

**TORONTO CATHOLIC PARENT INVOLVEMENT
COMMITTEE (CPIC)**

**BUDGET & PRIORITY SETTING
STANDING SUBCOMMITTEE**

**AGENDA
March 4, 2019**

Joe Fiorante, Chair
Ward 3 & CPIC Vice-Chair

Natalia Marriott
Ward 2

Patricia Bozzo
Community Rep 1



Ruth Oliveros
Ward 8

Annalisa Crudo-Perri
Ward 10

External Representatives

Ex-Officio Members

John Del Grande
CPIC Chair

Gus Gikas
CPIC Treasurer

Board Representative(s)

Manuela Sequeira
Parent Engagement Coordinator

PURPOSE

CPIC is the legislated parent voice at the Toronto Catholic District School Board for parents of students in TCDSB schools.

MISSION

To improve student academic achievement and the emotional, spiritual and physical well-being of students by supporting, encouraging and enhancing meaningful parent engagement.

Rory McGuckin
Director of Education

Maria Rizzo
Chair of The Board



Toronto CPIC
 Budget & Priority Setting
 Subcommittee Meeting
 Monday March 4th, 2019
 3rd Floor – Catholic Teacher Centre
 7 pm - 9 pm



Agenda Items	Time
1. Review Existing Allocation of Annual GSN Funds <ul style="list-style-type: none"> • Look at mileage and childcare, create definitions as to when CPIC reps can claim reimbursement and create a schedule of reimbursement, review trend of mileage claims to date and forecast future costs • Look at cost of note taker • Look at cost of food 	30 min
2. Ward Event Report Back Document <ul style="list-style-type: none"> • Create a document to be filled out by CPIC reps after a ward event has been held, document to include number of attendees, itemized list of cost for reimbursement, positive/negative impact on parents in the ward, best practices, barriers found, etc • With the allocation of \$1000 to reps of each ward the report back document will also assist us in seeing what works and doesn't work and in helping create a "How to Hold a Ward Event" document in the future 	30 min
3. Surplus funds <ul style="list-style-type: none"> • Review all allocated funds for this year • Create a 5 year rolling plan in order to use funds • Create a new Request for Funds form for requests for funding from CSPCs 	30 min
	90 min
Meeting Call-In Phone Number: 416-915-3615; Pass Code: 357506#	

Notes

1. Reimbursement Schedule

- Every 3 months for mileage and childcare
 - Oct, Nov, Dec
 - Jan, Feb, Mar
 - Apr, May, Jun
 - July, Aug, Sept

GSN 2017/2018 \$20106

- Refreshment - Meetings \$1676.20
- Note Taker - \$2355.80 (missing June 2018)
- Mileage - \$1041.80
- Childcare - \$1724.25 (combination of mileage and childcare)

2. Report Back Form

- Title of Event
- Ward and schools include
- Number of parents that attended
- Cost reimbursement, itemized list
- Explain purpose and key features of event
- How was event advertised
- Was there a survey, if so results
- What barriers if any
- Best practices found

3. Funding for 2018/2019

- GSN \$21262
- Carryover \$52695.41

Allocation of Surplus for 2018/2019

- \$10000 - \$1000 for each ward for reps to hold events (not 4 or 7)
- \$1250 - \$50 tickets for LJHR
- \$600 - FIOC Event
- \$1500 - CPIC Trade table
- \$10000 - for OAPCE Conference tickets, \$99/parent

Total \$23350

Leftover \$29345.41

Policy ANNUAL BUDGETING		Policy No. 5	Page 1
		Revision No. 1	Issued [yyyy-mmm-dd] 2018-09-17
Scope CPIC Annual Budget	Effective on [yyyy- mmm-dd] 2018-OCT-01	Approved by: CPIC Committee	
		Approved on: 2018-09-17	

POLICY PERSPECTIVE

Parent Councils across Ontario are provided an annual allocation [based on student enrolment] to provide funding for operations of the Committee. Operational budget needs to ensure adequate ability for the Committee to function recognizing members are volunteers and to ensure fair and consistent allocations for expenditures. Toronto CPIC also as historically ensured a portion of its funding can also support ongoing parent engagement activities in the Board.

POLICY

- 1) Each fiscal year Toronto CPIC will allocate its initial budget and budget constraints as follows:
 - 60% of Base funding will be allocated to Meetings & Operations
 - 40% of Base funding will be allocated to Parental Engagement Activities [separate from any Parent Reaching Out Grants applied for/received]
- 2) Meeting & Operations will be further budgeted by the Treasurer as follows:

Childcare or Dependent Care	10%
Mileage/Transportation and Travel	30%
Printing & Supplies	15%
Refreshments & Food	15%
Telecommunications	20%
Annual Elections	10%

The treasurer may solicit members to understand potential needs and formulate cost estimates. He/she may also make recommendations to the committee on strategies and options to meet budget targets.

- 3) Toronto CPIC may at any time through an approved motion, reallocate targets as required