



# YORK CATHOLIC PARENT INVOLVEMENT COMMITTEE



Supporting Parent Engagement for Student Achievement

**Monday, November 27, 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 – September 25, 2023  | S. Figliomeni | 3  |
| 4. BUSINESS ARISING FROM PREVIOUS MINUTES   |               |    |
| <i>Welcome Letter from YCPIC to Catholic School Councils – a letter was sent from YCPIC Chair Sara Figliomeni</i> |               |    |
| <i>YCPIC Orientation Session– YCPIC Orientation session was held on November 9, 2023</i>                          |               |    |
| <i>YCPIC Open House – an Open House for CSC members was held on Saturday, November 4, 2023</i>                    |               |    |
| 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  | TBD           |    |
| 9. PRESENTATION:  |               |    |
| a) Active School Travel   | Joachim Tsui  | 8  |
| b) Great Food - Healthy Food Choices  | Warren Lobo   |    |
| 10. ACTION ITEM(S): N/A   |               |    |
| 11. DISCUSSION / INFORMATION ITEM(S):   |               |    |
| a) Snow Removal   | P. De Quintal |    |
| b) Changing the Name of YCPIC By-Laws to YCPIC Constitution   | M. Saverino   | 16 |
| c) General Review of the By-Laws/Constitution   | M. Saverino   |    |
| d) YCPIC Code of Ethics   | M. Saverino   |    |
| e) YCPIC Conference   | M. Saverino   |    |
| f) Spring Catholic School Council Social  | M. Saverino   |    |
| 12. ADJOURNMENT   |               |    |

**NEXT MEETING: Monday, January 22, 2024**

April 22, 2024

June 10, 2024

## EXECUTIVE MEMBERS

Sara Figliomeni, Chair  
Martina Saverino, Vice-Chair  
Andrea Telfer, Treasurer  
Jan deSouza, 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*

**Lord our God,  
Show us the way in every situation.  
Protect us in this present time, and grant us strength  
to go on patiently even when our lives  
hold much suffering and distress.  
We thank You for Your guidance and rejoice in Your help.  
Reveal Your hand in power so that we may feel You around us.  
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.*

## **EXECUTIVE MEMBERS**

Sara Figliomeni, Chair  
Martina Saverino, Vice-Chair  
Andrea Telfer, Treasurer  
Jan deSouza, Secretary

320 Bloomington Rd. W.  
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**York Catholic Parent Involvement Committee**  
**Monday, September 25, 2023**  
**7 p.m.**

**MINUTES**

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**PRESENT:**

**Committee Member(s):**      **In Person:** Peter De Quintal, Jan De Souza, Sara Angela Figliomeni, Sahir Jamal, Tony Lorini, Maria Praveen, Singai Rani Wilson, Maurizio Ruberto, Martina Saverino, Andrea Telfer, Sarah Tjin-a-joe, Jaclyn Toma, Florence Wang  
**Virtual:** N/A

**Administration:**      **In Person:** Domenic Scuglia, Jennifer Sarna, Helena DiPanfilo, Dishni Kiriella

**Trustee(s):**      **In Person:** Elizabeth Crowe

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

**Guest(s):**      N/A

**Recording Secretary:**      Jan De Souza

**REGRETS:**

**Committee Member(s):** Olufisayo Bolarinwa, Melena Carrassi, Kristina Costabile, Emanuela Polin-De Luca

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

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

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

Director Scuglia welcomed everyone and led the opening prayer followed by the Land Acknowledgement.

**2.0 CALL TO ORDER**

Director Scuglia called the meeting to order at 7:04 pm.

**3.0 ROLL CALL**

Absent: Olufisayo Bolarinwa, Melena Carrassi, Kristina Costabile, Emanuela Polin-De Luca

#### **4.0 DIRECTOR'S REPORT**

Director Scuglia remarked as follows:

##### ***Commissioning New Administrators***

*At the beginning of the school year, we commissioned new school principals and vice principals at St. Maximilian Kolbe CHS. What was unique this year, is that there are 104 schools and we had 44 new school administrators commissioned – it gives you an indication of the number of new administrators who have come forward to lead our schools.*

##### ***OTIP Awards***

*Congratulations are extended to two YCDSB staff. Lara Gudelj, teacher at St. Jean de Brebeuf CHS who won the Ontario Teacher Insurance Plan's 2023 Teaching Award in the Secondary category. Lenny Palumbo, Head Custodian at St. Joseph CES Markham for being recognized with an OTIP Support Staff Worker Award in the Office Professional, Custodial and Maintenance category.*

##### ***Website Redesign***

*The Board's website has been redesigned as well as the YCDSB school sites. These are attractive, modern designs, which help the YCDSB put its best foot forward with our students, staff, families and community partners.*

##### ***St. Cecilia Boundary Review***

*On Wednesday, September 27 at 6:30 pm the YCDSB will host a public information session at St. Cecilia CES in Vaughan regarding the ongoing secondary school boundary review. This will be a "drop-in" open house session that will include the school principals, school superintendents, the local Trustee, Planning Services staff and Student Transportation Services staff.*

##### ***Safety Week***

*From September 25-29, YCDSB schools will be participating in Safety Week, which is a time for students and staff to practice important drills that keep everyone safe. Principals have given notice to families, students and staff so everyone is prepared for these important exercises.*

##### ***Faith Day***

*On the Friday, September 22 PA Day, YCDSB staff took some time to explore and strengthen their faith life. Pope Francis once shared a wise principle that guides the work on Faith Day: Showing Jesus is more effective than talking about Jesus.*

##### ***Terry Fox Walk, Run and Roll***

*A YCDSB tradition is the Terry Fox walk, run and roll events that occur in all of our schools. Last school year, the YCDSB received a plaque from the Terry Fox Foundation marking our Board's \$4.5 million in support of cancer research over the years.*

##### ***Orange Shirt Day***

*As we end September, all YCDSB school communities are having conversations about reconciliation with Indigenous peoples in order to commemorate Orange Shirt Day, or National Day of Truth and Reconciliation, on Saturday, September 30.*

##### ***School Visits***

*My school visits continue and I look forward to the remarkable work of our students and staff.*

#### **5.0 DIRECTOR DECLARED THE YCPIC 2022-2023 DISSOLVED**

## 6.0 ELECTIONS OF 2023-2024 OFFICERS

D. Scuglia

- Procedures for the virtual elections were explained to all present
- Director of Education requested nominees for each open position

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

### Election of Vice Chair

- Martina Saverino nominated by Andrea Telfer and seconded by Maurizio Ruberto
- Sara Figliomeni nominated by Peter DeQuintal and seconded by xxxxx

Ballots were provided and submitted to Jennifer Sarna, Associate Director and Silvana Greco, Assistant to the Director of Education and Board of Trustees.

Martina Saverino was declared YCPIC Vice-Chair for 2023-2024.

### Election of Treasurer

- Tony Lorini nominated Andrea Telfer and seconded by Maurizio Ruberto
- Andrea Telfer was declared YCPIC Treasurer for 2023-2024.

### Election of Secretary

- Martina Saverino nominated Jan de Sousa and seconded by Singai Rani Wilson
- Jan de Sousa was declared YCPIC Secretary for 2023-2024.

## 7.0 APPROVAL OF AGENDA

Motion: Jaclyn Toma

Seconded: Martina Saverino

**MOTION CARRIED**

## 8.0 APPROVAL OF UNAPPROVED MINUTES OF MEETING – June 13, 2023

Motion: Maria Praveen

Seconded: Tony Lorini

**MOTION CARRIED**

## 9.0 BUSINESS ARISING FROM PREVIOUS MINUTES

**OAPCE Regional Council Conference** – *More information will be shared at the next meeting.*

***Equitable Distribution of Resources in YCDSB Schools (Jan 30, 2023 YCPIC Meeting)*** – *the Senior Team are involved in a process to come up with an equitable distribution of devices. When principals were surveyed, they indicated that devices are what they need.*

## 10.0 CHAIR'S REMARKS

No remarks were provided by YCPIC Chair, Sara Figliomeni.

## 11.0 REVIEW OF YCPIC APPLICATION TEMPLATE

With minor revisions, the YCPIC application was reviewed and approved.

## **12.0 REVIEW OF YCPIC BY-LAWS / CONSTITUTION**

Discussion was held regarding the eight YCPIC positions vacant and that elections should occur after the first meeting in September similar to Catholic School Council meetings at the school level. The September meeting would be the last meeting for the previous year and the new YCPIC committee would run from November until the next September to allow new members the opportunity to run for an Executive position. It was suggested that the first YCPIC meeting occur after the Catholic School Councils have had their first meeting at their schools. It was suggested that promoting YCPIC at the school level will spark more interest.

It was also suggested that the YCPIC Chair send a welcome letter to all Catholic School Councils.

J. Sarna, Associate Director advised that all school administrators were notified of the new Constitution in place and that they will be reminded going forward.

An YCPIC Orientation Session for new CSC Executives will be organized for early November.

*Post Meeting – November 9, 2023 – online workshop was organized for all new CSC Executive, new in their role.*

## **13.0 FUTURE MEETING DATES**

## **14.0 ADJOURNMENT**

Chair Figliomeni adjourned the meeting at 8:24 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	
Kilometrage reimbursement	762	
<b>2022/23 School Board Funding Total</b>	<b>11,849</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>11,849</b>	<b>13,376</b>
<b>2023/24</b>		
OAPCE: Ont Association of Parents in Catholic Education 2023-24	7,575	
<b>2023/24 School Board Funding Total</b>	<b>7,575</b>	<b>5,000</b>
<b>2023/24 Per Pupil Amount Total</b>	<b>-</b>	<b>8,362</b>
<b>2023/24 Total</b>	<b>7,575</b>	<b>13,362</b>


ACTIVE


SCHOOLTRAVEL

York Catholic District School Board

York Catholic Parent Involvement Committee

Monday November 27, 2023





Agenda/Outline

- Context
- Purpose
- Guiding Principles and Goals
- Strategy Framework
- Implementation
- Next Steps
- Questions/Comments





## Context

- YCDSB has been active with Active School Travel (AST) for over 15 years
- Increasing emphasis from Municipalities on safety of all road users
- Wide range of AST related measures at different schools across the Board
- Recognizing current and future staffing and financial resources
- Looking at having a baseline and standard of AST across the Board at all elementary schools



## Purpose

- To identify the Board's commitment to AST
- To set system expectation for schools with respect to communication and tools available to encourage AST initiative



## Guiding Principles

1. Health and well-being
2. Environmental and air quality protection
3. Effective and efficient use of resources
4. Education about AST
5. Community engagement



## Goals

1. To further contribute to enhancing student health and well-being
2. To increase the number of students and families journeying actively to school
3. To provide an active school travel toolbox for schools that can be easily and effectively applied
4. To educate and promote active school travel through an effective communication strategy
5. To improve the consistency and set minimum baseline communication regarding active school travel programming for all elementary schools in the Board
6. Provide greater opportunities for students and families to learn and be involved in AST
7. To advocate for the importance and role of municipalities and other stakeholders to provide AST infrastructure, incentives to residents and programming



## Framework

- The active school travel framework is intended to provide School Administrators with a clear understanding of their role in promoting and supporting Active School Travel initiatives
- In the framework we have a set of expectations for all elementary schools, the Board and central Board staff



## Framework

### 1. Schools are expected to:

- Identify a volunteer AST Lead/champion as a member of the Catholic School Council or school staff. This position would work with the school Principal, Board staff, municipal staff and other stakeholders to:
  - Assist, coordinate and revise template materials to parents regarding AST and safety to and from school, including drop-off and pick-up etiquette, special events/initiatives such as:
    - “Back to School Communications”
    - Incorporate active travel as part of safety week assembly/campaign
    - Terry Fox Run
    - Walking Wednesdays
    - iWalk Month
    - Winter Walk Day
  - Assist in coordinating presentations and assemblies from stakeholders to reinforce AST initiatives, traffic safety or other relevant topics.
  - Include AST related communication in each month’s newsletters



## Framework

### 2. The Board and central Board staff are expected to:

- Develop toolbox template communication for schools
- Seek out and secure funding for AST projects within YCDSB schools
- Coordinate the Board's and specific school's involvement in AST pilots and programs
- Represent the school board on various AST committees, AST Pilots, etc.
- Add bike racks and scooter racks during regular grounds projects



## Implementation

### Communication Plan

- The toolbox identifies regular promotional messaging and tools to support the delivery of this strategy in all elementary schools



## Implementation

### Volunteer from Parent Council or School Staff

- This strategy suggests the identification of a volunteer on school council or school staff at each school community who can work in partnership with the active school travel coordinator as a champion to address active school and school zone safety
- The volunteer would be responsible for:
  1. Assisting with the implementation of this strategy at their respective school
  2. Act as liaison between the school and Board staff or external stakeholder
  3. Assist School Administration with additional monthly or quarterly messaging to support specific initiatives.
  4. Implementation/support to the school community with programs as needed



## Implementation

### Timeframe

- Depending on Board approval, anticipated to begin implementation during Spring 2024 at all elementary schools or September 2024
- The Board's commitment is through staff time, assisting with access to the school community and the installation of AST related infrastructure (bike/scooter racks) as part of capital renewal/grounds projects
- Anticipated progress/summary report at around four-year mark to include results of Key Performance Indicators, where available, as well as any opportunities and challenges with the implementation of the strategy



## Next Steps

- Seeking feedback from this group to assist in revising/finalizing Strategy
- Anticipated to seek Board approval on Strategy in Fall 2023/Winter 2024
- Pending decision by the Board, planned implementation starting Spring 2024 or September 2024



## Feedback

**QUESTIONS / COMMENTS?**



# THANK YOU!

**Joachim Tsui**

Manager, Community Planning and Partnerships

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## YCPIC BY-LAWS

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## REVISION HISTORY

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

<b>Date</b>	<b>Version #</b>	<b>By:</b>	<b>Description</b>
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

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# 1. COMMITTEE NAME

- (1) The name of the advisory committee for the York Catholic District School Board (hereinafter referred to as the "Board"), shall be the York Catholic Parent Involvement Committee (YCPIC), (hereinafter referred to as "YCPIC").
- (2) "Meeting" in respect to the YCPIC, does not include a training session or other event where YCPIC does not discuss or decide matters that it has authority to decide.
- (3) "Parents" in respect to the YCPIC, are parents 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, Ontario Regulation 612/00* for School Councils and Parent Involvement Committees (hereafter referred to as the "Act").
- (4) "Parent Member" in respect to the YCPIC of the Board, is a member of the YCPIC who is appointed or elected to YCPIC in accordance with section 34 of the Act or who fills a vacancy created by a Parent Member ceasing to hold office.
- (5) The students of the schools in the Board, hereinafter referred to as the "Students", the parents or guardians, hereinafter referred to as the "Parents", the school teaching and non-teaching staff members, pastors or their designates, the Board trustee, and the residents of the area serviced by the Board that are separate school tax supporters, hereinafter referred to as the "Ratepayers" shall be considered to be members of the Board community.
- (6) The names of the advisory councils, for schools in the Board hereinafter referred to as the "Catholic School Councils".
- (7) Members of the YCPIC who have finished serving the maximum terms allowed on the YCPIC and can no longer be members of the YCPIC will, hereinafter, be referred to as "Alumni Members".

## 2. MISSION STATEMENT

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, communicating with, and supporting, school councils, and undertaking activities to help parents support their children's learning at home, and at school, in line with supporting the vision and strategies put forth in the parent engagement policy for Ontario schools.

### ***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.

### 3. PURPOSE OF COMMITTEE

The main purpose is to support, encourage, and enhance parent engagement, at the Board level, in order to improve Student achievement and well-being.

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 of students of the Board support their children's learning, at home, and at school.

Furthermore, the YCPIC will:

- (a) Develop strategies and initiatives that the Board and the Board's 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 Board's Director of Education, on ways to use the strategies and initiatives referred to in clause (a) above;
- (c) Communicate information from the Ministry to Catholic School Councils of schools of the Board, and to Parents of students of the Board;
- (d) Work with Catholic School Councils of schools of the Board and, through the Board's Director of Education, with employees of the Board to,
  - (1) Share effective practices to help engage Parents, especially Parents who may find engagement challenging, in their children's learning,
  - (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
- (e) Determine, in consultation with the Board's Director of Education, and in keeping with the Board's policies, how funding, if any, provided under the Act, as described in section 27 and clauses (a) to (d), 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 Parent Member shall*** consider the best interests of all students.

***A Parent Member shall*** be guided by the YCPIC's and the Board's mission statements.

***A Parent Member shall*** act within the limits of the roles and responsibilities of the YCPIC, as identified by the YCPIC operating guidelines, the Board, and the Ontario Ministry of Education.

***A Parent Member shall*** become familiar with the Board's policies and operating practices and act in accordance with them.

***A Parent Member shall*** maintain the highest standards of integrity.

***A Parent Member shall*** recognize and respect the personal integrity of each member of the Board Community.

***A Parent Member shall*** treat all other Parent Members with respect and allow for diverse opinions to be shared without interruption.

***A Parent Member shall*** encourage a positive environment in which individual contributions are encouraged and valued.

***A Parent Member shall*** acknowledge democratic principles and accept the consensus of the YCPIC.

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

***A Parent Member shall*** not disclose confidential information.

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

***A Parent Member shall*** use established communication channels when questions or concerns arise.

***A Parent Member shall*** promote high standards of ethical practice within the Board community.

***A Parent Member shall*** declare any conflict of interest.

***A Parent Member shall*** not accept any payment or benefit financially through the YCPIC involvement.

## 5. COMMITTEE

### 5.1 COMPOSITION OF YCPIC

- (1) The YCPIC shall include the following:
  1. The number of Parent Members of the YCPIC recommended not to exceed 25, but may exceed, with the YCPIC vote, as specified in the by-laws of the YCPIC.
  2. The Director of Education of the Board.
  3. Board of Trustees, appointed by the Board of Trustees.
  4. The number of community representatives recommended not to exceed 3, but may exceed, with the YCPIC vote, as specified in the by-laws of the YCPIC.
- (2) Subject to the by-laws of the YCPIC, 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) The YCPIC shall appoint, or elect, Parent Members to the YCPIC before November 15 of the school year, and before the first meeting of the YCPIC in the school year.
  1. The Director of Education will invite experienced parents who have served on the Catholic School Councils to apply to be Parent Members of the YCPIC. The YCPIC application form and criteria have been set by the Director of Education and posted on the Board website.
  2. Individuals interested in serving on YCPIC will be asked to complete an application form, by the Board, by mid-June, prior to the school year, starting in September. Individuals may choose to serve for a one, two or three-year term, of their choice. The criteria for the selection has been set by the Board in the application form.
  3. Successful candidates will be contacted in mid to end of June, prior to the school year starting in September. These successful candidates must attend a new Parent Member orientation session along with existing Parent Members of the YCPIC.
  4. Applicants, who 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, will be contacted by the Board during the school year.
- (4) In specifying the number of Parent Members to be appointed or elected to the YCPIC in its by-laws, YCPIC shall ensure that Parent Members constitute a majority of the members of the YCPIC.
- (5) The term of office of the Member of the Board, appointed under paragraph 3 of subsection (1) shall be determined by the Board.
- (6) Community representatives appointed to the YCPIC shall not be members or employees of the Board.
- (7) Each year, existing YCPIC members will be asked to complete a Commitment Form for the following year to determine the number of available spots.
- (8) The Board shall make any appointments under subsection (2) before November 15 of the school year, and before the first meeting of the YCPIC in the school year.
- (9) An appointment to the YCPIC under subsection (2) is of no effect unless the person agrees to the appointment.

## 5.2 PARENT MEMBERS

- (1) Parent Members shall be appointed or elected to the YCPIC under section 33 of the Act, in accordance with the by-laws of YCPIC.
- (2) A person is qualified to be appointed or elected under section 5.1 as a Parent Member of the YCPIC if he or she is a Parent/Guardian.
- (3) A person is qualified to be appointed or elected under section 5.1 as a Parent Member of the YCPIC of the Board if he or she is employed by the Board.
- (4) A Parent Member referred to in subsection (3) shall, at his or her first YCPIC meeting, inform the YCPIC of his or her employment with the Board.

## 5.3 VACANCIES

- (1) Should an appointed Parent Member position become vacant because of resignation, inability of a Parent Member to fulfil his or her roles and responsibilities, or other causes, the remaining Parent Members shall constitute the YCPIC, unless the Parent Member majority is not maintained. If the majority of Parent Members on the YCPIC is not maintained, the YCPIC shall instruct the Board to fill the vacancy.
- (2) The Board shall ensure that vacancies in Parent Member positions on the YCPIC committee are advertised through a variety of methods.
- (3) Methods of advertising vacancies in parent member positions on the YCPIC committee 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.
- (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 of the YCPIC Parent Members are present.
- (5) When a vacant spot on the YCPIC is filled, the new Parent Member's term shall expire at the end of the school year.
- (6) Each year, existing YCPIC members will be asked to complete a Commitment Form for the following year to determine the number of available spots.

## 5.4 TERM OF OFFICE

- (1) The term of office of some of the Parent Members of the YCPIC shall be one year, the term of office of some of the Parent Members shall be two years and the term of office of some of the Parent Members shall be three years, as provided in the by-laws of the YCPIC.
- (2) A Parent Member of the YCPIC may be reappointed or re-elected to the YCPIC for more than one term unless otherwise provided in the by-laws of the YCPIC.



## 5.5 OFFICERS

- (1) The YCPIC committee shall have a Chair or, if the by-laws of the YCPIC so provide, Vice-Chair.
- (2) The Chair of the YCPIC must be a Parent Member of the YCPIC and shall be elected for a two-year term by the Parent Members of the YCPIC, at the first meeting of the YCPIC in each school year that there is a vacancy in the office of Chair. Similarly, the Vice-Chair of the YCPIC must be a Parent Member of the YCPIC and shall be elected for a one-year term by the Parent Members of the YCPIC at the first meeting of the YCPIC in each school year that there is a vacancy in the office of the Vice-Chair. Persons running for the position of Chair or Vice-Chair must have a minimum of 2 years' experience, as a member of YCPIC. Persons running for the position of Secretary or Treasurer should have a minimum of 1 year experience, as a member of the YCPIC.
- (3) An individual may not serve more than two consecutive terms as Chair of the YCPIC.
- (4) An individual who has served one term or two consecutive terms as Chair of the YCPIC may be re-elected as Chair of the YCPIC committee provided at least one two-year term has elapsed since his or her last term as Chair.
- (5) The Chair of the YCPIC shall act as spokesperson for the YCPIC in communicating with the Director of Education of the Board, and the Board.
- (6) The Officers shall be Parent Members who are Parents/Guardians. Following the elections at the Annual General Meeting (AGM), council shall elect Officers. The term of Officers shall be for one (1) year. All appointments shall be completed within thirty (30) days of the Annual General Meeting.
- (7) The Officers of the YCPIC shall consist of a Chair, Vice-Chair, Secretary, Treasurer, and such other officers as the Council deems necessary to perform the duties of the YCPIC. No person shall hold more than one office in any given school year.

### (a) Chair

The Chair of the YCPIC shall:

- i. Act as the official spokesperson of the YCPIC;
- ii. Provide the necessary leadership in the formation and effective operation of the YCPIC;
- iii. Chair all meetings of the YCPIC;
- iv. Communicate with the Board Director on behalf of the YCPIC; and
- v. Will make efforts to mentor a Parent Member to take on the role of the Chair; and
- vi. Possess joint signing authority together with the Board offices bursar.

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

- (a) Call the YCPIC meetings;
- (b) Set the date and prepare the agenda for the YCPIC Annual General Meeting;
- (c) Ensure that the minutes of meetings are recorded and maintained;
- (d) Participate in information and training programs;
- (e) Communicate regularly with the Director of the Board of Education.
- (f) Be an ex-officio member of all Standing Sub-committees of the YCPIC.
- (g) Organize, supervise and monitor the preparation of the Annual Report on the activities of the YCPIC.

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

### (b) Vice-Chair

During the absence of the Chair, the duties and powers of the same shall be exercised by the Vice-Chair. The Vice-Chair shall assist the Chair in the exercise of his/her duties and powers.

**(c) Secretary**

The Secretary shall:

- i. Keep a record of the proceedings of the YCPIC meetings and of the Annual General Meeting;
- 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; and
- v. Inform the Chair if any member misses 3 meetings in a YCPIC year; and
- vi. Perform such other duties as may from time-to-time be required by the YCPIC.

The agenda for scheduled YCPIC meetings and minutes of the previous YCPIC meeting should be sent to all the YCPIC members and be made available to the Board Community no less than 72 hours prior to the next YCPIC meeting.

**(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 any regulations prescribed by the Board 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 year end annual financial statement at least fourteen (14) days prior to the Annual General Meeting; and
- iv. Perform such other duties as may be from time-to-time required by the YCPIC.

The proper books of accounts shall be made available at each YCPIC committee meeting for examination by any community member.

All YCPIC funds shall be held by the Board. The Director shall have signing authority on the YCPIC expenditures.

At the end of the Term of duty, or in the event of resignation, the Treasurer will promptly and expeditiously deliver and transfer any and all books, ledgers and records in his or her possession pertaining to the finances of the YCPIC in such manner as the YCPC 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 for an orderly transition for the incoming Treasurer.

(8) A vacancy in the office of Chair, Vice-chair, or any office provided for in the by-laws of the YCPIC, shall be filled in accordance with the by-laws of the YCPIC.

(9) A Board employee or Trustee cannot sit on the YCPIC executive.

## 5.6 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 Act that takes into account the attendance of a Board member at the YCPIC meeting.

(3) The Board shall establish policies respecting the reimbursement of members of the YCPIC for expenses incurred as members of the YCPIC.

(4) A Board shall reimburse members of the YCPIC for expenses incurred as members of the YCPIC in accordance with the policies referred to in subsection (3).

## 5.7 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, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of the YCPIC.
- (3) A Parent Member shall exclude him/herself from discussions in which:
  - i. A conflict of interest is likely to result;
  - ii. The Parent Member's ability to carry out his or her duties and responsibilities as a member of the YCPIC may be jeopardized; and
  - iii. The Parent Member, his or her relatives, 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 Parent Member shall not accept favours or economic benefits from any individuals, organizations, or entities known to be seeking business contracts with the Board.

## 5.8 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 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;
  - (c) The member of the Board who sits on the YCPIC, or the person designated under subsection 6 (2), is present; and
  - (d) A Trustee of the Board 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 YCPIC.
- (4) All meetings of the YCPIC shall be open to the public, and shall be held at a location that is accessible to the public.
- (5) The Chair, or Vice-Chairs, 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.
- (6) The YCPIC meetings:
  - (a) The YCPIC shall conduct its business at meetings held at the Board at such times and on such days as it may decide. The YCPIC committee meeting is one where the YCPIC business is discussed and does not include information seminars or workshops. The YCPIC number of meetings shall not be less than four (4) per school year.
  - (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 the Board.
  - (c) Parent members of the YCPIC have to be present for the majority of the meetings, annually, and if unable to participate, or if a conflict arises, should notify the Chair of the YCPIC. Anyone missing 3

regular meetings in an YCPIC year shall be removed from the committee unless excused by a motion of the committee.

A meeting of YCPIC committee cannot be held unless:

- (i) A majority of the current members of the YCPIC are present at the meeting; and,
- (ii) A majority of the members of the YCPIC who are present at the meeting are Parent Members.

All meetings of the YCPIC committee shall be open to the members of the Board community provided that the Chair should identify and introduce any persons attending the YCPIC meetings that they are not members of YCPIC 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) A Special meeting of the YCPIC may be called from time to time, by the Chair, with prior consent of the Director of Education of the Board.
- (f) 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 of those present at the meeting are Parents Members.
- (g) Voting: Matters put to the YCPIC at any meeting of the YCPIC shall be decided by a simple majority (50% plus 1). Only Parent Members of the YCPIC and the 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. Voting may also occur via e-mail, following discussion of a published agenda item, at a meeting where quorum was not reached and the item is time sensitive.
- (h) No formal notice of the YCPIC meetings shall be necessary if:
  - i. All the members are present when the time, date and place is decided; and
  - ii. The meetings are held on a regular schedule and at the same place.
 At least 5 days' notice shall be given if the YCPIC meets irregularly.
- (i) 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 the Board of Education and the Chair prior to the meeting to be of an urgent nature.
- (j) 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;
  - ii. To conduct themselves, when engaged in any matters relating to the YCPIC, in accordance with acceptable standards of integrity, dignity and respect; and
  - iii. To refrain from disclosing any information that the YCPIC, by a majority vote, determines to be confidential.
- (k) 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 himself or herself 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.

(l) Conflict of Interest.

Each YCPIC member shall avoid situations that arise in connection with his or her duties as a YCPIC member that could result in an inconsistency between the overall mission and objectives of the YCPIC and a personal or vested interest.

Should an issue or agenda item arise during the YCPIC meeting where an YCPIC member is in a conflict of interest situation, he or she shall declare that conflict immediately and shall not deliberate or vote on any such resolution.

(m) Alumni Members

The YCPIC Chair and the Director of Education will:

- (1) Recognize the YCPIC members leaving the YCPIC; and
- (2) Involve Alumni members as required in Focus Groups or YCPIC Sub-Committees.

## 5.9 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 committee.
- (4) Subsections 5.7 (3) to (7) apply, with necessary modifications, to subcommittees of the YCPIC.

## 5.10 INCORPORATION

The YCPIC shall not be incorporated.

## 5.11 BY-LAWS

The YCPIC,

- (1) May make by-laws governing the conduct of the YCPIC's affairs; and
- (2) Shall make by-laws,
  - a. Specifying the number of parent members up to twenty-five, to be appointed or elected to the YCPIC, governing the process of appointment or election of Parent Members and governing the filling of vacancies in Parent Membership,
  - b. Specifying the number of Community Representatives, up to three, to be appointed to the committee, governing the process of appointment of Community Representatives and governing the filling of vacancies in Community Representative membership,
  - c. Governing the election of members of the YCPIC to the offices of Chair or Vice-Chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the YCPIC,
  - d. Specifying the number of Parent Members of the YCPIC that will hold office for one year, the number of Parent Members that will hold office for two years and the number of Parent Members that will hold office for three years.
  - e. Specifying how many, if any, of the persons listed in subsection 5.1 (2) may be appointed by the Board to the YCPIC,
  - f. Specifying the length of the term of office for the Community Representative Members of the YCPIC and the members appointed by the Board, if any, under subsection 5.1 (2),
  - g. Establishing rules respecting conflicts of interest of the members of the YCPIC, and
  - h. Establishing a process for resolving conflicts internal to the YCPIC, consistent with any conflict resolution policies of the Board.

## 5.12 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 the YCPIC shall be,
  - a. Posted on the Board's website.
- (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) The YCPIC meeting minutes posted on the website of the Board shall remain on the website for four years.

## 5.13 CONFLICT RESOLUTION

- (1) Every YCPIC member will be given an opportunity to express his or her concern or opinion about the issue in dispute and how the dispute has affected him or her.
- (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, or other senior administrator, to facilitate a resolution of the conflict.

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## 6. DELEGATION

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- (1) The Director of Education of the Board may,
  - (a) Delegate any of his or her 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 his or her place.
- (2) The member of a Board of Trustees who sits on the YCPIC may,
  - (a) Delegate any of his or her 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 his or her place.

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## **7. CONSULTATION**

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### **7.1 CONSULTATION BY BOARD**

- (1) A 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**

- (1) The Ministry 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.



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## 8. SUMMARY OF ACTIVITIES

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- (1) The YCPIC shall annually submit a written summary of the YCPIC's activities, to the Chair of the Board of Education, and to the Board's Director of Education.
- (2) The summary of activities shall include a report on how funding, if any, provided under the *Education Act, Ontario Regulation 612/00* for School Councils and Parent Involvement Committees described in section 27 and clauses 28 (a) to (d), was spent.
- (3) The Director of Education shall,
  - (a) Provide the summary of activities to the school councils of the schools of the Board; and
  - (b) Post the summary of activities on the website of the Board.
- (4) All correspondence or information from YCPIC must be approved by the YCPIC executive committee before being sent out.

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## 9. AMENDMENTS

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The By-Laws of the YCPIC may only be amended at the Annual General Meeting of the YCPIC in any school year.

Proposed amendments are to be noted on the agenda for the Annual General Meeting. 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 Annual General Meeting.

Amendments must be approved by the majority of the YCPIC members constituting the quorum and the majority 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 \_\_\_\_\_.

Signed approvals from:

\_\_\_\_\_  
\_\_\_\_\_  
**Director of Education YCDSB**

\_\_\_\_\_  
\_\_\_\_\_  
**YCPIC Chair**

\_\_\_\_\_  
\_\_\_\_\_  
**Chair of YCPIC By-Law  
Sub-Committee**

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**Member of YCPIC By-Law  
Sub-Committee**

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**Member of YCPIC By-Law  
Sub-Committee**

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**Member of YCPIC By-Law  
Sub-Committee**

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**Member of YCPIC By-Law  
Sub-Committee & Treasurer**

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**Member of YCPIC By-Law  
Sub-Committee**