



# YORK CATHOLIC PARENT INVOLVEMENT COMMITTEE



Supporting Parent Engagement for Student Achievement

**REVISED**

**Tuesday, June 13, 2023  
7 p.m.  
Catholic Education Centre  
Board Room (1<sup>st</sup> Floor)**

Watch the YCPIC Meeting  
STREAM  
event on our YCDSB TV Channel:  
<http://bit.ly/YCDSB-TV>

1. **WELCOME / PRAYER / LAND ACKNOWLEDGEMENT** S. Figliomeni
2. **APPROVAL OF AGENDA** S. Figliomeni
3. **APPROVAL OF PREVIOUS MINUTES – April 24, 2023** S. Figliomeni **3**
4. **BUSINESS ARISING FROM PREVIOUS MINUTES**  
*School Messenger – Drop Down Menu – A sub-committee was created and three recommendations were implemented. A message to parents announcing these changes and describing the menu was suggested.*  
*OAPCE Regional Council Conference – YCPIC shall consider subsidizing a portion of the conference for OAPCE reps.*  
*Equitable Distribution of Resources – M. Saverino, YCPIC Vice-Chair advised that she met with the Board's Chief Financial Officer to discuss fundraising ideas/options in an effort to make it equitable for all YCDSB students. One idea that was feasible was district-wide fundraising that would get distributed to all schools. If the Board proceeds in this direction, an update will be provided. YCPIC to provide feedback.*
5. **DIRECTOR'S REPORT / UPDATE** D. Scuglia
6. **CHAIR'S REPORT / UPDATE** S. Figliomeni
7. **TREASURER'S REPORT** A. Telfer **7**
8. **OAPCE'S REPORT / UPDATE** S. Tjin-Joe **7a**
9. **PRESENTATION:**
  - a) 2023 Cashless School System Implementation Update C. McNeil, J. Tsai **8**
  - b) Continuing Education Summer 2023 Update A. Arcadi **19a**
10. **ACTION ITEM(S): N/A**
11. **DISCUSSION / INFORMATION ITEM(S):**
  - a) Catholic School Council Constitution Update J. Sarna, C. Allegranza **20**
  - b) Healthy Schools Fundraiser: Fresh From the Farm (Information) A. Arcadi **37**
  - c) 2023-2024 YCPIC Meeting Dates: D. Scuglia

September 25, 2023      November 27, 2023  
January 22, 2024      April 22, 2024      June 10, 2024

## EXECUTIVE MEMBERS

Sara Figliomeni, Chair  
Martina Saverino, Vice-Chair  
Andrea Telfer, Treasurer  
Maurizio Ruberto, Secretary

320 Bloomington Rd. W.  
Aurora, ON L4G 0M1  
[www.ycdsb.ca](http://www.ycdsb.ca)



# YORK CATHOLIC PARENT INVOLVEMENT COMMITTEE



*Supporting Parent Engagement for Student Achievement*

## 12. ADJOURNMENT

**NEXT MEETING: Monday, September 25, 2023**

**Heavenly Father,  
As we come to the end of a school year,  
we thank You for giving us the opportunity  
to be a part of the lives of our students.  
Bless this group as we come to You asking for guidance,  
wisdom and support.  
We ask this in Your name,  
Amen.**

### **LAND ACKNOWLEDGEMENT**

*We are gathered on the ancestral lands and waters of all Indigenous Peoples,  
who have left their footprints on Mother Earth before us.  
We respectfully acknowledge, those who have walked on it, those who walk on it now,  
and future generations who have yet to walk upon it.  
We pray to the Creator for strength and wisdom  
that all may continue to serve as stewards of the earth.*

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**York Catholic Parent Involvement Committee**  
**April 24, 2023**  
**7 p.m. – Virtual Meeting Google Meet**  
**MINUTES**

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**PRESENT:**

**Committee Member(s):**

<b>In Person:</b>	Olufisayo Bolarinwa, Melena Carrassi, Peter De Quintal, Sara Angela Figliomeni, Sahir Jamal, Martina Saverino, Sarah Tjin-a-joe, Jaclyn Toma
<b>Virtual:</b>	Jan De Souza, Gabriella Marchione, Emanuela Polin-De Luca, Singai Rani Wilson, Maurizio Ruberto, Andrea Telfer, Florence Wang

**Administration:**

<b>In Person:</b>	Domenic Scuglia, Jennifer Sarna
<b>Virtual:</b>	Marylinda Lamarra, OECTA Rep

**Trustee(s):** Elizabeth Crowe (In Person), Theresa McNicol (Virtual until 8:42 pm)

**Other Trustee(s):** Maria Iafrate (In Person), Angela Saggese (Virtual)

**Guest(s):** Cristina Allegranza, Mark Brosens, Marcelle McShine-Quao

**Recording Secretary:** Maurizio Ruberto

**REGRETS:**

**Committee Member(s):** Teresa Abbruscato, Kristina Costabile, Tony Lorini, Maria Praveen, Rosanna Soda

**Administration(s):** Andre Belille, Evonne Carafa

**Trustee(s):** N/A

**1.0 WELCOME / PRAYER / LAND ACKNOWLEDGEMENT:**

YCPIC Chair Sara Figliomeni welcomed everyone and led the opening prayer followed by the Land Acknowledgement.

**2.0 CALL TO ORDER**

The YCPIC meeting was called to order at 7:00 pm.

**3.0 APPROVAL OF AGENDA**

Motion: Emanuela Polin-DeLuca

Seconded: Florence Wang

**MOTION CARRIED**

#### 4.0 ROLL CALL

Absent: Teresa Abbruscato, Kristina Costabile, Tony Lorini, Maria Praveen, Rosanna Soda

#### 5.0 APPROVAL OF UNAPPROVED MINUTES OF MEETING – January 30, 2023

Motion: Martina Saverino

Seconded: Florence Wang

**MOTION CARRIED**

#### 6.0 BUSINESS ARISING FROM PREVIOUS MINUTES

**School Day (Nov 28, 2022 YCPIC Meeting)** – *The decision to incorporate the transaction fee costs into the overall cost of the product or service was made at the outset of the implementation, based on an understanding that most School Boards have adopted a similar cost model, and due to the benefits supplied to the parents of convenience and credit card rebates.*

**Snow Removal (Jan 30, 2023 YCPIC Meeting)** - *We do not have anything in our Policy or Procedures that regulate snow removal cleaning. Our custodians prioritize safety and ensure walkways we have responsibility for are plowed to ensure safe passage. Parents should bring any concerns forward to their School Principal.*

**Equitable Distribution of Resources in YCDSB Schools (Jan 30, 2023 YCPIC Meeting)** - *A meeting was held with the Finance Department where generic fundraising questions and concerns were brought forward to brainstorm ideas that would benefit YCDSB students.*

**School Messenger – Drop Down Menu (Nov 28, 2022 YCPIC Meeting)**

#### 7.0 DIRECTOR'S REPORT

Director Scuglia remarked as follows:

*"We are still in the season of Easter and coming to a wonderful time in our schools. Many events allowed students to reflect on the miracle that God has brought into our lives, through His Son, and the greatest miracle of course, Jesus' resurrection and schools were all involved. I was invited to Stations of the Cross at St. Clement CES on Holy Thursday – it was a beautiful rendition of the Stations of the Cross put on by the students.*

##### **Catholic Education Week**

*Catholic Education Week (CEW) runs from April 30 to May 5, 2023, with the theme We are Many, We are One. There will be many activities that will be taking place including a province-wide Mass that will be held on May 3 at 1:30 p.m. at St. Michael's Cathedral Basilica and it will be live-streamed for anyone who wants to join in.*

##### **Autism Awareness Month**

*April is World Autism Month and April 2 marked World Autism Awareness Day. Our schools held many unique and engaging events on April 2 and throughout the month of April to help build a greater understanding, promote acceptance and encourage conversations about Autism Spectrum Disorder.*

##### **Humanitarian Relief for Turkey and Syria**

*Following the tragic earthquakes in Turkey and Syria, our schools and CEC pulled together last month to raise funds for the Archdiocese of Toronto's humanitarian relief effort for those impacted by the earthquakes. In total, we raised \$30,857.39 which will be a great support for our brothers and sisters in need.*

##### **FDK Videos**

*We are very excited to present two brand-new videos showcasing our incredible full-day kindergarten program. The first video showcases play-based learning through the eyes of a kindergarten student who gives a tour of her typical school day. The second video showcases the full-day kindergarten experience from the perspective*

of our professional educators. Both videos highlight that we encourage our youngest students to explore their worlds in a setting that provides opportunities to play, learn and grow in a Christ-centred environment.

#### **Terry Fox School Run**

Three YCDSB schools were among Ontario's top 50 fundraisers for the Terry Fox School Run Fundraisers of 2022. St. Theresa of Lisieux CHS (#14 in secondary division), St. Robert CHS (#16) and St. Augustine CHS (#22) raised more than \$39,000 amongst them.

#### **Twitter Break**

We recently filmed another excellent episode of "Twitter Break with Director Dom." and was joined by two impressive secondary students, Erica from Father Bressani and Kavi from Cardinal Carter, who participated in the Horizons Conference at the CEC on Tuesday, April 18. They discussed the conference, the Mental Health Ambassador program, what schools are doing to promote positive mental health and a new survey that will be shared with students, staff and families in May to help create a YCDSB mental health strategy. We plan to post the episode in the first week of May, which is Children's Mental Health Week.

#### **Stouffville Multi-Use Facility**

We have communicated to our Whitchurch-Stouffville community that unfortunately the multi-use facility where our Blessed Chiara Badano CES and St. Katharine Drexel CHS students will learn has once again been delayed. We have developed a contingency plan which will allow these students to join their new school communities in September 2023. They will learn in existing school buildings until the multi-use facility is ready. More information can be found on the YCDSB website.

#### **Board Delegations**

Further to the Delegations at the last few Board Meetings, Director noted that we, as a School Board, continue to pray, prioritize the safety and well-being and create a sense of belonging for all our students and that includes students who identify with the 2SLGBTQAI+. The Board of Trustees and the Senior Team continue to engage in conversations.

#### **Friday, June 30, 2023**

Elementary schools will open in the morning and close at the lunch bell on Friday, June 30, 2023. This will give staff the opportunity to prepare the school for the summer and to welcome students back in September. Transportation will pick up students at lunch and drop them off at their regular bus stop.

#### **2023-2024 School Year Calendar**

It was noted that the 23-24 School Year Calendar was submitted to the Ministry for approval."

### **8.0 CHAIR'S REPORT, 2022**

YCPIC Chair, Sara Figliomeni provided an update on the February 9, 2023 Conference with Keynote Speaker Dr. Andrew B. Campbell, *Allyship, Advocacy & Action for Authentic Inclusion*. There were 208 people registered and the conference was well received.

### **9.0 TREASURER'S REPORT, 2022**

YCPIC Treasurer, Andrea Telfer provided the Treasurer's Report as of April 24, 2023.

### **10. OAPCE's REPORT/ UPDATE**

York OAPCE Rep, Sara Tjin-Joe provided a presentation on the OAPCE Regional Council Conference held in Kingston, Ontario on April 22, 2023. The meeting was held with guest speaker Dr. Josephine Lombardi, who teaches theology at St. Augustine's Seminary in Toronto. There was also a presentation by Theresa Kennedy, Associate Director of School Mental Health Ontario and Miguel Martinez on his presentation on "Co-Parenting with Christ". YCPIC shall consider subsidizing a portion of the conference for OAPCE reps.

## **11.0 PRESENTATION**

### **a) Multi-Year Strategic Plan Update**

J. Sarna, Associate Director provided an overview of the YCDSB's Multi-Year Strategic Plan for 2023-2028. There will be a new Mission, Vision, Core Values and Strategic Commitments. Strategic Priorities and Strategic Goals were developed in each of the four Strategic Commitments. An update will be provided at the April 25, 2023 Regular Board Meeting.

### **b) Student Census**

M. McShine-Quao, YCDSB Educational Researcher presented information on student census titled, Using Data to Eliminate Barriers to Students' Achieving Their Full Potential.

### **c) YCDSB Website Redesign**

M. Brosens, Senior Manager, Brand, Marketing & Communications shared an update on the redesign of the Board's website to make it more user-friendly and more aesthetically pleasing.

## **12.0 ACTION ITEM(S): N/A**

## **13.0 DISCUSSION ITEM(S):**

### **a) Catholic School Council Constitution Status**

J. Sarna, Associate Director advised that a YCPIC Sub-Cmte came together to draft a YCDSB Constitution. A google form will be sent to all members of the YCPIC Committee to provide their feedback. The revamping of the Constitution was to provide more clarity and highlight regulations to provide cohesiveness to ensure there is a level of uniformity.

### **b) Equitable Distribution of Resources**

M. Saverino, YCPIC Vice-Chair advised that she met with the Board's Chief Financial Officer to discuss fundraising ideas/options in an effort to make it equitable for all YCDSB students. One idea that was feasible was district-wide fundraising that would get distributed to all schools. If the Board proceeds in this direction, an update will be provided. YCPIC to provide feedback.

### **c) Successful Parent Engagement Activities**

M. Saverino, YCPIC Vice-Chair asked the YCPIC Committee for ideas to enhance parent engagement. The possibility of having a Saturday Conference was suggested. The YCPIC Committee was tasked with bringing forward suggestions for the 2023-2024 school year.

### **d) 2023-2024 YCPIC Membership**

D. Scuglia, Director of Education reminded the YCPIC Committee to submit their 2023-2024 YCPIC Membership at their earliest convenience.

## **14.0 ADJOURNMENT**

Chair Figliomeni adjourned the meeting at 9:45 PM.

Motion: Sarah Figliomeni

Seconded: Martina Saverino

**MOTION CARRIED**

Year and Purchase description	Amount Spent \$	Funding
<b>2018/19</b>		
Bookmarks & Cards	315	
Kilometrage reimbursement	946	
Meeting refreshments	3,060	
OAPCE: Ont Association of Parents in Catholic Education 2019-20	7,070	
YCPIC CONFERENCE SPEAKER MAY 4/19 - CECI, ROSALINDA	250	
YCPIC KEYNOTE ADDRESS MAY 4/19 - FIORELLA, SAM	1,250	
<b>2018/19 Total</b>	<b>12,890</b>	<b>13,924</b>
<b>2019/20</b>		
Meeting refreshments	1,469	
NOV16 Custodial Overtime	205	
NOV16/19 HONOURARIUM YCPIC KEYNOTE SPEAKER	200	
OCT24/19 YCPIC EXP - St. Theresa	72	
Two Flower arrangements for 2 students passed at St. Robert	136	
Kilometrage reimbursement	853	
<b>2019/20 School Board Funding Total</b>	<b>2,935</b>	<b>5,780</b>
<b>2019/20 PRO Regional Grant Funding</b>		
PRO School Initiatives Transferred from PRO Grant	-	
<b>2019/20 PRO Regional Grant Funding Total</b>	<b>-</b>	<b>9,090</b>
<b>2019/20 Total</b>	<b>2,935</b>	<b>14,870</b>
<b>2020/21</b>		
OAPCE: Ont Association of Parents in Catholic Education 2020-21 & 2021-22	14,140	
<b>2020/21 School Board Funding Total</b>	<b>14,140</b>	<b>5,621</b>
<b>2020/21 PRO Regional Grant Funding</b>		
PRO School Initiatives Transferred from PRO Grant	-	
<b>2020/21 PRO Regional Grant Funding Total</b>	<b>-</b>	<b>9,090</b>
<b>2020/21 Total</b>	<b>14,140</b>	<b>14,711</b>
<b>2021/22</b>		
YCPIC Keynote Speaker (Mar 9, 2022)	3,065	
YCPIC Keynote Speaker Books (Mar 9, 2022)	2,712	
Dr. Rebecca Fraccaro workshop (The Thought Centre) (May 19, 2022)	300	
Supplies for Ukraine Students	5,785	
<b>2021/22 School Board Funding Total</b>	<b>11,862</b>	<b>6,000</b>
<b>2021/22 Per Pupil Amount Total</b>	<b>-</b>	<b>8,554</b>
<b>2021/22 Total</b>	<b>11,862</b>	<b>14,554</b>
<b>2022/23</b>		
OAPCE: Ont Association of Parents in Catholic Education 2022-23	7,070	
YCPIC Parent Event/DR Andrew Campbell (Feb 9, 2023)	3,065	
Supplies for Ukraine Students	952	
<b>2022/23 School Board Funding Total</b>	<b>11,087</b>	<b>5,000</b>
<b>2022/23 Per Pupil Amount Total</b>	<b>-</b>	<b>8,376</b>
<b>2022/23 Total</b>	<b>11,087</b>	<b>13,376</b>

# OAPCE Highlights for YCPIC

## June 13, 2023

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# OAPCE Provincial updates

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- *For your information, all year end reports were approved by parents at the April 22, 2023 AGM. They are linked on the website if you wish to read them.*
- *Parent share resource for OAPCE reps: The “year end report” is divided into the 3 main pillars of “Engage, Advocate and Enhance”. We feel this is a great resource for you to review and share with your councils - it is on the website to be shared electronically. <https://www.oapce.org/wp-content/uploads/2023/05/2022-2023-YEAR-END-REPORT.pdf>*

# Engage\*Advocate\*Enhance

**Joe Perri, OAPCE  
Co-Executive  
Director**



OAPCE recently delegated at the Social Policy committee meeting at Queens park regarding the proposed Bill 98, the video from our delegation from Co-Executive Director Joe Perri is below:

1. The OAPCE Executive Co-Director, Joe Perri, appeared in front of a committee at the Legislative Assembly of Ontario regarding input for the Better Schools Act Bill 98. Go to [www.oapce.org](http://www.oapce.org) to a video of the presentation.
2. OAPCE was invited to Queen's park lobby day for Catholic Education and was acknowledged by the Minister of Education for their commitment as well as the NDP Leader and Archbishop Leo.
3. The Co-Ed's invited the Minister of Education to the ICE Symposium, it was the first time any Minister of Education accepted an invite, he gave a few words and committed to publicly funded Catholic education in Ontario and once again acknowledged OAPCE.
4. Co-Ed's both met the new Archbishop on several occasions and will be meeting with him personally in the future.

The work is ongoing:

- Ensure you have directed your taxes for supporting Catholic education [read more here](#)
- Follow @oapceontario for updates and visit the website [www.oapce.org](http://www.oapce.org) for more information
- Ensure you are signed up for OAPCE emails and respond to parent surveys in a timely manner

*"Our advocacy has always and continues to focus on ensuring that children in Catholic Education across the province are able to learn up-to-date curriculum to ensure their future success."*

# OAPCE provincial Increasing visibility May 2023

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**OAPCE attended the recent Institute for Catholic Education (ICE) symposium (May 8-10th). The Symposium focused on adult faith formation. It's an event that is held once every five years and is open to all Catholic school boards across Ontario - OAPCE was a big contributor and helped to organize throughout the year leading up to it.**

**Attendees represented the English Catholic and French Catholic district school boards, representatives from the ICE partner organizations, members of the clergy, bishops, chaplains and religious educators, and various guests from across Canada who work with ICE for Catholic education and Faith Formation.**

**A debrief session was held after the symposium by appointed “careful listeners” – the outcome will hopefully be a paper showing hopes, wishes, challenges with adult faith formation in re-engaging and restoring faith.**

**One great idea that was shared was perhaps Family of schools (within a parish) would work together to organize events to help celebrate sacraments and help parents and children connect to the parish /school community.**

# OAPCE Provincial Partner Updates

As in prior years the Institute for Catholic Education is offering a Novena to the Sacred Heart of Jesus for Schools beginning June 7, 2023.

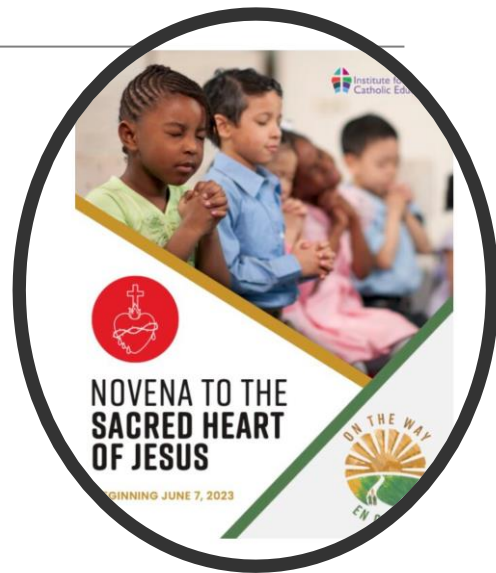
This year the theme for each day incorporates the theme from the recent provincial symposium “On the Way/En Chemin”.

The novena begins Wednesday June 7th with a day of prayer in preparation.

**ICE (Institute for Catholic Education) will tweet the prayers daily during the Novena - follow them @ICEontario as we pray together... on the way.**

Link below for the booklet, share if you can with your school and parish communities and RT @ICEontario if you are able.

<https://www.oapce.org/wp-content/uploads/2023/05/Novena-Sacred-Heart-Jesus-2023.pdf>



# OAPCE 85 in 2024!

**As OAPCE begins its year long celebration of its 85th anniversary the organization will be taking on a much more involved role of advocacy for Catholic Education.**



# OAPCE York Update

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**Thank you! Merci Beaucoup!**

# **YCDSB: Cashless School System Implementation Update YCPIC**

June 13, 2023

Jesua Tsai, Manager – Accounting and Financial Services





# Implementation Update – Summary

- 2022-23 Year In Review
  - 2022-23 Implementations (Phase 3 to Phase 5)
  - Current Adoption Rate
  - Elementary & Secondary Schools – Top Adoption Rates and Top Sales \$
  - Learnings
  - Testimonials
- 2023-24 Next Phases
  - 2023-24 Implementations (Phase 6 to Phase 8)





# 2022-23 Implementation

Phase 3 -  
Oct. 2022

- 16 Elementary Schools, 2 High Schools

Phase 4 -  
Jan. 2023

- 4 Elementary Schools, 8 High Schools
- School-Day system rolled out in all High Schools

Phase 5 -  
May 2023

- Mini phase – 3 Elementary Schools
- Teacher Training for High Schools – 8 HS



# Current Adoption Rate (May 2023)

Phase	Elementary (# of Schools)	Secondary (# of Schools)	Total (# of Schools)	Avg Adoption %	% of Online Sales
1	2	4	6	75%	43%
2	12	2	14	89%	70%
3	16	2	18	81%	29%
4	4	8	12	56%	15%
5	3	0	3	41%	1%
Total	37	16	53	74%	37%

- 20 schools have adoption above 90%
- 28 schools have adoption above 80%
- 32 schools have adoption above 70%
- Close to 24,000 students have parents enrolled
- Total of \$4.0M transactions processed (Sep 2022 – May 2023)



# Elementary Schools – Top Adoption Rates



School	Adoption Rate
St. John Bosco CES	100%
St. Andrew CES	100%
St. Brendan CES	99%
Our Lady Help of Christians CES	99%
Guardian Angels CES	98%
St. Joseph, Markham CES	98%
St. Charles Garnier CES	98%
St. Mary CES	98%
St. Mark CES	97%
St. Veronica CES	96%
Pope Francis CES	96%
St. Clare CES	96%
St. Michael the Archangel CES	95%



# Elementary Schools – Top Sales \$



School	\$ Collected (k)
Guardian Angels CES	\$193k
St. Brendan CES	\$169k
St. Veronica CES	\$159k
Pope Francis CES	\$155k
St. Mary CES	\$148k



# Secondary Schools – Top Adoption Rates



School	Adoption Rate
St. Elizabeth CHS	96%
St. Robert CHS	95%
Father Michael McGivney CA	88%
Our Lady Queen of the World CA*	81%
St. Jean de Brebeuf CHS	75%

# Secondary Schools – Top Sales \$



School	\$ Collected (k)
St. Robert CHS	\$599k
St. Elizabeth CHS	\$257k
St. Theresa of Lisieux CHS	\$184k
Father Michael McGivney CA	\$163k
St. Jean de Brebeuf CHS	\$159k



# Learnings

- ✓ Schools that had a consistent message to parents from the Principal and Administrative staff that School Day will be used as the main form of payment had the best results in online sales and adoption rate
- ✓ Elementary schools that transitioned hot lunch program to School Day reported higher online sales, adoption rate, and greatly reduced the time to produce order reports for vendors
- ✓ Finance team worked with School Day and IT to improve efficiencies of data upload from School Day to SAP to reduce the time to complete bank reconciliations and to ensure data completeness
- ✓ Finance team will need to work with each High School independently to ensure a successful implementation as each High School has unique needs and functions
- ✓ Removing e-transfers as a form of payment should result in higher High School online sales and adoption rates in the 2023/2024 school year



# Testimonials

St. Brendan's experience with using the *School Day* program has been a day at the pool! There are swimmers (school community) who will be hesitant, cautious, and eager to jump in. As with being at the pool, there are safety parameters in place; lifeguards to watch over you, life jackets to keep you afloat, and being within arms reach of others to ensure your safety. There are always risks, but if you don't get started, you will miss out on the rewards it offers.

In taking this analogy and implementing it within your school, it is important for you to have an intention to just get started- and go to the pool. Certainly there will be push back from some families regarding the 3% service charge fee in addition to the security features of families paying online. Through building trusting relationships and communicating the benefits of using *School Day* with your Catholic School Council, Staff and Families it is a good starting point to alleviate some of these concerns. Also, as you transition from receiving cash/cheques to paying online, and leave the invitation open to continue to receive cash/cheques in addition to using *School Day* you will see a gradual shift to most families choosing to use the *School Day* option and paying online as the year progresses. Having a consistent fee between paying cash and paying online will support this shift.

*School Day* provides many benefits: 1) It is a more secure option, whereby your Secretary does not have to go to the bank to deposit large sums of cash and staff are not housing cash in their classrooms (as they know they are not supposed to be doing). 2) Providing refunds to families is seamless with a click of the button and you are not out of pocket with NSF cheques. 3) The school also saves money on paper as Excursion Letters and Elements of Risk Forms can be completed online. 4) Time is saved from staff counting money, which provides the use of time to be spent on other responsibilities. 5) Tracking is easier for teachers to track who has and has not paid. In addition automated reminders are sent to families to decrease the time needed to follow up with families. 6) Hot Lunch services on School Day also sort the products for classes, which will assist with the distribution of food to students.

To assist with your transition to *School Day*, there is support from the *School Day* Platform. Also, having your secretary onboard to field calls may be time consuming initially but time will be saved in the end, once families become familiarized with using the program. Our YCDSB board personnel, Jesua and Gabriel are always willing to listen and assist when needed, which is an added bonus throughout your *School Day* experience.

As change may be difficult, if you do not try, you will not be able to see all the time saved, financial security achieved and ease *School Day* offers. So come aboard and jump into the pool!

- Tracy Stuart, Principal St. Brendan





# Testimonials

As a user of School Day for well over a year I would like to offer the following feedback.

Overall, the product is beneficial, it permits users to easy navigate and complete tasks with basic knowledge of the product, with no real in-depth training.

The functions likely used most are setting up products, uploading images to campaigns, and downloading reports. There is an opportunity to improve the reporting and custom reporting functionality. While the program does have limitations with forms and product set up it is very useful. Some additional features that could benefit users include a teacher set up portal, pending/incomplete sales reporting features, refund reporting cross referenced to product sales, etc.

Overall, School Day is useful, however only as good as promoted within the school. Our CSC has (since roll out) only used School Day, we have refrained from collecting cash or cheque since the implementation of the program. However, we have noticed that the administrative staff still defaults to cash payments for school trips, small fund raisers, and so forth. The message needs to be consistent. Our experience has led us to hear from parents on both sides, “can you collect my cash” or “why is my students teacher asking me for cash, I want to pay online”. If everyone can get on the same page the product would be used more and become part of school everyday life.

We have successfully collected for hot lunch programs, small excursions, fun fair wrist band sales, fund raisers, and more. I believe that because of School Day that PFCES has benefited in increased sales.

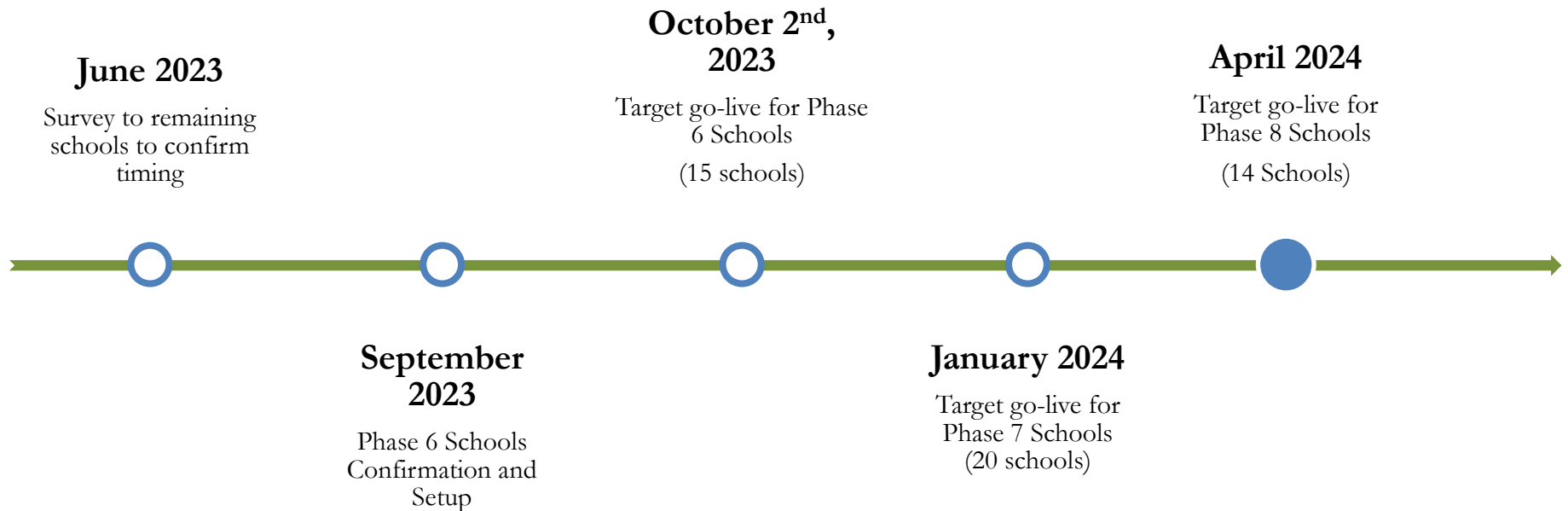
Next week I will embark on a new venture with the program, trying to sell 2 items, to only certain classes, while attaching a downloadable form – Fingers Crossed!

**- Tony Angelucci, Pope Francis Catholic School Council Chair**



# Project Plan – Next Phases

## 49 Elementary Schools remaining to be implemented in 2023-24



\* each phase will take about 2 months with set up, training and implementation



# **Continuing Education Programs**

## **Summer 2023**

# OVERVIEW

**01** **ELEMENTARY**

**02** **SECONDARY**

**03** **ENROLMENT & FUTURE  
OBJECTIVES**

A large, solid orange shape on the left side of the image, with a wavy, organic edge that curves towards the center. It occupies the left half of the frame.

# **Elementary**

## Programs



# Elementary INTERNATIONAL LANGUAGES

**GRADES JK - 8**

**July 5th – 28th, 2023**  
9:30 am – 12:00 pm

**\$20 non-refundable consumable fee**

**Locations**

Blessed Trinity (Maple)  
Christ the King (Richmond Hill)  
Notre Dame (Newmarket)  
Our Lady of the Lake (Keswick)  
St. Benedict (Markham)  
St. John Bosco (Woodbridge)  
St. Monica (Markham)  
St. Brigid (Stouffville)  
St. Francis Xavier (Markham)

St. Joseph (Markham)  
St. Marguerite D'Youville (Richmond Hill)  
St. Maximilian Kolbe (Aurora)  
St. Padre Pio (Woodbridge)  
St. Rene Goupil (Thornhill)

LANGUAGES OFFERED ARE BASED ON LOCATION

**REGISTRATION  
OPENS MARCH 8TH**  
ce.ycdsb.ca



Here is a snapshot of summer Continuing Education Elementary program offerings.

Registration will remain open until June 26th.

# New and Exciting Elementary Summer Programs



- AKOMA Camp – Africentric Camp for Black Students and their allies.
- Summer Learning Camp for Students on Alternative Programs
- Expansion of the International Language Program including 2 new languages – Japanese and Arabic
- Expansion of the Kick Start Junior Remedial Program for Grade 6 and 7 students.
- Summer Fun Camp – to provide students with enriched activities after a morning of in-person learning.


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# **Secondary**

## Programs




# Secondary Summer Offerings




## SECONDARY CREDIT SUMMER SCHOOL 2023

Remote or In-person Learning  
July 5th - July 28th, 2023



**OPEN FOR REGISTRATION  
MARCH 8TH, 2023**



**ACCELERATED LEARNING (REMOTE OR IN-PERSON) GR 9-12**

**ELEARNING GR 9-12**  
(Asynchronous Learning, No Exams)

**REMOTE CREDIT RECOVERY GR 9-11**

**REMOTE ACCELERATED PATHWAYS GR 9 & 10**




**SUMMER FOCUS PROGRAMS: SHSM CO-OP, FOCUS ON YOUTH**

**DUAL CREDIT - REGISTER HERE**

**In-Person Locations**

- St. Joan of Arc CHS
- St. Brother Andre CHS
- St. Theresa of Lisieux CHS
- St. Elizabeth CHS
- St. Maximilian Kolbe CHS

**\*\*IMPORTANT\*\***  
ALL NON-YCDSB students will need to upload a **Credit Counselling Summary** at the time of registration. All classes are run based on sufficient enrolment.



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## COURSE CRITERIA

Before you register, please reference this sheet to decide which option is best suited for you:

**Accelerated Learning (Remote or In-Person)**

July 5th - 28th, 2023  
8:30am - 3:00pm

A variety of synchronous credit and non-credit offerings for students going into grades 9 to 12.

**In-person sites:**

- St. Joan of Arc (Maple)
- St. Brother Andre CHS (Markham)
- St. Theresa of Lisieux CHS (Richmond Hill)
- St. Elizabeth CHS (Thornhill)
- St. Maximilian Kolbe (Aurora)

**eLearning**

Session 1 - July 4-July 25  
Session 2 - July 14-Aug 4

This fully asynchronous program is for those students who require greater flexibility in schedule and can work independently. There are no exams.

**Remote Credit Recovery**

Session 1 - July 10 - 19  
Session 2 - July 20 - 31

For grade 9 to 11 students who have achieved at least 35% in the subject and need to recover the credit without having to re-take the full class. There is no French Recovery available.

**SHSM Co-op, Focus on Youth, Dual Credit**

See SHSM Co-op info [here](#)  
See Dual Credit info [here](#)

Visit the CO-OP, Focus on Youth, and Dual Credit program pages on our [website for more information](#).

**Remote Accelerated Pathways**

July 10-Aug 2, 2023  
8:30am - 3:00pm

Grade 9 and 10 courses for students who:

- Have previously attempted the course and want to recover or upgrade
- Earned less than 35%
- Want a pathway change

**Kickstart (In-Person) & Reaching Up**

A transition program for incoming Grade 9 YCDSB students. This program is offered in person at all secondary schools and is intended to prepare Grade 8 students for high school.



**JULY 5TH - 28TH 2023  
8:30AM - 3:00PM**

**GET READY FOR HIGH SCHOOL  
GR. 8 STUDENTS!**

The Kickstart program explores:

- Literacy and Numeracy
- Design thinking
- Goal setting
- Pathways Planning
- Time and stress management
- Physical activity





Develop your skills  
Earn a credit  
Make new friends  
Meet some of your new teachers  
Have fun!

**REGISTER NOW**



[ce.ycdsb.ca](https://ce.ycdsb.ca)

Students are to register for the highschool they will be attending.

When creating the student's profile please enter as grade 8 and the highschool they will be attending in the Fall.

Registration is closed to all external students as of June 5th, 2023 with the exception of Kickstart.

# New and Exciting Secondary Summer Program!



**Travel for Credit  
with EF Educational Tours this Summer!**

**Step 1. Choose a course of interest:**  
Grade 10 Civics and Careers  
• Ottawa, Montreal and New York City  
Grade 11 Environmental Science  
• Vancouver

**Step 2. Join our Parent Meeting!**  
**In-Person or Online**  
**When?** March 21st, 2023 @7pm  
**Where?** York Catholic District School Board  
320 Bloomington Road West

**Or Join us virtually!**  
Scan the QR code to register online or visit us at  
[www.eftours.ca/travelforcredit/york-catholic](http://www.eftours.ca/travelforcredit/york-catholic)

**Questions?**  
Reach out to [coned@ycdsb.ca](mailto:coned@ycdsb.ca)

 EF EDUCATIONAL TOURS

On opportunity for 40 Grade 10 and 11 students to travel and earn a credit. Students will attend in-person classes before embarking on a 7 day trip to the chosen destination(s).

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# **Adult**

## Programs



Learn a foreign language that will help you in business and leisure travels, or simply upgrade your resume with a new language!

**September 27th - December 13th, 2023**  
**Wednesdays 7:00 p.m. - 9:00 p.m.**  
**12 Weeks**

**\$299.00**

#### BEGINNER 1

Ideal for those who are new to the language. Communicates minimally and understands with difficulty.

ITALIAN  
 SPANISH  
 FRENCH

CANTONESE

#### BEGINNER 2

Able to create communication and understands with some difficulty. Looking to advance fluency.

#### INTERMEDIATE

Effectively communicates with sentences and with little difficulty. Looking to work on social and travel purposes.

#### ADVANCED

Can express fluently without difficulty. Looking to perfect language for social, travel, academic and professional purposes.

FRENCH



A **brand new program** we offered in the 2022/23 academic school year. Adults have the opportunity to learn a new language, or develop their current skills! Based on the program's success, we are planning to offer it again this fall.

Enrolment:  
 82

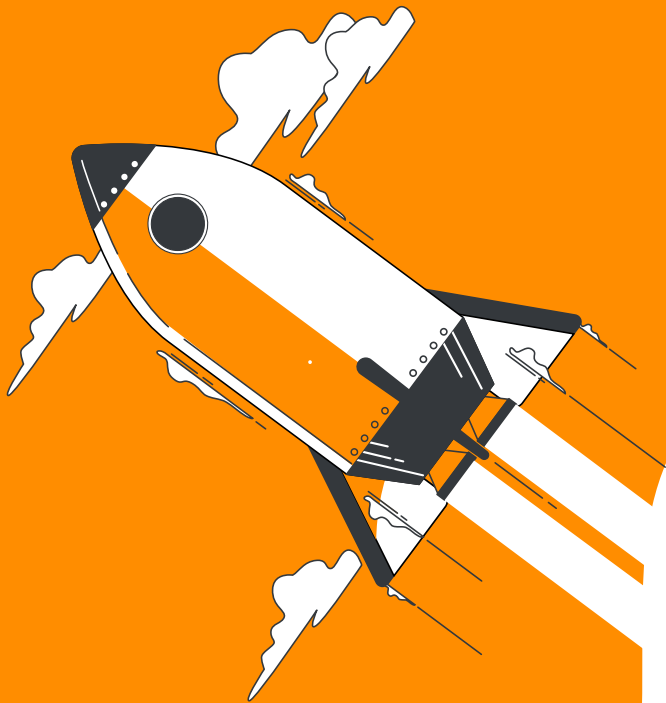


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**REGISTER NOW!**

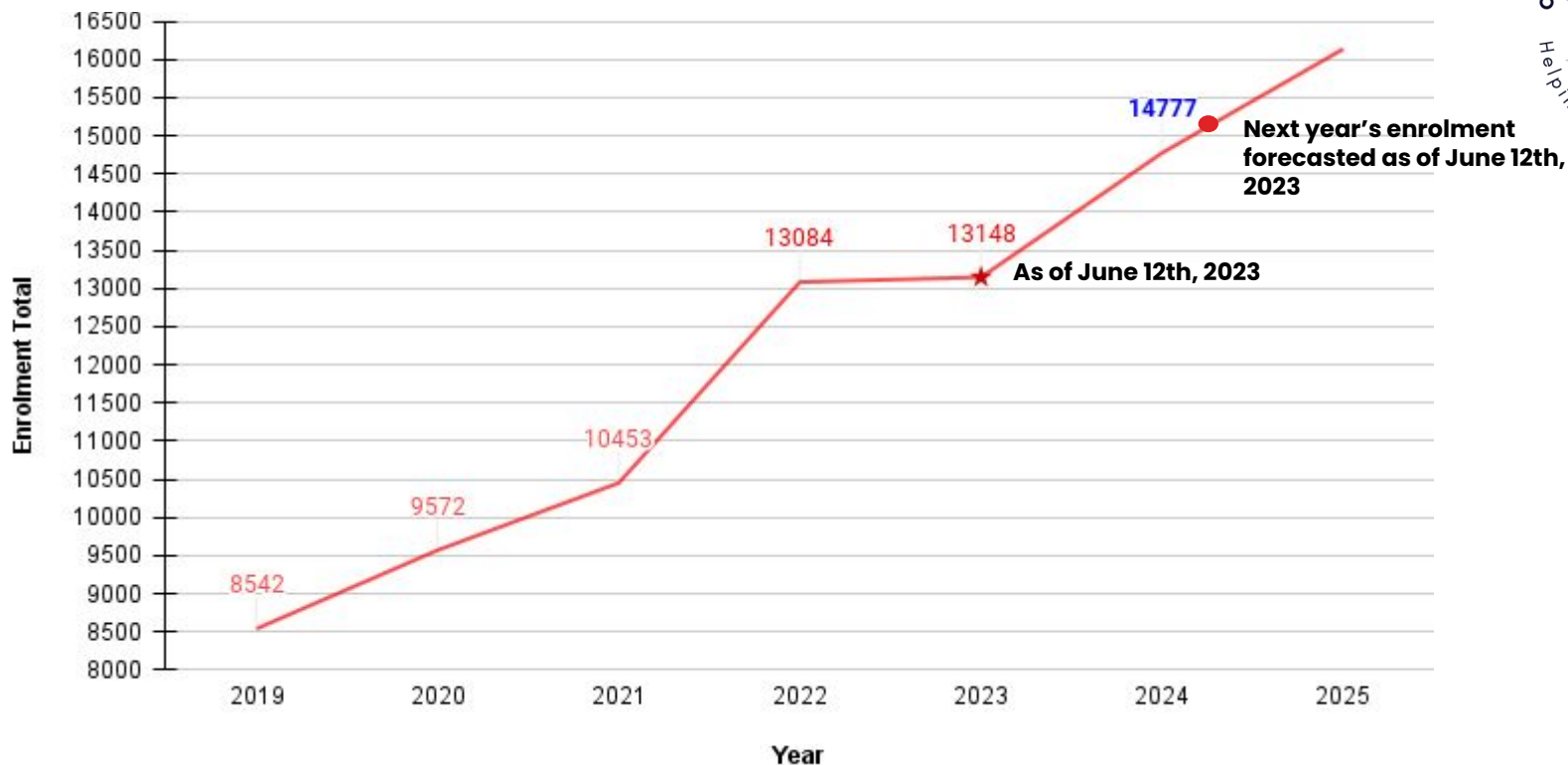
ce.ycdsb.ca



# **ENROLMENT**

## Growth

# Elementary & Secondary Summer Enrolment Growth





# CATHOLIC SCHOOL COUNCILS CONSTITUTION

REVISION DATES	AMENDMENT DATES

School: \_\_\_\_\_

Principal: \_\_\_\_\_

*All YCDSB Schools are expected to review their Constitution act at the first meeting in October*



# YCDSB CONSTITUTION

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# YCDSB CONSTITUTION

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## PREAMBLE

The education of our children is a shared responsibility which involves the schools, students and their families and the Church. The main goal of [name of school] Catholic School Council is to “promote the best interests of the School Community”. This Constitution and the following By-laws are drafted in accordance with the Education Act and Regulations.

The [name of school] Catholic School Council operating as an advisory council will strive to provide an opportunity to build community, strengthen the home/school/parish partnership and work together as a community of believers committed to putting the values of our faith into practice in the education of our children.

## ARTICLE I - NAME

The name of this Catholic School Council is the [name of school] Catholic School Council, hereinafter referred to as the “Council”.

## ARTICLE II - COUNCIL GOALS

The Council will work within the policies, mission statement and goals of the school, the York Catholic District School Board (Board), hereinafter referred to as the “Board”, and the Education Act and Regulations. Council is an advisory body. The Council will provide advice to the school principal, and where appropriate, to the school board on matters such as:

- development/promotion of faith community;
- local school calendar of events;
- school code of student behaviour
- student dress code
- recruitment of school volunteers;
- parent engagement opportunities;
- curriculum and program goals and priorities; (School Based Continuous Growth Plan)
- provide input to assist the Board in selection/appointment of principals through the annual School Profile;
- school budget priorities, including local capital-improvement plans;
- school-community communication strategies;
- school-based services and community partnerships related to social, health, recreational and nutrition programs;
- local co-ordination of services for children and youth;
- development, implementation, and review of board policies at the local level;
- learning partnerships;
- corporate sponsorships within the parameters established by the Board.

Council members are to maintain a school-wide focus on all issues. Council meetings are not a forum of discussion about individual parents, students, staff, Trustees or other council members.



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Recommendations generated by the Council which are broader in scope than the local school may be referred by the school principal to the appropriate superintendent.

## ARTICLE III - MEMBERSHIP OF THE [NAME OF SCHOOL] CATHOLIC SCHOOL COUNCIL

### SCHOOL COMMUNITY

All Parent/Guardian(s) who have children enrolled in the school as well as stakeholders within the designated school boundary including, but not limited to staff, local pastor(s), parish representatives, community representative and/or residents.

## ARTICLE IV - MEMBERSHIP OF THE [NAME OF SCHOOL] CATHOLIC SCHOOL COUNCIL

### SCHOOL COUNCIL

- (a) All members on a Catholic School Council are valued and equal partners. Each elected or appointed member receives one vote.
  - (i) The principal does not participate in votes taken by the school council or by a committee of the school council.
- (b) The Board encourages all Catholic Schools Councils to have student representation.
- (c) Membership on the Catholic School Council shall be determined in the following manner:
  - (i) Parent/Guardian representatives shall be elected by Parents and Guardians of students enrolled in the school;
  - (ii) Elementary and Secondary Student representatives that shall be elected by students enrolled in the school;
  - (iii) One teacher representative shall be elected by members of the teaching staff assigned to the school;
  - (iv) One non-teaching representative employee shall be elected by non-teaching employees assigned to the school (i.e.: Secretaries, Custodian Educational Assistants, Educational Intervenors, Designated Early Childhood Educators, Lunchtime Supervisors, Office Support Workers;
  - (v) One School Community representative shall be appointed by the Catholic School Council;
  - (vi) One Ontario Association of Parents in Catholic Education (OAPCE) representative. The designated OAPCE representative shall be a Parent/Guardian of a student currently enrolled in the school.
  - (vii) Parish Representative(s) designated by the Parish or Parishes affiliated with the school;
  - (viii) The Chair of the Catholic School Council shall be a member who is a Parent/Guardian of a student enrolled at the school, and shall be elected by the Catholic School Council [Ontario Regulation 612/00 s8(2)];
  - (ix) The Principal shall be a designated, non-voting member.



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- (d) Parent/Guardian(s) shall form the majority of members of the Catholic School Council.
- (e) The Principal will communicate with the Pastor of the Parish or Parishes affiliated with the school to confirm a Parish Representative who will be designated as a member of the Catholic School Council. In a situation where a school is affiliated with more than one Parish, representation must be sought from all Parishes concerned. If more than one Parish Representative is designated from the affiliated Parishes, it must be understood that only one vote is allocated to this position.
- (f) A person is not qualified to be a parent member of the Catholic School Council if they are employed at the school their child attends, and may only be elected as either the teaching or non-teaching staff representative (i.e.: An Office Support Worker is a Board employee, part of a Union and has a permanent position. Therefore, this person would qualify for election only as a non-teaching representative).
- (g) A person who fulfills a staff's absence on an emergency basis but is not a certified teacher of the Board and is not part of a Union nor holds a permanent position, may be elected to the Catholic School Council as a parent member.
- (h) A parent, who is employed by the board but does not work at the school their children attend, may be elected as a parent member as long as they declare to other parents that they are employed by the school board prior to their election. This information shall be recorded in the minutes of the first Catholic School Council meeting.
- (i) The term of office for elected and appointed positions on a Catholic School Council shall not exceed one year. A member of a Catholic School Council may be re-elected or reappointed, unless otherwise provided by the by-laws of the council (Ontario Regulation 612/00 s.6).

The membership of a Catholic School Council, shall not exceed 25 persons. The maximum number of parent members shall be 18. If there is no student representative, the maximum number of parent members shall be 19.

In the event that the number of voting parent members (including OAPCE representatives), does not constitute a majority of the Catholic School Council, the composition of voting non-parent members will be adjusted in consultation with the appropriate Superintendent.

## ARTICLE V - OFFICERS

The Officers of the Council shall be the Chair/Co-Chair, Secretary, Treasurer, and Past Chair(s) and such other Officers as Council deems are required to carry out the activities of the Council. All Officers of the Council shall be parents/guardians of students in the school. No person shall hold more than one office in any given school year. The members shall elect from the established Catholic School Council, the Officers of the Council at the first council meeting in October.



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## ARTICLE VI - BY-LAWS

The School Community and its properly constituted Council shall be governed by this Constitution and its procedural By-Laws.

### BY-LAWS OF THE [NAME OF SCHOOL] CATHOLIC SCHOOL COUNCIL

#### SECTION 1 STRUCTURE OF COUNCIL

##### 1.1 Elections

Elections to the Council shall be held annually, by secret ballot, during the first 30 calendar days of the school year on a date determined by the former Chair of the Council, after consulting with the principal. The principal shall give the school community at least fourteen (14) calendar days' notice of the date, time and location of the election. Fourteen (14) days prior to the election date of parent members, the principal of the school, on behalf of the Catholic School Council, shall give written notice of the date, time and location of the election to every parent of a student who is enrolled in the school [Ontario Regulation 612/00,s.4 (6)]. The written notice shall be delivered to the parent by email or by electronic means and by posting the notice on the school's website.

The election of parent members of a school council shall be held in person, at a location accessible to all members of the school community. If for any reason a parent member cannot attend the election, the parent member must provide a reason and notify the Principal of the school one week prior to the election.

The Principal shall:

- provide nomination forms;
- Ensure that the school community is notified of election procedures and election date(s), location, and time, at least fourteen (14) calendar days in advance of the election;
- Request a profile from all candidates and make these available to the electorate;
- Conduct the elections by secret ballot;
- Count the ballots;
- Release the names of successful candidates on the school website. A list of candidates and the vote results will be kept on file for use in the event of vacancy on the council.
- Notify all individuals standing for election of the results before the results are released to the school community.
- help procure names of appointed council positions.

The council of the previous year will remain established until the new council is formed.

The election procedure shall be as follows:

- (a) The Principal shall prepare and distribute ballots to all parents attending the Election Meeting, including all candidates. Each ballot shall contain a list of all the candidates.



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- (b) The election shall be by secret ballot cast by parents present at the Election Meeting.
- (c) Ballots shall be counted by the Principal in a public process.
- (d) If there is a tie in the number of votes between two (2) or more candidates, the tie will be broken by the Principal drawing the names of the tied candidates until all of the Parent Member positions are filled.
- (e) The Principal shall announce the names of those elected as Parent Members at the Election Meeting.
- (f) All ballots and related information shall be retained by the Principal for one(1) year and shall be kept confidential.

## 1.2 Term of Office

At the first election of the properly constituted Council, newly elected members of Council shall be elected for a term of one (1) year, from the date they are elected or appointed until the date of the first meeting of the School Council after the elections held in the next school year.

A member of the School Council may be re-elected or re-appointed for additional terms.

## 1.3 Meetings

The first meeting of the newly elected members of Council shall take place in person within the first 35 calendar days of the school year, after the elections held and on a date fixed by the principal of the school. The Council shall hold a minimum of four (4) meetings per year and shall be held either in person, at a location that is accessible to the public, or by electronic and telephonic means.

A member of a school council who participates in a meeting through electronic or telephonic means shall be deemed to be present at the meeting.

Meetings shall be open to all members of the School Community and will be given written notice by the principal or chair of the Council by delivering the notice to the parent by email or by other electronic means and by posting the notice on the school's website. The Catholic School Council may choose to stream their meetings for their school community.

The school community may be invited to provide input to the Catholic School Council. In its role as an Advisory body, it is the responsibility of the Catholic School Council to come to a final decision/position with respect to the issue/topic being addressed. The Principal shall make their final determination once input from the Catholic School Council has been reviewed.

A meeting cannot be held unless quorum is met. Members are encouraged to notify the Principal and/or Chair if they will be absent in order for meetings to be rescheduled in a timely manner if quorum is not met.



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## 1.4 Quorum

The quorum at any meeting of the Council shall be a majority of the members. As well, the majority of those present at the meeting must be parents/guardians. If a quorum consisting of a majority of parents/guardians is not possible as a result of parent/guardian vacancies (as opposed to temporary absence at a particular meeting) the quorum will consist of a two thirds (2/3) majority of the remaining membership until such time as parent/guardian vacancies may be filled to provide a majority of parent/guardian Council members.

## 1.5 Voting and Decision Making

Each member of the School Council is entitled to one vote in votes taken by the Council. Each member of a committee of the School Council is entitled to one vote in votes taken by the committee. If there is a student member, they can vote and must count towards quorum. If a student member leaves early it is the obligation of the Principal/Chair to check that quorum still remains.

The principal is not entitled to vote in votes taken by the School Council or by a committee of the School Council.

## 1.6 Vacancies

If any elected position becomes vacant, the Council shall appoint the necessary number of eligible person(s) to serve the balance of the term of office. First consideration of appointees shall be given to any unsuccessful candidate(s) who ran in the last election, in order of finish, followed by outreach strategies. If the appointment fails to fill all positions, the Council shall proceed to operate as long as a parent/guardian majority exists.

A vacancy in the membership of the School Council does not prevent the Council from exercising its authority.

## 1.7 Attendance

Council members shall make every effort to attend meetings. Council members who find they are unable to attend meetings on a regular basis, shall be asked to reconsider their commitment. Notice in writing shall be sent to any Council member who has missed three (3) consecutive meetings informing them that their status as a member has been terminated.

## 1.8 Consultation

The Council shall communicate regularly with parents/guardians and other members of the School Community to seek their views and preferences with regard to matters being addressed by the Council so that these are reflected in the advice the Council provides to the school Principal, to the Board and to the Ministry.





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## 1.9 Consultation by the Board

The Board is obligated to solicit the views of Council with respect to the matters outlined under Section 19, of Reg. 612/00.

## 1.10 Minutes and Financial Records

- a) A Catholic school council shall keep minutes of all of its meetings and records of all of its financial transactions.
- b) The minutes of Catholic School Council meetings and records of financial transactions shall be accessible by any person at the school for examination.
- c) The recorded minutes of all the Catholic School Council meetings and records financial transactions shall be submitted to the Principal of the school.
- d) Accurate accounting shall be maintained by the Principal and the Treasurer of the Catholic School Council to comply with the requirement of accountability and transparency to the school community.
- e) (a) and (b) do not apply to minutes and records that are more than seven (7) years old.

## 1.11 Annual “Year-End” Report

The School Council shall annually submit a written report on its activities to the principal and to the Board by September 20th each year. This report will include a report from all committees, including all fundraising activities. Catholic School Councils should use the [template provided here](#) by the Board. The report will be made available to the entire school community by delivering the notice to the parent by email or by other electronic means and by posting the notice on the school’s website.

## SECTION II - DUTIES OF OFFICERS

### 2.1 Chair/Co-Chair

The Chair of the Council shall:

- call school council meetings;
- prepare in concert with the principal the agenda for school council meetings;
- chair school council meetings;
- ensure that the minutes of school council meetings are recorded, maintained and kept for seven (7) years;
- participate in information and training programs;
- communicate with the school principal as required;
- ensure that there is regular communication with the school community;
- consult with senior board staff and trustees, as required, and submit annually a written report of Council activities to the principal and the Board; and
- respect the confidentiality of all information that may be received regarding any pupils or staff while a volunteer and/or Catholic School Council member and refrain from releasing that information to any person in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.





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## 2.2 Secretary

The Secretary of the Council shall:

- keep the Minutes of the Council meetings;
- attend to all official correspondence and communications;
- post notices and file records as directed by the Council;
- perform such other duties as may from time-to-time be determined by the Council;
- prepare and distribute a copy of the Minutes of all meetings to all Council members within a reasonable time of said meetings. The Minutes will include attendance, a brief summary of discussion, motions and action/responsibility notations and will be posted on the school website once approved.

In the absence of both the Chair and Vice Chair at meetings of Council, the Secretary shall call the meeting to order and preside until the Council elects an acting Chair for that meeting.

## 2.3 Treasurer

- Entrusted with the receipt, care and management of all Catholic School Council funds in accordance with Board policies and procedures
- Prepare all deposits and ensure that they are signed by both the Treasurer and Chair or Co-Chair
- Ensure that all deposits are prepared by a minimum of two (2) Catholic School Council members, one being the Treasurer, to confirm deposit amounts
- Prepare all documentation for the payment of invoices authorized by the Catholic School Council
- Provide an account of all transactions and a current financial statement (budget vs. actual analysis) at regular Catholic School Council meetings, or whenever required
- Ensure that all financial records of the Catholic School Council remain at the School and are available for audit purposes
- Prepare a full Financial Statement prior to the Catholic School Council's Annual General Meeting
- Develop budget proposals based on Catholic School Council approved expenditures
- Retain all financial records for seven (7) years.

A full financial statement of the Council year shall be prepared by the Treasurer and presented at the AGM.

## 2.4 Principal

The Principal of the school shall:

- facilitate the establishment of the Catholic School Council and assist in its operation;
- support and promote council's activities that are consistent with the board's [policy 606, Catholic School Councils](#);
- seek input from the council in areas for which it has been assigned advisory



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responsibility;

- act as a resource on laws, regulations, board policies, and collective agreements;
- obtain and provide information required by the council to enable it to make informed decisions;
- communicate with the chair of the council, as required;
- ensure that copies of the minutes of the council's meetings are kept at the school;
- assist the council in communicating with the school community;
- encourage the participation of all parents/guardians and of other people within the community;
- assist the Chair in developing the agendas;
- perform the duties as outlined in Ontario Regulation 613 - Operation of Schools.

## 2.5 Council Members

The members of the Council shall:

- provide informed advice to the school principal on matters related to student learning and school improvement;
- maintain a school-wide perspective on issues;
- participate in council meetings;
- participate in information and training programs;
- act as a link between the Catholic School Council and the community;
- encourage the participation of all parents/guardians and of other people within the community;
- observe the Code of Ethics as established by Council

## SECTION III - COMMITTEES

The Council shall make appointments to such Standing Committees of the Council (committees which exist year after year and meet regularly) and Ad Hoc Committees of the Council (committees appointed to deal with a specific issue, report on it and then are disbanded) as may be required to carry on the activities of the Council and shall, where possible, appoint a Chair of each such committee from among the Council members. Committee membership shall be drawn from the members of the School Community. The Chair of the Council and the Principal, or their designate, shall be ex officio members of each Standing and Ad Hoc Committee. All Committees shall report to the Council to obtain final approval of the committee's recommendations.

## SECTION IV - CONFLICT OF INTEREST

Anytime the Council is doing business with a member of the Council or a member of any committee of the Council (whether with the member directly, or with a business enterprise with which the member is directly or indirectly associated), the Council member shall declare a conflict of interest and shall not deliberate or vote on any such resolution.



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## SECTION V - FUNDS

All fundraising activities shall be conducted in accordance with Board Policies and Guidelines (Policy 603A *School Fundraising*, Policy 603B *Fundraising for External Charitable Purposes* and Policy 803 *School Generated Funds*).

- a) Funds raised are to be used for a purpose approved by the Board and/or Principal. Catholic School Councils shall ensure that Catholic School Council funds and school resources are not used to promote a particular viewpoint (Ontario Regulation 612/00 s. 22).
- b) Any funds and assets generated through fundraising activities assisted by the Catholic School Council are the property of the Board.

## SECTION VI - EXPENDITURES

All Council funds shall be held in the school bank account in designated Catholic School Council subledgers.

In exceptional circumstances, where the Catholic School Council has their own bank account, the Chair and Treasurer shall have cheque signing authority on the Council bank account, with only the aforementioned signatures necessary to validate cheques.

Expenditures shall be defined as money outlay without expectation of monetary return.

Expenditures for events wholly or partially funded by the Council are to be presented in budget form for approval by the Council.

Receipts must be furnished for all expenditures.

General count of money must be done by two people at the same time.

All fund raising activities must be in accordance with Board Policy 603A and 603B on FundRaising.

The Council shall not operate in a deficit.

The year-end balance of the Council sub-ledger account shall be kept to provide for a sufficient operating balance to initiate Council activities in the following school year.

## SECTION VII - AUDITORS

The Council shall arrange for an independent review of its books and records by a trusted member of the school community at the end of Council's term if a major, Board approved fundraiser has taken place during the term (built into the sub-ledger oversight of the school Board).



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## SECTION VIII - REMUNERATION

There will be no honorarium paid to members of the Council. A person shall not receive any remuneration for serving as a member. Reimbursement for expenses incurred as members of the School Council shall be in accordance with relevant procedures established by the Board and Section VII above.

## SECTION IX - DISSOLUTION OF THE COUNCIL

The York Catholic District School Board reserves the right to disband a Catholic School Council in the event of a conflict that cannot be resolved, and/or behaviour contrary to the Council's role and responsibilities. Elections to reconstitute a new Catholic School Council will be held in accordance with Ontario Regulation 612/00.

## SECTION X - AMENDMENTS

The Constitution and the By-Laws of the Council may only be amended by the York Catholic District School Board when there are changes to legislation or Board policy.



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## **Appendix A [NAME OF SCHOOL] CATHOLIC SCHOOL COUNCIL**

### **NOTICE OF ELECTION**

Catholic School Council members have a special commitment to their school. They demonstrate enthusiasm, a desire to make a difference and a willingness to contribute in a meaningful way to strengthen the partnership between school, home and parish.

If you would like to put your name forward and become an active participant in your child's education, please call the school office at [ insert School phone number] for a declaration package. It may be sent home with your child, or you may choose to pick up a package in the main office. Successful candidates will hold their elected position for a term of one year and will be expected to attend the monthly meetings. We as parents can make a difference to our children's education. Being a member of council provides us with an opportunity to make recommendations to the school, the school board and interact with other parents and staff. No one is singularly responsible for decisions. A representation of parents who reflect the diversity of our school population is needed.

**Deadline for submission of nomination forms:**

**Communications of candidate's names to the school community:**

**Election Day:**

**First council meeting:**



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## [NAME OF SCHOOL] CATHOLIC SCHOOL COUNCIL NOMINATION FORM

Please fill in the appropriate section below to declare your candidacy, or to nominate someone else, for an elected position as a parent/guardian representative on the [name of school] Catholic School Council.

☐ I wish to declare my candidacy for an elected position as parent/guardian representative on the school council.

☐ I wish to nominate \_\_\_\_\_ for an elected position as parent/guardian representative on the school council.

Name: Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

I am the parent/guardian of \_\_\_\_\_ who is currently registered at this school.

I am an employee of the board: ☐ yes ☐ no

The person I have nominated is the parent/guardian of \_\_\_\_\_ who is currently registered at the school.

The person I have nominated is an employee of the board: ☐ yes ☐ no

Please include a brief bio of yourself or the candidate you have nominated which will be published for election purposes:

e.g. occupation, background, interests, volunteer work

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Return this form to the school office by\_\_\_\_\_

You will be notified when your nomination has been received.

DRAFT





## York Catholic District School Board Curriculum & Assessment

**Memo To:** Elementary & Secondary Principals and Vice-Principals  
K-12 Teachers

**CC:** Karen August, Health & Physical Education Consultant  
Cristina Mazzeo, Coordinator of Secondary Programs: Curriculum & Assessment  
Daniel La Gamba, Coordinator of Elementary Programs: Curriculum & Assessment

**From:** Anthony Arcadi, Superintendent of Education: Curriculum & Assessment

**Date:** June 8, 2023

**Re:** Healthy Schools Fundraiser: Fresh From the Farm

**Reference #:** C:448

As Catholic School Councils and School Staff start planning and consolidating their fundraising ideas for the next school year, please be mindful of the health of our students if food and beverages are being sold. Our board's [Healthy Schools Policy 201A](#) should be shared with all staff and at CSC meetings.

One approach to fundraising is for schools to enrol and participate in [Fresh From the Farm](#). This initiative provides publicly funded schools in Ontario the opportunity to raise funds by selling fresh, Ontario-grown fruit and vegetables to the community, while promoting healthy eating and supporting Ontario farmers. **Enrollment is now open** (refer to this [link](#)).



The Fresh From the Farm program offers another way to support student learning and understanding of food literacy. This can align with the curriculum as opportunities are provided for students to build their understanding of food literacy through mandatory learning across various subjects and grades. For example, in the revised Science and Technology curriculum, students develop an understanding of where food comes from, including the importance of locally sourced food and how it is grown and prepared, as well as investigate the importance of biodiversity in agriculture.