TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC)

AGENDA
September 16, 2019

Raul Tellez Rios
Ward 1

Geoff Feldman, Secretary
Natalia Marriott
Ward 2

Joe Fiorante, Vice-Chair
Ward 3

VACANT
Ward 4

Melinda Hackett
Ward 5

Gus Gikas, Treasurer
Ward 6

Randy Bucao
Ward 7

Ruth Oliveros, Asst. Treasurer
Wendell Labrador
Ward 8

Jenny Romero
Ward 9

Annalisa Crudo-Perrè
Ward 10

Ben Xavier
Desmond Alveres, Comm.Dir
Ward 11

John Del Grande, Chair
Anthony Antonucci
Ward 12

Parent Members At Large
Isabel Starck
Karla Coto

Community Members
Patricia Bozzo, OAPCE-Toronto
Mary Laframboise, FIOC

Trustee Representative
Garry Tanuan
Norm Di Pasquale (Alternate)

Board Representatives
John Wujek
Director Designate

Manuela Sequeira
Parent Engagement Coordinator

Emmy Szekeres-Milne
Communications

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
ONTARIO EDUCATION ACT – REGULATION 612 (PART III)
PARENT INVOLVEMENT COMMITTEES

PURPOSE

27. (1) The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. O. Reg. 330/10, s. 6.

(2) A parent involvement committee of a board shall achieve its purpose by,

(a) providing information and advice on parent engagement to the board;

(b) communicating with and supporting school councils of schools of the board; and

(c) undertaking activities to help parents of pupils of the board support their children’s learning at home and at school. O. Reg. 330/10, s. 6.

28. A parent involvement committee of a board shall,

(a) develop strategies and initiatives that the board and the board’s director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;

(b) advise the board and the board’s director of education on ways to use the strategies and initiatives referred to in clause (a);

(c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;

(d) work with school councils of schools of the board and, through the board’s director of education, with employees of the board to,

   (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children’s learning,

   (ii) identify and reduce barriers to parent engagement,

   (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and

   (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and

(e) determine, in consultation with the board’s director of education and in keeping with the board’s policies, how funding, if any, provided under the Education Act for parent involvement as described in section 27 and clauses (a) to (d), is to be used. O. Reg. 330/10, s. 6.
# Toronto CPIC Meeting Agenda

**September 16, 2019 - 3rd Floor Catholic Teacher Centre - 7:00 PM**

<table>
<thead>
<tr>
<th>AGENDA ITEMS</th>
<th>OWNER / Speaker</th>
<th>Reference</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Opening</strong></td>
<td>Chair</td>
<td>pg 1</td>
<td>3 min.</td>
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<tr>
<td>• Welcome, Roll Call, Regrets, Quorum, Call to Order, Prayer</td>
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<td>3 min.</td>
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<tr>
<td><strong>2 Adoption of Proposed Agenda</strong></td>
<td>Chair</td>
<td>pg 2-3</td>
<td>3 min.</td>
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<tr>
<td>Declaration of Conflicts</td>
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<tr>
<td><strong>3 Review, Approval &amp; Confirmation of Minutes of</strong></td>
<td>Chair</td>
<td>pg 4-8, pg 9-10</td>
<td>6 min.</td>
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<tr>
<td>3.1 Regular Meeting - Monday June 17, 2019</td>
<td></td>
<td>3 min.</td>
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<tr>
<td>3.2 Special Meeting - Monday August 12, 2019</td>
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<td>3 min.</td>
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<tr>
<td><strong>4 Report from the Chair</strong></td>
<td>Chair</td>
<td>pg 11, ADDENDUM</td>
<td>20 min.</td>
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<tr>
<td>4.1 Chairs Report</td>
<td></td>
<td>10 min.</td>
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<td>4.3 Housekeeping Items</td>
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<td><strong>5 Report from the Trustee Representative or designate</strong></td>
<td>G. Tanuan or N. DiPasquale</td>
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<td>10 min.</td>
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<tr>
<td><strong>6 Report from the Director of Education or designate</strong></td>
<td>R. McGuckin or J. Wujek</td>
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<td>10 min.</td>
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<tr>
<td>• Items Referred To/From Principal Meetings</td>
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<tr>
<td><strong>7 Financial Report from the Treasurer</strong></td>
<td>Treasurer</td>
<td>pg 12</td>
<td>10 min.</td>
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<tr>
<td>7.1 Toronto CPIC Update</td>
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<td>7.2 Annual Budget Update</td>
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<td><strong>8 Unfinished (Old) Business &amp; Matters Arising from the Minutes</strong></td>
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<td>40 min.</td>
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<td>Unfinished Business / Items Deferred from Prior Meeting</td>
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<tr>
<td>8.1 CPIC Logo Refresh &amp; Official Logo Designation</td>
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<td>10 min.</td>
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<td>Motions for Which a Notice of Motion Was Provided</td>
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<td>APPENDIX</td>
<td>30 min.</td>
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<tr>
<td>8.2 Ratification of Proposed Revised CPIC Bylaws</td>
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<tr>
<td>Matters Arising from the Minutes of Prior Meetings</td>
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<td>8.5 N/A</td>
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<td><strong>RECESS 15 min.</strong></td>
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<td>15 min.</td>
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<td><strong>9 Subcommittee Reports &amp; Recommendations</strong></td>
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<td>19 min.</td>
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<td><strong>Standing Subcommittees</strong></td>
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<tr>
<td>9.1 Budget &amp; Priority Setting Subcommittee</td>
<td>Vice-Chair</td>
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<td>0 min.</td>
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<td>Minutes from June 19, 2019</td>
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<td>9.2 Governance &amp; Procedure Subcommittee</td>
<td>G. Feldman</td>
<td>pg 13</td>
<td>2 min.</td>
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<td>9.3 Nomination &amp; Election Subcommittee</td>
<td>J. Fiorante</td>
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<td>5 min.</td>
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<td>Minutes from July 10, 2019</td>
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<tr>
<td>9.4 Conference Planning Subcommittee</td>
<td>J. Fiorante</td>
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<td>0 min.</td>
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<tr>
<td>9.5 Executive Subcommittee</td>
<td>Chair</td>
<td>pg 14</td>
<td>2 min.</td>
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</tbody>
</table>
**AGENDA ITEMS** | **OWNER / Speaker** | **Reference** | **TIME**
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**Special (Temporary) Subcommittees** |  |  |  
9.5 Making Your Voice Heard as a Parent | N. Marriott |  | 5 min.  
9.6 Communications & Dissemination | D. Alvares / I. Starck |  | 0 min.  
9.7 Newsletter | J. Del Grande |  | 5 min.  
**External Committees** |  |  |  
9.7 CPIC/OAPCE/TCDSB Visioning Chair |  |  | 0 min.  
9.8 Nuturing Our Catholic Community Vice-Chair |  |  | 0 min.  
10 | Reports from Parent Members: Ward Representatives |  | 20 min.  
10.1 Ward 10 Event with Paul Davis |  | pg 15-16 |  
10.2 Malvern Event - Dream Big / Microsoft Training |  | pg 17 |  
11 | New Business and Motions Arising Therefrom |  | 25 min.  
**New Business & Discussion items** |  |  |  
11.1 Recinding of Redundant CPIC Policies |  | pg 18 | 5 min.  
11.2 New Proposed CPIC Policy #6 |  | pg 19-20 | 10 min.  
**Matters referred from the Board of Trustees or Director of Education** |  |  |  
11.2 CPIC Policy S.10 |  | pg 20-30 | 10 min.  
12 | Announcements & Date, Time & Location of Next Meetings |  | 2 min.  
12.1 Pending/Tracker List |  |  | 0 min.  
12.2 Future Meetings: Monday November 11, 2019 - Inaugural Meeting |  |  | 2 min.  
13 | Adjournment |  | 1 min.  

**Meeting Call-In Phone Number: 416-915-3615; Pass Code: 438223#**

The Toronto Catholic Parent Involvement Committee (Toronto CPIC) is the legislated parent voice at the Toronto Catholic District School Board (TCDSB) for parents of students in TCDSB schools. Toronto CPIC is parent-led and Ministry of Education-funded. Toronto CPIC focuses on system-level matters which affect more than one Toronto CPIC's mission is to support, encourage and enhance meaningful parent engagement leading to improved student academic achievement and the improved emotional, spiritual and physical well-being of TCDSB students by reaching out and directly engaging parents with their children's education and sharing information. Toronto CPIC supports school parent councils in their mission of improving student achievement and enhancing the accountability of the education system to parents by providing training, education, knowledge, skills transfer, resources and assistance to school parent councils and parent leaders. Toronto CPIC represents the views of parents of TCDSB students to the TCDSB, the Ministry of Education, and on various committees and forums.

Meeting location is:  
Catholic Teachers’ Centre – Third Floor (7-10pm)  
Catholic Education Centre, 80 Sheppard Ave. E, Toronto, M2N 6E8
### Parent & Community Members Present (voting Members):

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
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<tbody>
<tr>
<td>W1</td>
<td>OPEN</td>
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<tr>
<td>W2</td>
<td>Geoffrey Feldman – Secretary</td>
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<td>W3</td>
<td>Joe Fiorante – Vice Chair</td>
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<td>W4</td>
<td>OPEN</td>
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<td>W5</td>
<td>Melinda Hackett</td>
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<td>W6</td>
<td>Gus Gikas - Treasurer</td>
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<td>W7</td>
<td>Randy Bucao</td>
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<td>W8</td>
<td>Ruth Oliveros - Assistant Treasurer</td>
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<td>W9</td>
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<td>W10</td>
<td>Annalisa Crudo-Perri</td>
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<tr>
<td>W11</td>
<td>Ben Xavier</td>
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<td>W12</td>
<td>John Del Grande - Chair</td>
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<tr>
<td>PMAL 1</td>
<td>Isabel Starck</td>
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<td>PMAL 3</td>
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<thead>
<tr>
<th>Code</th>
<th>Name</th>
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<tbody>
<tr>
<td>W1</td>
<td>Raul Tellez Rios</td>
</tr>
<tr>
<td>W2</td>
<td>Natalia Marriott</td>
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<tr>
<td>W3</td>
<td>OPEN</td>
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<td>W4</td>
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<td>OPEN</td>
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<td>W10</td>
<td>OPEN</td>
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<tr>
<td>W11</td>
<td>Communications</td>
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<tr>
<td>W12</td>
<td>Anthony Antonucci</td>
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</tbody>
</table>

### Other Members In Attendance (ex officio and non-voting):

- TCDSB Director of Education or Designate: John Wujek
- TCDSB Trustee Representative or Designate: Garry Tanuan
- TCDSB Parent Engagement & Toronto CPIC Liaison: Manuela Sequeira
- TCDSB Communications: Emmy Szekeres-Milne
- TCDSB Staff Support:

### Apologies for Absence:

- Jenny Romero (W9); Norm Di Pasquale (Trustee Alternate)

### Absent:

- Wendell Labrador (W8); Desmond Alvares (W11); Karla Coto (PMAL2); Patricia Bozzo (CR1);

### Guests and Public in Attendance:

- Dennis Hastings 📧; Edith Pearson 📧; Jennifer DiFrancesco

**No other guests present**

### Next Meeting:

**Monday Sep 16, 2019**  
**Location:** CEC @ 7:00 PM

### AGENDA ITEMS

<table>
<thead>
<tr>
<th>AGENDA ITEMS</th>
<th>DISCUSSION &amp; DECISIONS</th>
</tr>
</thead>
</table>
| 1. Welcome, Call to Order, Roll Call, Declaration of Quorum and Prayer | The Chair welcomed everyone, called the meeting to order and led the roll call at 07:02 PM.  
After a determination of Members present, the Chair declared that as quorum was confirmed, the meeting was duly convened and legally constituted.  
*J. Fiorante* led the opening prayer. |
| 2. Adoption of Proposed Agenda | After those present had an opportunity to read and review the proposed Agenda, and a call for additions and changes was made, the following motion was proposed:  
**Motion 19/06-01** MOVED THAT the proposed Agenda, including additions and changes, be formally adopted as the Meeting Agenda.  
Mover: R. Tellez Rios W1  
Seconded: J. Fiorante W3  
Carried |
| 3. Review, Approval & Confirmation of | The Minutes of the Meeting of Monday, May 13, 2019 were distributed  
After those present had an opportunity to review the Minutes, the following was proposed: |
### AGENDA ITEMS

| Minutes of Prior CPIC Meetings | Motion 19/06-02 MOVED THAT the Minutes of the Meeting of May 13, 2019, with corrections and changes, be formally approved and confirmed as the official record of proceedings. |
| Mover: R. Tellez Rios W1 | Seconded: G. Feldman W2 |
| || Carried |

| 4. Report from the Chair | Vice-Chair presided over the Meeting. |
| J. Del Grande reported: | |
| • Discussed CPIC operational items with Vice-Chair, Treasurer & Secretary | |
| • Discussions with Director of Education and Director Designate on various items | |
| • Reviewed recently passed CPIC recommendations with Board staff | |
| • Changes have been reflected in Communications Weekly Wrap-Up Email | |
| • Attended subcommittee meetings & reviewed materials with subcommittee chairs | |
| • Prepared subcommittee Items: Constitution & Policy recommendations | |
| • Prepared agenda, reviewed draft minutes, and had discussions with various members | |
| • Attended & presented greetings at Filipino Heritage Month Evening co-sponsored by CPIC | |
| • Acting Ward 5 Member Elizabeth Evans has resigned due to family commitments | |
| Motion # 19/06-03 | MOVED THAT the Chair’s Report as presented be accepted. |
| Mover: G. Gikas W6 | Seconded: N. Marriott W2 |
| Carried |

| Motion # 19/06-04 | MOVED THAT Toronto CPIC members accept the resignation of Acting Ward 5 Parent Member Elizabeth Evans. |
| Mover: G. Gikas W6 | Seconded: R. Tellez Rios W1 |
| Carried |

| Chair presided over the Meeting. |

| 5. Report from the Trustee Representative or Designate | Trustee Tanuan reported. |
| • Informed members on the Board of Trustees and Committee meetings and any issues that concerned parents. | |
| • Reminded members of the upcoming budget special meeting to be held on June 19, 2019 | |

| 6. Report from the Director of Education or Designate | Superintendent Wujek reported. |
| • Reported back on CPIC Motions that were addressed to Staff. | |
| Steve Camacho TCDSB CIO presented. | |
| • “Draft Information & Technology Strategy”. | |

| 7 Financial Report from the Treasurer | CPIC Treasurer reported. |
| An overview of spending (attached as Appendix “A”) as reported by the TCDSB for May 2019 was provided and discussed by the members. | |
| Motion # 19/06-05 | MOVED THAT the Financial Report as presented be accepted. |
| Mover: I. Starck PMAL1 | Seconded: R. Oliveros W8 |
| Carried |

<p>| 8 Unfinished (Old) Business and | Unfinished Business/Items Deferred from Prior Meeting |
| 8.1 Motion for Parent Resource Library: | |</p>
<table>
<thead>
<tr>
<th>AGENDA ITEMS</th>
<th>DISCUSSION &amp; DECISIONS</th>
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</thead>
<tbody>
<tr>
<td><strong>Matters Arising</strong></td>
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<tr>
<td>Minutes of Prior Meetings</td>
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<tr>
<td>The following Motion was read and</td>
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<tr>
<td>discussed by the Members.</td>
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<tr>
<td><strong>Whereas</strong>: Parent resources are</td>
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<td>valuable to support CSPC function,</td>
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<td>parent involvement at home and</td>
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<td>strategies in parenting.</td>
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<tr>
<td><strong>Whereas</strong>: Over the years the Board,</td>
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<tr>
<td>Trustees, CPIC have provided resource books to CSPCs</td>
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<td>and/or schools for parent use.</td>
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<td><strong>Whereas</strong>: There is a wide</td>
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<td>inconsistency from feedback received</td>
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<tr>
<td>from schools as to the location of</td>
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<td>books, access to materials and</td>
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<tr>
<td>inventory.</td>
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<td><strong>Whereas</strong>: CPIC could look at</td>
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<td>recommending a consistent way to</td>
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<td>facilitate parent sharing of</td>
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<td>materials in addition to possible</td>
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<td>funding sources.</td>
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<tr>
<td><strong>Motion # 19/06-06</strong></td>
<td>MOVED THAT Staff Report Back to the members of Toronto CPIC on the current implementation of “Parent Resource Libraries” across the system and any recommendations to increase parent access and awareness to the Parent Resource Libraries.</td>
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<tr>
<td><strong>Mover</strong>: I. Starck PMAL1</td>
<td>Seconded: R. Oliveros W8</td>
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<tr>
<td><strong>Carried</strong></td>
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8.2 Report Back – OAPCE Conference Sponsorship:
The report back prepared by A. Crudo-Perri, OAPCE President was read to the members.

8.3 Report Back – Ward 11 Event held on May 9, 2019:
The report back prepared by I. Starck was read to the members.

<table>
<thead>
<tr>
<th><strong>Motions for Which a Notice of Motion Was Provided</strong></th>
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</thead>
<tbody>
<tr>
<td>No Notices of Motions to be discussed</td>
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<table>
<thead>
<tr>
<th><strong>Matters Arising from the Minutes of Prior Meetings</strong></th>
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<tbody>
<tr>
<td>No Matters arose at our Prior Meeting</td>
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9 **Subcommittee Reports & Recommendations**

<table>
<thead>
<tr>
<th><strong>STANDING (PERMANENT) SUBCOMMITTEES</strong></th>
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<tbody>
<tr>
<td>9.1 Budget &amp; Priority Setting Subcommittee</td>
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<td>No report presented.</td>
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**9.2 Governance & Procedure Subcommittee**
Minutes from May 22, 2019 & June 5, 2019 were presented to the members. The recommended revisions to the Constitution Articles VI, VII, IX, XVI was presented and discussed.

**Motion # 19/06-07**
MOVED THAT the revisions to the CPIC Constitution and Bylaw as presented are approved in principle.

| **Mover**: I. Starck PMAL1 | **Seconded**: R. Oliveros W8 |
| Carried                   |                            |

9.3 Nominating & Election Subcommittee
No report presented.

9.4 Conference Planning Subcommittee
No report presented.

**SPECIAL (TEMPORARY / AD HOC) SUBCOMMITTEES**

9.5 Making Your Voices Heard
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<tr>
<th>AGENDA ITEMS</th>
<th>DISCUSSION &amp; DECISIONS</th>
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<tbody>
<tr>
<td><strong>Discussions resulted with the links assigned to members to summarize and report back.</strong></td>
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<tr>
<td><strong>9.6 Communications and Dissemination Planning Subcommittee</strong></td>
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<tr>
<td><strong>No report presented.</strong></td>
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<tr>
<td><strong>10 Reports from Parent Members: Ward Representatives</strong></td>
<td><strong>10.1 Ward 1</strong></td>
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<td>Receive Report form Ward 1</td>
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<td><strong>Motion # 19/06-08</strong> MOVED THAT the members receive the report presented by the R. Tellez Rios, Ward 1 Parent Representative.</td>
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<td>Mover: N. Marriott W2</td>
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<td>Seconded: G. Gikas W6</td>
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<td></td>
<td>Carried</td>
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<tr>
<td><strong>11 New Business and Motions Arising Therefrom</strong></td>
<td><strong>11.1 Newsletter</strong></td>
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<td>The following motion was presented and discussed by the members</td>
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<td></td>
<td><strong>Whereas:</strong> The Budget &amp; Priorities Subcommittee March Report recommended a CPIC newsletter as part of a 2-year plan to draw down on surplus &amp; increase exposure/visibility of CPIC</td>
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<td><strong>Whereas:</strong> A quote has been provided from the Board’s vendor of record who has previously produced Trustee Newsletters</td>
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<td><strong>Whereas:</strong> A CPIC newsletter can highlight committee purpose, events, recommendations and representatives</td>
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<td><strong>Motion # 19/06-09</strong> MOVED THAT Toronto Catholic PIC members approve:</td>
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<td>a) An allocation of $3620.00 for creation of a 4-page full colour 11x17 CPIC newsletter in the Fall of 2019 for distribution to all TCDSB families; and,</td>
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<td></td>
<td>b) That an ad-hoc special committee be formed over the summer through to September to collect &amp; curate content.</td>
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<td>Mover: A. Antonucci W12</td>
</tr>
<tr>
<td></td>
<td>Seconded: R. Tellez-Rios W1</td>
</tr>
<tr>
<td></td>
<td>Carried</td>
</tr>
<tr>
<td></td>
<td><strong>11.2 CPIC Logo</strong></td>
</tr>
<tr>
<td></td>
<td>Discussion on the current CPIC Logo was held and the following motion presented.</td>
</tr>
<tr>
<td></td>
<td><strong>Motion # 19/06-10</strong> MOVED THAT the members will review the current Toronto CPIC Logo over the next few months and present ideas at our September 16, 2019 meeting.</td>
</tr>
<tr>
<td></td>
<td>Mover: R. Tellez-Rios W1</td>
</tr>
<tr>
<td></td>
<td>Seconded: M. Hackett W5</td>
</tr>
<tr>
<td></td>
<td>Carried</td>
</tr>
<tr>
<td><strong>12 Announcements &amp; Date, Time &amp; Location of Next Meeting</strong></td>
<td>The Chair advised that the October Inaugural Meeting would be deferred subject to the new By-Laws being ratified in September.</td>
</tr>
</tbody>
</table>
## AGENDA ITEMS

### DISCUSSION & DECISIONS

| 13 Adjournment | Motion # 19/06-09 MOVED THAT the meeting stand adjourned.  
Mover: R. Oliveros W8  
Seconded: N. Marriott W2  
Carried  
The Chair declared the meeting adjourned and Members rose at 10:40 PM |

Respectfully submitted to the Members of Toronto CPIC,

John Del Grande, Chair  
Geoffrey Feldman, Secretary

By resolution of the assembly (19/09-##) on Monday, Month Date, 2019
TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE
Minutes of a Special Meeting of the Toronto CPIC
Monday August 12, 2019 ~ E- Meeting ~ 6:30 P.M.

<table>
<thead>
<tr>
<th>Meeting Time &amp; Location:</th>
<th>6:30 PM to 7:40 PM</th>
<th>Global Meet Web/Teleconference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair:</td>
<td>John Del Grande</td>
<td></td>
</tr>
<tr>
<td>Secretary:</td>
<td>John Del Grande</td>
<td></td>
</tr>
</tbody>
</table>

**Parent & Community Members Present**

<table>
<thead>
<tr>
<th>Parent &amp; Community Members Present (voting Members):</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1 – OPEN</td>
</tr>
<tr>
<td>W2 – Geoffrey Feldman – Secretary</td>
</tr>
<tr>
<td>W3 -</td>
</tr>
<tr>
<td>W4 – OPEN</td>
</tr>
<tr>
<td>W5 –</td>
</tr>
<tr>
<td>W6 –</td>
</tr>
<tr>
<td>W7 –</td>
</tr>
<tr>
<td>W8 – Ruth Oliveros - Assistant Treasurer</td>
</tr>
<tr>
<td>W9 –</td>
</tr>
<tr>
<td>W10 –</td>
</tr>
<tr>
<td>W11 –</td>
</tr>
<tr>
<td>W12 – John Del Grande - Chair</td>
</tr>
<tr>
<td>PMAL 1 –</td>
</tr>
<tr>
<td>PMAL 3 –</td>
</tr>
<tr>
<td>Com Rep 1 –</td>
</tr>
<tr>
<td>Com Rep 3 – OPEN</td>
</tr>
</tbody>
</table>

**Other Members In Attendance (ex officio and non-voting):**

<table>
<thead>
<tr>
<th>Other Members in Attendance (ex officio and non-voting):</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCDSB Director of Education or Designate: Dan Koenig</td>
</tr>
<tr>
<td>TCDSB Trustee Representative or Designate: Norm Di Pasquale</td>
</tr>
</tbody>
</table>

**Apologies for Absence:**

<table>
<thead>
<tr>
<th>Apologies for Absence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Fiorante (W3), Patricia Bozzo (COM1)</td>
</tr>
</tbody>
</table>

**Absent:**

<table>
<thead>
<tr>
<th>Absent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raul Tellez Rios (W1), Natalia Marriott (W2), Melinda Hackett (W5), Gus Gikas (W6), Randy Bucao (W7), Wendell Labrador (W8), Annalisa Crudo-Perri (W10), Ben Xavier (W11), Desmond Alvares (W11), Mary Laframboise (COM2), Isabel Starck (PMAL1), Karla Coto (PMAL2)</td>
</tr>
</tbody>
</table>

**Guests in Attendance:**

<table>
<thead>
<tr>
<th>Guests in Attendance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No guests present</td>
</tr>
</tbody>
</table>

**Next Meeting:**

<table>
<thead>
<tr>
<th>Next Meeting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday September 16, 2019 Location: CEC @ 7:00 PM</td>
</tr>
</tbody>
</table>

### AGENDA ITEMS

<table>
<thead>
<tr>
<th>AGENDA ITEMS</th>
<th>DISCUSSION &amp; DECISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Welcome, Call to Order, Roll Call</td>
<td>The Chair welcomed everyone, called the meeting to order at 06:40 PM.</td>
</tr>
<tr>
<td>2 Adoption of Proposed Agenda</td>
<td>After those present had an opportunity to read and review the proposed Agenda, and a call for additions and changes was made, the following motion was proposed:</td>
</tr>
</tbody>
</table>

**Motion 19/08-01** MOVED THAT the proposed Agenda be formally adopted as the Meeting Agenda.

**Mover:** R. Oliveros W8  
**Seconded:** A. Antonucci (W12)  
**Carried**
TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE
Minutes of a Special Meeting of the Toronto CPIC
Monday August 12, 2019 ~ E- Meeting ~ 6:30 P.M.

<table>
<thead>
<tr>
<th>AGENDA ITEMS</th>
<th>DISCUSSION &amp; DECISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Proposed Draft Constitution</td>
<td>The Chair outlined the work of the Governance &amp; Policy Committee on the draft revised constitution and that it has also been updated based on advice and feedback from the Board’s Parliamentarian. A review of section by section occurred, where Committee Members questions were answered. The following amendments &amp; corrections were recommended:</td>
</tr>
<tr>
<td></td>
<td><strong>Motion 19/08-02 MOVED THAT</strong></td>
</tr>
<tr>
<td></td>
<td>1) Section 10.1 Quorum for Regular Meetings be updated to 40% from 35%</td>
</tr>
<tr>
<td></td>
<td>2) Section 18.5.1 should be updated to refer to 18.4</td>
</tr>
<tr>
<td></td>
<td>3) The Chair provided an updated version of the draft revised bylaws to the Board’s legal Counsel</td>
</tr>
<tr>
<td></td>
<td>Mover: G. Feldman (W2) Seconded: A. Autonucci (W12) Carried</td>
</tr>
<tr>
<td>Review of Nomination Form &amp; Dates</td>
<td>The Chair outlined updates required to the CPIC Nomination Forms in anticipation of the new Constitution be adopted in September. Discussions with Board staff have already occurred as to planning for elections. No additional feedback was provided.</td>
</tr>
<tr>
<td>6 Adjournment</td>
<td><strong>Motion # 19/08-03 MOVED THAT</strong> the meeting stand adjourned.</td>
</tr>
<tr>
<td></td>
<td>Mover: R. Oliveros (W8) Seconded: G. Feldman (W2) Carried</td>
</tr>
</tbody>
</table>

Respectfully submitted to the Members of Toronto CPIC,

John Del Grande, Chair

By resolution of the assembly (19/09-##) on Monday, Month Date, 2019
CHAIR REPORT

[Period of June 13, 2019 to September 11, 2019]

- Discussed CPIC operational items with Vice-Chair, Treasurer & Secretary
- Discussions with Director of Education and Director Designate on various items
- Attended subcommittee meetings & reviewed materials with subcommittee chairs
- Prepared subcommittee Items: Constitution & Policy recommendations
- Compiled working and final drafts of the new Committee Bylaws including recommendations from Parliamentarian, Director and Legal Counsel
- Compiled draft CPIC nomination forms and information sheets
- Sent welcome letter to the new Minister of Education
- Reviewed TCDSB Board Agendas and communication on behalf of the Committee
- Facilitated Special Meeting of the Committee for Required Bylaws Notice
- Setup Eventbrite Registration and coordinated planning for Ward 10 Internet Safety Event
- Wrote letter to Trustee Bylaws Committee re: Parent Engagement Motions
- Wrote joint letter with OAPCE-Toronto to Trustee Governance Committee re: S.04 policy
- Coordinating pre-election planning for odd Wards & potential bylaw changes
- Drafted CPIC Annual Report for 2018-2019
- Prepared September agenda, reviewed draft minutes and discussion with various members

I would like to recognize those members that are completing their election/appointment term:

<table>
<thead>
<tr>
<th>Raul Tellez Rios – W1 R2</th>
<th>Ben Xavier – W11 R1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Fiorante – W3 R1</td>
<td>Desmond Alveres – W11 R2</td>
</tr>
<tr>
<td>Melinda Hackett – W5 R1</td>
<td>Isabel Starck – PAL1</td>
</tr>
<tr>
<td>Randy Bucao – W7 R1</td>
<td>Karla Coto – PAL2</td>
</tr>
<tr>
<td>Jenny Romero – W9 R1</td>
<td>Patricia Bozzo – COM1</td>
</tr>
<tr>
<td></td>
<td>Mary Laframboise – COM2</td>
</tr>
</tbody>
</table>
## CPIC Grant & Expenditure Summary

**As at August 31, 2019**

<table>
<thead>
<tr>
<th></th>
<th>CPIC 2018-19</th>
<th>PRO Grant 2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPROVED FUNDING</strong></td>
<td>21,262.00</td>
<td>-</td>
</tr>
<tr>
<td><strong>CARRYOVER FROM PREVIOUS YEAR</strong></td>
<td>52,695.41</td>
<td>3,278.82</td>
</tr>
<tr>
<td><strong>TOTAL FUNDING</strong></td>
<td>73,957.41</td>
<td>3,278.82</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Childcare</td>
<td>855.00</td>
<td>-</td>
</tr>
<tr>
<td>Consulting</td>
<td>1,500.00</td>
<td>-</td>
</tr>
<tr>
<td>Election-Parent Recruitment Expenses</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Media Advertising</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transcriptions</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Mileage</td>
<td>1,348.89</td>
<td>-</td>
</tr>
<tr>
<td>Parent Resources</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Printing &amp; Supplies</td>
<td>1,616.00</td>
<td>-</td>
</tr>
<tr>
<td>Promotional Materials</td>
<td>12,711.52</td>
<td>-</td>
</tr>
<tr>
<td>Refreshments - Events</td>
<td>2,871.31</td>
<td>-</td>
</tr>
<tr>
<td>Refreshments - Meeting</td>
<td>1,627.10</td>
<td>-</td>
</tr>
<tr>
<td>Speaker Expenses</td>
<td>3,264.80</td>
<td>-</td>
</tr>
<tr>
<td>Telecommunication</td>
<td>3,883.62</td>
<td>-</td>
</tr>
<tr>
<td>Translation Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TTC Tokens - Buses</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>29,678.24</td>
<td>-</td>
</tr>
<tr>
<td><strong>CARRYOVER TO NEW YEAR</strong></td>
<td>44,279.17</td>
<td>3,278.82</td>
</tr>
</tbody>
</table>
Minutes of Governance & Procedure Subcommittee meeting held on Wednesday June 19, 2019

Electronic Meeting held using GoToMeeting Service

<table>
<thead>
<tr>
<th>Name</th>
<th>Subcommittee Role</th>
<th>CPIC Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geoffrey Feldman – Parent Member</td>
<td>Co-Chair</td>
<td>2</td>
</tr>
<tr>
<td>John Del Grande – Parent Member</td>
<td>Ex-Officio</td>
<td>12</td>
</tr>
<tr>
<td>Natalia Marriott – Parent Member</td>
<td>Member</td>
<td>2</td>
</tr>
</tbody>
</table>

**Item 2: Agenda Approved:**
1. Welcome, Roll Call and Prayer
2. Proposed Agenda was approved
3. Review of Minutes from Previous Meeting
4. Article Review:
   a. Article IX: Meetings & Meeting Agendas
   b. Article XIII: Member Duties & Responsibilities and Code of Ethical Conduct
   c. Article XI: Financial Matters
5. Added Items:
   a. Committee Votes: Treatment of Abstentions
   b. Constitution, Bylaw, Standing Rules and Policy Voting
   c. Incorporate Consolidated Addendum
      i. Chair or Vice-Chair Qualifications;
      ii. Mid-Term Appointments;
      iii. Notice of Motion
6. Next Meeting

**CPIC Mandate**
The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level to improve student achievement and well-being. A parent involvement committee of a board shall achieve its purpose by,
   a) providing information and advice on parent engagement to the board;
   b) communicating with and supporting school councils of schools of the board; and
   c) undertaking activities to help parents of pupils of the board support their children’s learning at home and at school.

**Item 4a – Actions Decided - Article IX Review:**
1. Simplify wording 9.0 Committee Meetings.
2. 9.1 Change Date of Inaugural Meeting to November 15.
3. Revise 9.2 Order of Business Inaugural Meetings by:
   a. Remove Adoption of Agenda as unneeded.
   b. Remove Election of Parent Members At-Large.
   c. Revise Amendments to Constitution to permit changes anytime in year but still needs to go through Subcommittee before being presented for adoption.
   d. Add an ‘Other Business’ section to avoid need for a Special Meeting after the Inaugural Meeting.

**Item 4b – Actions Decided - Article XIII Review:**
1. Incorporate Points raised at the Full Committee Meeting.
2. Revise Code of Ethical Conduct to refer to TCDSB Policy.
3. Remove 13.3 Review or Sunset article.

**Item 4c – Actions Decided Article XI Review:**

**Meeting Dates & Plan:**

Wednesday, July 10, 2019 - 7:30 pm to 8:45 pm
TBD

All meetings will be held electronically: [https://torcathparqm.globalmeet.com/CPIC](https://torcathparqm.globalmeet.com/CPIC)
Call-in number if not on computer: 416-915-3615; Pass Code: 438223#

Respectfully submitted to the Members of Governance & Procedure subcommittee

Geoffrey Feldman Cochair, Toronto CPIC G&P subcommittee
Vote held electronically (via Email) August 10, 2019

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Del Grande</td>
<td>Chair</td>
</tr>
<tr>
<td>Gus Gikas</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Joe Fiorante</td>
<td>Vice-Chair</td>
</tr>
<tr>
<td>Geoffrey Feldman</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

Request:  
To approve up to $1,800 for Parliamentarian review of the Draft Working ByLaws  
Submitted by Chair

Rationale:  
Given progress of our bylaws rewrite and plans to provide notice in August to the Committee. The Chair requested the parliamentarian conduct a review to highlight any inconsistencies, suggestions given expertise witnessed from our meetings, TCDSB Board meetings and outside entities.

Authority:  
As per 8.6 in the Constitution, the Executive Subcommittee may act for the Committee between Meetings of the Committee only insofar as may be necessary or expedient  
As per 17.4 in the Constitution, amounts over $2500 need full Committee approval

OUTCOME:  
Executive Members Responded noted above responded in the Positive  
The Chair + the three (3) members constituted a quorum and majority.

John Del Grande, CPIC Chair
MOTION FOR CONSIDERATION – September 19, 2019

From: CPIC Chair

Whereas: Toronto CPIC Constitution has been rewritten and is being proposed to be amended by way of Notice of Motion.

Whereas: There have been various CPIC Standing Rules and Policies enacted between 2011 and 2016 that augmented the original Constitution.

Whereas: There is no longer a provision in the new Constitution for Standing Rules

Whereas: All relevant existing policies have been considered and/or included in the revised Constitution

THAT CPIC RECIND THE FOLLOWING STANDING RULES & POLICIES:

STANDING RULE (1): Conflict of Interest Provisions

STANDING RULE (2): Mid-Term Appointment Process

POLICY (2): Notice of Motion

POLICY (3): Reduce Number of Formal Meetings

POLICY (4): Past Chair as Executive Officer
POLICY PERSPECTIVE

Parent Councils through the Education Act are provided the authority to determine their Membership and Committee structure.

Article IV of the CPIC Constitution & Bylaws (as revised) permit CPIC policy to dictate the number of additional Elementary Panel Ward Parent Members & Ward Clusters for Secondary Panel Parent Members.

POLICY

1. Due to differences in Ward sizes and number of schools within them, CPIC shall strive to create relative parity between CPIC Parent Members and their associated constituencies.

2. CPIC Executive Officers Subcommittee shall make recommendations to the CPIC on Ward splits based on total number of Elementary Schools in a defined TCDSB Ward.

3. Ward Splits for Elementary schools shall only be permitted on a North/South or East/West configuration using the centre of a major arterial road as the dividing line.

4. There shall be no more than 1 split, creating no more than 2 CPIC representatives per Ward.

5. Secondary School Clusters shall be defined on a regional basis within the City of Toronto.

6. Ward configurations & ward clusters will be reviewed and adjusted with each 4-year election cycle of The Board of Trustees based on approved Ward boundary maps submitted to the City of Toronto & Minister of Education.

7. The Elementary Ward Splits & Secondary School Clusters from September 2019-October 2022 unless amended shall be:
## ELEMENTARY WARDS

<table>
<thead>
<tr>
<th>Ward</th>
<th>Split Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARD 1</td>
<td>No split</td>
</tr>
<tr>
<td>WARD 2</td>
<td>No split</td>
</tr>
<tr>
<td>WARD 3</td>
<td>No split</td>
</tr>
<tr>
<td>WARD 4</td>
<td>No split</td>
</tr>
<tr>
<td>WARD 5 EAST</td>
<td>East of Bathurst Avenue</td>
</tr>
<tr>
<td>WARD 5 WEST</td>
<td>West of Bathurst Avenue</td>
</tr>
<tr>
<td>WARD 6</td>
<td>No split</td>
</tr>
<tr>
<td>WARD 7</td>
<td>No split</td>
</tr>
<tr>
<td>WARD 8 EAST</td>
<td>East of Neilson Avenue</td>
</tr>
<tr>
<td>WARD 8 WEST</td>
<td>West of Neilson Avenue</td>
</tr>
<tr>
<td>WARD 9</td>
<td>No split</td>
</tr>
<tr>
<td>WARD 10</td>
<td>No split</td>
</tr>
<tr>
<td>WARD 11 NORTH</td>
<td>North of Lawrence Avenue</td>
</tr>
<tr>
<td>WARD 11 SOUTH</td>
<td>South of Lawrence Avenue</td>
</tr>
<tr>
<td>WARD 12</td>
<td>No split</td>
</tr>
</tbody>
</table>

## SECONDARY SCHOOL CLUSTERS

<table>
<thead>
<tr>
<th>Region</th>
<th>Wards</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAST</td>
<td>WARDS 7, 8, 11 &amp; 12</td>
</tr>
<tr>
<td>CENTRAL</td>
<td>WARDS 5, 6, 9 &amp; 10</td>
</tr>
<tr>
<td>WEST</td>
<td>WARDS 1, 2, 3 &amp; 4</td>
</tr>
</tbody>
</table>

## DOCUMENT REVISION HISTORY

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Document Change History</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>2019-09-16</td>
<td></td>
</tr>
</tbody>
</table>
SOCIAL NETWORKING AND ONLINE SAFETY
AN EVENING FOR PARENTS WITH PAUL DAVIS
SEPTEMBER 26, 2019
7:00 PM
CHAMINADE SCHOOL

TOPICS INCLUDE:
SNAPCHAT / INSTAGRAM / FACEBOOK
SMARTPHONES AND DIGITAL TRAILS
CYBERBULLYING - TEXTING - SEXTING
ONLINE SECURITY & MORE

Register: bit.ly/pauldavisevent
PARENTS ENGAGED IN EDUCATION

Dream BIG Council Training Symposium

Bring your whole team and get off to a fantastic start to the new school year.

What makes this symposium different?
Learn to organize, create, plan, run events and communicate through technology
Create templates for your council
Using technology to allow your team to work together easier
This event is totally interactive (Bring your questions, ideas and contact information to share with new connections)
Network with parent leaders from across the province.
Connect with vendors important to school councils at our great vendor fair.

TECHNOLOGY TOOLS FOR SCHOOL COUNCILS FACILITATED BY MICROSOFT

Sat., October 5th, 2019
TIME: 8:30 AM – REGISTRATION EVENT: 9:00 AM – 3:00 PM

University of Toronto Scarborough Campus,
1265 Military Trail, Toronto, Ontario
(Highland Hall Event Centre)

Attendees are asked to bring their own devices fully charged

IMPORTANT NOTES:
1. Parking is available adjacent to the event hall for $6.00 per car.
2. TTC bus stops at front door of event centre (bldg. A).
3. Registration will be limited to 150 people.
   With the limited number of people that will be able to attend, we ask that you only register if you are available to attend so that it doesn’t take a space away from someone who would like to participate.
4. A map of the location will be sent to all registrants.

REGISTER NOW – SPACE IS LIMITED

UPDATE TO CATHOLIC SCHOOL PARENT COUNCILS POLICY S.10

“He rules the world in righteousness and judges the peoples with equity.” Psalm 9:8

Vision:
At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:
The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

Rory McGuckin
Director of Education

D. Koenig
Associate Director of Academic Affairs

L. Noronha
Associate Director of Facilities, Business and Community Development, and Chief Financial Officer
A. EXECUTIVE SUMMARY

This report recommends updating the current Catholic School Parent Councils (S. 10) as per the five year review cycle in the Meta Policy (M.01).

*The cumulative staff time required to prepare this report was 30 hours*

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance Policy Committee.

C. BACKGROUND

1. The Catholic School Parent Councils Policy(S.10) was first approved on November 19, 1981.
2. The last amendment to the policy was on February 24, 2016.
3. Changes to the policy reflect current legislation and practices.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The policy has been amended and informed in consultation with Legal Services, the Catholic Parent Involvement Committee (CPIC), the Ontario Association for Parents in Catholic Education (OAPCE), TCDSB’s Catholic Parent School Councils (CSPC), and with the parent/guardian community.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by the Director with the support of the Superintendent of Parent Engagement, and reported on the Annual Catholic Schools Parent Council Metrics Report.

Further reports will be brought to the Board in accordance with the policy review schedule.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN
1. The updated Policy, and accompanying appendices, as approved will be posted on the TCDSB policy register.
2. Principals will be informed of changes to this policy at k-12 meetings.
3. CPIC, OPACE and CSPCs will be informed of changes through their regular meetings.

G. STAFF RECOMMENDATION

Staff recommends that the revised Catholic School Parent Councils (S.10) Policy (Appendix A of this report) be adopted.

It also recommends that Appendices A and B to the policy are approved.

Staff further recommends that the former Appendix B (Operational Procedures for CSPCs) of the policy go back for further consultation to CPIC, OAPCE and school administration. The outcome of this collaboration would be a handbook that is consistent with appropriate Regulations and Policies for Parents, CSPCs and Staff and a useful reference for best procedures and practices.
Date Approved: April 22, 2015  
November 1981  

Date of Next Review:  
2019  
2024  

Dates of Amendments:  
Nov. 19, 1981; Oct. 20, 1983;  
Nov. 16, 1992; June 20, 1996;  
June 14, 2001; Feb. 19, 2015;  
April 22, 2015; Feb. 24th 2016  

Cross References:  
Reg. 298 – Operation of Schools – General  
Reg. 612 – School Councils and Parent Involvement Committees  
H.M. 14 Harassment and Discrimination Policy and The Respectful Workplace  
H.M. 19 Conflict Resolution Policy  
H.M. 24 Catholic Equity and Inclusive Education Policy  
S.S. 09 Code of Conduct  

Appendices: Attachment(s):  
• Appendix A: CSPC Constitutional Template Guidelines  
• Appendix B: Guidelines for School Accounts and Catholic School Advisory Councils [for further consultation]  
• Appendix C: Catholic School Parent Council Financial Operational Procedures  

Purpose:  
This Policy provides the regulations by which Catholic School Parent Councils shall operate within the Toronto Catholic District School Board (TCDSB), This is consistent with the Education Act and Ontario Regulation 612/00.  

Scope and Responsibility:  
The Policy extends to all schools of the Toronto Catholic District School Boards. The Director of Education is responsible for this Policy.
Alignment with MYSP Multi Year Strategic Plan (MYSP):
Living Our Catholic Values
Strengthening Public Confidence - Enhancing Public Confidence
Fostering Student Achievement and Well-Being
Achieving Excellence in Governance
Providing Stewardship of Resources

Policy:
Through the active participation of parents/guardians, the Catholic School Parent Council (CSPC) of each school in the TCDSB school will, through the active participation of parents, will endeavor to improve student achievement and well-being, as well as, and to enhance the accountability of the education system to parents. Each CSPC shall function in an advisory role by making recommendations to the principal of the school and, where necessary, to the Board, on any matter in accordance with the Education Act, TCDSB policies, and guidelines, and operating procedures.

Regulations:

1. The school council at every school shall use the name Catholic School Parent Council (hereafter the CSPC), and will be guided by Catholic values and doctrine. The Chair or at least one of the CSPC Co-Chairs must be Roman Catholic.

   i. A person is qualified to be a parent member of the school council if he or she is a parent or a legal guardian of a pupil who is enrolled in the school.
ii. The chair or co-chairs are to be parent members.

The CSPC shall not be incorporated.

2. A CSPC may make recommendations to the principal of the school on any matter, and the principal shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation.

3. The principal will act as a resource person to the CSPC and shall assist the Council in obtaining information relevant to the duties and functions of the Council.

4. **The Board, through the** The principal, will provide information and solicit the views of CSPC with respect to the following matters; on matters concerning:

   i. student achievement and the School Learning Improvement Plan;
   ii. annual funding for parent involvement;
   iii. the school budget;
   iv. school policies and procedures including the code of conduct; and
   v. school uniform or dress code.

   i) The establishment or amendment of board policies and guidelines that relate to student achievement or to the accountability of the education systems to parents, including:

      a. Policies and guidelines with respect to the conduct of persons in schools;
      b. Policies and guidelines respecting school uniforms and appropriate dress for students in schools;
      c. Policies and guidelines respecting the allocation of funding by the Board CSPC(s);
      d. Policies and guidelines respecting the fundraising activities of CSPC(s);
      e. Policies and guidelines respecting conflict resolution processes for internal CSPC disputes; and
      f. Policies and guidelines respecting reimbursement by the Board for expenses incurred by members and officers of CSPCs
The development of implementation plans for new education initiatives that relate to student achievement or the accountability of the education system to parents including:

a. Board action plans for improvement, based on the Education Quality and Accountability Office (EQAO) reports on the results of student tests, and the communication of those plans to the public.

b. The process and criteria applicable to the selection and placement of principals and vice-principals.

5. The principal of a school may delegate any of his or her powers or duties as a member of CSPC to a vice-principal of the school.

6. A CSPC may make recommendations to the Board on any matter, and the Board shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation.

7. The Board shall solicit the views of CSPCs with respect to:

   i. the establishment or amendment of Board policies or guidelines;

   ii. the development of implementation plans for new initiatives that relate to student achievement or to the accountability of the education system to parents;

   iii. Board action plans for improvement based on EQAO reports; and

   iv. to the Principal Profile, to assist in the selection and placement of principals and vice-principals.

7. A CSPC may make recommendations to the Board’s Catholic Parent Involvement Committee (CPIC) on matters relating to:

   v. strategies for parent engagement;

   vi. identifying and reducing barriers to parent engagement;

   vii. creating a welcoming environment for parents; and

   viii. strategies for parents to support their child(ren)’s learning at home and at school.

8. The election of parent, teacher, school employee and student members of the CSPC will be held within the first 30 calendar days of each school year. The
minimum number of council members is 7 and parents must form the majority. Other members include school personnel, community representatives and the local pastor. That said, parents shall still be the majority member. On behalf of the CSPC, the principal will communicate information about elections to the parent community of the school at least 14 days prior to the election.

9.- On behalf of the CSPC, the principal will give written notice of the date, time and location of the elections to every parent of a pupil who is enrolled in the school, at least 14 days before the date of the election of parent members.

9.- 10. The minimum number of council members is 7 and parents/guardians must form the majority.

11. The composition of the CSPC will be consistent with the Education Act. In addition to parent members, it will also include the local pastor or designate, a teacher teaching representative, an employee of the school (other than the principal, vice-principal or teacher a non-teaching representative, a community representative, a parent representative from the Ontario Association of Parents in Catholic Education Toronto (OAPCE Toronto) and, where possible, a person parent member who has an special interest in Special Education.

11.12. Every effort will be made to ensure that CSPC is representative of the diversity within a school community., where possible.

13. There will be no voting proxy by proxy at CSPC elections and/or at CSPC scheduled meetings.

13.14. There must be a minimum of four six CSPC meetings, which includes the Annual General Meeting. All CSPC meetings are open to the public in each school year.

14 15. CSPC may solicit and take into consideration the advice of parents of students enrolled in the school with regards to matters under consideration by the Council.

15. 16. All communications from CSPC intended for distribution to parents of children in the school, will be approved by the Principal prior to the communication
being sent to the intended recipients. **All communications will be made available if/as required in the language(s) spoken in the community.**

16. **All Catholic School Parent Councils** CSPC shall function and will be governed by **in accordance with** Ontario Regulation 612/00, *(found in Operational Procedures in Appendix A)* by the **Catholic School Parent Council Constitution (Appendix A)** and by the **Guidelines for School Accounts and Catholic School Advisory Councils (Appendix C)** - [https://tcdsbcec.sharepoint.com/teams/Parents-CSPC](https://tcdsbcec.sharepoint.com/teams/Parents-CSPC).

17. **Each CSPC will** **shall adopt by-laws** develop a constitution governing, **in accordance with** Ontario Regulation 612/00 and TCDSB policies and procedures, **that will govern** the conduct of its activities and must include the following **matters** by-laws:

   i. a by-law governing election procedures and the filling of vacancies in the membership of the CSPC;

   ii. a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest;

   iii. a by-law that establishes a conflict resolution process for internal Council disputes, consistent with TCDSB Policy H.M.19 (Conflict Resolution) - [https://www.tcdsb.org/FORPARENTS/Pages/Conflict-Resolution-Resources.aspx](https://www.tcdsb.org/FORPARENTS/Pages/Conflict-Resolution-Resources.aspx); CSPC by-laws must be distributed and verified each year at the Annual General Meeting; and,

   iv. a by-law that establishes a process for the governance of Catholic School Parent Councils and its affairs.

19. CSPC by-laws must be distributed and verified each year at the Annual General Meeting (AGM).

20. As per Section 10 (ii), no member of the school parent council—CSPC will participate in proceedings if they **he/she** has a conflict of interest.

21. All funds collected by CSPCs shall be retained at the school for preparation and deposit to a CSPC account.
CSPC POLICY S.10 UPDATE – APPENDIX A TO REPORT

20.22. CSPC may maintain a bank account, separate from the school account, under the name, of the (Name of School) CSPC.

21.23. The CSPC may engage in fundraising activities related to charitable, humanitarian, educational or services consistent with the tenets of Catholicism. All fundraising shall be carried out under the jurisdiction and supervision of the principal, and will be governed by TCDSB policies S.M.04 Fund Raising in Schools Policy (S.M. 04), and by F.P.01 Purchasing Policy (F.P.01) (https://www.tcdsb.org/Board/Policies/Pages/Default.aspx). All funds raised will be reported to the parent community.

22.24. Per legislation An annual report on the CSPC’s activities will be submitted by May 31st of every year to the principal and to the TCDSB Board of Trustees local trustee. Trustees will determine if this should be shared with the board. The annual report will be posted to the school’s portal page website.

23.25. CSPC shall create take minutes of all its meetings and keep records of all its financial transactions, and retain those records for a minimum of four years. The principal will retain these minutes and records for a minimum period of seven years and will make them available at the school for examination without charge to any person, for examination without charge for any member of the Catholic community.

24. Operational Procedures and Financial Procedures provided will govern the respective activities of Catholic School Parent Councils of the TCDSB.

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

1. The annual report of CSPC activities will serve as an assessment of the Council’s work to support student achievement and well-being at the school.
2. The Parent Engagement Department, in consultation with the Catholic Parent Involvement Committee (CPIC) and the Ontario Association for Parents in Catholic Education –Toronto (OAPCE), will prepare a CSPC Policy Metric Report on an annual basis, to assess the effectiveness of parent engagement strategies in consideration of the Multi Year Strategic Plan (MYSP).

3. The utilization of parent engagement funds, such as the Parent Involvement Committee (PIC) funds Grant and the Parent Reaching Out (PRO) Grant, will be monitored.
TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE
REVISED BYLAWS AS RECOMMENDED BY
GOVERNANCE & POLICY SUBCOMMITTEE

ENDORSED BY CPIC SPECIAL COMMITTEE

AND AS REVIEWED BY THE BOARD SOLICITOR

SEPTEMBER 2019
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AUTHORITY TO MAKE BYLAWS

As permitted under Ontario Education Act Regulation 612(00) s(43)

A parent involvement committee,

(a) may make by-laws governing the conduct of the committee’s affairs; and

(b) shall make by-laws,

(i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,

(ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,

(iii) governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,

(iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,

(v) specifying how many, if any, of the persons may be appointed by the board to the parent involvement committee,

(vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any

(vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and

(viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.
ARTICLE I – NAME OF THE ORGANIZATION

1.1 The name of the organization shall be: “Toronto Catholic Parent Involvement Committee” which may also be referred to as “Toronto CPIC”

1.2 The official logo of Toronto CPIC shall be determined by the Toronto CPIC from time to time.

ARTICLE II – MISSION & OBJECTIVES OF THE ORGANIZATION

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

PURPOSE: As outlined by (Ontario Regulation 612/00) sections 27 & 28

The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.

A parent involvement committee of a board shall achieve its purpose by:
(a) providing information and advice on parent engagement to the board;
(b) communicating with and supporting school councils of schools of the board; and
(c) undertaking activities to help parents of pupils of the board support their children’s learning at home and at school

A parent involvement committee of a board shall:
(a) develop strategies and initiatives that the board and the board’s director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;
(b) advise the board and the board’s director of education on ways to use the strategies and initiatives referred to in clause (a);
(c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;
(d) work with school councils of schools of the board and, through the board’s director of education, with employees of the board to,
(i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children’s learning,
(ii) identify and reduce barriers to parent engagement,
(iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and
(iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and
(e) determine, in consultation with the board’s director of education and in keeping with the board’s policies, how funding, if any, provided under the Education Act for parent involvement as described in section 27 and clauses (a) to (d), is to be used.
ARTICLE III – DEFINITIONS

3.0 For the purposes of this Constitution and Bylaws, whenever the following words are used with its first letter capitalized, shall refer to the definition in this Article.

3.1 **Board/TCDSB**
Toronto Catholic District School Board inclusive of the organization, Board of Trustees and employees/students within it.

3.2 **Committee/CPIC**
Toronto Catholic Parent Involvement Committee

3.3 **Committee Operating Year**
November 1 – October 31

3.2 **Committee Fiscal Year**
September 1 – August 31

3.4 **Conflict of Interest: Compensation**
Includes direct and indirect remuneration as well as gifts or favours that are substantial in nature.

3.5 **Conflict of Interest: Financial Interest**
A person has a “financial interest” if the person has, directly or indirectly, through business, investment or family in
   a) An existing or potential ownership or investment interest in any entity with which the Committee has a transaction, contract, or other arrangement,
   b) A compensation arrangement with the Committee or with any entity or individual with which the Committee has a transaction, contract, or other arrangement
   c) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Committee is negotiating a transaction, contract, or other arrangement
   d) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity whose business or operation has been or will be directly affected by a decision or action of the Committee.

3.6 **Conflict of Interest: Interested Member**
Any Member of the Committee who has a material financial interest, as defined above, or who serves as a Director or Officer of any entity with which the Committee has a transaction, contract, or other arrangement.

3.7 **E-Meeting or Electronic Meeting**
An interactive meeting supporting two-way voice communications and may include video or screen sharing abilities.
3.8 **Ex-Officio**
A person who is included in membership by virtue of another office or position they hold.

3.9 **Inaugural Meeting**
The annual meeting where the purpose of the meeting is to elect Officers of the Committee, appoint Community Members and recognized newly elected or re-elected Members.

3.10 **Member**
A person on the Committee which includes a Parent Members, Community Representatives and ex-officio members. In the case of subcommittees, may also refer to a person who is not a CPIC Member.

3.11 **Nomination Period**
The designated time when there is call and deadline for potential persons wishing to stand for election for their respective Wards or Cluster of School areas.

3.12 **Parent**
A natural or adoptive parent which also includes a legal guardian who has lawful custody of a child.

3.13 **Parent Member**
A Parent and Member of the Committee who is elected, acclaimed or appointed to the Committee and has a child enrolled in a TCDSB school. A Parent Member may only serve in one position.

3.14 **Regular Meeting**
A prescheduled meeting of CPIC from the annual calendar of meetings which includes the annual Inaugural Meeting.

3.15 **Urgent Matter**
Any matter of a time-sensitive nature which may result in financial loss or other harm to the TCDSB and/or CPIC, if the matter is not dealt with before the next scheduled meeting.

3.16 **Ward**
Designated TCDSB Trustee Wards with defined boundaries encompassing one of more City of Toronto Wards.

3.16 **Ward Cluster of Schools**
A defined group of TCDSB Trustee Wards or Splits within TCDSB Trustee Wards defined by CPIC through policy for the purposes of defining boundaries for recruitment of Parent Members.

3.17 **Ward Representative**
A Parent Member who may be a elementary or secondary school representative.
ARTICLE IV – COMMITTEE STRUCTURE & MEMBERSHIP

4.0 To be consistent with [Ontario Regulation 612/00 Section 33/34]

4.1 Parent Members – Elementary School Ward Representatives

4.1.1 Qualifications

4.1.1.1 Shall be an English-Catholic School supporter as designated by the official City of Toronto/MPAC tax roll

4.1.1.2 Shall be a Parent (as defined by the Education Act) of a student enrolled in a TCDSB elementary school as of the date of election/appointment in the designated Ward or Ward Cluster of Schools.

OR

Shall be a Parent of a student enrolled in a TCDSB Elementary school and has a primary residency in the designated Ward or Ward Cluster of Schools.

4.1.1.3 Parents who are paid TCDSB employee/contractor may serve but shall identify their employment status at the first meeting of the Committee.

4.1.1.4 May not be a sitting Board of Trustee member.

4.1.2 Boundaries

4.1.2.1 Minimum of one (1) Parent representative per TCDSB Trustee Ward

4.1.2.2 Each Elementary Parent Member shall represent up to sixteen (16) elementary schools within a single TCDSB Trustee Ward.

4.1.2.3 Where the TCDSB Trustee Ward has more than sixteen (16) elementary schools within it, additional Elementary Parent Members will be considered by a vote of CPIC and updated in CPIC Policy.

4.1.3 Term

4.1.3.1 Each term shall be a maximum of two (2) years.
4.2 Parent Members – Secondary School Ward Representatives

4.2.1 Qualifications

4.2.1.1 Shall be a Parent of a student enrolled in a TCDSB secondary school as of the date of election/appointment in the designated Ward Cluster of Schools.

OR

4.2.1.2 Shall be a Parent of a student enrolled in a TCDSB secondary school and has a primary residency in the designated Ward or Ward Cluster of Schools.

4.2.1.3 Parents who are a paid TCDSB employee/contractor may serve but shall identify their employment status at the first meeting of the Committee.

4.2.1.4 May not be a sitting Board of Trustee member.

4.2.2 Boundaries

4.2.2.1 A maximum of three (3) areas made up from one Parent representative from each cluster of Secondary School Wards.

4.2.2.2 Clusters and Wards will be defined and updated in CPIC Policy.

4.2.3 Term

4.2.3.1 Each term is a maximum of one (1) year.

4.3 Community Representatives

4.3.1 A maximum of three (3) persons appointed from time to time yearly (based on Committee Year) by the Parent Members of the Committee

4.3.2 To be eligible to be considered as a Community Representative, an individual must meet the following criteria:

1. Be connected with an established & recognized community organization the purpose of which is aligned with CPIC’s mandate and vision.
2. Represent a clear geographic or component of the community at large
3. Be aligned to the TCDSB & Catholic values
4. Bring added expertise and/or perspective to the Committee’s discussions

4.3.3 May not be a sitting Board of Trustee member or employee/contractor of the TCDSB
4.4 TCDSB Director of Education

4.4.1 The current appointed, or acting, Director of Education of the TCDSB, or a designate, who at a minimum is a Superintendent.

4.4.3 The Director of Education, or designate, shall have no vote.

4.5 TCDSB Trustee Representative

4.5.1 One member of the Board of Trustees, appointed by the Board of Trustees

4.5.2 The Board of Trustees may also appoint an alternate to the Committee who, in the absence of the Trustee Representative, shall have all the powers and responsibilities of the primary Trustee Representative.

4.5.3 Shall be annually appointed by the Board of Trustees at their Inaugural/Caucus meeting.

4.5.2 The Trustee representative shall have no vote.
ARTICLE V – TERM LIMITS, CONTINUED QUALIFICATION AND VACANIES

5.0 To be consistent with [Ontario Regulation 612/00 Section 34]

5.1 Term limits

5.1.1 Any member of the Committee may be re-elected/re-appointed an unlimited number of times to a position for which he or she is qualified.

5.2 No longer qualifying in position

5.2.1 If a member no longer qualifies based on the original election/appointment criteria (i.e. children have left the TCDSB or their community organization), their position will be considered vacant on the 1st day of the following month.

5.3 Vacancies

5.3.1 The Committee shall make reasonable efforts to fill any vacancy which may arise by election or appointment, in its sole discretion, within sixty (60) calendar days of the vacancy arising.

5.3.2 Appointment

5.3.2.1 The Committee shall first consider the appointment of a candidate, or candidates, who were not successful in the last Parent Member Ward election (i.e. runner-up) provided they are still qualified and interested.

5.3.3 By-Election

5.3.3.1 A by-election shall be scheduled for the Parent Ward Members if a vacancy occurs before the Nomination Period in any year.

5.3.3.2 A member elected by way of a by-election shall only serve until the next regularly scheduled election for that position.

5.3.4 Acting Positions

5.3.3.1 After the annual elections have taken place, the Chair may appoint at their sole discretion qualified persons to “Acting” positions in open or vacated Committee positions until the next Committee Meeting.

5.3.3.2 Acting Members shall not be able to cast a vote for any changes to Bylaws, appointment of Members, Election or removal of Executive Officers.
5.3.3.3 The Committee may, by a motion, appoint qualified individuals to fill vacancies for the duration of a term provided that notice of such motion is provided at the preceding meeting.

5.3.4 Term

5.3.4.1 Any member appointed or elected by way of a By-Election shall only serve until the next regularly scheduled election for that position.
ARTICLE VI – EXECUTIVE OFFICERS

6.0 To be consistent with [Ontario Regulation 612/00 Section 38]

6.1 Executive Officers

6.1.1 Chair
6.1.2 Vice-Chair
6.1.3 Treasurer
6.1.4 Secretary
6.1.5 Digital Coordinator
6.1.6 Event Coordinator
6.1.7 Past Chair

6.2 Qualification of Executive Officers

6.2.1 Shall be Parent Members
6.2.2 Shall not be employed by the TCDSB

6.2.3 Chair

6.2.3.1 The Chair must be Elementary Parent Members who are Members on a two-year term as required by (Ontario Regulation 612/00), sections 38(8) and 43(b)(iii).

6.2.3.2 To qualify to serve as Chair of the Committee, a member shall have at least one (1) year of prior service on the Committee.

6.2.3.3 Shall be Roman Catholic.

6.2.4 Past Chair

6.2.4.1 Have been a Member who was previously Chair in the previous term and completed their full term and have not otherwise been removed mid-term.

6.2.4.2 Not otherwise elected to another Officer position.

6.2.4.3 If a Member does not qualify or does not want to hold the office, the position remains vacant.
6.2.5 Notwithstanding a Member filling more than one (1) executive position, they only are permitted one (1) vote.

6.3 Term of Executive Officers

6.3.1 All Executive Officers other than Chair are one (1) year terms.

6.4 Nomination and Election of Executive Officers

6.4.1 Shall be nominated and elected by the Parent Members of the Committee at the Inaugural Meeting of the Committee.

6.4.2 The Director of Education, or designate, shall first conduct the nomination and election of the Chair and Vice-Chair if required.

6.4.3 Thereafter, the elected Chair shall conduct the nomination and election of the other Members of the Executive Officers.

6.4.4 The casting of votes shall be by show of hands unless any Member calls for a secret ballot.

6.5 Term of Office Limits

6.3.1 The Chair may not serve for more than two (2) consecutive terms.

6.3.2 A member may not serve as Chair and Vice-Chair for more than four (4) consecutive terms.

6.3.3 Following service of two (2) consecutive terms a Parent Member may serve again as Chair provided at least one (1) two-year term has elapsed.

6.6 Partial Term

6.6.1 Any election to fill a vacancy in an Executive Officer position shall not preclude such a member from serving two (2) consecutive terms as per 6.3.1 and shall not be considered one of those terms.

6.7 Recall

6.7.1 Executive Officers shall serve at the pleasure of the Committee so as long as the officeholder has not lost the confidence of the Members.

6.7.2 A vote to remove an Executive Officer must be through a Notice of Motion duly presented at the preceding meeting of CPIC and on a recorded vote of 2/3 of all current Members of the Committee.
ARTICLE VII – EXECUTIVE OFFICER DUTIES & POWERS

7.0  To be consistent with [Ontario Regulation 612/00 Sections 38 and 50]

7.1  Chair

7.1.1  Shall, when present, serve as presiding Officer for all Meetings of the Committee.

7.1.2  Shall act as spokesperson for the Committee in communicating with the TCDSB Director of Education, Trustees and the general public.

7.1.3  Shall provide leadership and direction to the Committee and Executive Officers so that the goals, priorities and procedures of the Committee promote Catholic faith and values consistent with the Mission of the Committee.

7.1.4  Shall, in consultation with the Vice-Chair, arrange and call Meetings of the Committee.

7.1.5  Shall, in consultation with the Vice-Chair, set and prepare the Meeting Agenda for all Meetings of the Committee and consult with Members as needed.

7.1.6  Shall ensure that a record of all Meetings of the Committee is made and maintained.

7.1.7  Work collaboratively with the TCDSB Director of Education and TCDSB Chair to improve student achievement and well-being through effective parent engagement.

7.1.8  Facilitate resolution of conflict, if any, between Members of the Committee provided that the Chair is not a party to such conflicts.

7.1.9  May participate as an ex-officio voting Member of all Subcommittees.

7.1.10  May consult with TCDSB staff and TCDSB Trustees as required.

7.1.11  Shall ensure there is regular communication with the TCDSB parent community.

7.1.12  Shall prepare and submit by September 30 of each year, an annual written report on the activities of the Committee, including how funds were spent, to the Director of Education and Board of Trustees.

7.1.13  Ensure that new Members receive appropriate orientation and/or training on Committee functions and procedures by providing up to date copies of the Constitution/By-Laws, policies and other relevant materials.
7.1.14 Shall act without the prior direction of the Committee only in urgent circumstances in which failure to act might result in reputational or financial loss to CPIC. Subsequently, shall report to the Committee on the urgent nature that required the action the next reasonable opportunity.

7.1.15 Shall be responsible for all social media and telecommunications accounts & passwords.

7.1.16 Shall carry out other such duties as the Committee directs from time to time.

7.2 Vice-Chair

7.2.1 Shall assist the Chair in the discharge of his or her duties and responsibilities

7.2.2 May assist the Chair to set and prepare the Meeting Agenda for all Meetings of the Committee and consult with other Members as needed.

7.2.3 In the absence of the Chair, preside over Meetings of the Committee.

7.2.4 In absence of the Chair, arrange and call Meetings of the Committee.

7.2.5 May participate as an ex-officio voting Member of all Subcommittees.

7.2.6 In the absence of the Chair, or in the event of the Chair’s inability or incapacity, the Vice-Chair shall assume the role and duties of the Chair on a temporary basis.

7.2.7 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.3 Treasurer

7.3.1 Shall be familiar with basic financial/accounting principles and controls.

7.3.2 Shall prepare all requests for the disbursement of funds in accordance with TCDSB policies and procedures and ensure compliance with Committee policies.

7.3.3 Shall ensure a full and accurate accounting of all receipts and disbursements of the Committee in conjunction with TCDSB Finance staff.

7.3.4 Shall provide a report, at each of the Meetings of the Committee, on the general financial position of the Committee’s funds including accounting of established actuals vs budgets.

7.3.5 Perform such other duties as the Committee or Executive Officers may direct from time to time.
7.4 Secretary

7.4.1 Shall be familiar and up to date with Committee procedures.

7.4.2 Shall ensure that minutes of the proceedings of CPIC are kept and assist the Chair in the review of draft minutes of the Committee’s proceedings.

7.4.3 May assist the Chair in preparation of Committee communications.

7.4.4 Shall ensure Committee Agendas and Minutes and those of all Subcommittees are complete and accurately posted to the Board’s webpage.

7.4.5 Shall keep a record of Committee motions or actions and tracking thereof.

7.4.6 Shall maintain a Roster of approved CPIC materials and resources.

7.4.7 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.5 Digital Coordinator

7.5.1 Shall be familiar with social media channels and electronic mediums.

7.5.2 Shall day-to-day manage all Social Media accounts of the Committee in conjunction with the Chair.

7.5.3 Shall engage in on-going communications with stakeholders that adheres to the directions issued by the Chair or Committee from time to time and that follows the Missions and Objectives of this Committee.

7.5.4 Shall work with the Chair and other Members as needed to update and maintain CPIC digital mediums including CPIC-TCDSB public webpages.

7.5.5 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.6 Events Coordinator

7.6.1 Shall be familiar with event planning best practices.

7.6.2 Shall ensure that all events held by the Committee or Members are consistent in approach and compliant with any applicable CPIC policies & motions.

7.6.3 Shall be the lead organizer of conferences, summits, or events held by the Committee.
7.6.4 Shall ensure Events where the Committee is a sponsor have appropriate representation, recognition, and approved CPIC materials for distribution.

7.6.5 Shall work with other members to report back to the Committee on the summary of activities undertaken.

7.6.6 Shall assist other members with local Event planning and share opportunities and best practices with local School Councils.

7.6.7 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.7 Past Chair

7.7.1 Shall support the positive functioning and decision making of the Committee.

7.7.2 Shall facilitate transition of the Executive and outstanding Committee work.

7.7.3 May provide advice to the current Chair and Executive Officers.

7.7.4 May attend any Subcommittee meeting as a resource and support any ongoing work efforts.
ARTICLE VIII – SUBCOMMITTEES

8.0 To be consistent with [Ontario Regulation 612/00 Section 41]

8.1 Standing Subcommittees

There shall be the following Standing subcommittees:

8.1.1 Executive Officers Subcommittee

Function: To co-ordinate and manage the activities of CPIC between Meetings of the Committee.

Membership: All Executive Officers

Chair: Chair of CPIC

Vice-Chair: Vice-Chair of the CPIC

8.1.2 Budget & Priority Setting Subcommittee

Function: Devise and propose budget and disbursement targets for CPIC based on approved budget from the previous year as well as in-year monitoring. Recommend priorities and budget for CPIC for the next upcoming year.

Membership: CPIC Chair, Vice-Chair, Treasurer, at least 1 Parent Member and any other members of the CPIC who wish to serve.

Chair: Vice-Chair of the CPIC

Vice-Chair: Treasurer of the CPIC

8.1.3 Conference & Events Subcommittee

Function: Responsible for the planning and execution of any Committee planned events such as: workshops, forums and/or conferences. This will include recommending themes, topics, workshops and/or speakers that support the Committee’s objectives. Ensures consistency of CPIC representation, registration activities & post-event surveys for all Committee sponsored events. Acts as an oversight, to ensure uniformity, on any ad-hoc event(s) special Subcommittees.
Membership: CPIC Chair, Events Coordinator and at least two other members from the Committee who wish to serve.

Chair: Events Coordinator

Vice-Chair: To be determined by the Subcommittee

8.1.4 Communications & Parent Resource Committee

Function: Responsible for curating and cycling content on CPIC digital channels and updating CPIC’s resource and materials roster. Ensuring coordination of social media channels with respect to notices and materials related to planned CPIC functions.

Membership: CPIC Chair, Secretary, Digital Coordinator and at least two other Members from the Committee who wish to serve.

Chair: Digital Coordinator

Vice-Chair Secretary

8.2 Special Subcommittees

8.2.1 From time to time the CPIC may create as many additional Special ad hoc Subcommittees as it deems necessary to meet specific objectives and to make recommendations to CPIC.

8.2.2 The Committee shall assign purposes and delegate powers and duties to each Special Subcommittee as it deems necessary.

8.2.3 Such Special Subcommittees cease to exist at the conclusion of the Committee Fiscal Year, when they have achieved their mandate or purpose as specified per 8.2.2, or otherwise as determined by the CPIC.

8.2.4 Notwithstanding 8.2.3 the mandate of a Special Subcommittee may be extended if its work is deemed incomplete and still of use to CPIC at the conclusion of the Committee Fiscal Year.

8.2.5 Membership

8.2.5.1 Subcommittee members may be appointed by CPIC or may be recruited and appointed by the Chair of the Subcommittee.

8.2.5.2 May have a minimum membership of two (2).
8.2.5.3 Each member shall only have one vote.

8.2.5.4 A person who is not a member of the Committee may be a member.

8.2.5.5 All members serve at the pleasure of the Committee.

**8.2.6 Chair/Vice Chair**

8.2.6.1 The Chair shall be appointed at the time of creation of the Subcommittee.

8.2.6.2 A Vice Chair if deemed necessary shall be elected from amongst its Members.

8.3.4.1 Shall be responsible for leading the Subcommittee and carrying out its objectives and providing regular reports of its progress and any recommendations at each CPIC Meeting.

8.3 Each Subcommittee may make recommendation to the Committee on matters under authority or mandate of the Subcommittee.

8.4 Any formal recommendations and/or minutes shall be provided to the CPIC Chair to appear on the agenda of each regular Meeting of the Committee.

8.5 The business and conduct of any Subcommittee shall adhere to the provisions of the Bylaws as applicable.

**8.7 Notice of Meetings**

8.7.1 The Subcommittee Chair shall:

a) Provide a minimum 7 full calendar-days notice for scheduled meetings.

b) Furnish an agenda for each meeting including the substance of business to be discussed or decided.
ARTICLE IX – MEETINGS

9.0 To be consistent with [Ontario Education Act Regulation 612/00, section(40)]

9.1 Committee & Subcommittee Meetings

9.1.1 Shall be held at the TCDSB Catholic Education Centre.

9.1.2 Where the TCDSB Board Offices are not available, shall held at a location owned by the TCDSB with suitable facilities.

9.1.3 Meetings shall be open to members of the public who may attend Committee Meetings as guests or visitors.

9.2 Electronic Meetings

9.2.1 CPIC may choose to hold up to fifty percent (50%) of its regular meetings by way of an E-Meeting provided voice & video capabilities are available.

9.2.2 Subcommittees and Special Subcommittees may hold any of their meetings by way of E-Meeting.

9.2.3 A Member who participates in a meeting through electronic means shall be deemed to be present at the meeting.

9.3 Regular Meeting Frequency

9.3.1 The Committee Shall meet no less than eight (8) times during the fiscal year.

9.3.2 Regular Meetings shall not be scheduled during Holy Week or school breaks including the summer.

9.4 Inaugural Meeting

9.4.1 Shall be considered as a Regular Meeting and the 1st meeting of the Fiscal Year.

9.4.2 Shall be held no later than November 15th of each year.

9.4.3 Shall be held after the election of Parent Members.

9.5 Special Meetings

9.5.1 Shall only be called to deal with emergency needs or a specific topic.

9.5.2 Shall only be called by either:
9.5.2.1 The Chair after consultation with the Executive Subcommittee, or

9.5.2.2 Upon receipt of a request in writing for a meeting from no less than six (6) Committee Members in good standing submitted to the Chair and Vice-Chair of the Committee.

9.6 Notice

9.6.1 Shall require at least seven (7) Calendar days written Notice to every Member of the Committee.

9.6.2 Shall include the date, time and location.

9.7 Form of Notice

Notice is required to be given by:

9.7.1.1 Delivering a notice to each Member by electronic mail or regular mail, and

9.7.1.2 Posting on the TCDSB Website.

9.8 Calendar of Regular Meetings

9.8.1 By the end of September of each year the Committee shall set the dates, times and locations for its Meetings for the next fiscal year.

9.8.2 At the Inaugural Meeting at the beginning of each new fiscal year, the Committee shall confirm the preliminary schedule and provide the schedule to the Board of Trustees for inclusion in the Official Board Committee Calendar.

9.8.3 The Committee shall seek to avoid any scheduling conflict with other pre-scheduled Board, Standing or Statutory Committees.
ARTICLE X – QUORUM

10.0 To be consistent with Ontario Education Act Regulation 612/00 s.(40)

10.1 Quorum at Committee Meetings

A meeting shall be considered eligible to proceed provided that:

10.1.1 Forty percent (40%) rounded-up of Committee Members are present.

10.1.2 The Director of Education, or designate, is present.

10.1.3 The Trustee Representative, or Trustee Alternate Representative, is present.

10.1.4 A majority of the members present at the meeting are Parent Members [as per Ontario Regulation 612/00 s. 40(2)(a)]

10.2 Quorum at Subcommittee Meetings

A Subcommittee meeting shall be considered eligible to proceed provided that:

10.2.1 At least two Committee Members are present.

10.3 Electronic Medium

10.3.1 A member is considered present if he or she is physically in the designated meeting room or present via voice or video.

10.3.2 A member participating remotely must declare themselves present through an interactive means.

10.3.3 Is subject to any current CPIC policies on attendance via electronic means.
ARTICLE XI – AGENDAS & MINUTES

11.0  Agendas and Minutes will follow the general formatting and structure of TCDSB Board of Trustee Committee templates.

11.1  Order of Business for Inaugural Meeting of CPIC

11.1.1  Call to Order
11.1.2  Opening Prayer
11.1.3  Roll Call & Apologies
11.1.4  Approval of the Agenda
11.1.5  Presentations & Reports from Committee Officers
11.1.6  Certification of Election Results
11.1.7  Election of Chair or new Vice-Chair
11.1.8  Election of Parent Members: At-Large
11.1.9  Appointment of Community Representatives
11.1.10  Election of new Executive Officers (not including Chair and Vice-Chair)
11.1.11  Creation or continuation of Special Subcommittees
11.1.12  Confirmation of Calendar & Schedule of Committee Meetings
11.1.13  Urgent Business
11.1.14  Communications or Announcements
11.1.15  Adjournment

11.2  Order of Business for Regular CPIC Meetings

11.2.1  Call to Order
11.2.2  Opening Prayer
11.2.3  Roll Call & Apologies
11.2.4  Approval of the Agenda
11.2.5  Declarations of Interest
11.2.6  Approval & Signing of the Minutes
11.2.7  Presentations & Reports from Committee Officers
11.2.8  Delegations
11.2.9  Unfinished Business & Matters Rising out of Minutes
11.2.10 Notices of Motion
11.2.11 Communications Received
11.2.12 Program/Consultation (Committee of The Whole)
11.2.10 Subcommittee & Special Committee Reports
11.2.11 Matters Referred to the Committee by the Board and Other Committees
11.2.12 Reports from Board Officials
11.2.13 Reports from Trustee Designate
11.2.14 Ward & Community Reports
11.2.15 Update from Board on resolutions recommended to the Board
11.2.16 Pending List
11.2.17 Adjournment

11.3  Inclusion of Items on Agenda

11.3.1 The Meeting Agenda shall be determined by the Chair and Vice-Chair who may consult with the Director or Director designate.

11.3.2 Members may request items be added to the agenda by providing the topic and associated materials to the Recording Secretary and the Chair ten (10) calendar days before the meeting.

11.3.3 No new items may be added to the Draft Agenda unless the matter is deemed Urgent or time sensitive by The Chair.
11.4 Alignment with Mission & Objectives

11.4.1 The Chair in consultation with the Vice-Chair shall determine if a proposed Agenda item is aligned with the Mission and Objectives of the Committee as noted in Article II “Mission and Objectives of The Organization.” If deemed not, the item shall not be added to the Agenda.

11.5 Minutes – Role of Recording Secretary

11.5.1 The Recording Secretary shall keep, or cause to be kept, a full and accurate account of the proceedings of every meeting which will include all the procedurally relevant details of each meeting.

11.5.2 Draft Minutes shall be circulated to the members of CPIC no less than 48 hours prior to the next meeting.

11.5.3 Draft Minutes shall be approved by a majority vote of the members present at the meeting at which they are presented and will thereafter form the official record of the decisions of CPIC.

11.5.4 No motion to amend the Draft Minutes shall be in order unless it is with respect to an error or omission of fact.

11.5.5 Once approved at Committee, the Minutes will be posted to the TCDSB website, and any other appropriate locations as CPIC may from time to time determine, within four (4) calendar days.

11.5.6 Once approved, the Minutes and/or an appropriate electronic link to them, will be sent to all TCDSB Parent Councils.

11.5.7 Once approved, a signed copy of the Minutes will be retained for a period of four (4) years at the offices of the TCDSB where they may be examined without charge by any person who requests to see them.
ARTICLE XII - MEETING PROCEDURES

12.0 To be consistent with Roberts Rules of Order

12.1 All decisions of The Council shall be by motions which must be moved, seconded, and stated from the Chair prior to any debate.

12.2 A simple majority in favour, unless otherwise stated herein, shall be required. In the event of an equality of votes on any issue, the matter is lost and the motion is not carried.

12.3 All votes will be by show of hands, unless a member requests a secret ballot.

12.4 All members shall vote on questions in which they have not declared a conflict of interest.

12.5 No member will speak to a question once it has been decided.

12.6 The Chair shall be privileged to debate all questions by calling another member to the Chair.

12.7 If two or more members wish to speak at the same time, the Chair shall decide who may speak first.

12.8 A motion shall be put in writing if any member requests it.

12.9 A recorded vote shall be taken if any member requests it.

12.10 When a motion is once moved, seconded, and stated from the Chair, it shall be in the possession of the Committee and shall not be withdrawn with the unanimous consent of the meeting.

12.11 When a member is called to order, he or she will not speak until the Chair has made a ruling.

12.12 An appeal to the meeting from the ruling of the Chair shall at all times be in order provided that it is seconded by another member. In the event of an appeal, the Chair shall say: “The ruling of the Chair has been appealed. Is it the will of the meeting that the ruling of the Chair shall be the decision of the meeting?” but shall not otherwise speak to the appeal. A 2/3 vote of the members shall be required to overturn the ruling of the Chair.

12.13 The current edition of Robert’s Rules of Order (Newly Revised) shall be the authority to decide all questions not provided for in these Rules.
ARTICLE XIII – MEMBER DUTIES & RESPONSIBILITIES

13.0 Each member will annually sign the Duties, Responsibilities & Ethical Conduct Pledge (Appendix I)

13.1 Duties & Responsibilities of Members

13.1.1 Observe and uphold the Committee’s Constitution, Bylaws, Policies and Code of Ethical Conduct.

13.1.2 Attend all Committee meetings during the fiscal year.

13.1.3 Participate actively in Meetings of the Committee.

13.1.4 Conduct themselves at Committee meetings in a professional and cordial manner in the context of Christian and Catholic gospel values.

13.1.5 Act as a link between the Committee and their respective Wards or school clusters in support of programs to improve student achievement and well-being.

13.1.6 Make every effort to be as representative of the Toronto Community as possible.

13.1.7 Participate in information and training programs.

13.1.8 Agree to be photographed or recorded while executing their duties.

13.1.9 Shall Serve on a minimum of one (1) Standing Subcommittee established by the Committee.

13.1.10 Shall hold at least one (1) in person or electronic meeting of their Ward or Ward Cluster of Schools each fiscal year.

13.2 Committee Member Code of Ethical Conduct

13.2.1 Ensure that the interests and well-being of TCDSB students is the primary focus of all decisions.

13.2.2 Be guided by the Committee’s Mission.

13.2.3 Act within the limits of the roles and responsibilities of the Committee, as noted in the Committee’s Constitution and Bylaws, and Regulation 612/00 of the Ontario Education Act.

13.2.4 Maintain the highest standards of civil courtesy, integrity, and honesty.

13.2.5 Promote high standards of ethical practice within the Committee.
13.2.6 Recognize and respect the personal integrity of every other Member of the Committee.

13.2.7 Treat all other Members with respect and allow for diverse opinions to be shared without interruption or discourtesy.

13.2.8 Foster a positive environment in which individual contributions are encouraged and valued.

13.2.9 Acknowledge democratic principles and accept the will and decisions of the Committee.

13.2.10 Limit discussions at Committee meetings to matters of concern to the Committee as a whole.

13.2.11 Use established communication channels when questions or concerns arise.

13.2.12 Declare any conflict of interest.

13.2.13 Not disclose any confidential information.
ARTICLE XIV - CONFLICT OF INTEREST

14.0 To be consistent with [Ontario Regulation 612/00 Section 43] and each Member will annually sign and identify any known conflicts. (Appendix II)

14.1 Responsibility of Members

14.1.1 A Member shall not accept favours, economic benefits or payment from any individual, organization, or entity known to be seeking business contracts with the Toronto CPIC or benefit financially through Committee involvement.

14.1.2 An Interested Member, Officer or Person may not use his or her position with respect to the Committee, or confidential insider information obtained by him or her relating to the Committee, in order to achieve a financial benefit for himself or herself or for a third party.

14.1.3 It is the responsibility of the Member to declare their interest at the Inaugural Meeting or at any meeting that a matter may be related to an Interest.

14.1.4 In all other respects, CPIC shall follow the Conflict of Interest policies of the TCDSB and any applicable laws.

14.2 Duty to Declare

14.2.1 Where a Committee Member believes an actual or potential conflict of interest is likely to occur, the Member shall immediately declare that fact and shall recuse himself before any discussion, deliberation, vote or resolution on the matter is made.

14.2.2 In the event of such a declaration, the Member shall state the reason for the declaration, which shall be noted in the Minutes of the Meeting.

14.3 Allegations of Conflict of Interest

14.3.1 Any Member of the Committee, the TCDSB or the Toronto Community may suggest to the Chair of the Committee that a conflict of interest involving a Committee Member has occurred.

14.3.2 The Chair of the Committee shall immediately inform the Executive Members of the Committee and the Director of Education.

14.3.3 The Chair (or Vice-Chair if the Chair is involved) of the Committee and the Director of Education shall review the allegation and make a determination based on available information and materiality of the issue.
14.3.4 If the decision of the Chair and Director of Education is not unanimous, then the matter will be referred to a Special Subcommittee, which will be established of not more than four (4) members none of whom may be parties to the dispute.

14.3.5 The findings of the Special Subcommittee will be presented to the Committee in a formal report.

14.4 Violations of the Conflict of Interest Policy

14.4.1 If the Committee has reasonable cause to believe that a Member has failed to disclose an actual or possible conflict of interest, it shall inform the Member of the basis for such belief and afford the Member or Officer an opportunity to explain the alleged failure to disclose.

14.4.2 If, after hearing the response of the Member, and making such further investigation as may be warranted in the circumstances, the Committee determines that the Member or Officer has in fact failed to disclose an actual or potential conflict of interest, it shall determine appropriate disciplinary and corrective action.

14.4.3 Disciplinary actions may include suspension or removal from office of a Member,

ARTICLE XV – DISPUTE RESOLUTION

15.0 To be consistent with [Ontario Regulation 612/00 Section 43]

15.1 Internal Resolution

15.1.1 The Chair or Vice-Chair of the Committee shall hold a forum with impacted Members to seek resolution and a path forward to constructive continuity of the Committees’ business.

15.2.2 The Director of Education shall intervene when referred by the Chair of the Committee.

15.2 Board Resolution

15.2.1 Matters that cannot be resolved internally between Committee Members or involve individuals external to the Committee shall be referred to the TCDSB Dispute Resolution Process (Policy HM19).
ARTICLE XVI – DISCIPLINE, SUSPENSION & REMOVAL OF MEMBERS

16.1 Conduct

16.1.1 If a Committee Member or Members become disruptive during a Meeting, the Presiding Officer shall call for order.

16.1.2 If all efforts to restore order fail or the conduct continues, the Presiding Officer may direct the individual Committee Member or Members to leave the Meeting, citing the reasons for the request.

16.1.3 A special recess to restore order may be called at any time the Presiding Officer deems it necessary.

16.2 Attendance at Committee Meetings

16.2.1 Any Member who is unable to attend at a Committee Meeting shall provide the Chair or Vice-Chair and the Secretary with a minimum of twenty-four (24) hours written notice of regrets or apologies for absence, via electronic mail, with a copy to the TCDSB Recording Secretary assigned to Toronto CPIC.

16.2.2 Any Member who misses either:

(a) three (3) or more consecutive Committee Meetings without advising apologies for absence, OR

(b) a total of four (4) Committee Meetings in any fiscal year

may be removed from their position.
ARTICLE XVII – ELECTIONS OF PARENT MEMBERS

17.0 To be consistent with [Ontario Regulation 612/00 Section 34(1)]

17.1 Eligible Voters

17.1.1 The CSPC Chair of each school in the designated Ward or Ward Cluster of Schools shall be the only eligible voter for the position of Ward Parent Members.

17.1.2 The official CSPC Chair of each school shall be those maintained on the Roll of the designated Staff Coordinator for Parent Engagement.

17.1.3 Each attending CSPC Chair will be entitled to one (1) vote.

17.1.4 If a CSPC has two co-Chairs only one member will be entitled to cast a vote.

17.1.5 There shall be no other substitute voters.

17.1.6 There shall be no proxies.

17.2 Election Timelines: Parent Ward Representatives

17.2.1 Shall be held between October 15th and October 30th of each school year.

17.2.2 The specific date, time, and location shall be determined by the Director or designate and the Chair/Vice-Chair of the Committee.

17.2.3 Shall be held at a TCDSB school or TCDSB owned property/office within the applicable Ward or Ward Cluster of Schools.

17.2.4 Elections will be scheduled where practical to be accompanied by a CSPC Chair training session, Board event or a Trustee Ward meeting (in non election years).

17.3 Nomination of Parent Candidates for inclusion on Ballot

17.3.1 Shall be filled out on the official designated CPIC Candidate Nomination Form.

17.3.2 Shall be submitted at least ten (10) calendar days before the election date.

17.4 Nomination of Parent Candidates – Election Day

17.4.1 Shall only be permitted if there are no pre-nominated candidates.

17.4.2 Shall only be one of the qualified CSPC Chairs present at the voting meeting.

17.5 Scrutineers
16.5.1 Shall be a designated TCDSB Superintendent or Associate Director of Education.

17.6 **Acclamation**

17.6.1 If there is only one nominated candidate that candidate shall be acclaimed.

17.7 **Election Procedures**

17.7.1 Ballot Order shall be determined by alphabetical last name as

17.7.2 Names shall appear on the ballot as submitted on the CPIC Nomination form.

17.7.3 Eligible voting members shall be determined by those eligible electors as of official call of the starting of the election portion of the evening.

17.7.4 Nominated Candidates shall be permitted up to two (2) minutes for stating their interest in the position and any associated qualifications.

17.7.5 Shall be by secret ballot.

17.7.6 A ballot is considered spoiled if more than one (1) candidate is selected or if it is no longer anonymous.

17.7.7 Shall be considered based on the majority vote of electors.

17.7.8 If there is a tie, the winner shall be decided by lot.

17.7.9 The list of candidates and the vote result will be kept on record for six (6) months.

17.8 **Public Results**

17.8.1 All individuals standing for election will be notified if possible of the results before a public notice is made.

17.8.2 Only the names of the successful candidate shall be made public.

17.8.3 Public results should be made within five (5) calendar days of the election.

17.9 **Appeals**

17.9.1 Appeals related to the election process or the results must be made within forty-eight (48) hours of the publication of the election results.

17.9.2 Appeals if they cannot be resolved by the local Superintendent will be jointly adjudicated by the Director and Chair or Vice-Chair of CPIC.
ARTICLE XVIII – FINANCIAL MATTERS

18.0 To be consistent with [Ontario Regulation 612/00 Section 39] and complement TCDSB CPIC Policy P.04

18.1 Fiscal Year

18.1.1 Shall be the twelve (12) month period which begins September 1 and ends the following August 31 as aligned with the TCDSB fiscal year.

18.2 Renumeration

Subject to the Education Act and Statutory Committees:

18.2.1 Members of the Committee and members of Subcommittees shall serve without remuneration for the execution of their duties.

18.2.2 Trustee Members of the Committee may be entitled to a per meeting stipend.

18.3 Reimbursement for Out-of-Pocket Expenditures

18.3.1 CPIC shall develop a policy governing Expenditures & Limits which shall be consistent with the TCDSB’s guidelines or policies.

18.4 Committee Signing Authority

Two independent signatures, one from each group of:

18.4.1 Chair or Vice-Chair

18.4.2 Chair, Vice Chair, Treasurer or Secretary

18.5 Disbursements Limits

18.5.1 Amounts not exceeding One-Thousand Dollars ($1,000.00) may be made by the Committee Signing Authorities specified in 18.4

18.5.2 Amounts greater than One-Thousand Dollars ($1,000.00) but less than Two-Thousand, Five-Hundred Dollars ($2,500.00), may be made with the prior approval of the Executive Subcommittee.

18.5.3 Amounts greater than Two-Thousand, Five-Hundred Dollars ($2,500.00) may be made only with the prior approval of the Committee via an approved motion.

18.5.4 Amounts greater than five thousand require advance notice at a Meeting of the Committee via a Notice of Motion.
ARTICLE XIX – RATIFICATION & AMENDMENT OF BY-LAWS

19.0 To be consistent with [Ontario Regulation 612/00 Section 43]

19.1 Amendment of Constitution and Bylaws

19.1.1 Shall include the proposed motion, including the text of the amendment and a brief statement of the rationale and purpose of the amendment.

19.1.2 Shall be presented in writing at least 30 days prior to the Meeting at which a vote is requested.

19.2 Ratification

19.2.1 Shall require fifty percent (50%) rounded up of current voting Members to be present at the Meeting.

19.2.2 Shall require a seventy-five (75%) rounded up affirmative vote of Committee voting Members present and voting at a Meeting.

19.3 Date of Effect

19.3.1 The Committee Executive shall have up to thirty (30) days to enact operational changes.

ARTICLE XX – BYLAW TRANSITION

20.0 All prior Bylaws and Standing Rules shall be rescinded, and these by-laws shall be fully implemented by October 15, 2019

20.1 Transition & ‘Grandfather’ Rules

20.1.1 Even Wards Parent Members will remain as is until October 2020.

20.1.2 Even Wards without Parent Members will be subject to a by-election in October 2019 with Membership defined under Article IV: Qualifications and Boundaries.

20.1.3 Odd Wards & Secondary Schools Parent Members shall have elections in October 2019 with Membership defined under Article IV: Qualifications and Boundaries.

20.1.4 Once the Bylaw transition has fully occurred, this article no longer has effect with the Committee.
APPENDIX I - ANNUAL MEMBER PLEDGE OF RESPONSIBILITIES & CODE OF ETHICAL CONDUCT

In accordance with the requirements of Provision 13.0 of Article XII of the Toronto Catholic Parent Involvement Committee Bylaws:

I ________________________________ hereby affirm

(Name of Committee Member)

that I:

1) Have in my possession or have received a copy of the Toronto Catholic Parent Involvement Committee Bylaws, as revised;

2) Have read and fully understand the Duties & Responsibilities of Members and Committee Member Code of Ethical Conduct outlined within Article XIII;

3) Agree to comply with the requirements and spirit of those requirements;

4) Understand any disciplinary actions that may arise in the event I am found to have breached the Article, in whole or in part.

_______________________________  __________________
(Signature of Committee Member)         (Date DD/MM/YYYY)
APPENDIX II - ANNUAL MEMBER CONFLICT OF INTEREST ACKNOWLEDGEMENT & DECLARATION

In accordance with the requirements of Provision 14.0 of Article XIV of the Toronto Catholic Parent Involvement Committee Bylaws:

I ________________________________ hereby affirm

(Name of Committee Member)

that I:

1) Have in my possession or have received a copy of the Toronto Catholic Parent Involvement Committee Bylaws, as revised;

2) Have read and fully understand the obligations and requirements contained within Article XIV and the TCDSB Conflict of Interest Policy;

3) Agree to comply with the requirements and spirit of those requirements;

4) Understand any disciplinary actions that may arise in the event I am found to have breached the Article, in whole or in part.

Specific business or affiliations which I have which may relate to the business and activities of CPIC are:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Signature of Committee Member)  (Date DD/MM/YYYY)
MEETING ADDENDUM
September 16, 2019

#4.2 Draft 2018/201 CPIC Annual Report pg #1-11
#7.2 Treasurers Report – Budget pg #12
Toronto Catholic Parent Involvement Committee

Email: cpic.chair@tcdsb.org
Website: www.tcdsb.org/cpic
Twitter: @toronto_cpic

CEC
80 Sheppard Avenue East
North York, ON M2N 6E8
TO OUTSTAKEHOLDERS

Strategic Highlights
CPIC has provided renewed focus on fostering discussion and bringing forward relevant value to Parents across the TCDSB ensuing to bring forward recommendations that can be implemented. We have also had a significant changeover in membership which has brought forward new ideas and energy, and those existing members have embraced re-focus.

Financial Highlights
Expenses were in line with budget targets and plans are in place for a surplus reduction effort over the next 24-months to substantially increase the visibility of CPIC and host more parent events. Policies are being updated to ensure consistency in funding requests/activities.

Operating Highlights
Despite, some positions remaining vacant, this past year saw membership stabilize and increased interaction and respect between members. On behalf of the CPIC & TCDSB, I thank each Member for the value, insight and time they provide.

HOW A PARENT INVOLVEMENT COUNCIL FULFILLS ITS PURPOSE:
• providing boards with advice on parent engagement and how to communicate with parents
• developing strategies and initiatives to help boards engage more parents in their children's learning at home and at school
• sharing information with, and supporting the work of, school councils within the boards

Looking Ahead
Our current bylaws were written in 2011, and CPIC structure & function has mainly remained unchanged since that time. This next year, with the revised Bylaws being approved will see a substantial change in not only the makeup of the Committee, but its interaction within the Board and overall relevancy in moving parent engagement forward in the TCDSB.

John Del Grande, Chair
C P I C  S T R U C T U R E & M E M B E R S H I P

Voting Members:
- 24 Parent Ward Members: elected by parents (two-year term)
- 4 Parent Members (at large) –
  elected by Parent Ward Members (one-year term)
- 3 Community Representatives –
  appointed by the committee (one-year term)

Non-Voting Members:
- Trustee representative
- Director of Education or designate
- Liaison Officer to the TCDSB

ELECTED PARENT MEMBERS

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<tr>
<th>Ward</th>
<th>REPRESIDENTIVE 1</th>
<th>REPRESIDENTIVE 2</th>
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<tbody>
<tr>
<td>1</td>
<td>Allislon Canning (x-Father Serra)</td>
<td>Raul Tellez Rios (St. Angela)</td>
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<td>Geoff Feldman (Father John Redmond)</td>
<td>Natalia Marriott (Michael Power)</td>
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<td>Joe Fiorante (St. Jane Frances)</td>
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<td>4</td>
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<td>-Vacant-</td>
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<tr>
<td>5</td>
<td>Melinda Hackett (Cardinal Carter)</td>
<td>Elizabeth Evans</td>
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<td>Gus Gikas (St. Mary of the Angels)</td>
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<tr>
<td>7</td>
<td>Randy Bucao (Senator O’Connor)</td>
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<td>8</td>
<td>Ruth Oliveros (Cardinal Leger C.S.)</td>
<td>Wendell Labrador (St. Barnabas C.S.)</td>
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<td>9</td>
<td>Jenny Romero (St. Thomas Aquinas)</td>
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<td>10</td>
<td>Annalisa Crudo-Perti (Chaminade C.S.)</td>
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<td>11</td>
<td>Ben Xavier (St. Gerald)</td>
<td>Desmond Alvares (x-Senator O’Connor)</td>
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<td>12</td>
<td>John Del Grande (St. Agatha)</td>
<td>Anthony Antonucci (St. Ursula)</td>
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(1) RESIGNED FEBRUARY 2019  (2) RESIGNED JUNE 2019

ELECTED PARENT AND COMMUNITY MEMBERS

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<td>Isabel Starck (St. Bonaventure)</td>
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<td>Parent-At-Large 2</td>
<td>Karla Coto (St. Angela)</td>
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<td>Parent-At-Large 3</td>
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<tr>
<td>Parent-At-Large 4</td>
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<tr>
<td>Community 1</td>
<td>Patricia Bozio (St. Conrad -OPACE Toronto)</td>
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<tr>
<td>Community 2</td>
<td>Mary Laframboise (Faith in Our Child)</td>
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<td>Community 3</td>
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TRUSTEE REPRESENTATIVES AND TCDSB STAFF

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<tr>
<td>Trustee Rep</td>
<td>Garry Tanuan, Trustee, Ward 8</td>
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<td>Trustee Alternative Rep</td>
<td>Norm Di Pasquale, Trustee, Ward 9</td>
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<tr>
<td>Communications Department</td>
<td>Emmy Szekeres-Milne</td>
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<td>Parent Engagement Office</td>
<td>Manuela Sequeira, Coordinator</td>
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<tr>
<td>Director of Education Designate</td>
<td>John Wujek, Superintendent</td>
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OFFICERS & MEETINGS

CPIC OFFICERS

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<tr>
<td>Chair</td>
<td>John Del Grande (Ward 12)</td>
<td>October 2020</td>
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<tr>
<td>Vice-Chair</td>
<td>Joe Fiorante (Ward 3)</td>
<td>October 2019</td>
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<tr>
<td>Secretary &amp; Past Chair</td>
<td>Geoff Feldman (Ward 2)</td>
<td>October 2019</td>
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<tr>
<td>Treasurer</td>
<td>Gus Gikas (Ward 6)</td>
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<tr>
<td>Communications Director</td>
<td>Desmond Alvares (Ward 11)</td>
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<tr>
<td>Assistant Secretary</td>
<td>-Vacant-</td>
<td>-</td>
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<tr>
<td>Assistant Treasurer</td>
<td>Ruth Oliveros (Ward 8)</td>
<td>October 2019</td>
</tr>
<tr>
<td>Assistant Communications Director</td>
<td>-Vacant-</td>
<td>-</td>
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</tbody>
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MEETINGS

A parent involvement committee must meet at least four times in each school year.

Toronto CPIC meets up to 8 times per school year - usually on the 3rd Monday of every month except March, July, and August. All meetings are open to the public. Any parent or guardian, at the Chair’s discretion, may comment on the subject under discussion, but only members can vote. CPIC meetings are held at the Catholic Education Centre, 80 Sheppard Ave E

During the 2018-2019 CPIC Year the Committee met:

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<td>Monday, December 10th, 2018</td>
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<td>3</td>
<td>Monday January 21st, 2019</td>
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<td>Monday, February 11th, 2019</td>
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<td>Monday, April 8th, 2019</td>
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<td>6</td>
<td>Monday, May 13th, 2019</td>
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<td>7</td>
<td>Monday, June 17th, 2019</td>
</tr>
<tr>
<td>8</td>
<td>Monday, September 16th, 2019</td>
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</table>

Highlights from the Ward 11 Event at Senator O'Connor (May 2019)
SUBCOMMITTEES

Much of the work of CPIC takes place with Members between meetings. The following subcommittees were struck during the year:

**Budget & Priority Setting Subcommittee**
The committee updated CPIC policy #5: Expense Policy based on a referral from the Committee in September, simplifying the rules, aligning amounts with Board policy and proving clarity to members going forward.

**Governance & Procedure Subcommittee**
This subcommittee was the most active during the year, taking on the work of recommending simplification changes and re-evaluating all aspects of CPIC’s function and membership. Members met on average every two weeks between April and July.

**Nomination & Election Subcommittee**
This subcommittee suspended most of its work given the subcommittee’s work efforts in revising CPIC election & membership rules.

**Conference Planning Subcommittee**
Recommended ward/central conference ideas and options to the committee. With the large OPACE conference occurring in Toronto, members recommended conducting one mid-size event per ward.

**Making Your Voices Heard Subcommittee**
Reviewing Board staff feedback and layout suggestions and producing a final draft version for approval by Committee in late 2019.

**Communications & Dissemination Subcommittee**
Subcommittee members reviewed the CPC website for improvements; also considered creation of Ward Representative kits to support CSPCs and CPICs function.
RECOMMENDATIONS PROVIDED

CPIC discusses issues of concern from parents as it relates to school councils and overall parent engagement at our schools and from the Board overall. Periodically, in support of our mandate, official recommendation resolutions are made:

RECOMMENDATIONS MADE TO THE DIRECTOR OF EDUCATION

Members raised the issue, that in support of creating a welcoming environment and that new or prospective parents to schools may not easily be able to find key information:

That the school Board enact uniform school-based signage that conveys: a). name and contact information for the school principal; b) name and contact information for the school vice-principal; c) name of the school secretary and contact information for the school; d) name of the CSPC Chair and TCDSB contact information; e) name and contact information for the school superintendent; f) name and contact information for the ward trustee; g). school board main information line and website

Members also wanted to ensure both local Parent Councils & CPIC are properly supported to post timely and pertinent information for their parent community:

a) TCDSB staff review the processes to provide for timely updates to be posted to local school CSPC & central CPIC sites; b) CPIC Chair be provided administrative access to the internal CPIC/CSPC site for posting of documents & resources for the committee and parent councils; c) Schools through the principal be encouraged to regularly post CSPC agendas, minutes and other artifacts to the local TCDSB school sites.

RECOMMENDATIONS MADE TO THE BOARD OF TRUSTEES

1. That the Communications team investigate creation of a monthly summary of relevant matters and decisions that have come before the board of trustees and upcoming board policies scheduled for review.

2. That a review of regular communications from the board be undertaken that currently include distributions to CSPCs to ensure they have a parent lens and provide added value that contribute to the facilitation of parent engagement & student achievement
CPIC SPONSORED EVENTS

Ward 8 Event: Faith in Our Child Speaker Series - How to Effectively Parent Adolescent Children

Tuesday December 11\textsuperscript{th}, 2018 at St. Barnabas Catholic School. The McKernans, both personable and humourous, drew heavily on their professional formation and experience in child and adolescent counselling, their family experience with their 10 children, and their Catholic faith.

Lift Jesus Higher Toronto Rally

Saturday March 2nd, 2019 at the Metro Convention Centre. CPIC was represented with a vendor table and provided tickets for 34 parents to attend.

Ontario Parents in Catholic Education 80\textsuperscript{th} Annual Conference

Saturday April 6\textsuperscript{th}, 2019 at Madonna Catholic Secondary School. Conference/Dinner tickets were provided for CPIC Members along with 91 parents from various TCDSB wards. Delegates attended sessions, discussed education topics and engaged with parents from across the province.

Ward 11 Event: Anxiety in Children

Thursday May 9\textsuperscript{th}, 2019 at Senator O’Connor. Our key speaker, Alyson Schafer, delivered a fantastic presentation complete with props, demonstrations and a unique, hands on exercise. As a family therapist, counsellor and well known Canadian parenting expert her insights, basic tips, and longtime wisdom from her 15+ years in practice helped the audience feel they are not alone on this journey.

Filipino Heritage Month Gala with Cardinal Thomas Collins

Wednesday June 12, 2019 at the TCDSB Board Office. His Eminence gave remarks about the relationship of Church and schools in a modern world focusing on challenges and how parents play a role in strengthening this relationship.
ACTIVITIES & HIGHLIGHTS

- Increased Transparency:
  - Meeting Agenda packages including all items for discussion and all backup reports are being compiled before monthly Monday meetings and posted online. Subcommittee agenda and minutes are also being consistency maintained.

- Trade Show Kit:
  - The Committee approved creation of two CPIC trade show kits including banners, tablecloths and a full suite of parent hand-outs to increase visibility of CPIC and ensure a stocked inventory of materials for distribution.

- CPSC Workshop series:
  - Supported the efforts of the TCDSB Parent Engagement department in their series of CSPC workshops for members and specifics for Chairs, Secretaries and Treasurers. Member Officers of CPIC acted as speakers for these events.

- Commentary on Board Polices under Review:
  - CPIC examined and commented on policies being considered by the Board of Trustees including CSPC and Addressing Parent Concerns.

- TCDSB Staff Presentations:
  - CPIC heard from TCDSB Board Officials on such items as the 2019/20 Budget, Faith Formation and highlights from the IT Strategic Plan.

- Parent Engagement Materials:
  - CPIC developed and continues work on ‘Parent Engagement & Parent Involvement Triangle’ that highlights easy steps with links to other resources.

- Parent & Student Charter Handouts:
  - CPIC printed post cards with the TCDSB Parent & Student Charter (bill of rights) as a resource for parents and students.

- Allocation for Ward Events:
  - CPIC provided budgets to support a parent engagement event in each Ward where Members and a host school were interested to bringing a speaker in on relevant topics of interest.

- Introduction of Web Conferencing:
  - Added feature to support increased member & public engagement in future meetings. As a trial, all Governance & Policy meetings were conducted remotely.
FINANCIAL SUMMARY

The Province of Ontario through the Ministry of Education currently provides boards with $5,000 annual base funding and 17 cents per student to fund its Parent Involvement Committee.

This year, we were provided a budget of $21,262 and there was a carryover of $52,695 from previous years.

CPIC enacted a policy where we allocate our yearly budget into two categories:
- 60% for Meeting & Operations: This supports the day-to-day work of the Committee through our meetings, including member expenses & supplies.
- 40% for Parent Engagement Projects: This goes towards events that benefit different constituencies of parents across the school Board including speakers, materials and refreshments for attendees.

2018/2019 Budget Summary: (from September 1, 2018 to August 31, 2019)

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<tr>
<th></th>
<th>Meetings</th>
<th>Events/Projects</th>
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<tr>
<td>Childcare</td>
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<tr>
<td>Mileage/Transportation</td>
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<tr>
<td>Printing &amp; Supplies</td>
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<td>$802.08</td>
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<td>Events Promotion &amp;</td>
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<td>$12,711.52</td>
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<td>Attendance Fees</td>
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<td>Refreshments</td>
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<td><strong>$9,887.93</strong></td>
<td><strong>$19,790.31</strong></td>
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Remaining carryforward budget to 2019/2020 is $44,279.17
APPENDIX & THANKS

LEGISLATED PURPOSE
The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.

WHY WE EXIST
The Toronto Catholic Parent Involvement Committee 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. CPIC focuses on system-level matters affecting more than one school.

Thanks to all the School Parent Councils, Parents, Community Organizations & TCDSB staff that supported CPIC throughout the year.
## CPC - ANNUAL BUDGET & TRACKING 2018-2019

### BASE FUNDING
- 21,262.00

### CARRYOVER FROM PREVIOUS YEAR
- 52,695.4

### TOTAL FUNDING
- 73,957.41

### MEETING & OPERATIONS - ALLOC. AMT 60% Base Funding
- 12,757.20

### PARENTAL ENGAGEMENT ACTIVITIES - ALLOC. AMT 40%
- 8,504.80

### YTD TOTAL EXPENDITURES
- 29,678.24

### YTD TOTAL BALANCE
- 44,279.17

### EXPENSES:

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### MEETINGS & OPERATIONS EXPENSES: Allocated Amount 60% of Base Funding

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### PARENT ENGAGEMENT EXPENSES: Allocated Amount 40% of Base Funding

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<td>Promotional Materials</td>
<td>1,275.72</td>
<td>735.00</td>
<td>540.72</td>
</tr>
<tr>
<td>Refreshments - Events</td>
<td>289.19</td>
<td>289.19</td>
<td>0.00</td>
</tr>
<tr>
<td>Speaker Expenses - Events</td>
<td>326.48</td>
<td>326.48</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Monthly Expenses</td>
<td>8,504.80</td>
<td>5,790.31</td>
<td>-1,714.51</td>
</tr>
</tbody>
</table>

### MEETINGS & OPERATIONS YTD EXPENSE TOTALS: 12,757.20

### PARENT ENGAGEMENT YTD EXPENSE TOTALS: 8,504.80