

# PARENT ENGAGEMENT MATTERS

## PARENT INVOLVEMENT COMMITTEE (PIC) GRANT



### Parent Involvement Committee (PIC) Grant

The Ontario Ministry of Education’s Parent Involvement Policy provides each school board with funds specifically allocated to support school-based initiatives which enhance the participation and engagement of parents in their child’s education.

Each school is allocated a Parent Involvement Committee Grant of \$500.00 per academic year. These funds are to be used to find local solutions that lessen barriers to parent/guardian engagement in their own school, with the goal of equity of outcomes for student achievement and well-being. Essential to this process is ensuring that all parents have access and inclusive means to support their engagement.

### PIC Outcomes

The following are some of the potential outcomes resulting from locally focused parent engagement initiatives:

- Parents demonstrate increased confidence in public education
- Parents have improved experiences of a welcoming school where parents' perspectives are encouraged, valued & heard
- Parents demonstrate awareness of, and participate in school activities, initiatives, and events
- Parents are more involved their child's education
- Parents are provided with the knowledge, skills, and tools needed to support their child's learning at home and school
- Parents feel connected with each other, and with members of their community
- Parents understand how to address local needs, and/or systemic barriers in the school community
- Racialized parents are aware of, and supported, to take on leadership opportunities in the school, and board community

### PIC Performance Measures

- Increased parent participation in activities, initiatives, and projects at the local level
- Increased promotion and evidence of diversity, equity, and inclusion at local level
- Increased evidence of parent involvement in leadership roles, reporting, and in decision making at the local level

### Pre-Planning for Parent Engagement Activities

When selecting a parent/guardian engagement initiative councils should consider:

- Aligning the initiative with school plans, so that the learning is closely connected to the local parents’ needs (*i.e., an initiative that is successful in one school community, exactly duplicated in another community may not be as successful*)
- Surveying parents to plan activities that are meaningful and relevant to them, so that they may consider them worthy of their time to attend
- Focusing the outreach to families that may not feel included or visible in the life of the school
- Designing the initiative with different language abilities, parenting styles, circumstances, and work schedules in mind (*i.e., events in the parents first language; accessibility; time of events; etc.*)

### Themes for Parent Engagement Initiatives

- Social inclusion and racism
- Creating and maintaining a safe and welcoming environment
- Respecting parents as valued partners regarding decisions about their child’s education within the education system
- Improving communication between the teacher and the home
- Improving knowledge of Ontario Curriculum expectations and supporting resources



## Eligible PIC Initiatives

Initiatives that identify and address local barriers to parent engagement and may include, but not limited to:

- Development of parent resources (*e.g., leadership resource for parents, resources addressing well-being, mental health, and anti-racism for students and families; existing resources translated into different languages, etc.*);
- Delivery of parent information sessions (*e.g., how to support children and families at home; how to understand curriculum; special education sessions, transition to high school, etc.*);
- Delivery of parent engagement sessions (*e.g., parent networking sessions with an educational/information component*);
- Creating a parent lending library (*e.g., books, curriculum documents, pamphlets, information packages, that provide parents with information and strategies to assist their children*); and
- Innovative initiatives that enable enhanced and diversified parent engagement and involvement.

### Resources:

- [A Book List – Catholic Education, Equity, Diversity and Indigenous Education, and Parenting](#)
- [Speaker's List to Support Parent Engagement Initiatives](#)
- [Examples of TCDSB Local Parent Engagement Initiatives](#)

## Ineligible PIC Initiatives

- Excursions, activities, resources, workshops, or speakers for students, even if parents are in attendance
- Purchase of student supplies for home use (*e.g., markers, paper, glue, scissors, prizes, student agendas, calendars, supplies, scrapbooks, arts, and crafts*)
- Purchase of goods and services for which the Ministry provides funding for students (*e.g., textbooks, library books, furniture, technology, student transportation; etc.*)
- Capital items, such as televisions, sports equipment, shelving, computers, handheld devices (*i.e., tablets/laptops*)
- Payment to school board staff or volunteers, including salaries, gifts, gift, or honoraria
- Computer software or applications, online subscriptions, voice messaging systems
- School signs or announcement boards
- Landscaping or equipment for outdoor classrooms or school yards
- Fundraising events or prizes/gift certificates for fundraising events
- Social/family events without an educational component for parents

## Accessing PIC Funds

- There is no application required
- Each school automatically receives a PIC base grant of \$500.00 yearly
- Funds are not meant to be accumulated. If there are accumulated funds, councils are encouraged to use the full amount
- School councils, in partnership with the school principal, are responsible and accountable to the Ministry via the Board for the use of the funds for their intended purposes
- The initiative is discussed and approved through a motion at a CSPC scheduled meeting, and recorded in the meeting's minutes
- CSPC or the school must upfront the funds for the project. The funds are then reimbursed to the party that paid for the initiative
- The chair/co-chairs and the principal must complete the required documentation for reimbursement of funds (*i.e., transfer the funds from the school's outside agency account, to the designated account*)
- CSPC and the principal is responsible for budgets, successful completion of the initiative and the paperwork required for the reimbursement of funds

## TCDSB PIC Reimbursement Process

1. Council/school pre-plan for the use of current funds
2. Presentation at a CSPC public meeting, followed by a vote that is recorded in the meeting's minutes
3. Initiative is completed
4. The CSPC chair/co-chairs and the principal complete and sign the reporting template
5. The principal completes the internal TCDSB cheque requisition
6. The principal submits complete package (*i.e., Reporting template, cheque requisition, original invoices*) to Manuela Sequeira, and retains copies for the school's CSPC financial records
7. Once approved, Business Services will transfer the funds to the identified account and a confirmation email will be sent to the school's general email account
8. The principal notifies the CSCP chair/co-chairs that the transfer has been made

### Resource:

- [TCDSB PIC Reporting Template](#)

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[This document contains linked files](#)