

Catholic Parent Involvement Committee Meeting Minutes

A meeting of the Catholic Parent Involvement Committee was held on the 28th day of September 2011, at the Catholic Education Centre.

Present: Committee Members: George Cortes, Jeannette Cowen, Katherine Flitton, Fr. Robert Hétu, Fr. D. Lobsinger, Jamie McKinnon, Teresa Palmer, Angela Raposo, Peter Reitmeier, Paul Smith, Chris Spere

Administrative Officials:

Roger Lawler, Gerry Clifford, Bruce Rodrigues

Regrets: Joseph Ingram, Sarah Zamin, Anne Kibler, Syl Painchaud

Next Meeting: Wednesday, October 26, 2011

1. **Welcome and Opening Prayer:** Fr. Dan Lobsinger

2. **Approval of Agenda:**

- **Motion:** Teresa Palmer
- **Second:** George Cortes

3. **Declared Pecuniary Interest**

4. **Approval of the Minutes**

- **Motion:** Jeannette Cowan
- **Second:** Teresa Palmer



5. Discussion Items

5.1 Welcome and Introductions

Committee members had an opportunity to do introductions.

The Committee welcomed Angela Raposa who is representing St Benedict Elementary Family of Schools.

5.2 Board Improvement Plan (BIP)

Bruce Rodrigues, Associate Director of Education gave an overview of the Board Improvement Plan (B.I.P.) for 2011-2012.

This is a draft document that will remain in a draft form throughout the school year. A Board Improvement Team will be meeting monthly to discuss any changes to the B.I.P. that are needed.

Each school site will use the B.I.P. to develop a School Improvement Plan (S.I.P.) that will be in place by the middle of November.

5.3 Membership Memo

A membership memo has been developed that will be sent out to all school administrators tomorrow.

The memo indicates that C.P.I.C. will need to add three new members

- 1) Resurrection Elementary Family of Schools
- 2) Monsignor Doyle Elementary Family of Schools
- 3) St David Elementary Family of Schools

Applications need to be sent into the Board Office by October 24, 2011. C.P.I.C. will review the applications at the October meeting.

5.4 System Survey Updates

Director of Education, Roger Lawler, gave the Committee an overview of the Parent and Student surveys that were administered last year.

The Parent Survey is still open on the Board website. Roger discussed the issue of trying to increase the number of parents answering the survey.

Both surveys will have an impact on individual School Improvement Plans.

5.5 2010-2011 Budget Update



Gerry handed out an overview of the C.P.I.C. budget expenses for 2010-2011. The budget overview was reviewed by the committee.

5.6 Meeting Dates 2011-2012

The Committee decided once again to have six meetings throughout the school year taking place on the last Wednesday of the month.

The meeting dates for the 2011-2012 school year will be:

- September 28, 2011
- October 26, 2011
- November 30, 2011
- January 25, 2012
- March 28, 2012
- May 30, 2012

5.7 Ministry PIC Handbook and Feedback Form

The Committee was reminded to read and provide input on the Ministry's draft copy of the document entitled "*Making a Difference – A Practical Handbook for Parent Involvement Committee Members*".

Feedback forms are due back to the Ministry by November 30, 2011.

Committee members will be sent an electronic copy of both the draft handbook and the feedback form.

5.8 School Council Chair Update

Chris has been in contact with a representative of the systems Catholic School Council Chairs.

C.P.I.C. will support this group and direction will be discussed at a later meeting.

Next Meeting – October 26, 2011

6. Adjournment

Motion: Katherine Flitton

Second: Jeannette Cowen