

*Minutes of Catholic Parent Involvement Committee Meeting (CPIC)*

**Monday, September 12, 2016**

**7:00 p.m. - Board Room**

**C. E. C., 802 Drury Lane, Burlington**

**In Attendance:** A. BOONE; K. BLOOMFIELD; C. CARLEY; C. CIPRIANO; P. DAWSON; D. GARELL-TETI; A. GONZALEZ; S. GUEVARA;  
L. HARTMAN; Fr. R. HÉTU; H. KARABELA; A.A. LEMAY; R. LUISETTO; E. MACDONALD;  
G. MERRITT-MURRELL M. RITCEY; R. STAGG; K. WILLIAMS

**Chair:**

**Recorder:**

J. NEUMAN

**1. WELCOME SOCIAL**

**2. COMMISSIONING OF CPIC MEMBERS**

*C. CIPRIANO*

The meeting began at 7:15 pm with a prayer service to commission the 2016-2017 CPIC members.

Following the Commissioning the new members were welcomed and the committee introduced themselves

**3. ELECTIONS**

C. Cipriano, acting as Chair, called for nominations for the position of Chair, and indicated that the election process would be based on Board by-laws in case of discrepancy.

**i. CHAIR:**

<p>Nominated by: R. Luisetto Seconded by: G. Merritt-Murrell</p> <p><b>THAT, R. Stagg be nominated for position of Chair</b></p> <p style="text-align: right;"><b>ACCEPTED</b></p>
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<p>Nominated by: K. Bloomfield Seconded by: M. Ritcey</p> <p><b>THAT, L. Hartman be nominated for position of Chair</b></p> <p style="text-align: right;"><b>ACCEPTED</b></p>
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Ballots were handed out to CPIC members and returned to the scrutineers, C. Cipriano and P. Dawson for counting.

<p>Moved by: R. Luisetto Seconded by: L. Hartman</p> <p><b>RESOLVED, that the ballots be destroyed.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
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R. Stagg was voted in a Chair and assumed the responsibility of conducting the remained of the meeting.

**ii. VICE CHAIR**

R. Stagg called for nominations for the position of Vice Chair

	Nominated by: A. Gonzalez Seconded by: R. Luisetto
<b>THAT, G. Merrit-Murrell be nominated for the position of Vice-Chair</b>	
<b>ACCEPTED</b>	

	Nominated by: L. Hartman Seconded by: R. Luisetto
<b>THAT, K. Bloomfield be nominated for the position of Vice-Chair</b>	
<b>DECLINED</b>	

<b>RESOLVED, that G. Merrit-Murrell be appointed as Vice-Chair.</b>	
<b>ACCLAIMED</b>	

**4. REVIEW BY-LAWS**

*C. CIPRIANO*

It was noted that an oversight was noted in an amendment made to the by-laws in 2014.

Discussion determined that the first bullet on page 4 – under “Term” needs to be revised to match the following information:

B1.1 Parent Members:

- Parent representatives consisting of two members from each region (Oakville, Burlington and North Halton) as well as 4 members at large
- All elected member at large positions will be for a two year term from September to August.
- Regional elected positions and the OAPCE Director will be for a two year term from September to August.

It was recommended that the by-laws be revised to clearly indicate the election process for Chair and Vice-Chair, in a section that clarifies that only parent members are eligible to vote and that the community representative, the deanery representative and the OAPCE Director do not vote.

A sub-committee was struck in order to review the current by-laws and bring changes and revisions to upcoming meetings. The following members volunteered: L. Hartman; R. Luisetto; K. Bloomfield; K. Williams

**5. APPOINTMENTS**

*R. STAGG*

**i. FINANCIAL REPRESENTATIVE**

The position of Financial Representative for the 2016-2017 school year will be filled by R. Luisetto. G. Merritt-Murrell will assist.

**ii. COMMUNITY REPRESENTATIVE**

	Moved by: R. Luisetto Seconded by: E. MacDonald
<b>RESOLVED, that, A. A. LeMay be appointed at Community Representative.</b>	
<b>CARRIED</b>	

**iii. OAPCE REPRESENTATIVE**

It was noted that there will be a vacancy for the HCDSB CPIC OAPCE Director for the 2016-2017 school year.

A description of the position was shared. It was noted that the OAPCE Director position for this area includes Halton/Wellington.

The By-laws will be reviewed regarding the position of the OAPCE Director and their position on CPIC.

It was suggested to approach the CPIC nominees from the spring election be approached to fill the position if no-one from CPIC wished to stand.

Dates for the upcoming OAPCE meetings will be forwarded to CPIC members for their information

A decision for the OAPCE Director position will be made at the October CPIC meeting

**6. APPROVALS & REVISIONS**

*R. STAGG*

**a. AGENDA**

ADDITIONS:

Request past Chair to assist for 6 months

Financial Report

Faith and Family Project

Moved by: A.A. Lemay  
Seconded by: K. Bloomfield

*RESOLVED, that, the agenda be approved as amended.*

**CARRIED**

**b. MINUTES**

Amendments were requested regarding the mention of names in minutes

It was requested to include the time of the upcoming meetings in the agendas and on the minutes as reminders to members.

A letter that was sent from the ministry was requested to be included on the next meeting agenda

Moved by: G. Merrit-Murrell  
Seconded by: M. Ritcey

*RESOLVED, that, the minutes from June 6, 2016, be approved, as amended.*

**CARRIED**

**7. REVIEW CPIC GOALS**

*C. CIPRIANO*

Discussion determined that the first hour of the October CPIC meeting will be dedicated to working on the Goals for the coming school year.

A google document will be forwarded to members for background information/

**8. COUNCIL OF CHAIRS AGENDA**

*R. STAGG*

The following items were recommended to be included on the October 19, 2016 Council of Chairs meeting agenda

Speaker

Senior team will be surveyed for any Board items

GMM – recommended a speaker – description will be emailed

Bishop’s Dinner

OAPCE update

Math strategy from Curriculum answers letter from Ministry.

Include Truth and Reconciliation at a future meeting

9. OTHER BUSINESS.

R. STAGG

➤ PRO REGIONAL GRANT (2015-2016 FUNDS) – DR. JEAN CLINTON  
NOVEMBER 16, 2016 – JEAN VANIER CSS – MILTON

R. Luisetto; L. Hartman; A.A. LeMay; K. Bloomfield; A. Boone; and D. Garell-Teti volunteered to help organize the event.

It was requested that a Save the Date be sent out through the parent notification system and to forward the information to Principals to include at upcoming Curriculum Nights

An Event Registration will be created through constant contact

➤ OAPCE REPORT

A report was given with details from the July 2016 OAPCE meeting.

It was suggested that CPIC consider hosting a commissioning ceremony for all school OAPCE reps, in November. School OAPCE Reps will also be informed of their role at that time.

OAPCE has requested that the CPIC OAPCE director visit an upcoming SEAC meeting and requests that there be a consideration of including a SEAC member sit on CPIC as a member/representative.

➤ FAITH AND FAMILY DEVELOPMENT COMMITTEE

The lighthouse resources display was discussed; a proposal was brought forward to purchase new resources.

Moved by: R. Luisetto  
Seconded by: K. Bloomfield

**RESOLVED, that,** CPIC approve a \$300.00 (or marginally more due to exchange rate) to purchase replacement resources for the Lighthouse Resource Display

**CARRIED**

A flyer will be forwarded to celebrate Jubilee of Families – Oct 15<sup>th</sup> conference at Diocese. It was noted that cost is minimal to attend.

➤ BY-LAW SUB-COMMITTEE

The By-Law subcommittee will convene to develop a clause indicating that the past chair be could be approached to advise the committed for 6 months, if no past chair sitting on committee.

➤ DIOCESAN MASS

The Diocesan Mass will be held on Thursday, September 22, 2016, at St. Jerome University, Waterloo. It was noted that seats are limited. A bus will be made available at HCDSB. Information will be sent from the Board office.

Moved by: L. Hartman  
Seconded by: G. Merritt-Murrell

**THAT,** the meeting be extended past 9:00 pm

**CARRIED**

➤ FINANCIAL REPORT

The final financial report from the 2015-2016 school year was shared with members.

10. FUTURE AGENDA ITEMS

CPIC MEMBERS

The Following items were requested to be included on the October 3, 2016 CPIC meeting agenda

- PRO-grant information
- School Binder – welcome letter

Parish Rep Retreat

**11. ANNOUNCEMENTS**

*R. STAGG*

➤ **Bishop’s Dinner – Nov. 2, 2016**

A flyer was shared with CPIC members regarding the upcoming Bishop’s Dinner as a fundraiser for HCCEF. A Doodle will be created for CPIC Members to RSVP for the event.

➤ **People 4 Education Conference – Nov. 12, 2016**

CPIC members were asked to review the website and determine if they would like to attend. A Doodle will be created.

**12. CLOSING PRAYER**

*E. MACDONALD*

The meeting was closed with prayer.

**13. ADJOURNMENT**

*R. STAGG*

	Moved by: R. Luisetto Seconded by: A.A. LeMay
<p><b>THAT</b>, the meeting was adjourned at 9:15 pm</p> <p style="text-align: right;"><b>CARRIED</b></p>	

Next CPIC Meeting: October 3, 2016 - Board Office - 7:00 pm

Next Council of Chairs Meeting: October 19, 2016 – 6:30 pm (Sacred Heart of Jesus CES, Burlington)