



Catholic Parent Involvement Committee
Halton Catholic District School Board

CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC) MEETING AGENDA

Date: Wednesday, April 7, 2021
Time: 7:00 pm
Location: Microsoft Teams

Pages

1. Opening Prayer (Fr. Dave Walter)

Land Acknowledgement

2. Approvals & Revisions

2.1. Agenda

2.2. Minutes

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3. Board Update (N. Dinolfo)

3.1. General Update

3.2. Upcoming Notable Items

4. Trustee Update (M. Duarte)

4.1. General Update

4.2. Upcoming Notable Items

5. Standing Items:

5.1. OAPCE Update

5.2. CPIC Subcommittees:

5.2.1. School Council Support Committee

5.2.2. Parent/Community Engagement Committee

5.2.3. By-laws

Motion to adopt revised by-law document

5.3. CPIC Representation on Board Committees

5.3.1. Mental Health

5.3.2. Bullying Prevention

- 5.3.3. Walk With Jesus
- 5.3.4. Home-School-Parish Partnership
- 5.3.5. 2021-2022 School Year Calendar Committee

6. Discussion Items

- 6.1. Council of Chairs Meeting - May 25, 2021
- 6.2. Catholic/Non-Catholic CPIC Members

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7. 2021-2022 CPIC Meeting Dates

- Monday, September 20, 2021
- Monday, October 18, 2021
- Monday, November 15, 2021
- Monday, January 17, 2022
- Monday, February 28, 2022
- Monday, April 25, 2022
- Monday, May 16, 2022
- Monday, June 20, 2022

8. Closing Prayer

9. Adjournment

Next CPIC Meeting: Monday, May 3, 2021 @ 7:00 p.m.

Council of Chairs Meeting: Wednesday, May 19, 2021 @ 7:00 p.m.

MINUTES OF THE CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC)

Date: March 1, 2021
Time: 7:00 pm
Location: Virtual Meeting

Members Present

T. Arruda-Newns
S. Boulanger
V. Chininea
M. Duarte
L. Efremova
D. Foster
S. Furlong-Warren
L. Gallo
D. Garell-Teti
O. Iluyomade
M. Lourenco
J. MacLeod
T. O'Brien
S. Sywash
D. Walter

Guests:

P. Daly
N. Dinolfo
A. Gorgi

Regrets:

Chair: G. Bergin
J. Santos

Recording Secretary A. Brown

1. Opening Prayer & Welcome

The meeting opened at 7:00 p.m. with a prayer from Father Dave. Our [Land Acknowledgement](#) was played for all.

2. Approvals & Revisions

2.1 Agenda

Moved by: J. Santos
Seconded by: L. Gallo

That, the agenda be approved.

CARRIED

2.2 Minutes

Moved by: S. Boulanger
Seconded by: L. Efremova

That, the minutes of the January 18, 2021 Catholic Parent Involvement Committee be approved and submitted.

CARRIED

3. Board Update – N. Dinolfo

General Update:

- Elementary Program K – Grade 8 – change in learning environment effective February 16th ~ 4,300 students continue in the virtual school – ~ 730 students moved between our virtual and face to face learning environment – enrolment in the virtual school went down by 400 students, 9 classrooms were redistributed within the virtual school
- Our high school students are now in their third quadmester – there was increase following the remote learning time with more students moving into Cohort C for the third quadmester - registration for courses for Grade 10-12 taking place now
- Grade 9 Math will be de-streamed for September 2021 – new course code will be set
- Looking at staffing for September 2021 -Elementary parents will be receiving a survey on March 3 – 10 September 2021 – the preferred learning environment for their children for September – the virtual school will be an option – parents will have an opportunity in June to update their preference as the circumstances of COVID -19 hopefully improve – there will be only one change in learning environment for 2021/22 in January 2022 for February 2022 at the end of term 1 to align with the reporting period for the academic program
- Final change in learning environment survey for this year will go to parents March 11 – 19 – final change in learning environment will take place on Monday, March 29th
- Programming continues to follow grade curriculum expectations understanding where students are at and identifying students needs through diagnostic assessment for literacy and numeracy – differentiated instruction and small group instruction both in the in person and virtual school
- Secondary students may change their learning environment for the 4th quadmester – 4th quadmester begins on April 26th
- K Registrations continue – schools are beginning to welcome new K parents into the school to verify their registration documents – Early Years Team leading HCDSB virtual Ready Set Go information sessions in March – schools will host their new Parent K session virtually in the spring
- Discussions have begun with elementary and secondary schools on plans for Graduations – schools have begun to plan with their graduation committees based on our current protocol and circumstances – and will communicate with their parent community - all graduation ceremonies will be virtual (unable to gather in large groups) - all schools will make it unique to their school community – distribution of diplomas will be done as per the graduation committee plan at the school or through a drive by - school photographers will be permitted to go into schools for grad photos following PH COVID protocols -
- Community Testing beginning this week in each region Burlington (Corpus Christi), Oakville (HT), Halton Hills (St. Francis Xavier) = students and staff
- New Protocols for screening. When a positive case and the closing of classrooms – for 14 days – teachers will deliver classroom program remotely through the learning platform
- Season of Lent in our schools – all schools had their Ash Wednesday liturgy virtually and have various community outreach taking place for season – some are supporting the HCCF with the 24 hour fast on March 30-31 through doing or fasting

PRO Grant Update:

- the funds for the pro Grant have been distributed to the board parent committees – CPIC, SEAC, IEAC to plan virtual events – the sessions OAPCE is doing weekly is an example of how to engage the parents – CPIC needs to establish a committee and has 6 500 to plan for a parent engagement

Upcoming Notable Items:

- CPIC Locker has been emptied and cancelled – new ZIP signs needed, a couple CPIC members to go and look at the items and discard what is not needed

4. Trustee Update – M. Duarte**General Update:**

At the Board meeting of Jan 19: some notable Policies were reviewed and approved:

1. Policy II-41 School Uniform Dress Code/School Dress Code This policy was updated to provide schools the opportunity to make decisions because of COVID-19.
2. Policy I-20 Integrated Accessibility Standards: HCDSB is committed to provide barrier-free access to all.
 - a. EFI boundary review process has now started...

Staff Presented Elementary Grade 1 EFI Registrations for the 2021-2022 across the region Number of registrations

Burlington Sacred Heart of Jesus CES 82

Halton Hills St. Catherine of Alexandria CES 44

Milton St. Scholastica CES 134

Oakville St. Mary CES 116

Based on the number of registrations, staff felt that a boundary review process would be required in Milton only and the Board of Trustees directed staff to initiate a school boundary review which has already started.

- b. Student trustees presented the results of the Return to School Well-being Survey

1 word to describe return to school:

At the Feb 02 Board Meeting a Notable Action Item was the Approval to Proceed with School Capital Planning, selection of Architects for Milton No. 9 CES

A report on the work done by the STEM steering committee was also presented. Committees are meeting to discuss how to build STEM into our curriculum and also grow extra-curricular activities.

Some notable policies that were approved were:

- a. Policy II-05 Reporting Student Achievement to Parents/Guardians
- b. Policy II-45 Equity and Inclusive Education – Changes to bring policy to date.

Upcoming Notable Items:

The Multi-Year Strategic Planning Process has been initiated and parents will have an opportunity to participate and provide input to the planning process. There will be lots of survey's coming out in the months to come. Stay tuned and please pass on the message to your school councils to participate and provide feedback.

Finally, Return to school updates: are provided by Director Daly at every Board meeting updating Trustees and our ratepayers how the pandemic continues to change the way we work and educate our children. Ministry guidelines have also been changing continuously making it even more difficult to plan for a long period of time.

Trustees have also been attending Ministry PD sessions on Diversity, Equity and inclusion. Trustees are also running our own PD session on various Equity and Inclusion topics for Trustees and Senior staff conducted by guest speakers.

5. Standing Items:

○ **OAPCE Update: (D. Garell-Teti)**

- follow up to announcement at Council of Chairs meeting regarding Parent Engagement and Education Series webinars
- got positive feedback regarding representation at the Council of Chairs with excellent communication and parents and principals asking for information to share with school communities
- a virtual retreat will take place on April 7, 2021 at 7:00 p.m. for Halton Catholic OAPCE reps. Guest speakers include Executive Director of OAPCE and Executive Director of Institute for Catholic Education
- Upcoming events: 2 day conference in May and virtual town hall, April newsletter

○ **Subcommittee Updates:**

School Council Support Committee (L. Gallo)

Core initiatives:

- Creating better synergies between CPIC and Catholic School Councils – assign a CPIC member to a Family of Schools for better flow of information
- Creating a Catholic School Council resource page. Start with survey to collect information to build a meaningful Resource page and maintain at a reasonable interval
- Updating the Catholic School Council handbook and best practices for School Councils
- Elevate social media presence
- suggestion made to look into Parents Engaged in Education website
- suggestion made to draft and circulate to CPIC committee a week prior to our next meeting

Parent/Community Engagement Committee (J. MacLeod)

- Have Facebook page up and running and starting to post CPIC items with good response
- Trying to get Twitter feed up and running but need log in credentials
- Communicating with other sub-committees to send out their information on social media

CPIC By-laws (S. Boulanger)

- Draft document of updated bylaws sent out for all to review
- No major changes made to bylaws themselves as that will require CPIC agreement and vote. More of a “clean up”.
- Possible changes to CPIC membership. Proposals/details will come later in the meeting. May affect election process.

○ **CPIC Representatives on Board Committees**

○ **Mental Health (L. Efremova)**

- Nothing to report at this time as there have been no meetings. Superintendent Dinolfo will follow up with the Mental Health committee.
- **Bullying Prevention (S. Furlong-Warren)**
- Had final meeting for working group, and documents are being compiled. Once complete it will be sent out to CPIC for all to view and comment on.
- **Walk with Jesus (T. Arruda-Newns)**
- Nothing to report at this time.
- **Home-School-Parish Partnership (J. Santos)**
 - Faith Formation opportunities for staff take place in virtual setting.
 - Diocese is working on implementing sacraments that were delayed due to parish shut down.
 - Home-School-Parish Best practices publication has been compiled by Ontario Catholic Trustees Association and CPIC members will get a copy.
 - Walk with Jesus May 6th – details still being finalized. Bishop Crosby & Pastors will record a message and will be played for students in class. Liturgy will be streamed in the morning to kick off the Walk. Elementary students will create their own paper crosses and will be made into a collage. Students will walk with their class and virtual students will be encouraged to walk on their own. Podcasts will be created for secondary students and hashtags created to follow on social media, but these are still being finalized.
 - Growing in Faith program: implemented in Gr. 7 curriculum, it will be implemented into the Gr. 8 program in September, and in kindergarten the following year. Program provides a great support for sacramental preparation and available resources on online portal.
 - Fully Alive program: board is attempting to weave Catholicity into all subjects taught.
 - There will be one more meeting before the end of the year.

6. **School Council Feedback on Procedure VI-84: Catholic School Councils and Catholic Parent Involvement Committee**

- The summarized feedback was emailed to the committee and was shared with members at this meeting.
- Broad spectrum, but consistent themes of feedback from the school councils
- Asking for this feedback has brought up great discussions within school councils
- This will be sent to the Board of Trustees with names and names of schools taken out.
- Questions asked and answered, discussions took place

7. **Discussion Items:**

➤ **Council of Chairs Meeting – May 19, 2021**

- asked committee for discussion items
- no ideas were suggested, but committee will take time to come up with ideas

➤ **CPIC Membership Composition**

- Put forward for future consideration to change the composition of CPIC to: 3 Burlington, 3 Oakville, 2 Milton, 1 Halton Hills and 1 At Large
- At Large position was created to be sure all regions have equal representation, however, our set up has every part of our region has representation

8. **Other Business/Future Agenda Items:**

- David Foster has stepped down from his position of CPIC Community Representative, effective immediately.
- Asked for volunteers for the PRO Grant committee

9. Closing Prayer

Fr. Dave led the committee in a closing prayer.

10. Adjournment

The meeting was adjourned at 8:55 p.m.

Catholic School Councils and Catholic Parent Involvement Committee	
Adopted: February 6, 2017	Last Reviewed/Revised: N/A
Next Scheduled Review: 2019-2020	
Associated Policies & Procedures: I-23 Catholic School Councils and Catholic Parent Involvement Committee I-34(B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees	

Purpose

To provide information and guidelines regarding the establishment and administration of Catholic School Councils and a Catholic Parent Involvement Committee, of the Halton Catholic District School Board in accordance with the Education Act and Ontario Regulation 612/00 and Ontario Regulation 330/10.

Application and Scope

This procedure applies to all schools within the jurisdiction of the Halton Catholic District School Board.

References

[Education Act](#)

[Ontario Regulation 612/00](#)

[Ontario Regulation 330/10](#)

[Halton Catholic District School Board Operations Manual: School Councils, Strengthening Our Partnerships](#)

[School Councils: A Guide for Members](#)

Principles

- The Halton Catholic District School Board believes that parents/guardians are the primary educators of their children.

- The education of children in our Catholic schools is a shared responsibility involving home, school, parish and Catholic community and is achieved through the active participation of parents to inspire pupil achievement and to enhance the accountability of the education system to parents.
- Parents/guardians have the right and a responsibility to participate in the education of their children and can contribute to their children's development in a wide variety of ways.
- Members of the Catholic community offer a wealth of experiences and expertise that can benefit students.
- The Halton Catholic District School Board values the advice given by its Catholic School Councils and its Catholic Parent Involvement Committee toward better learning opportunities for children and for the improved operations of its schools.
- The Halton Catholic District School Board encourages all parents to correspond and communicate with all members of the school board such as Teachers, Principals, Superintendents, and Trustees.
- The Catholic Parent Involvement Committee provides a regular opportunity for Catholic School Council members to network, share ideas, offer input, and enjoy informative presentations on a number of education related topics throughout the school year. Catholic Parent Involvement Committees make parental engagement a priority by providing support on a system-wide basis and promoting dialogue between Catholic School Councils, the Board, and members of the community.

Requirements

Catholic School Councils:

- All (Catholic) School Councils shall establish by-laws for their (Catholic) School Council and comply with Regulation 612/00; specifically, they must include election procedures and the filling of vacancies in the membership of the (Catholic) School Council, rules respecting participation in (Catholic) School Council proceedings in cases of conflict of interest, and a conflict resolution process for internal (Catholic) School Council disputes. O. Reg. 612/00, s. 15 (2).
- The (Catholic) School Council shall be the official advisory group to the school Principal and/or the Board.
- The Principal and/or the Board shall respond to all advice advanced by the local Catholic School Council, under Ontario Regulation 612/00, and be reflected in meeting minutes.

Membership

Membership on the Catholic School Council *must* include the following:

- Parents/guardians (who must constitute a majority of the members of the (Catholic) School Council)
- School Principal
- Teacher representative (selected by teaching staff of the school)
- Non-teaching staff representative (selected by non-teaching staff of the school)
- Parish representative (selected by the Parish)
- Secondary school student representative (secondary schools only)
- Community representative

Membership on the Catholic School Council *may* include the following:

- An elementary pupil (appointed by the Principal after consultation with the (Catholic) School Council), as per Ontario Regulation 612/00.
- An association member, as per Ontario Regulation 612/00.
- All members of the Catholic School Council must be Catholics.
 - Notwithstanding the above, in addition to the membership requirements of Ontario Regulation 612/00, provision may be made by a Catholic School Council for the election of up to two (2) non-Catholic parents/guardians of Catholic children attending said school.
- The Chair and/or Co-Chair of the Catholic School Council must be Catholic(s).
- The Chair and/or Co-chair of a Catholic School Council cannot be employed by the Halton Catholic District School Board.

The term of office for all Catholic School Council members shall be for one (1) year, in accordance with Ontario Regulation 612/00.

Meetings

- All meetings of a Catholic School Council shall be open to the public.
- A Catholic School Council is to hold its meetings at a Halton Catholic District School Board site with notice provided to the community.

Consultation

- Catholic School Councils shall consult with their parent community. The issue before the council will determine when it is appropriate to do so.
- Catholic School Councils may establish a framework that will guide its decisions and strategies about consultation.
- The Halton Catholic District School Board shall solicit the views of the all the Catholic School Councils of the Board with respect to the matters outlined in Regulation 612/00, s. 19.

Remuneration/Reimbursement:

- In accordance with Ontario Regulation 612/00, no remuneration shall be paid to School Council members, or Catholic Parent Involvement Committee members.
- In accordance with Ontario Regulation 612/00, the Halton Catholic District School Board shall reimburse Catholic School Council members and Catholic Parent Involvement Committee members for expenses incurred as members, provided that the expense is pre-approved and is following *Policy I-34(B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees*.

Record Retention:

- All Catholic School Council meeting minutes must be retained for 4 years and be available to any person upon request.
- All Catholic School Council financial records must be retained for 4 years and be available to any person upon request.

Catholic Parent Involvement Committee:

- The Catholic Parent Involvement Committee shall establish by-laws and be in compliance with Regulation 612/00 and Regulation 330/10; specifically,
 - the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,
 - the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
 - governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,
 - the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,
 - the length of the term of office for the community representative members of the parent involvement committee,
 - establishing rules respecting conflicts of interest of the members of the parent involvement committee, and
 - establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.

Membership

- The Catholic Parent Involvement Committee shall be comprised of:

- Parent representatives consisting of two (2) members from each geographical area (Oakville, Burlington, and North Halton) as well as four (4) members at large
 - Parent members may be employees of the Halton Catholic District School Board, as long as they make the committee aware of their employment
- 3 community representatives comprised of:
 - A Deanery Representative, appointed by the Dean of Halton
 - The Ontario Association of Parent in Catholic Education (OAPCE) Director for Halton
 - One other community representative as deemed necessary by the CPIC members
- One Trustee of the Board (+1 alternative), appointed by the Board
- The Director of Education (or designate)
- One Principal/Vice Principal, appointed by the Director of Education
- (Optional) Past Chair of CPIC
- All members of the Catholic Parent Involvement Committee must be Catholic. In addition to the members' requirements of Ontario Regulation 612/00 and Regulation 330/10, provision may be made by the Catholic Parent Involvement Committee for the election of up to two (2) non-Catholic parents/guardians of Catholic children attending the Halton Catholic District School Board.
- The Catholic Parent Involvement Committee will be chaired by a parent member of the committee. Only parents with a two-year term are eligible to be elected to the position of chair. The position of chair is an elected position. Elections will be at the first meeting of the committee in a school year. The chair shall act as spokesperson for the committee in communicating with the Director of Education of the Board and the Board.

Meetings

- Catholic Parent Involvement Committee meetings will be held a minimum of four times per school year. Additional meetings may be called as required. Meetings will be open to the public and all dates, times, and locations will be posted on the Board website.

Consultation

- The Halton Catholic District School Board may solicit and take into consideration the advice of the Catholic Parent Involvement Committee concerning matters as it relates to improving student achievement and well-being.
- At times, the Catholic Parent Involvement Committee will represent all parents to provide parental voice, as deemed necessary by the Board and the director of education.

Remuneration/Reimbursement:

- In accordance with Ontario Regulation 612/00, no remuneration shall be paid to School Council members, or Catholic Parent Involvement Committee members.



Procedure No. VI-84 | Catholic School Councils and Catholic Parent Involvement Committee

- In accordance with Ontario Regulation 612/00, the Halton Catholic District School Board shall reimburse Catholic School Council members and Catholic Parent Involvement Committee members for expenses incurred as members, provided that the expense is pre-approved and is following *Policy I-34(B) Reimbursement of Board Business Expenses for Trustees and External Members of Board Committees*.

Record Retention:

- All Catholic Parent Involvement Committee meeting minutes and financial records must be retained for 4 years and be available to any person upon request at the boards office without charge.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board