



**Toronto Catholic District School Board**  
**Toronto Catholic Parent Involvement Committee (CPIC)**  
**Procedural Guidelines – Appendix A**

**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 Toronto CPIC in order to achieve its purpose by providing: information and advice on parent engagement to the board; by communicating with and supporting TCDSB Catholic School Parent Councils (CSPCs); and by 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 Toronto CPIC meeting;
- all requests for the disbursements of funds for a designated initiative must be discussed at a full Toronto CPIC meeting;
- all requests must comply with Ministry and TCDSB policy; and
- Toronto CPIC must approve a motion that supports the allocation of funds for the intended purpose.

**B. Accessing CPIC Base Funds**

CPIC base funds can be accessed in following ways:

1. Through a Purchase Order Generated Through SAP:
  - Purchase order signed by the Toronto CPIC Chair and the Treasurer is submitted with a copy of the date and motion approving the purchase;



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- Purchase order is then submitted to staff for required signatures: 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 Toronto CPIC Reporting template.
  - Submit the Cheque Requisition Form for signatures to the Toronto 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 Toronto CPIC Members
- The same process as above applies but the Toronto CPIC member will be paid directly by the accounting department.

### **SURPLUS BASE FUNDS**

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.

Toronto CPIC surplus amounts are to be retained in a Toronto CPIC reserve account designated for the funding of parent engagement activities and made available to Toronto CPIC in the following school year.



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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 Toronto 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 Toronto 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. Toronto CPIC retains the right to source and accept unique proposals that are deemed to be in Toronto 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.

### **FINANCIAL REPORTING TO THE BOARD**

1. As all funds are held in a central account for Toronto CPIC.
2. TCDSB staff will provide a record of financial transactions to Toronto CPIC for Committee meetings.

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

CPIC Elections will take place in accordance with the Toronto CPIC By-Laws as set out in Article XVII (17)

<https://www.tcdsb.org/FORPARENTS/ParentInvolvement/CPICElections/Pages/default.aspx>

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1. 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.
2. The TCDSB Communications Department will advertise the Toronto 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 Parent Council chairs.
3. 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.

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

The TCDSB Communications Department will collaborate with the Toronto CPIC Nominating & Elections Subcommittee to determine the methods of advertising that the board will use to advertise vacancies on Toronto CPIC.

The TCDSB Communications department will advertise the Toronto 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, and e-mail contact with Catholic School Parent Council chairs.

### **COMMUNICATION BETWEEN CPIC CHAIR AND THE BOARD OF TRUSTEES**

1. Toronto CPIC will provide the trustees with advice and information about parent engagement through the submission of the approved Toronto CPIC Minutes, including financial statements, from Toronto 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.



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2. In addition to the above, Toronto 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/CSPC initiatives; and
  - Facilitate the work involved in initiatives/strategies/events/report back through the director/designate to the trustees.
5. The report back to Toronto CPIC will be done in writing or as a verbal report from the Toronto CPIC trustee representative. The method of report back will be decided by the Trustees based on the Toronto CPIC recommendation or request.