



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

CATHOLIC PARENT INVOLVEMENT COMMITTEE

Wednesday, September 30, 2026, at 6:00pm

Hybrid Meeting: [Join the meeting](#)

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

PARENT MEMBERS

Elementary St. Benedict Family - **Natasha Richardson**
Elementary St. David Family – **Robert Devine**
Elementary St. Mary's Family – **Kunle Pearce**
Elementary Monsignor Doyle Family – **Alice Figueiredo**
Elementary Resurrection Family – **Leslie Ciampaglia**
Secondary: Cambridge - **Tooba Mohtsham**
Secondary: Kitchener - **Elizabeth Robson**
Secondary: Waterloo- **Violet Zawada Kuzio**
Member-at-Large - **Akpos Ohwofaraye**
Member-at-Large - **Paulina Ebie**
Member-at-Large - **Jennifer Allore**
Member-at-Large - **Tracey Antonio-Uttley**
Member-at-Large – **Nicole McKelvie**

TRUSTEES

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

BOARD STAFF

Superintendent – **Paul Mendonca**
Elementary Administrator – **Andrew Gordon**
Secondary Administrator - **Remberto Roque**
Recorder – **Olja Djukanovic**

DEANERY REPRESENTATIVE

Diocesan Representative - **John Murphy**

COMMUNITY REPRESENTATIVE

WCDSB Community Representative - **Dr. Laura Shoemaker**





Catholic Parent Involvement Committee (CPIC) - Agenda

Date:	September 30, 2026
Time:	6:00pm – 7:30pm
Location (Hybrid):	In-Person: St. Francis Room (2 nd Floor), Catholic Education Centre Online: Via Teams: Join the meeting
Committee Members: Leslie Ciampaglia, James Sebastian-Scott, Tooba Mohtsham, Robert Devine, Kunle Pearce, Elizabeth Robson, Akpos Ohwofaraye, Paulina Ebie, Jennifer Allore, Tracey Antonio-Uttley, Nicole McKelvie, Alice Figueiredo, Violet Zawada Kuzio, Natasha Richardson, John Murphy, Marisa Phillips, Linda Cuff, Laura Shoemaker Administrative Officials: Paul Mendonca, Remberto Roque, Andrew Gordon Regrets:	

TOPIC	Presenter	Minutes
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.	Paul Mendonca	5
2. Approval of Agenda Motion by: Seconded:	Paul Mendonca	2
3. Approval of the April minutes: Motion by: Seconded:	Paul Mendonca	2
4. Superintendent Updates 4.1 Welcoming the new members: ➤ St. Benedict Elementary - Natasha Richardson ➤ St. David Elementary - Robert Devine	Paul Mendonca	15



➤ St. Mary's Elementary - Kunle Pearce ➤ Monsignor Doyle Elementary - Alice Figueiredo ➤ Secondary: Kitchener - Elizabeth (Beth) Robson ➤ Secondary: Waterloo - Violet Zawada Kuzio 4.2. Selecting the new CPIC Chair 4.3. Terms of Office Review 4.4. FACE (Friends and Advocates of Catholic Education) Representative Friends and Advocates of Catholic Education (FACE) is a provincial coalition and advocacy network that brings together Catholic education partners from across Ontario, including bishops, Catholic school board representatives, student trustees, parish leaders, parent associations such as the Ontario Association of Parents in Catholic Education (OAPCE), and other organizations committed to the future of publicly funded Catholic education. FACE works to promote, protect, and strengthen Catholic education by advocating for its unique mission and value within Ontario's publicly funded education system. The organization provides leadership in public awareness initiatives, government relations, stakeholder engagement, and advocacy efforts that highlight the contributions of Catholic schools to students, families, parishes, and communities. FACE also serves as a forum for dialogue on emerging educational issues, helping to ensure that the voice of Catholic education remains strong and unified across the province. The WCDSB FACE Committee meets several times throughout the year to discuss provincial and local issues affecting Catholic education, share information from provincial partners, and support advocacy initiatives that advance and strengthen Catholic education within our system and across Ontario. To ensure a strong parent voice in this important work, the committee is seeking a CPIC representative to serve as a member and contribute to discussions, advocacy efforts, and the promotion of Catholic education within our community 4.5. Website update 4.6. Police Record Checks		
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5. Discussion Items/Updates: 5.1. Year 2 of the Pastoral Plan	Paula Rush Spiritual Animator	15
6. Faith/Diocesan Update	John Murphy	5
7. Trustee Updates	Marissa Linda	5
8. Administrator Updates	Andrew Remberto	5
9. Pending Items		
10. Gratitude and Closing Prayer	Paul Mendonca	5
11. Adjournment Motion by: Seconded:	Paul Mendonca	1



Catholic Parent Involvement Committee (CPIC) - Minutes

Date:	April 22, 2026
Time:	6:00pm – 7:30pm
Location (Hybrid):	In-Person: St. Francis Room (2 nd Floor), Catholic Education Centre Online: Via Teams : Join the meeting
Committee Members: Joey Stephen, Leslie Ciampaglia, James Sebastian-Scott, Craig LeBlanc, Paul Marchwica, Tooba Mohtsham, Irene Vassalo, Akpos Ohwofaraye, Paulina Ebie, Jennifer Allore, Tracey Antonio-Uttley, Nicole McKelvie, John Murphy, Marisa Phillips, Linda Cuff, Laura Shoemaker Administrative Officials: Paul Mendonca, Andrew Gordon, Monica Carlin Regrets: Craig LeBlanc, Irene Vassalo, Paulina Ebie, John Murphy, James Sebastian Scott	

TOPIC	Presenter	Minutes
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.	Paul	5
2. Approval of Agenda Motion by: Paul Marchwica Seconded: Joey Stephen	Paul	2
3. Approval of the March minutes: Motion by: Nicole McKelvie Seconded: Jennifer Allore	Paul	2
4. Superintendent Updates 4.1. Logo Update – Logo not finalized yet. Email will be sent to the committee when completed.	Paul	15



4.2. CPIC Membership Update: Terms ending- Next steps - The following members will be ending their terms: Craig LeBlanc, Irene Vassalo, James Sebastian Scott, Paul Marchwica and Joey Stephen. - New call to parents to fill the roles. First step will be the expression of interest. Q&A 4.3. Innovation Action Network Flyer information 4.4. CPIC Flyer - Sent on Administrator announcements to all Principals on April 1st and system wide to all parents. 4.5. Revised Terms of reference regarding attendance for next year. <u>Attendance and Participation</u> <i>Members of the Catholic Parent Involvement Committee (CPIC) are expected to participate regularly in committee meetings in accordance with APSC001.</i> <i>A member who is absent from three (3) consecutive meetings without prior notification or reasonable explanation may be deemed to have vacated their position. In such circumstances, the committee may declare the position vacant and proceed to fill the vacancy in accordance with established CPIC procedures.</i>		
5. Discussion Items/Updates: 5.1. MAAP – Math Achievement Plan Update - Third Year of working with Priority schools – report on achievements. - Math @ Home Monthly on our website - Math Action Actin Plan 25-26 Key Strategies and Actions - Board, School and Classroom Strategies - Ministry of Education and SO MAAP Visits - MOCK EQAO Participation 2026 G3 90%, G6 – 91.2% - Board Wide PD for Math Lead Teachers – 6 after school sessions - Math Guru – Math Event on March 31st Q&A	Petra Le Duc, Math Lead	30

5.2. MYSP, MDI • Student Census Report Update ➢ Pastoral Plan Implemented ➢ Cycle 1 –2021 grades 4-12+ ➢ Cycle 2 –2025 grades 4-12+ • MDI survey from March 25 – April 10 (12000+ students participated) ➢ Audio-translations in variety of questions ➢ Paper copies available for students that needed a family member to complete the MDI on their behalf ➢ EAs, CYW's and MLST's invited to support students • Data cleaning & analysis over the summer • Wellbeing Index and Assets Index reported first • Next Steps Q&A	Courtney Brewer, Research Coordinator	
6. Faith/Diocesan Update • Welcoming the new incoming Bishop Joseph Dabrowski • The Partnership for Catholic Education and Information to Transformation • A Celebration of School – Parish Relationships at its finest– Mt Mary Retreat program 50 years young and still going strong! • WCDSB friend and former Spiritual Animator Fr Toby Collins move on, but we are excited that Fr. Raphael Ma was named Pastor of St. Mary's • Theology on Tap • Chris Bray – award winning Catholic Musician and Speaker spent time with all our Secondary Religion classes during Lent • Lenten Activities marked the past 40 days • Parish/School Event	John Murphy presented by Paul Mendonca	5
7. Trustee Updates 7.1 Linda Craft and Marisa Phillips shared most recent Trustee updates.	Marisa Linda	5
8. Administrator Updates 8.1 Elementary Updates: • Catholic Education week in May • Grade 8 Transitions and High Needs Verification meetings	Andrew	5

• EQAO • Gr. 4 Bible Celebrations • Gr. 8 Mount Mary Trips • International Students coming to schools • Welcome to Kindergarten Nights in May • Folk Dance • Confirmations and Communions • Graduations • Year End Mass • Report Cards 8.2. Secondary Updates: • Term 2 beginning • Mid Term report cards • PA Day in April • Scheduling for the next year • Convocation celebrations • June evaluations • Spring Literacy Test • Math EQAO in June • June 1st – Ontario Day	Monica	
9. Pending Items N/A	Paul	
10. Gratitude and Closing Prayer	Paul	5
11. Adjournment Motion by: Joey Stephen Seconded: Paul Marchwica	Paul	1



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
- **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

➤ **Attendance and Participation**

- Members of the Catholic Parent Involvement Committee (CPIC) are expected to participate regularly in committee meetings in accordance with **APSC001**.
- A member who is absent from three (3) consecutive meetings without prior notification or reasonable explanation may be deemed to have vacated their position. In such circumstances, the committee may declare the position vacant and proceed to fill the vacancy in accordance with established CPIC procedures

➤ **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.

