

CPIC Annual Member Orientation

2020



CPIC

CATHOLIC
PARENT
INVOLVEMENT
COMMITTEE



Topics Covered

- Our Purpose
- How We are Governed
- Membership Term
- Duties of Members
- Conflict of Interest
- Meetings
- Communications
- Resources



Our Purpose

We are 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.

Toronto Catholic PIC focuses on system-level matters affecting more than one school

How CPIC is Governed

Ontario Education Act

- Ontario Regulation 612/00: Parent Involvement Committees
- Enshrines rights, functions and obligations as a School Board committee

TCDSB CPIC Policy

- Board Policy P.04: Catholic Parent Involvement Committee
- Governs obligations and alignment to Board operations & policies

TCDSB CPIC Bylaws

- Required by Regulation 612/00
- Last major update September 2019
- Must be followed to ensure consistency, fairness & standard procedures.
- More Rigorous process to change – advance notice & super majority

TCDSB CPIC Policies

- Flows from Bylaws, governs day-to-day operations in detail
- Easier to change – requires notice & simple majority

Existing Policies



- Governs out of pocket expenses including permitted types, limits & approvals.

#1 - MEMBER
EXPENSE
REIMBURSEMENT



- Determines how annual funding is allocated. 60% - Meetings & Operations & 40% - Parental Engagement Activities

#5 - ANNUAL
BUDGETING



- CPIC Membership: Allows large TCDSB Trustee Wards to be split so Members represent roughly equal # of schools.

#6 -PARENT
MEMBERS:
ELEMENTARY WARD
SPLITS & SECONDARY
WARD CLUSTERS



- Ensures consistency of evaluating partnerships & sponsorships opportunities with other organizations.

CPIC FUNDING OR
SUPPORT OF
EXTERNAL EVENTS &
FUNCTIONS



CPIC Annual Report



CPIC ANNUAL REPORT 2019-2020

Toronto Catholic Parent Involvement Committee

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Website: www.torontocpic.ca

Twitter: [@toronto_cpic](https://twitter.com/toronto_cpic)
YouTube Live Channel:
youtu.be/sFp9qYCRPOM

Catholic Education Centre
80 Sheppard Avenue East
North York, ON M2N 6E8

- Required to be compiled every year by Ontario Education Act & Board Policy.
- Written and presented by the Chair by October of each year.

We encourage Members to review prior-year activities

Membership Term Recap

- Even Ward Elementary Members (2-year term)
Elected every even year (2018, 2020, 2022 etc..)
- Odd Ward Elementary Members (2-year term)
Elected every odd year (2019, 2021, 2023 etc..)
- Secondary Members & Community Members (1-year term)

TERMS RUN FROM NOVEMBER TO
OCTOBER *consistent with CPIC operating year*

Ending Membership Early

- **No longer qualifying in position** – Children no longer attend a TCDSB school
- **Missing too many Meetings** - 3 or more consecutive without advising apologies for absence OR 4 Committee Meetings in a year
- **Violations of Conflict of Interest** – after a subsequent investigation & vote of the Committee
- **Resignation** – after providing written notice to the CPIC Chair before the next Regular meeting



Duties of a CPIC Member

- Observe and uphold the Committee's Bylaws, Policies and Code of Ethical Conduct.
- Attend all Committee Meetings during the Committee Operating Year.
- Participate actively in Meetings of the Committee.
- Conduct themselves at Committee Meetings in a professional and cordial manner in the context of Christian and Catholic gospel values.
- Act as a link between the Committee and their respective Ward or Ward Cluster of Schools in support of programs to improve student achievement and well-being.
- Make every effort to be as representative of the Toronto community as possible.
- Participate in information and training programs.
- Agree to be photographed or recorded while executing their duties.
- Shall Serve on a minimum of one (1) Standing Subcommittee established by the Committee.
- Shall hold at least one (1) in person or electronic Meeting of their Ward or Ward Cluster of Schools within each Committee Operating Year.



CPIC
TORONTO CATHOLIC PARENT
INVOLVEMENT COMMITTEE

Member Ethical Code of Conduct

- Ensure that the interests and well-being of TCDSB students is the primary focus of all decisions.
- Be guided by the Committee's mission.
- Act within the limits of the roles and responsibilities of the Committee, as noted in the Committee's Bylaws, and Regulation 612/00 of the Ontario Education Act.
- Maintain the highest standards of civil courtesy, integrity, and honesty.
- Promote high standards of ethical practice within the Committee.
- Recognize and respect the personal integrity of every Member of the Committee.
- Treat all Members with respect and allow for diverse opinions to be shared without interruption or discourtesy.
- Foster a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the will and decisions of the Committee.
- Limit discussions at Committee Meetings to matters of concern to the Committee as a whole.
- Use established communication channels when questions or concerns arise.
- Declare any conflict of interest.
- Not disclose any confidential information.

Conflict of Interest: Why it Matters



- CPIC has budget we spend on vendors & service providers as part of its day-to-day operations and for Board events.
- CPIC has influence with parents and parent councils over potential ideas for fundraising, speakers and school purchases.

Conflict of Interest

Responsibility of Members

- Declare their interest at the Inaugural Meeting or at any Meeting that a matter may be related to a potential Conflict of Interest.

Duty to Declare

- 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/herself before any discussion, deliberation, vote or resolution on the matter is made.

Violations & Sanctions

- Disciplinary actions may include suspension or removal of a Member from their held position, office or Subcommittee.

Conflict of Interest: Definitions



Compensation

- Includes direct and indirect remuneration as well as gifts or favours that are substantial in nature.

Financial Interest

- Any Member has a “financial interest” if the Member 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.

Interested Member

- Any Member of the Committee who has a 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.

Committee Meetings

- 8 pre-scheduled **Regular Meetings** a year
- **Special Meetings** might be needed
- Ad-hoc or pre-scheduled **Subcommittee Meetings**
- Typically held in person at the Board Offices (80 Sheppard Avenue East) but can be held virtually when required.

Quorum for Meetings

- A CPIC Meeting is only valid when:
 - Fifty percent (50%) rounded-down of elected and appointed Committee Members are present.
 - The Director of Education, or designate, is present.
 - The Trustee Representative, or Trustee Alternate Representative, is present.
 - A majority of the Members present at the meeting are Parent Members.

Important to let the Chair know if you cannot attend or plan to attend virtually if you cannot make it in person

Meeting Procedures

- Use Roberts Rules of Order as a guide.
- We try to keep structured, informal at times to encourage discussion, but formality is required when making & voting on matters.
- Strive to give everyone an opportunity to speak & be heard.
- Goal is to get through meeting content – starting and ending on time.
- Parent guests may be invited to comment at discretion of Chair

Meeting Procedures Continued



Motions

- Purpose is to request CPIC to do something such as take an action, allocate resources or recommend a matter
- Must moved & seconded
- Complex motions should be written down

Debate

- Raise your hand
- Respect fellow Members
- Speaking time may be limited
- Must be recognized by the Chair

Voting

- Typically by show of hands
- Strive for unanimous consent but recorded vote may be requested if contentious

Getting Items on the Agenda

- Members may request items be added to the agenda by providing the topic and associated materials 10 calendar days before the scheduled Meeting.
- No new items may be added to the Draft Agenda once published unless the matter is deemed an Urgent Matter or time sensitive by the Chair.

Topic must aligned with the Mission and Objectives of the Committee as noted in Article II “Mission and Objectives of The Organization.”

CPIC Tools We Use



Resources & Benefits provided to CPIC Members



- **Access to a TCDSB Email address**
(cpic.XXXXXXX@tcdsb.org)
- **Use of a TCDSB voice mail box**
(Messages will forward to your email)
- **Food/Refreshments** provided at in-person Regular Meetings of CPIC.
- **Swag** to show your involvement as a volunteer.
- **Reimbursement for out-of-pocket expenses as a Member** (governed by CPIC & Board policies)
- **Resource Materials** to share with parents.

Out of Pocket Expenses

- **Mileage for Personal Vehicle or Public Transportation Fare** - When attending in person CPIC meetings or CPIC authorized activities/events in their capacity as a Member.
- **Parking** – For events where the Member has direct involvement in a CPIC meeting or CPIC sanctioned event.
- **Dependant (Child) Care** – When attending a Meeting or Subcommittee meeting or sanctioned event where outside an outside caregiver is needed as a last resort if spouse/family is not available.
- **Special Expenses** – CPIC will reimburse a Member who pays for CPIC expenses or costs (Hospitality, Speakers, Supplies) when it cannot be paid in advance by the Board and is pre-authorized by the Chair, Executive Committee or CPIC as a whole.

Required TCDSB/CPIC signed forms must be used supported with receipts

Methods of Communications

- Use your @tcdsb.org email address for all CPIC communications to parents/CSPC Chairs.
- You may ask for School Principals assistance in such things as: passing messages to CSPC Chairs & CSPC Members, local event coordination or other CPIC initiatives. You may not implicitly direct principals to take any action.
- If you use social media, if you identify yourself as a CPIC member, remember your actions/messages may reflect on CPIC as a whole.

Connecting with Your Community



- The Parent Involvement Coordinator will email you a list of elected CSPC Chairs for your area including their names & email addresses.
- You should introduce yourself to your Ward/Ward Cluster's CSPC Chairs.
- Consider scheduling a virtual Ward meeting to solicit feedback from CSPC Chairs on barriers/successes and CPIC initiatives.

Hosting a Ward Meeting

Every Member is required to host at least 1 meeting per year

- PLAN ahead including sufficient notice
- Create an agenda & share it before hand
- Manage the meeting & end on time
- Follow up after the meeting with notes or actions

In person

Consider refreshments
– Talk to CPIC Chair to consider available options & budget

Venue - You must get a permit through the Parent Engagement Office

Virtual

Setup a Zoom meeting. Coordinate with CPIC executive if your @tcdsb.org account does not have access

Ensure virtual meeting protocols are followed. If meeting is to be recorded for CPIC purposes, pre-notice must be provided.

TCDSB Email

- Governed by TCDSB Acceptable Use Policy
- All CPIC communications internally, to parents & CSPCs should occur via your @tcdsb.org email address.
- Meeting agendas and notices will be sent to your designated @tcdsb.org email address
- You can setup your email on your computer or phone or access over the web.

Conclusion & Go Forward Success



- Make the best & most of your involvement!
- Read your agendas and learn how the Board and CPIC operate.
- Contribute your ideas, thoughts and advice.
- Feel free to speak to other members to validate proposals or ask to be mentored.