



CPIC

CATHOLIC
PARENT
INVOLVEMENT
COMMITTEE



CPIC Member Orientation

2021-2022

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 and policies

TCDSB CPIC Bylaws

- Required by Regulation 612/00
- Last major revision was September 2019
- Are followed to ensure consistency, fairness and standard procedures.
- More Rigorous process to amend – advance notice and super majority

TCDSB CPIC Policies

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

Existing Policies

#1 – Member Expense Reimbursement

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

#5 - Annual Budgeting

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

. #6 –Parent Members: Elementary Ward Splistd and Secondary Clusters

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

CPIC Annual Report

- Required to be created compiled every year by Ontario Education Act, Board Policy and CPIC By-Laws.
- Written and presented by the Chair by October of each year.
- We encourage Members to review prior-year activities.

Membership

Voting

- 15 Elementary Ward Parent Voting Members - elected by CSPC Chairs (2-year term)
- 3 Secondary Cluster Parent Voting Members - elected by CSPC Chairs (1-year term)
- 3 Community Voting Representatives - appointed by the committee with one from OAPCE (1- year term)

Non-Voting Members

- Trustee representative
- Director of Education or designate
- Liaison Officer to the TCDSB

Elections

- Even Ward Elementary Members elected every even year (2020, 2022, 2024 etc..)
- Odd Ward Elementary Members elected every odd year (2019, 2021, 2023 etc..)
- Secondary Members & Community Members elected every year
- Terms run from November to October

Ending Membership Early

- No longer qualifying for position – Children no longer attend a TCDSB school
- Resignation - providing written notice to the CPIC Chair before the next Regular meeting
- 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 and vote of the Committee

Committee Meetings

- 8 scheduled Regular Meetings a year (November to September, October is election month)
- Special Meetings are scheduled if needed
- Ad-hoc or scheduled Subcommittee Meetings as required
- Meetings currently held virtually via Zoom (In person meetings may occur if TPH and the Board can find a safe way)

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.
- Majority of the Members present at the meeting are Parent Members.
- If you cannot attend a meeting, please let the Chair and Recording Secretary know.

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 and 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.
- Meetings are streamed on YouTube for the public to watch however parent guests may be invited to attend at discretion of Chair
- MOTIONS => DEBATE => VOTING (Article XII)

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.

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.

Member Ethical Code of Conduct

- 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 receives funding from the Ministry of Education that we spend on service providers and vendors 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: 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.

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 of the Conflict of Interest Policy

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

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

Methods of Communications

- Each member will receive a designated @tcdsb.org email and phone number
- Governed by TCDSB Acceptable Use Policy
- All CPIC communications to CSPCs, to Principals, to Staff should be done using your @tcdsb.org email address.
- Meeting agendas, addendums and notices will be sent to your designated @tcdsb.org email address
- You may ask School Principals for assistance in communicating with CSPC Chairs and Members, local event coordination or other CPIC initiatives. You may not implicitly direct principals to take any action.
- For members with Social Media, if you identify yourself as a CPIC member, remember your actions/messages may reflect on CPIC.

Connecting with Your Ward

- The Parent Involvement Coordinator will email you a list of elected CSPC Chairs for your area including their names and TCDSB email addresses.
- Introduce yourself to your Ward/Ward Cluster's CSPC Chairs, Principals and Trustee.
- Consider scheduling a Ward meeting, organize a gathering for all the CSPC Chairs to provide an opportunity to discuss matters that are important to them.

Conclusion

- Read your agendas and learn how the Board and CPIC operate.
- Participate in meetings with ideas, thoughts, advice and questions.
- Speak to other members to validate proposals or ask to be mentored.
- Make the best and most of your involvement!

