YORK CATHOLIC
PARENT INVOLVEMENT COMMITTEE

Supporting Parent Engagement for Student Achievement

Monday, November 23, 2026
6:30 p.m.
Catholic Education Centre
Board Room (1st Floor)

PRESIDING: Jennifer Sarna, Chief Executive Officer (Interim)

1. **OPENING PRAYER** (On Reverse)

2. **LAND ACKNOWLEDGEMENT** (On Reverse)

3. **ROLL CALL**

4. **DIRECTOR'S REMARKS**

5. **DIRECTOR DECLARES THE YCPIC 2025-2026 DISSOLVED**

6. **ELECTION OF 2026-2028 YCPIC OFFICERS:**

Chair:	OPEN	(Year 1 of a 2 Year Term)
Vice-Chair:	OPEN	(Year 1 of a 2 Year Term)
Treasurer:	OPEN	(Year 1 of a 2 Year Term)
Secretary:	OPEN	(Year 1 of a 2 Year Term)

- Procedures for the elections
- Ask for nominations
- If needed, elections by electronic ballot, request motion to destroy ballots

a) Election of Chair
b) Election of Vice-Chair
c) Election of Treasurer
d) Election of Secretary

PRESIDING: YCPIC Chair

7. **CHAIR'S REMARKS**

8. **APPROVAL OF NEW MATERIAL**

9. **APPROVAL OF AGENDA**

320 Bloomington Rd. W.
Aurora, ON L4G 0M1
www.ycdsb.ca

EXECUTIVE MEMBERS

TBD

10. **APPROVAL OF PREVIOUS MINUTES OF MEETING –** September 21, 2026 **3**

11. **BUSINESS ARISING FROM PREVIOUS MINUTES**

12. **TREASURER'S REPORT** **7**

13. **PRESENTATION(S)**

14. **ACTION ITEM(S)**

15. **DISCUSSION ITEM(S) / INFORMATION ITEM(S)**
a) Review of YCPIC By-Laws J. Sarna **8**

16. **FUTURE MEETING DATES:**
Monday, January 25, 2027 @ 6:30 pm
Monday, April 5, 2027 @ 6:30 pm
Tuesday, June 1, 2027 @ 6:30 pm

17. **ADJOURNMENT**

Lord God,
We acknowledge that You have done great things for many people.
You have promised that all we do, may be a service to You through Jesus Christ.
Jesus Christ will be revealed to the world, so that the nations will be called to serve You.
We open our hearts to You O Lord and praised be 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.

YORK CATHOLIC PARENT INVOLVEMENT COMMITTEE (YCPIC)

York Catholic Parent Involvement Committee
Monday, September 21, 2026 - CEC Board Room (1st Floor)

MINUTES

A meeting of the York Catholic Parent Involvement Committee (YCPIC) was held at the Catholic Education Centre commencing at 6:36 p.m. on Monday, September 21, 2026.

PRESENT:

Committee Member(s):	**In Person:**	Olufisayo Bolarinwa, Robyn De Cicco, Christina Gillison, Rhonda Ince, Sahir Jamal, Azita Moradian Bashgaleh, Maria Praveen, Martina Tuzi, Jaclyn Toma
	Virtual:	Jennifer Barci, Kim Fernandez-Grisales, Karen Galeano, Binu George, Carman Loong, Sabrina Masih, Marcos Paulino, Christina Romanzas, Paola Tarco-Trave Nicole Young
Administration:	**In Person:**	Jennifer Sarna, R. Antunes, Dario De Angelis
	Virtual:	N/A
Trustee(s):	**In Person:**	N/A
	Virtual:	N/A
Guest(s):	**Staff:**	N/A
	Trustee:	N/A
Recording Secretary:	Robyn De Cicco	

REGRETS:

Committee Member(s):	Leilani Cabral, Peter Cortese, Giulia Elia, Rina George-Alexander, Magda Mariano, Rachel Sun, Yan Zhou
Administration(s):	K. MacDougall
Trustee(s):	N/A

CALL TO ORDER
Chair – Martina Saverino called the meeting to order at 6:34pm

1.0 OPENING PRAYER – Martina Saverino

2.0 LAND ACKNOWLEDGEMENT – Martina Saverino

3.0 APPROVAL OF AGENDA – Martina Saverino
Motion: Rhonda Ince
Second: Sahir Jamal
MOTION CARRIED

DRAFT

4.0 APPROVAL OF PREVIOUS MINUTES – Martina Saverino

May 25, 2026 Meeting Minutes
MOTION: Marcos Paulino
SECOND: Maria Praveen
MOTION CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

NIL

6.0 INTERIM DIRECTOR'S REPORT/UPDATE – Jennifer Sarna

Jennifer Sarna Chief Executive Officer (Interim) reported as follows:

Restructuring

York Catholic DSB has realigned the portfolio and responsibilities of its Academic Superintendents. We now has seven Superintendents, each overseeing a Family of Schools and supporting two or three secondary schools along with system level responsibilities. This streamlined model strengthens continuity and ensures consistent leadership and support for students, families, schools, and departments.

Policy 606 Catholic School Councils

As promised last year, Chief Education Officer (Acting), Rocchina Antunes, led a session for all Administrators on Catholic School Councils at our Principal meeting last Wednesday. School Superintendents then went into greater depth during their Area Leadership Team meetings, providing additional context and guidance regarding the role of the principal, as well as election and membership requirements.

Funds for Parent Engagement & Parent Reaching Out

*Information was sent to our school principals advising each Catholic School Council was allocated **$500** to support programs, strategies and initiatives that involve parents or the school community. CSC will report how these funds were spent at the end of the school year as part of their year-end report. **$500** was also allocated to every elementary & secondary school for **Parents Reaching Out**. The principal will collaborate with CSC groups to support parent engagement initiatives. Principals will be asked to complete a google form later in the year, to identify how the funds were spent.*

Student Absences and Student Participation

From the Government of Ontario's Putting Student Achievement First Act, 2026. A letter to parents providing more information about the attendance and participation grades that are now part of secondary-level courses will be sent out shortly. For our secondary age students, the drop down options available in School Messenger will be changed. The requested "parent acknowledged" will be removed to leave only "parent approved".

Assessment & Evaluation

Information regarding all examinations will be shared with secondary parents in the coming months. Under the new requirements, all applicable courses, including elearn courses are subject to the mandatory in-person written examination. E-Learning courses will continue to be delivered online, however students enrolled in these courses will be required to attend an in-person exam. Further information will be sent to parents.

Updated Curriculum

Changes for the 2026-27 include the new Kindergarten curriculum, updates to Grades 7-8 history, Grade 10 history and a new financial literacy graduation requirement.

Classroom Resources

Each eligible elementary classroom teacher received $750 for the year to use through the Classroom Supplied Fund.

DRAFT

Student and Family Support Office
Every school Board now has a Student and Family Support Office (SFSO). Our SFSO Office falls under the leadership of Rocchina Antunes, Chief Education Officer (Acting). Information can be found on our Board's website.

Curriculum Night / Open House
Thank you to all parents and families for visiting our elementary schools during this week's Curriculum Night and/or Open House. We know our students are excited to showcase their classroom, share their learning and welcome you into their school community. A special thank you to all our administrators and staff for warmly welcoming our parent community and creating opportunities to connect and celebrate student learning.

Extra Curricular Activities
Our schools are busy planning and scheduling a variety of events, clubs and activities that play an important role in the lives of our students. We encourage all students to get involved in the many opportunities available to them, including sports, clubs, arts and other school activities. Participation in these helps students build friendships, develop leadership skills, discover new interests and strengthen their sense of belonging within their school community.

Safety Week
Safety Week will take place October 5 to 9. Your principal will share information regarding the schedule and safety drills planned for the week. We appreciate the continued partnership of our students, staff and families in helping to maintain safe and welcoming school environments.

Some upcoming key dates Include:
- *September 30 - Orange Shirt Day*
- *October 12 - Thanksgiving*
- *October 15 - Eradication of Poverty Fundraiser*

Interim Director Sarna attended the Terry Fox Run at Corpus Christi CES earlier that day.

7.0 CHAIRS REMARKS – Martina Saverino

YCPIC Chair Martina Saverino advised that this was her final YCPIC meeting and remarked as follows:

As many of you may know, tonight is my last YCPIC meeting. I've been part of this committee since 2017, starting as a parent member, then serving as Secretary, Vice-Chair, and Chair for several terms. To be honest, it feels a little strange knowing this is the end of this chapter.

When I first joined, I wasn't looking for a leadership role. I was simply a parent who wanted to be involved in my children's education and wanted to contribute in some way to our school community. What I didn't expect was how rewarding the experience would be, how much I would learn, and how many amazing people I would meet along the way.

Over the years, we've accomplished a lot together. We've supported and mentored new Catholic School Council members through our orientation workshops, organized conferences and learning opportunities for parents, created spaces where parents could connect and share ideas, and advocated for resources and supports that help families better support their children. We've had conversations about everything from mental health and resilience to financial literacy, neurodiversity, technology, and more. But for me, the most important thing is that through all of it, we never lost sight of why we're here: our children.

One of the things I've always appreciated most about YCPIC is that it gives parents a voice. Sometimes parents don't realize how important that voice is. We are our children's first teachers, their

DRAFT

biggest supporters, and often their strongest advocates. Schools do incredible work, but the partnership between home and school is what truly helps students succeed.

I've always believed that parent involvement isn't just about attending a meeting or volunteering at an event. It's about asking questions, sharing ideas, bringing forward concerns, and helping shape a positive educational experience for all students. When parents are engaged, everybody benefits.

Serving on this committee has honestly been one of the most rewarding volunteer experiences of my life. I've met parents from across York Region who care deeply about education and who consistently give their time, energy, and expertise to make things better for students and families. I've learned so much from all of you, and I feel incredibly fortunate to have been part of this group.

As I step away, my hope is that you and other parents continue to step forward and get involved. We need new voices, new ideas, and people who care enough to advocate for students and families. It can sometimes feel like one person's voice won't make a difference, but I've seen firsthand that it absolutely can.

To everyone I've had the privilege of serving with over the years, thank you. Thank you for your support, your friendship, your dedication, and your willingness to roll up your sleeves and do the work. The successes we've had were never the result of one person. They happened because a group of committed parents came together with a shared goal of making things better for our students.

While I'm leaving YCPIC, I'll always be grateful for the experience and for the relationships I've built along the way. I leave knowing this committee is in good hands, and I look forward to seeing it continue to grow and thrive. Thank you for allowing me to be part of this incredible journey. It has truly been an honour. My children may be finished with York Catholic schools, but I'll always be a supporter of Catholic education and the incredible parents who continue to show up, speak up, and make a difference for our students.

I will leave you with the words of Mother Teresa: "Not all of us can do great things, but we can all do small things with great love"

8.0 TREASURER'S REPORT

Will be provided at the November 23, 2026 YCPIC meeting.

9.0 PRESENTATIONS - NIL

10.0 ACTION ITEMS - NIL

11.0. DISCUSSION/INFORMATION ITEM(S):

a) **2025-2026 YCPIC Annual Report**

YCPIC Chair Martina Saverino provided a copy of the 2025-2026 YCPIC Annual Report.

b) 2026-27 Parent Engagement Funding (Incl PRO Grant Funding)

Please refer to Jennifer Sarna's remarks above.

c) Catholic School Council Orientation

YCPIC Chair Martina Saverinoi advised that an Orientation will be held on Wednesday, October 14, 2026. A flyer will be sent to all principals to share with their CSC.

12.0 ADJOURNMENT

MOTION: Robyn De Cicco
SECOND: Olufisayo Bolarinwa
MOTION CARRIED (6:59 pm)

NEXT MEETING: November 23, 2026 @ 6:30pm

YCPIC YTD Report

As at October 31, 2026

2026-27		Amount $
Budget:		
Parent Engagement Board Amount	5,000	
Parent Engagement Per Pupil Amount:	8,288	
Total Budget:		**13,288**
Spend:		
		Nil
Total Spend:		**-**
Budget less Spend:		**13,288**

YCPIC
BY-LAWS

REVISION HISTORY

Revisions to this document are listed by date in the table below.

Date	Version #	By:	Description
09/24/2024	14.0	Borden Ladner Gervais LLP	Substantial revision to comply with *Education Act* and O. Reg. 612/00
11/27/2023	13.0	Sara Figliomeni	Title Changed to Constitution
05/31/2021	12.0	Martina Saverino	Update Document
06/16/2014	11.0	Jan de Souza	Amendments to Section 5.5 Officers
11/09/2013	10.0	Jan de Souza	May 29, 2013. YCPIC meeting approved motions for changes 3(g); 5.1 (3); 5.5 (8) (c) (iv) (v); 5.8 (7)(c); 5.8 (7)(g) & 6 (2)
11/18/2011	9.0	Jan de Souza	Title Changed to By-Law
11/15/2011	8.0	Jan de Souza	Added 5.13
11/13/2011	7.0	Jan de Souza	Revised 5.5(2); 5.5(10); 5.8(2) & (7)(m); 5.12(4); 8(4)
09/19/2011	6.0	Jan de Souza	Added 5.5 (10) & 8 (4) & generalized 10.
05/24/2011	5.0	Jan de Souza	Draft finalized
05/24/2011	4.0	Maria Le & Helen Soehner	Minor formatting corrections after review.
05/20/2011	3.0	Jan de Souza	5.4 (3) deleted. 5.5 (2) & (6) corrected.
03/03/2011	2.0	Jan de Souza	YCPIC working session updates
02/24/2011	1.0	Jan de Souza	Initial Draft

TABLE OF CONTENTS

1. COMMITTEE NAME 5

2. MISSION STATEMENT 6

3. PURPOSE OF COMMITTEE 8

4. CODE OF ETHICS 9

5. COMMITTEE 10
- 5.1 COMPOSITION OF YCPIC 10
- 5.2 APPOINTMENT OF PARENT MEMBERS 10
- 5.3 APPOINTMENT OF COMMUNITY REPRESENTATIVES 11
- 5.4 VACANCIES OF PARENT MEMBERS 12
- 5.5 VACANCIES OF OTHER MEMBERS 12
- 5.6 OFFICERS 12
- 5.7 REMUNERATION 14
- 5.8 CONFLICT OF INTEREST 14
- 5.9 MEETINGS 15
- 5.10 SUBCOMMITTEES 16
- 5.11 INCORPORATION 17
- 5.12 FUNDS AND EXPENDITURES 17
- 5.13 MINUTES AND FINANCIAL RECORDS 17
- 5.14 CONFLICT RESOLUTION 17

6. DELEGATION 18

7. CONSULTATION 19
- 7.1 CONSULTATION BY BOARD 19
- 7.2 CONSULTATION BY MINISTRY 19
- 7.3 CONSULTATION BY PARENT INVOLVEMENT COMMITTEE 19

8. SUMMARY OF ACTIVITIES 20

9. AMENDMENTS 21

10. APPROVALS 22

1. COMMITTEE NAME AND DEFINITIONS

(1) The name of this advisory committee for the York Catholic District School Board (hereinafter referred to as the “Board”), shall be the York Catholic Parent Involvement Committee (hereinafter referred to as "YCPIC").

(2) “Meeting” does not include a training session or other event where YCPIC does not discuss or decide matters that it has authority to decide.

(3) “Parent” means a parent of a student who is enrolled in a school of the Board, and includes a guardian as defined in section 1 of the *Education Act*.

(4) “Parent Member” means a Parent who is appointed to the YCPIC in accordance with section 34 of Ontario Regulation 612/00: *School Councils and Parent Involvement Committees* (hereinafter referred to as the “Regulation”) and these By-Laws, or who fills a vacancy created by a Parent Member ceasing to hold office.

(5) “Community Representative” means an individual who is not a Parent, who is appointed as a member of the YCPIC in accordance with paragraph 43(b)(ii) of the Regulation and these By-Laws.

(6) “Board Community” includes the students of the schools in the Board (hereinafter referred to as the “Students”), Parents, the school teaching and non-teaching staff members, pastors or their designates, the Board Trustees, and the residents of the area serviced by the Board who are separate school tax supporters (hereinafter referred to as the “Ratepayers”).

(7) The advisory councils for schools in the Board are hereinafter referred to as “Catholic School Councils”.

(8) “Alumni Members” are former members of the YCPIC who have finished serving their term(s).

2. MISSION STATEMENT

It is the YCPIC's mission to support and encourage parent involvement at the Board level; to support improved student achievement and well-being by providing information and advice to the Board on effective parent engagement strategies and practices; to communicate with and support Catholic School Councils; and to undertake activities to help parents support their children's learning at home and at school, in line with the vision and strategies put forth in the Ministry of Education's *Parents in Partnership: A Parent Engagement Policy for Ontario Schools* (2010).

Vision

In Ontario's education system, all partners acknowledge the positive impact of parent engagement on student achievement. Students are supported and inspired to learn in a culture of high expectations in which parents:

- Are welcome, respected, and valued by the school community as partners in their children's learning and development;
- Have opportunities to be involved, and also a full range of choices about how to be involved in the educational community to support student success;
- Are engaged through ongoing communication and dialogue with other educational partners to support a positive learning environment at home and at school; and,
- Are supported with the information and tools necessary to participate in school life.

Strategies

Strategy 1: School Climate
Foster and sustain a positive, welcoming school climate in which all parent perspectives are encouraged, valued, and heard.

Strategy 2: Eliminating Barriers
Identify and remove barriers to parent engagement that may prevent some parents from fully participating in their children's learning and to reflect the diversity of our students and communities.

Strategy 3: Supports for Parents
Provide parents with the knowledge, skills, and tools they need to support student learning at home and at school.

Strategy 4: Parent Outreach
Review and expand communication and outreach strategies such as local workshops, presentations, tools, and resources, to share information and strategies related to supporting learning at home and parent engagement in schools.

Board Mission, Vision, Values, and Strategic Commitments

At all times, the YCPIC shall act to further the mission, vision, values, and strategic commitments outlined in the Board's Multi-Year Strategic Plan (MYSP). These are set out in the Board's 2023-2028 Multi-Year Strategic Plan, as follows:

Mission
With Jesus Christ as our model, we provide all students with a Catholic education rooted in equity, well-being and learning.

Vision
A recognized leader in Catholic education committed to inclusion, excellence and innovation that develops socially responsible global citizens.

Values

- Catholicity
- Equity, Diversity and Inclusion
- Excellence
- Fiscal Responsibility
- Integrity
- Respect

Strategic Commitments

Catholic Faith

Nurture faith formation and relationships with Christ.

- Foster a culture that respects and honours the human dignity of all persons that is inspired by our relationship with Christ.
- Embed and prioritize the Ontario Catholic School Graduate expectations into all curriculum areas.
- Cultivate school environments focused on spiritual growth to support Catholic faith formation and deeper faith knowledge.

Equity and Inclusion

Build and sustain an equitable, inclusive and accessible learning and working environment.

- Recognize, value, integrate and celebrate the dignity and diversity of all students, staff, and Catholic school communities.
- Identify and eliminate barriers to equity of access, opportunity and outcomes for all, as we acknowledge that we are all created in the image of God.
- Actively promote, support and expect excellence for all students to achieve their God-given potential.

Student Achievement

Enrich and improve student learning so that excellence in achievement and engagement is possible for all.

- Embed culturally responsive and relevant pedagogy (CRRP) for the improvement of literacy and numeracy skills and to promote evidence-based instructional practices.
- Align program initiatives with the global competencies and future trends in education and the workforce.
- Offer inclusive and specialized programs that address and engage all student learner profiles.

Well-Being

Promote and nurture the social-emotional, spiritual, and physical well-being of all members of the YCDSB.

- Provide equitable access to evidence-based culturally-responsive services and resources for all.
- Support ongoing individualized accommodations that support staff to perceive that their working conditions and environments are healthy, safe and inclusive.
- Foster a culture of ongoing professional development to increase mental health literacy and enhance staff efficacy to improve employee engagement and support student well-being.

3. PURPOSE OF COMMITTEE

The purpose of the YCPIC is to support, encourage, and enhance parent engagement at the Board level, in order to improve Student achievement and well-being. Rooted in a foundational groundwork of Catholicity, and guided by Gospel Values and Catholic Virtues, the YCPIC will assist the Board in its mission to educate and inspire all students to reach their full potential in a safe and caring environment, in partnership with home and Church.

The YCPIC will achieve its purpose by:
(1) Providing information and advice on parent engagement to the Board;
(2) Communicating with and supporting Catholic School Councils of schools of the Board; and
(3) Undertaking activities to help Parents support their children's learning at home and at school.

Furthermore, the YCPIC will:
- (a) Develop strategies and initiatives that the Board and the Director of Education could use to effectively communicate with Parents, and to effectively engage Parents in improving student achievement and well-being;
- (b) Advise the Board and the Director of Education on ways to use the strategies and initiatives referred to in clause (a) above;
- (c) Communicate information from the Ministry of Education to Catholic School Councils and Parents;
- (d) Work with Catholic School Councils and, through the Director of Education, with employees of the Board to:
  - (1) Share effective practices to help engage Parents in their children's learning, especially Parents who may find engagement challenging;
  - (2) Identify and reduce barriers to parent engagement;
  - (3) Help ensure that schools of the Board create a welcoming environment for Parents of its students; and
  - (4) Develop skills and acquire knowledge that will assist the YCPIC and Catholic School Councils with their work;
- (e) Determine, in consultation with the Director of Education, and in keeping with the Board's policies, how funding, if any, provided under the *Education Act* for parent involvement is to be used;
- (f) Co-sponsor the Annual Catholic School Council Conference along with the Board; and
- (g) Create newsletters during the school year and make them available on the Board website.

4. CODE OF ETHICS

A YCPIC member shall consider the best interests of all students.

A YCPIC member shall be guided by the YCPIC's and the Board's mission statements.

A YCPIC member shall act within the limits of the roles and responsibilities of the YCPIC, as identified by these YCPIC By-Laws, the Board, and the Ontario Ministry of Education.

A YCPIC member shall become familiar with the Board's policies and operating practices and act in accordance with them.

A YCPIC member shall maintain the highest standards of integrity.

A YCPIC member shall recognize and respect the personal integrity of each member of the Board Community.

A YCPIC member shall treat all other YCPIC members with respect and allow for diverse opinions to be shared without interruption.

A YCPIC member shall encourage a positive environment in which individual contributions are encouraged and valued.

A YCPIC member shall acknowledge democratic principles and accept the consensus of the YCPIC.

A YCPIC member shall respect the confidential nature of some Board business and respect limitations this may place on the operation of the YCPIC.

A YCPIC member shall not disclose confidential information.

A YCPIC member shall limit discussions at the YCPIC meetings to matters of concern to the Board Community as a whole.

A YCPIC member shall use established communication channels when questions or concerns arise.

A YCPIC member shall promote high standards of ethical practice within the Board Community.

A YCPIC member shall declare any conflict of interest.

A YCPIC member shall not accept any payment or benefit financially from YCPIC involvement.

5. COMMITTEE

5.1 COMPOSITION OF YCPIC

(1) The YCPIC shall include the following members:
1. The Parent Members of the YCPIC, which shall not exceed twenty-five (25).
2. The Director of Education of the Board.
3. One (1) Trustee, appointed by the Board of Trustees.
4. Up to three (3) Community Representatives.

(2) The Board may appoint one or more of the following individuals to the YCPIC:
1. One Principal or Vice-Principal of an elementary school of the Board.
2. One Principal or Vice-Principal of a secondary school of the Board.
3. One Teacher employed in an elementary school of the Board.
4. One Teacher employed in a secondary school of the Board.
5. One person employed by the Board, other than a Principal, Vice-Principal or Teacher.

(3) Parent Members must constitute a majority (50% plus 1) of the members of the YCPIC.

(4) The term of office of the Trustee appointed under paragraph 3 of subsection (1) shall be determined by the Board at the time of the Trustee's appointment.

(5) The Board shall make any appointments under subsection (2) before October 15 of the school year and before the first meeting of the YCPIC in the school year. The term of office of the person indicated under subsection (2) shall be determined by the Board at the time of the person's appointment.

(6) An appointment to the YCPIC under subsection (2) is of no effect unless the person agrees to the appointment.

5.2 APPOINTMENT OF PARENT MEMBERS

(1) The Board shall appoint Parent Members to the YCPIC before October 15 of the school year and before the first meeting of the YCPIC in the school year.

(2) A person is qualified to be appointed as a Parent Member of the YCPIC if:
1. They are a Parent, within the meaning of section 1 of these By-Laws;
2. They served as a member of a Catholic School Council during the previous school year;
3. They are not a Trustee, Director of Education, or Supervisory Officer of the Board; and
4. They are otherwise employed by the Board, they agree to disclose their employment with the Board at the first YCPIC meeting they attend.

(3) By September 15 of each school year, the Director of Education will invite all Parents who have served on a Catholic School Council during the previous school year to apply to be Parent Members of the YCPIC. The application form shall be devised by the Director of Education and posted on the Board website.

(4) Individuals interested in serving as Parent Members must complete the application form by October 7. Individuals may choose to serve for either a one-year or two-year term, with the term starting November 1 and ending October 31. The application form will indicate that to be elected as an officer of the YCPIC, a two-year term is typically required.

(5) The Board shall consider the following criteria when evaluating candidates:

1. Candidates should be active participants in their community, including through school events, their local parish, charities, local committees or advisory groups, Catholic organizations or institutions, and/or other community groups.
2. In support of the Board's values of equity, diversity and inclusion, the composition of the YCPIC should reflect the diversity of the Board Community. As such, candidates from diverse and/or underrepresented groups are highly encouraged to apply.

(6) The Board will contact successful candidates by October 15. These successful candidates must attend a new Parent Member orientation session along with existing Parent Members.

(7) Candidates whom the Board is unable to accommodate on the YCPIC, and who have indicated their willingness to participate in focus groups or committees working on related issues, may be contacted by the Board during the school year regarding other opportunities.

(8) A Parent Member may be reappointed to the YCPIC for more than one term, provided that they reapply through the process outlined above before the end of their term. Incumbent Parent Members are not guaranteed reappointment.

5.3 APPOINTMENT OF COMMUNITY REPRESENTATIVES

(1) The Board shall appoint Community Representatives to the YCPIC before October 15 of the school year and before the first meeting of the YCPIC in the school year.

(2) A person is qualified to be appointed as a Community Representative of the YCPIC if:
1. They are a Ratepayer, within the meaning of section 1 of these By-Laws;
2. They are not a Parent, within the meaning of section 1 of these By-Laws;
3. They are not a member or employee of the Board; and
4. They previously served as a Parent Member, then a period of at least two (2) years has passed since the end of their most recent term as a Parent Member.

(3) By September 15 of each school year, the Director of Education will make a public announcement to the Board Community, inviting all interested Ratepayers to apply to be Community Representatives of the YCPIC. The application form shall be devised by the Director of Education and posted on the Board website.

(4) Individuals interested in serving as Community Representatives on the YCPIC must complete the application form by October 7. Individuals may choose to serve for either a one-year or two-year term, with the term starting November 1 and ending October 31.

(5) The Board shall consider the following criteria when evaluating candidates:
1. Candidates should be active leaders in their community, including through school events, their local parish, charities, local committees or advisory groups, Catholic organizations or institutions, and/or other community groups.
2. In support of the Board's values of equity, diversity and inclusion, the composition of the YCPIC should reflect the diversity of the Board Community. As such, candidates from diverse and/or underrepresented groups are highly encouraged to apply.

(6) The Board will contact successful candidates by October 15.

(7) Candidates whom the Board is unable to accommodate on the YCPIC, and who have indicated their willingness to participate in focus groups or committees working on related issues, may be contacted by the Board during the school year regarding other opportunities.

(8) A Community Representative may be reappointed to the YCPIC for more than one term, provided that they reapply through the process outlined above before the end of their term. Incumbent Community Representatives are not guaranteed reappointment.

5.4 VACANCIES OF PARENT MEMBERS

(1) Should an appointed Parent Member position become vacant because of resignation, inability of a Parent Member to fulfil their roles and responsibilities, or other causes, the remaining Parent Members shall constitute the YCPIC, unless the Parent Member majority (50% plus 1) is not maintained. If the majority (50% plus 1) of Parent Members on the YCPIC is not maintained, then the YCPIC shall instruct the Board to fill the vacancy.

(2) The Board shall ensure that vacancies in Parent Member positions on the YCPIC are advertised through a variety of methods, which may include:

(a) Advertisements in newsletters of schools or school councils of schools of the Board;
(b) Advertisements in newspapers with general circulation in the geographic jurisdiction of the Board;
(c) Advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board;
(d) Notices in schools of the Board, sent via School Messenger; and
(e) Notices on the Board and school websites.

(3) When a vacant Parent Member position on the YCPIC is filled, the new Parent Member's term shall expire at the end of the school year.

(4) A vacancy in the membership of the YCPIC does not prevent the YCPIC from exercising its authority; it may continue to operate as long as there is a quorum and the majority (50% plus 1) of the YCPIC Parent Members are present.

5.5 VACANCIES OF OTHER MEMBERS

(1) Should the Director of Education's position become vacant, and there is no delegate designated under section 6 of these By-Laws, the position shall remain vacant until such time as a new Director of Education is appointed by the Board.

(2) Should the Trustee's position become vacant, and there is no delegate designated under section 6 of these By-Laws, the Board shall appoint a new Trustee to fill the position before the next meeting of the YCPIC. The term of office of the Trustee shall be determined by the Board at the time of the Trustee's appointment.

(3) Should a Community Representative's position become vacant, the position shall remain vacant until the appointment process outlined in section 5.3 of these By-Laws takes place.

(4) Should the position of a person appointed under subsection (2) to section 5.1 of these By-Laws becomes vacant, the Board may appoint another person to fill the vacancy, but is not required to do so. The term of office of the person shall be determined by the Board at the time of the person's appointment.

5.6 OFFICERS

(1) The officers of the YCPIC shall consist of a Chair, Vice-Chair, Secretary, and Treasurer. No person shall hold more than one office in any given school year.

(2) The officers shall be Parent Members who are not employees of the Board. Persons running for the office of Chair or Vice-Chair should have a minimum of 2 years' experience as a member of

YCPIC. Persons running for the office of Secretary or Treasurer should have a minimum of 1 year's experience as a member of YCPIC.

(3) The officers shall be elected by the Parent Members at the first meeting of the YCPIC in each school year that there is a vacancy in one or more officer positions.

(4) The Chair shall be elected for a two-year term. Only Parent Members with a two-year term are eligible to be elected to the position of Chair. If there are no eligible Parent Members with a two-year term, any Parent Member with a one-year term may request an extension of their term to two years, such that they may run for the office of Chair.

(5) The Vice-Chair, Secretary, and Treasurer shall be elected for a two-year term. If there are no eligible Parent Members with a two-year term running for Vice-Chair, Secretary, or Treasurer, then any Parent Member with a one-year term may run for election to the respective office, in which case the officer shall hold a one-year term.

(6) A person may not serve consecutive terms as Chair or Vice-Chair of the YCPIC. For greater certainty, if a person serves as Chair or Vice-Chair during their term as a Parent Member, and they are reappointed for a second term as a Parent Member, they may not serve in the same position during this second term.

(7) A vacancy in an officer position shall be filled by election at the next meeting of the YCPIC, for a term lasting until the end of the original officeholder's term.

(8) The duties of the officers of the YCPIC are as follows:

(a) Chair

The Chair of the YCPIC shall:

i. Act as the official spokesperson of the YCPIC in communicating with the Director of Education, the Board, and the Board Community;
ii. Provide necessary leadership in the formation and effective operation of the YCPIC;
iii. Chair all meetings of the YCPIC;
iv. Mentor other Parent Members interested in taking on the role of the Chair; and
v. Possess joint signing authority together with the Board offices bursar for YCPIC matters, except YCPIC expenditures, for which the Director of Education shall have signing authority.

In consultation with the Director of Education, the Chair shall:

(a) Set the date and prepare the agendas for all YCPIC meetings;
(b) Ensure that the minutes of meetings are recorded and maintained;
(c) Participate in information and training programs;
(d) Be an ex-officio member of all Standing Sub-committees of the YCPIC;
(e) Organize, supervise and monitor the preparation of the Annual Report on the activities of the YCPIC.

(b) Vice-Chair

The Vice-Chair shall assist the Chair in the exercise of their duties and powers. In the Chair's absence, the Vice-Chair shall exercise the Chair's duties and powers.

In the absence of both the Chair and the Vice-Chair, YCPIC meetings shall be chaired by another Parent Member of the YCPIC appointed by the YCPIC Parent Members present.

(c) Secretary

The Secretary shall:

i. Record the minutes for all YCPIC meetings;
ii. Tend to all official correspondence and communications;
iii. Post and distribute notices as directed by the YCPIC;

iv. Organize and file records as directed by the YCPIC;
v. Inform the Chair if any member misses three YCPIC meetings in a school year; and
vi. Perform such other duties as may be required by the YCPIC from time-to-time.

Not less than 72 hours prior to the next YCPIC meeting, the Secretary shall send the agenda for the next meeting and the minutes of the previous meeting to all YCPIC members and Catholic School Council chairs or co-chairs. The Secretary shall make agendas and minutes available to the Board Community on the Board website within the same timeframe.

(d) Treasurer
The Treasurer of the YCPIC shall:

i. Keep full and accurate written accounts of all receipts and disbursements of the YCPIC in proper books of account and shall be guided by all relevant Board policies and procedures in this regard;
ii. Provide at meetings of the YCPIC, or whenever required, an accurate and up-to-date account of all transactions of the YCPIC and to report generally regarding the financial position of the YCPIC;
iii. Prepare the YCPIC's year end annual financial statement; and
iv. Perform such other duties as may be required by the YCPIC from time-to-time.

The Treasurer shall make the proper books of accounts available at each YCPIC meeting for examination by any member of the Board Community.

At the end of their term, or in the event of resignation, the Treasurer shall promptly and expeditiously deliver and transfer any and all books, ledgers and records in their possession pertaining to the finances of the YCPIC in such manner as the YCPIC may request and direct. The outgoing Treasurer shall, upon reasonable request made by or on behalf of the YCPIC, provide any and all assistance, advice and information necessary to achieve an orderly transition for the incoming Treasurer.

5.7 REMUNERATION

(1) A person shall not receive any remuneration for serving as a member of the YCPIC.

(2) Subsection (1) does not preclude payment of an honorarium under section 191 of the *Education Act* that takes into account the attendance of a Board member at the YCPIC meeting.

(3) The Board shall reimburse members of the YCPIC for expenses incurred as members of the YCPIC in accordance with the Board's policies and procedures.

5.8 CONFLICT OF INTEREST

(1) A conflict of interest may be actual, perceived, or potential.

(2) Members of the YCPIC shall declare a conflict of interest in matters that they, their family members, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the YCPIC.

(3) A YCPIC member shall exclude themselves from discussions in which:

i. A conflict of interest is likely to result;
ii. The YCPIC member's ability to carry out their duties and responsibilities as a member of the YCPIC may be jeopardized; or

iii. The YCPIC member, their family members, or a business entity in which the member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Board in response to advice that the YCPIC provides to the Board.

(4) A YCPIC member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the Board.

5.9 MEETINGS

(1) The YCPIC shall meet at least four times in each school year.

(2) A meeting of the YCPIC cannot be held unless,
   (a) A majority (50% plus 1) of the members present at the meeting are Parent Members;
   (b) The Director of Education, or the person designated under subsection 6(1), is present; and
   (c) The Trustee who sits on the YCPIC, or the person designated under subsection 6(2), is present.

(3) The Board shall make available to the YCPIC the facilities that the Board considers necessary for the proper functioning of the YCPIC, and shall make reasonable efforts to enable members to participate fully in meetings of the committee by electronic means. A member of the YCPIC who participates in a meeting through electronic means shall be deemed to be present at the meeting.

(4) Notwithstanding the above, the Chair and Vice-Chair shall be required to be present in person at every meeting of the YCPIC, and not through electronic means.

(5) Meetings of the YCPIC shall be open to the public and shall be held in person, at a location that is accessible to the public, with separate seating provided for members of the public who wish to attend and observe.

   Nonetheless, members of the public are not permitted to participate in YCPIC meetings, and any person who interrupts or disrupts a YCPIC meeting will be asked to leave the room. Members of the public who wish to speak at a YCPIC meeting must submit a formal delegation request to the Secretary at least fifteen (15) days before the date of the meeting.

(6) The Chair or Vice-Chair of the YCPIC shall ensure that notice of each meeting is provided to all members of the YCPIC at least five days before the meeting by,

   (a) Delivering a notice to each member by e-mail or regular mail; and
   (b) Posting a notice on the Board's website.

(7) YCPIC meetings shall be governed as follows:

   (a) The YCPIC shall conduct its business at meetings held at the Board at such times and on such days as it may decide. Meetings shall not include information seminars or workshops.

   (b) The Chair shall call a Special Meeting, if asked to do so in writing by at least five YCPIC members, with the prior consent of the Director of Education. The Chair may also call a Special Meeting from time to time, by the Chair, with prior consent of the Director of Education. A Special Meeting differs from a regular meeting only in that it is not regularly scheduled, and does not count towards the minimum of four meetings which must be held each school year.

   (c) Parent Members and Community Representatives must be present for the majority (50% plus 1) of meetings in a school year. If they are unable to participate, or if a conflict arises, they should notify the Chair. Any Parent Member or Community Representative who misses three (3) regular meetings in a school year shall be removed from the YCPIC, unless excused by a motion of the committee.

(d) The minutes of a meeting shall be recorded by the Secretary, or an appointee, and published as soon as possible, following the meeting. The minutes shall be approved, and adopted, by the YCPIC at the subsequent meeting.

(e) Quorum for the transaction of business at any meeting of the YCPIC shall be a simple majority (50% plus 1) of the YCPIC members, provided that a simple majority (50% plus 1) of those present at the meeting are Parent Members.

(f) **Voting:** Matters at any meeting of the YCPIC shall be decided by a simple majority (50% plus 1). Only Parent Members and Community Representatives are entitled to vote. All other members present shall be entitled to input prior to voting on any issue. Proxy votes will not be recognized.

(g) **Agendas:** The Chair, in consultation with the Director of the Board, shall prepare the agenda for the YCPIC meetings, which shall be distributed 72 hours prior to the next scheduled YCPIC meeting. The Agenda shall include only issues and matters that pertain to the objectives, authority and powers of the YCPIC. No new matters or issues will be dealt with at the YCPIC meeting unless deemed by the Director of Education and the Chair prior to the meeting to be of an urgent nature.

(h) **Conduct of Members:** In all matters of the YCPIC the members shall recognize and adhere to the following principles of appropriate conduct:

i. To maintain proper discipline and decorum during meetings, debates, deliberations and discussions; and

ii. To conduct themselves, when engaged in any matters relating to the YCPIC, in accordance with acceptable standards of integrity, dignity and respect.

(i) **Inappropriate Conduct:** The duties of the Chair shall include:

i. To decline to put to a vote motions which infringe rules of proper procedure;
ii. To enforce in all situations the observance of order and decorum among the members;
iii. To rule when a member is in breach of the established procedures or is conducting themselves in a manner which is unacceptable, offensive and/or inappropriate;
iv. Where such unacceptable, offensive and/or inappropriate conduct persists at the YCPIC meeting, to put the motion to a vote by the YCPIC as to whether the offending member should be expelled from the meeting; and
v. Where such unacceptable, offensive and/or inappropriate conduct by a particular member is repeated on more than one occasion, to put the motion to a vote by the YCPIC as to whether the offending member should be permanently expelled from the YCPIC.

(j) **Alumni Members:** The Chair and the Director of Education will:

i. Recognize the members leaving the YCPIC;
ii. Involve Alumni members as required in Focus Groups or YCPIC subcommittees.

5.10 SUBCOMMITTEES

(1) The YCPIC may establish subcommittees to make recommendations to the YCPIC.
(2) A subcommittee of the YCPIC must include at least one Parent Member of the YCPIC.
(3) A subcommittee of the YCPIC may include persons who are not members of the YCPIC.
(4) Subsections 5.9 (5) to (7) apply, with necessary modifications, to subcommittees of the YCPIC.

5.11 INCORPORATION

The YCPIC shall not be incorporated.

5.12 FUNDS AND EXPENDITURES

(1) All YCPIC funds shall be held by the Board. The Director of Education shall have signing authority for YCPIC expenditures.

(2) At the end of the school year, any and all unused YCPIC funds will be returned to the Board to be used in accordance with Ministry guidelines, and shall not carry over to the next school year.

5.13 MINUTES AND FINANCIAL RECORDS

(1) The YCPIC shall keep minutes of all of its meetings and records of all of its financial transactions.

(2) The YCPIC shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the Board, if any, respecting the retention of documents by committees of the Board.

(3) The minutes of YCPIC meetings shall be posted on the Board's website and shall remain on the website for at least four years.

(4) The minutes of the YCPIC's meetings and the records of its financial transactions will be available for examination at the Board's office by any person without charge for four years.

5.14 CONFLICT RESOLUTION

(1) In the event of a conflict or dispute between YCPIC members, every YCPIC member will be given an opportunity to express their concern or opinion about an issue in dispute and how the dispute has affected them.

(2) Speakers to an issue will maintain a calm and respectful tone at all times.

(3) Speakers will be allowed to speak without interruption.

(4) The responsibility of the Chair and Vice-Chair is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.

(5) If no common ground can be identified, the Chair or Vice-Chair will seek to clarify preferences among all members before proceeding further.

(6) If all attempts at resolving the conflict have been exhausted without success, the Chair or Vice-Chair shall request the intervention of the Director of Education, or other senior administrator, to facilitate a resolution of the conflict.

6. DELEGATION

(1) The Director of Education of the Board may,

(a) Delegate any of their powers or duties as a member of the YCPIC to a Supervisory Officer employed by the Board; and
(b) Designate a Supervisory Officer of the Board to attend an YCPIC meeting in their place.

(2) The Trustee who sits on the YCPIC may,

(a) Delegate any of their powers or duties as a member of the YCPIC to another member of the Board of Trustees; and
(b) Designate a member of the Board of Trustees to attend the YCPIC meetings in their place.

7. CONSULTATION

7.1 CONSULTATION BY BOARD

(1) The Board may solicit and take into consideration the advice of the YCPIC with regard to matters that relate to improving student achievement and well-being.

(2) The Board shall inform the YCPIC of its response to advice provided to it by the YCPIC.

7.2 CONSULTATION BY MINISTRY

The Ministry of Education may solicit and take into consideration the advice of the YCPIC with regard to matters that relate to improving student achievement and well-being.

7.3 CONSULTATION BY PARENT INVOLVEMENT COMMITTEE

(1) The YCPIC may solicit and take into consideration the advice of parents of students enrolled in schools of the Board with regard to matters under consideration by the YCPIC.

(2) The YCPIC may solicit and take into consideration the advice of the Alumni Members.

8. SUMMARY OF ACTIVITIES

(1) The YCPIC shall annually submit a written summary of its activities to the Chair of the Board and the Director of Education.

(2) The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement as described in section 27 and clauses 28 (a) to (d) of the Regulation, was spent.

(3) The Director of Education shall,

(a) Provide the summary of activities to the Catholic School Councils; and

(b) Post the summary of activities on the Board's website.

9. AMENDMENTS

Proposed amendments to these By-Laws are to be noted on the upcoming meeting agenda. Notice in writing of the proposed amendment(s) shall be submitted to the Chair and Secretary of the YCPIC at least fifteen (15) days before the meeting. Copies of all proposed amendments shall be distributed to the members of the YCPIC at least 10 days prior to the meeting.

Amendments must be approved by the majority (50% plus 1) of the YCPIC members constituting quorum, and the majority (50% plus 1) of the members constituting the quorum must be Parent Members.

Amendments that do not receive approval may not be tabled again before one year has elapsed.

10. APPROVALS

This By-Law was voted on and approved at the YCPIC meeting of **September 23, 2024**.

Signed approvals from:

Director of Education YCDSB



YCPIC Chair

Per /
Martina Saverino