



Minutes

The Minutes of the meeting of the Catholic Parent Engagement Committee (CPEC) held at the Catholic Education Centre, Peterborough and virtually by Google Meet on Thursday, November 21, 2024, at 6:30 p.m.

Present:

Committee Members:

Jen Ball (online), Julianne Charette (online), Kristen Daize (online), Karen Goodhand (online), Christine Haffie (online), Rebecca Lagrois (online), Rachel Logan (online), Kathleen Tanguay, and Candace Turcotte.

Administration:

Tom O'Grady, Manager of Facilities Services, and Stephen O'Sullivan, Director of Education.

Guests:

Antonia Ameh, parent (online), Marijke Mongrain, parent (online)

Recorder: Michelle Kennedy, Executive Assistant.

A. Call to Order: Due to the position of chairperson for the committee being vacant, the meeting was called to order by Stephen O'Sullivan, Director of Education.

1. Opening Prayer

Trustee Kathleen Tanguay led the committee in prayer to begin the meeting.

2. Land Acknowledgement

Following prayer, Stephen O'Sullivan, Director of Education, gave a land acknowledgement and noted that the meeting was taking place on the treaty lands and the traditional territory of the Michi Saagiig Anishnaabeg.

3. Approval of Agenda

MOTION: Moved by Kathleen Tanguay, seconded by Julianne Charette that the agenda be approved.

Carried.

4. Declaration of Conflicts of Interest.

Rachel Logan declared that she is an employee of PVNCCDSB.

5. Approval of the Minutes of the meeting held October 2, 2024.

MOTION: Moved by Rachel Logan, seconded by Julianne Charette

that the minutes from the meeting held on October 2, 2024, be approved as corrected.

Carried.

6. Business Arising from the Minutes.

There was no business arising from the minutes.

7. Selection of a Committee Chairperson for the 2024-2026

Stephen O'Sullivan, Director of Education, invited anyone interested to put their name forward for the position of Chairperson of the committee, as no has yet volunteered. Mr. O'Sullivan noted that if anyone needed more details about the role of chairperson, they could reach out to his office for more information.

B. Recommended Actions/Presentations:

1. Outdoor Play Spaces – Installation and Maintenance Considerations.

The Board's Manager of Facilities, Tom O'Grady, spoke to the committee about Administrative Procedure 619 and the importance of playground maintenance. As manufactured metal play structures age and become outdated, the cost of maintenance and repair become prohibitive. He explained that there are CSA standards that must be upheld on playground equipment that is not manufactured as well as implications of amateur installations and unapproved materials.

[Administrative Procedure 619. Playground Equipment Installation and Maintenance.](#)

At the end of the presentation the committee and guests had the opportunity to ask questions which were answered by Tom O'Grady. There was discussion about grant opportunities through Greenup and other agencies and costs of outdoor shelter structures which can be used for outdoor classroom space as well. It was noted that the Ministry of Education does not provide funding for outdoor play spaces for schools.

2. Human Trafficking Prevention and Personal Safety Initiatives at PVNC Catholic.

Julianne Charette, Principal at St. Catherine Catholic Elementary School and CPEC member, shared a slide show presentation about Human Trafficking Prevention and Personal Safety Initiatives at PVNC Catholic. Ms. Charette described the origins of the program which began with the Ministry of Education's obligation for school boards, through [Program Policy Memorandum \(PPM\) 166](#), to have a response protocol and policy framework to enhance student safety. The board developed Administrative Procedure 907, Anti-sex Trafficking Protocol which has three elements: strategies to raise awareness and prevention, response procedures, and training for school board employees.

Three key programs that are used to support students in PVNC Catholic schools were highlighted: The Youth Violence symposium, the STEP program and Kids in the Know program. The highly structured programs and scripted resources fulfill some of the curriculum requirements and the content is thoroughly vetted through mental health professionals.

Julianne Charette was thanked for her presentation and there was an opportunity for questions to be answered.

3. Planning for 2024-2025 - CPEC Meetings and Events

There was further discussion about having regional events where Catholic School Councils can collaborate and share ideas.

An idea which would involve learning about outdoor play spaces with a workshop format to create an outdoor play feature was also explored. This could be done in a regional format as well. It was unknown if funds from the Ministry could be used for materials for the workshop.

A large amount of the funding could be used to have a guest speaker event in the spring. The Director's office will investigate dates available with Dr. Jody Carrington.

C. Information Items:

1. System Updates

Stephen O'Sullivan, Director of Education updated the committee on various aspects of board activities and work taking place this fall:

- Board-wide Faith Day professional development activities for staff.
- National Day for truth and reconciliation activities and learning opportunities were held.
- Take your kids to work day across the board with many students visiting parent worksites.

- A recent structural assessment of the roof at Notre Dame CES led the board to take precautionary measures and evacuate classrooms and areas of the school from use until it has been rehabilitated and deemed safe for occupancy.
- The Board Annual Meeting has taken place and Trustee Kevin MacKenzie has been re-elected as board chairperson and Trustee Jenny Leahy was acclaimed as vice-chairperson. Trustee Kathleen Tanguay will serve as the trustee representative on CPEC for the next year.

At the conclusion of his report, Stephen O'Sullivan answered questions from the Committee.

2. Ministry of Education November 2024 Conversation with PIC Chairs/Co-chairs and School Board Leads.

Committee member Christine Haffie attended the Ministry of Education Parent Involvement online event on November 19. It was reported that the presentations were very useful and the resources that were shared contained a great deal of useful information about bullying prevention and cyber security for both students and parents. The resources that were shared were included in the CPEC agenda package and are able to be distributed to Catholic School Councils and parents.

3. Committee Member Updates.

The following committee members shared their updates:

Candace Turcotte read a statement which detailed her experiences and involvement with her Catholic School Council so far. Committee members responded with encouragement and support to her continuation as a member of CPEC and thanked her for sharing her experiences with the group.

Julianne Charette reported that Peterborough Food for Kids has requested to come to the next CPEC meeting to speak about the work that they do in schools for student nutrition.

Kristen Daize expressed a desire to come together with other councils and share information to better the work in all the Catholic School Councils.

Rachel Logan inquired about how other secondary school Catholic School Councils are fundraising. Suggestions included used uniform sales, food sales when the cafeteria is closed, pizza nights (eg., order from Dominos and portion goes to the school).

Marijke Mongrain also expressed an interest to have a regional meeting where Catholic School Councils gather to share information.

Jen Ball reported that she is hearing less from the parent community about bussing issues in Clarington. The councils with which she is involved are engaged in greeting cards sales, pizza nights, advent activities and concerts and noted that Clarington has recently adopted 30 km per hour speed limits in school zones for the safety of students. Jen Ball also talked

about the Clarington Remembrance Day ceremony where Holy Family students were in attendance and situated near to her. The students were very attentive and reverent to the ceremony, which was nice to witness.

D. Conclusion:

1. Closing Prayer.

Julianne Charette closed the meeting with prayer.

2. Adjournment.

MOTION: Moved by Kathleen Tanguay, seconded by Jen Ball
that the meeting adjourn at 8:12 p.m.

Carried.