Catholic Parent Involvement Committee (CPIC) Minutes

Date: Wednesday, September 21, 2022
Time: 6:00 p.m. to 7:30 p.m.
Location: Catholic Education Centre, 35 Weber St. W., Kitchener (Room #201)

Attendees:
- Tyrone Dowling: Director
- Judy Merkel: Superintendent
- Margaret Ingoldsby: Administrator, Secondary
- Sharon Adie: Administrator, Elementary
- Manuel da Silva: Trustee
- Monica Czagan: Parent Representative (Member at Large)
- Abuobeida (Obaida) Mudawi: Parent Representative (Member at Large)
- Dave Perlaky: Parent Representative (Secondary – Cambridge)
- Wendy Ashby: Parent Representative (Elementary – St. Mary’s FOS)
- James Sebastian-Scott: Parent Representative (Elementary – St. Benedict FOS)
- Sally Fuentes: Parent Representative (Elementary – St. David FOS)

Regrets:
- Father Joseph de Viveiros: Diocesan Representative
- Brian Schmalz: Trustee
- Shannon Nash: Trustee
- PJ Desmarais: Parent Representative (Member at Large)
- Brenda Tibingana-Ahimbisibwe: Parent Representative (Member at Large)
- Shana McTurk: Parent Representative (Secondary – Kitchener)

Absent:
- Susan Macri: Parent Representative (Elementary – Mons. Doyle FOS)
- Wilma Laku: Parent Representative (Member at Large)

Recorder:
- Lisa Legault: Executive Administrative Assistant

Action Items: Noted in Green

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<th>TOPIC</th>
<th>Presenter</th>
<th>Time</th>
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<td>1. Opening Prayer &amp; Welcome, Call for Additional Agenda Items</td>
<td>Judy</td>
<td>5 min</td>
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We would like to acknowledge that the land on which we gather today is the traditional home of the Haudenosaunee, Anishinaabe and Neutral People. We acknowledge the enduring presence and deep traditional knowledge, laws and philosophies of the Indigenous Peoples with whom we share this land today. We seek a new relationship with the Original People of this land, one based on honour and deep respect. We are grateful for the opportunity to learn here and reaffirm our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our community.

2. Welcome - New Director
Judy introduced Tyrone Dowling, the new Director of the Waterloo Catholic District School Board.

3. Approval of Agenda
Monica moved that the September 21, 2022, CPIC agenda be accepted as presented. Dave seconded the motion. CARRIED.

4. Approval of Minutes
Monica moved that the May 4, 2022, CPIC minutes be accepted as presented. Dave seconded the motion. CARRIED.

5. Composition of CPIC
Wendy Ashby agreed to move from the Member at Large position to Parent Representative for Elementary – St. Mary’s FOS. We welcome the new CPIC members who have been acclaimed in the following positions:
- James Sebastian-Scott (Elementary – St. Benedict FOS)
- Sally Fuentes (Elementary – St. David FOS)
- Abuobeida (Obaida) Mudawi (Member at Large)
- Susan Macri (Elementary – Monsignor Doyle FOS)
- PJ Desmarais (Member at Large)
- Brenda Tibingana-Ahimbisibwe (Member at Large)
Several CPIC members have moved on to other opportunities this year; their contributions to the CPIC over the years have been greatly appreciated:
- Kimberley Snage (former CPIC Chair)
- Father Joseph (former CPIC Diocesan Representative)
- Brian Schmalz (former CPIC Trustee Representative)
- Bree Almeida (former CPIC Parent Rep for Elementary – St. Benedict FOS)
- Samantha Murray (former CPIC Parent Rep for Secondary – Waterloo)
- Ayo Owodunni (former CPIC Parent Rep Member at Large)
Judy will begin the search for a CPIC Diocesan Representative, reaching out to Father Toby at St. Mary’s Parish (Kitchener) and/or the school communities.
At this point, the following CPIC parent representative positions are vacant:
- Parent Representative: Elementary – Resurrection FOS
- Parent Representative: Secondary – Waterloo
All current CPIC members are encouraged to reach out to anyone in their community who may be interested and extend an invitation to join CPIC.

6. CPIC Membership Opportunities: Chair/Co-Chair Volunteers
Monica and James stepped forward to act as the new Co-Chairs for CPIC. Lisa will reach out to them to arrange a meeting with Judy. Lisa will also arrange access for Monica and James to the Board’s chair.pic@wcdsb.ca emails.

7. Parent Engagement/PRO Grants
PRO (Parents Reaching Out) grants have now moved to the GSN so the funds will be received yearly. In past years, the funds have been used for parent engagement at the system level by creating a portal for parents, translating materials into various languages, and establishing a partnership with the local Anishnabeg Outreach. Lisa will email all CPIC members a summary of the 2021-2022 CPIC projects as well as the financial report.

8. Superintendent Update
The 2022-2023 school year has started out well, despite the current busing situation in which we are working to come up with creative solutions. There is a plan to provide GRT bus passes to secondary students in case of bus cancelation. The senior team is working on stakeholder input for the Board’s MYSP (Multi-Year Strategic Plan).

9. Trustee Update
- The Board of Trustees worked through the summer to fill the Director position and eventually welcomed Tyrone Dowling to this role.
- The upcoming Oct. 24th municipal election may result in some new faces amongst the Board of Trustees.
- In June 2022, the trustees approved a $311 million operating budget and a $21 million capital budget for a total WCDSB budget of $332 million. For more details, consult the 2022-2023 Budget Presentation and/or the 2022-2023 Budget Report

10. Finance and Audit – CPIC Budget Update
This year, we have $33,216 in funding. The first step is to send $24,000 to the schools ($500 to each school) to support parent engagement. The remaining

Judy 2 min
Judy 2 min
Judy 3 min
Judy 10 min
Judy 10 min
Judy 5 min
Judy 10 min
Judy 10 min
Manuel 10 min
Judy 10 min
$9,216 can be spent by CPIC on other projects. An additional $25,500 is allocated specifically for Parent Reaching Out (PRO) Grants. CPIC members are asked to think of ways CPIC can use the PRO grant funding to make a difference in our school communities (including a faith component).

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<th>11. Committees</th>
<th>Judy 10 min</th>
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<td>It was proposed that the following committees are formed:</td>
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<td>- <strong>PRO Grant Committee</strong> (to discuss ideas and plan the use of PRO grant funds as well as suggested parameters around the use of the funds). Judy will work specifically with the co-chairs to develop structures to present to CPIC.</td>
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<td>- <strong>Onboarding Committee</strong> (to assist with the organization and execution of the Oct. 12, 2022, CSAC Onboarding Event). Lisa will send out calendar invitations to all current CPIC members as a reminder that they are welcome (and encouraged) to attend this event to support their school’s CSAC Chair/Co-Chair.</td>
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<td>- <strong>Communications Strategy Committee</strong> (to ensure that CSAC parents are aware of the resources available to them and that school administrators are aware of the role of CPIC i.e., Tips for Educators) <strong>Volunteers</strong> for the Communication Strategy Committee: Sally, Obaida, and Sharon Aide. Lisa will arrange a meeting between the members of this committee and Judy.</td>
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<th>12. Next Steps</th>
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<td>All members agreed to be added to a Microsoft Teams Group to share documents and collaborate. Judy will create the Teams group and invite members.</td>
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<td>Each person has their own individual gifts. Members are asked to reflect on this, and, at the next CPIC meeting, everyone is encouraged to divulge the nature of their gift that they are willing to share with this committee.</td>
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**Catholic School Advisory Committee (CSAC):**
- an idea was put forth to include all CSAC chairs in a D2L classroom.
- CSAC Chairs will receive OAPCE newsletters. Lisa will forward a copy of each OAPCE newsletter to all CPIC members.
- It was suggested that CSAC parents could be polled about their availability for meetings while at the Oct. 12 onboarding event. Parents who routinely volunteer for school trips may prefer to attend parent engagement events during the daytime hours.
- It was suggested that CPIC make a presentation at the upcoming Commissioning Event on Nov. 3, 2022. Judy will discuss this idea with CPIC Chairs when she meets with them and further discuss with the Commissioning Planning Committee at the Board level.

**CPIC Meetings**
It was agreed that the 2022-2023 CPIC meetings will take place from 5:30 p.m. to 7 p.m., beginning with a *working* dinner at 5:30 p.m. Dave suggested that we should increase the number of CPIC meetings during the year. Lisa will email members with the tentative CPIC meeting schedule, as shown below:
- Wednesday, **Nov. 16**, 2022, at CEC Room #201 beginning at 5:30 p.m.
- Wednesday, **Dec. 7**, 2022, at CEC Room #201 beginning at 5:30 p.m.
- **Wednesday, Feb. 8**, 2023, at CEC Room #201 beginning at 5:30 p.m.
- **Wednesday, Apr. 5**, 2023, at CEC Room #201 beginning at 5:30 p.m.
- **Wednesday, May 17**, 2023, at CEC Room #201 beginning at 5:30 p.m.
- **Wednesday, June 7**, 2023, at CEC Room #201 beginning at 5:30 p.m.

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<th>13. Gratitude and Closing Prayer</th>
<th>Judy 3 min</th>
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<td><strong>Adjournment</strong></td>
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<td>This meeting adjourned at 7:29 p.m.</td>
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