitions:

Not of significance in this policy.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. The annual summary of Toronto CPIC activities will serve as an assessment of the committee's work to support parental engagement at TCDSB.
2. Advice provided to the Board of Trustees and the Director of Education and any action arising out of this advice will be monitored and assessed.