



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, November 26th 2025, at 6:00pm

Hybrid Meeting: [Join the meeting](#)

In-Person: St. Francis Room (2nd Floor) Catholic Education Centre

Online:

PARENT MEMBERS

Monsignor Doyle Family - **Joey Stephen**
Resurrection Family - **Chetna Tomar**
St. Benedict Family - **James Sebastian-Scott (Chair)**
St. David Family - **Craig LeBlanc**
St. Mary's Family - **Paul Marchwica**
Secondary: Cambridge (Budget) - **vacant**
Secondary: Kitchener - **Irene Vassalo**
Secondary: Waterloo- **vacant**
Member-at-Large - **Akpos Ohwofaraye**
Member-at-Large - **Paulina Ebie**
Member-at-Large - **Jennifer Allore**
Member-at-Large - **Tracey Antonio-Uttley**
Member-at-Large - **vacant**

TRUSTEES

WCDSB Trustee – **Marisa Phillips**
WCDSB Trustee – **Linda Cuff**

BOARD STAFF

Superintendent – **Paul Mendonca**
Elementary Administrator - **Andrew Gordon**
Secondary Administrator - **Monica Carlin**
Recorder – **Olja Djukanovic**

DEANERY REPRESENTATIVE

Diocesan Representative - **John Murphy**

COMMUNITY REPRESENTATIVE



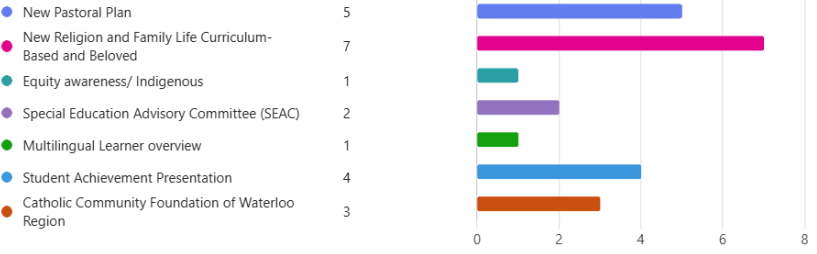


Catholic Parent Involvement Committee (CPIC) - Agenda

Date:	November 26, 2025
Time:	6:00pm – 7:30pm
Location (Hybrid):	In-Person: St. Francis Room (2 nd Floor), Catholic Education Centre Online: Via Teams : Join the meeting
<p>Committee Members: Joey Stephen, Chetna Tomar James Sebastian-Scott, Craig LeBlanc, Paul Marchwica, Irene Vassalo, Akpos Ohwofaraye, Paulina Ebie, Jennifer Allore, Tracey Antonio-Uttley, John Murphy, Marisa Phillips, Linda Cuff Administrative Officials: Paul Mendonca, Andrew Gordon, Monica Carlin Regrets: N/A</p>	

TOPIC	Presenter	Minutes
<p>1. Land Acknowledgment, Opening Prayer/Intentions & Welcome, Call for additional Agenda items 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.</p>	James/ Paul	5
<p>2. Approval of Agenda Motion by: Seconded:</p>	James/ Paul	2
<p>3. Approval of the May minutes: Motion by: Seconded:</p>	James/ Paul	2
<p>4. Discussion Items/Updates: a. Review Updated Terms of Reference b. Survey Topic Results</p>	Paul	40



<p>1. Please choose from the past topics any that you believe would be beneficial and of interest to the CPIC Committee members. More details</p>  <p> <ul style="list-style-type: none"> • New Pastoral Plan 5 • New Religion and Family Life Curriculum-Based and Beloved 7 • Equity awareness/ Indigenous 1 • Special Education Advisory Committee (SEAC) 2 • Multilingual Learner overview 1 • Student Achievement Presentation 4 • Catholic Community Foundation of Waterloo Region 3 </p> <p> c. Chair and Co-Chair- agenda d. CPIC budget overview e. Review and vote on applications received for positions f. CPIC Member for OAPCE g. Rotating Schedule for Prayer h. <u>Communication Sub Committee</u> <ul style="list-style-type: none"> • Posters (Joey) • FOS communication example (Joey) </p>		
<p>5. Superintendent Updates a. Community Representative Dr. Laura Shoemaker</p>	Paul	10
<p>6. Faith/Diocesan Update</p>	John	10
<p>7. Trustee Updates</p>	Marisa Linda	5
<p>8. Administrator Updates</p>	Monica Andrew	5
<p>9. Pending Items</p>	James/ Paul	
<p>10. Gratitude and Closing Prayer</p>	James/ Paul	5
<p>11. Adjournment Motion by: Seconded:</p>	James/ Paul	1





Catholic Parent Involvement Committee (CPIC) Minutes

Date	Wednesday, September 17, 2025		
Time	6:00pm to 7:30pm		
Location (Hybrid)	Catholic Education Centre, 35 Weber St. W., Kitchener Teams Link:		
	Member	Role	
	Judy Merkel Paul Mendonca	Superintendent of Learning	In-Person
	Renée Kraft	Trustee (Chair)	Regrets
	Marisa Phillips	Trustee	In-Person
	Linda Cuff	Trustee	Online
	Andrew Gordon	Elementary Administrator	In-Person
	Monica Carlin	Secondary Administrator	In-Person
	John Murphy	Diocesan Representative	In-Person
	Joey Stephen	Monsignor Doyle Family	In-Person
	Chetna Tomar	Resurrection Family	Absent
	James Sebastian-Scott	St. Benedict Family (CPIC Chair)	Regrets
	Craig LeBlanc	St. David Family	In-Person
	Paul Marchwica	St. Mary's Family	In-Person
	Vacant	Secondary: Cambridge (Budget)	N/A
	Irene Vassalo	Secondary: Kitchener	In-Person
	<i>vacant</i>	<i>Secondary: Waterloo</i>	<i>N/A</i>
	Akpos Ohwofaraye	Member-at-Large	In-Person
	Paulina Ebie	Member-at-Large	In-Person
	Jennifer Allore	Member-at-Large	In-Person
	Tracey Antonio-Uttley	Member-at-Large	In-Person
	<i>vacant</i>	<i>Member-at-Large</i>	<i>N/A</i>
	Olja Djukanovic	Recorder	In-Person
	Action Items	Noted in Green	

	7.3. Communications Subcommittee Update <ul style="list-style-type: none">• Better communication and integration with parents and CSAC• Putting our faces out in the community – being present in the community (possibility to attend parent council meetings)• Trustee Role at CPIC Committee• CPIC newsletter	Joey Stephen and Marisa Phillips
8	Gratitude and Closing Prayer	Judy M.
9	Adjournment Motion to adjourn made by C. LeBlanc and seconded by P. Marchwica	Adjournment 7:35



Waterloo Catholic District School Board Catholic Parent Involvement Committee (CPIC) Terms of Reference

Mandate

The Waterloo Catholic District School Board (WCDSB) Catholic Parent Involvement Committee (CPIC) exists to support, encourage, and enhance parent engagement at the board level to improve student achievement, well-being, and the Catholic identity of our schools. CPIC serves as an advisory capacity to the Board of Trustees and the Director of Education.

Regulatory Reference:

CPIC is governed by **Ontario Regulation 612/00**, which establishes Parent Involvement Committees. **O. Reg 330/10** amended O. Reg 612/00 and is not a standalone regulation. Subsequent amendments to O. Reg 612/00 do not affect sections related to PICs.

Purpose and Responsibilities

CPIC shall:

- Provide advice to the Board of Trustees and the Director of Education on strategies to increase parent engagement in support of student learning, well-being, and faith formation.
- Develop and recommend strategies to reduce barriers to parent involvement, especially for underrepresented families.
- Support school councils by sharing effective practices and building capacity for local parent engagement.
- Promote Catholic values and identity within school engagement initiatives.
- Communicate with the Ministry of Education for initiatives and information to school councils and parents.
- Create an annual implementation plan for parent engagement and report on progress.
- Develop protocols for clear and accessible information sharing among parents, schools, and the board.
- Provide an annual report of CPIC activities to the Ministry of Education and the Catholic school community.

Membership

➤ Parent Representatives:

- Up to 13 parent/guardian members. Parents must have a child enrolled in a WCDSB school and cannot be employed by the board.
- **Elementary Parent Representation:**
 - ✓ One elementary parent from each family of schools
- **Secondary Parent Representation:**
 - ✓ 1 representative from **St Benedict or Monsignor Doyle**
 - ✓ 1 representative from **St Mary's, Notre Dame, or Resurrection residing in Kitchener**
 - ✓ 1 representative from **St David or Resurrection residing in Waterloo**
Note: Students may attend schools outside the city of their parents' residence; eligibility should reflect this reality
- **Member at Large Parent Representation:**
 - ✓ Up to five parents from either elementary or secondary panel

➤ Trustees:

- Two appointed Trustees.
- Alternate Trustee: The Board Chair may designate an Alternate Trustee to fill in as needed. Trustees do not have voting rights per O. Reg 612/00.

➤ Board Staff: Director of Education (or designate) one elementary Administrator, and one secondary Administrator. (non-voting).

➤ Deanery Representative: One appointed for a four-year term. (non-voting)

➤ Community Representatives: Director of Education (or designate) in consultation with the Trustee representatives may appoint up to two community representatives who are not parents or guardians of students currently enrolled in the Board, but who offer valuable perspectives and expertise that enrich and support parent engagement efforts. (non-voting)

Officers

- **Chair/Co-Chairs:** Elected by parent members for a two-year term. Chairs must be parent members and not employed by WCDSB.
- **Secretary:** Designated by the Director of Education to record minutes and maintain records.

Terms of Membership

- Parent and community representatives shall serve **two-year renewable** terms, staggered where possible.
- Trustees shall serve **one-year terms**, renewable at the discretion of their appointing body.
- Members may serve a maximum of **six consecutive years** unless approved by the majority vote of CPIC.

Meetings

- A minimum of four meetings per school year shall be scheduled and published annually. Meetings may be hybrid (in-person and virtual).
- Additional meetings may be called by the Chair/Co-Chairs as required.
- Meetings are open to the public, and agendas and minutes shall be published on the WCDSB website.

Governance

- CPIC operates as an **advisory body**. All recommendations shall be given full consideration by the Director of Education, with feedback provided to CPIC.
- The Quorum shall consist of a majority of voting parent members 50 +1, the Director (or designate), and a trustee (or designate).
- Decisions shall be made by consensus where possible, or by simple majority vote.
- CPIC shall maintain by-laws, codes of conduct, and procedures for:
 - Member elections and appointments,
 - Filling vacancies,
 - Conflict of interest,
 - Subcommittees and working groups.

Accountability

- CPIC shall submit an **annual report** to the Ministry of Education, the Board of Trustees, and the Catholic parent community.
- CPIC shall publish minutes, agendas, and reports to ensure transparency.
- Members serve on a voluntary basis and shall not receive remuneration. Reimbursement for pre-approved expenses is permitted.

Ethical Standards

- Members must comply with the Code of Ethical Conduct, ensuring courtesy, integrity, respect for diverse opinions, and a focus on the best interests of students and parents.
- Members shall declare conflicts of interest as required by the Municipal Conflict of Interest Act.
- Members shall respect confidentiality under MFIPPA (Municipal Freedom of Information and Protection of Privacy Act).

Conflict of Interest

- The **Municipal Conflict of Interest Act** applies primarily to elected or appointed Trustees.
- CPIC adopts this Act as a guiding standard for assessing conflicts of interest for all members.

Commitment to Catholic Values

In all its activities, CPIC will uphold and promote the teachings of the Catholic faith, ensuring that parent engagement reflects the mission and values of Catholic education.

In the context of the Ontario Catholic education system and the Waterloo Catholic District School Board, this commitment ensures that CPIC actively fosters a school environment rooted in the teachings of Christ and the traditions of the Catholic Church.

