



ANNUAL REPORT 2023-2024

Child and Youth Care Educational Accreditation Board of Canada



admin@cycaccreditation.ca



587-220-7557



CACEJ

CYCEA

CONSEIL D'AGRÈMENT DES CONSEILLERS AUPRÈS
DE L'ENFANCE ET DE LA JEUNESSE DU CANADA

CHILD AND YOUTH CARE EDUCATIONAL
ACCREDITATION BOARD OF CANADA

CHILD AND YOUTH CARE EDUCATIONAL ACCREDITATION BOARD OF CANADA (CYCEAB) 2023/2024

Acting President - effective June 2024

Rebecca Stiller

(former Vice President)

Secretary

Shelly Currie

Treasurer

Monica Pauls

Directors at Large:

Shemine Gulamhusein

Sheva Leon

Kate Pipe

Charlene Robert

Travis Sampson

Charlotte Serpa (President Nov. 2018-June 2024)

TO THE MEMBERS OF CYCEAB

A Message from the Acting President

As acting president of the CYCEAB Board of Directors, I am proud to reflect on the vital role accreditation plays in supporting the quality and integrity of post-secondary Child and Youth Care education. Accreditation not only ensures that educational programs meet rigorous standards but also strengthens our community of practitioners and educators committed to the well-being of children, youth, and families. By upholding these standards, we affirm our collective responsibility to equip future CYC professionals with the knowledge, skills, and ethical foundations necessary to make meaningful contributions to the field and the people they serve.

In June, our board convened with a shared commitment to the future of CYC education. Together, we embarked on a comprehensive work plan to develop a formal strategic plan that will guide our efforts from 2025-2030. This strategic plan will be presented at the November 2025 AGM. It will shape our direction as we enhance the accreditation process and further align our goals with the evolving needs of post-secondary education and community practice. We are energized by the progress we have made and look forward to completing this critical work that will help us better serve our member institutions, students, and the CYC community.

Our committees are active with a mixture of long-standing members and new members. As you read through our committee highlights, you will see much of the work that is being done by volunteers, board directors, and staff. This work includes:

- Publishing of seasonal newsletters and enhancing social media presence
- Enhancing accreditation process and reference materials and developing new policy
- Successfully completing the compilation engagement with Avail CPA for the year ending June 30, 2024
- Organizing a successful Education Day in Winnipeg, Manitoba, on June 4
- Continuing the work on reviewing, revising, and condensing the practicum requirements for the self-study guide to ensure currency, relevance, and representation
- Holding a member meet-up in June on “Ungrading: Decolonizing CYC Education and Developing Internally Motivated Learners”, facilitated by board director Travis Sampson
- Recruiting new board directors and committee members

Rebecca Stiller, MSc, CYCC, PhD Candidate
Acting President, CYCEAB



Left - Rebecca Stiller standing beside Charlotte Serpa at the CYC National Conference in June 2024.

A Message from the Past President

I cannot believe that it has been six years! In the six years as President of the CYCEAB we have experienced many changes and accomplishments. Not only did we navigate a pandemic and continue our work and support of members, but we adjusted and met challenges with solution focused actions.

A few noteworthy changes that we've facilitated during this time is the change to fully virtual site visits for accreditation reviews. This was a board decision to save costs for CYC programs going through accreditation as well as a desire to avoid the unnecessary carbon footprint from cross-country travel.

As always, we update and change the standards in the self-study guide annually. Two significant changes that were implemented are the addition of a standard which requires programs to demonstrate/ describe how they are incorporating Truth and Reconciliation Calls to Action in their curriculum, and a requirement for programs to show how and where they teach anti-racism. As the standards continue to adjust accordingly with the needs of CYC education, the board maintains a clear commitment to the incorporation of CYC authors in program reading lists and CYC academics as faculty.

The best part of being the president of the CYCEAB has been working with amazing, dedicated, and innovative people from across Canada and beyond. Our committee members, reviewers, and board directors volunteer their time, talents, and knowledge to the CYCEAB because of their passion for ensuring quality post-secondary CYC education and their dedication to the progression and sustainability of the field of Child and Youth Care. Working together has been not only inspiring but also a lot of fun!

We will need many more people to get involved in the coming years to continue this work and we hope that you will consider joining a committee, becoming a reviewer, and/or a board director.

It has also been an absolute pleasure to work alongside Dianne Marcellus-Kerr, Operations Manager and Senior Governance Officer, and Wendy Weninger, Accreditation Coordinator. Both go above and beyond their roles within the CYCEAB and keep everything on track and forward moving. I will miss connecting with them so often.

As I move onto the role of 'Past President' on the CYCEAB, I look forward to witnessing the future of the CYCEAB and I am very excited to see where we grow from here. There is positive momentum happening within the board and our membership and I move on feeling confident in the direction of CYCEAB and the hopeful impact on Child and Youth Care.

Charlotte Serpa, MEd, CYC

Board Director and Past President, CYCEAB

FINANCIAL HIGHLIGHTS

Compilation Engagement for 2023/24

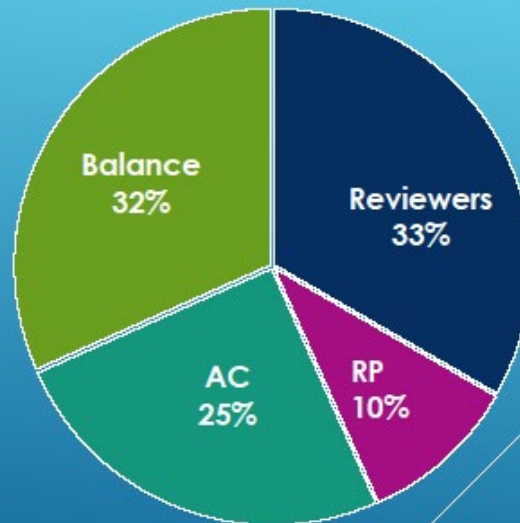
Sustainability continues to be one of our priority goals, and the Finance Committee and the Board of Directors work to keep costs down for our membership while covering necessary operational expenses.

A compilation engagement by the member-appointed accounting firm, Avail CPA, delivered services on time for the year ending June 30, 2024, and you will find the report and financial statements in the following pages.

Accreditation fees remain the same at \$6000 per application, and below you will find a cost breakdown of how those fees are used.

ACCREDITATION FEE OF \$6000 AND COST BREAKDOWN

- Reviewers
= 2 reviewers per site visit @ \$1000 = \$2000
- Recommendation Panel (RP)
= 3 members @ \$200 = \$600
- Accreditation Coordinator (AC)
\$1500
- Balance remaining of \$1900
- Used to cover direct accreditation costs such as those related to accreditation surveys and used towards covering indirect costs such as administrative, insurance, and accounting expenses





COMPILATION ENGAGEMENT REPORT

To: The management of
Child and Youth Care Educational Accreditation Board of Canada

On the basis of information provided by management, we have compiled the statement of financial position of Child and Youth Care Educational Accreditation Board of Canada as at June 30, 2024, the statement of operations and changes in net assets for the year then ended, and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

A handwritten signature in black ink that reads "Avail LLP". The signature is written in a cursive, flowing style.

Fort Macleod, Alberta

September 25, 2024

Chartered Professional Accountants

**CHILD AND YOUTH CARE EDUCATIONAL ACCREDITATION BOARD OF
CANADA**
STATEMENT OF FINANCIAL POSITION
As at June 30, 2024

	2024	2023
ASSETS		
Current		
Cash	\$ 10,313	\$ 10,238
Accounts receivable	800	400
Prepaid expenses	-	218
	\$ 11,113	\$ 10,856
LIABILITY AND FUND BALANCES		
Current		
Deferred revenue	\$ 5,400	\$ 6,608
Net assets	5,713	4,248
	\$ 11,113	\$ 10,856

Approved on behalf of the board:

Board of Directors Rebecca Stiller

Board of Directors Monica Pauls

**CHILD AND YOUTH CARE EDUCATIONAL ACCREDITATION BOARD OF
CANADA**

**STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
For the year ended June 30, 2024**

	2024	2023
<hr/>		
Revenue		
Accreditation	\$ 18,000	\$ 7,000
Memberships	12,008	13,199
Webinar registration	140	1,190
	<hr/>	<hr/>
	30,148	21,389
<hr/>		
Expenses		
Contract fees and stipends	20,016	22,784
Professional fees	4,200	-
Insurance	1,360	1,023
Subscriptions	1,359	1,088
Office	1,257	179
Website	424	1,175
Interest and bank charges	67	78
Bad debts	-	1,200
Advertising and promotion	-	124
	<hr/>	<hr/>
	28,683	27,651
<hr/>		
Excess (deficiency) of revenue over expenses	1,465	(6,262)
<hr/>		
Net assets, beginning of year	4,248	10,510
<hr/>		
Net assets, end of year	\$ 5,713	\$ 4,248

**CHILD AND YOUTH CARE EDUCATIONAL ACCREDITATION BOARD OF
CANADA**

NOTE TO THE FINANCIAL INFORMATION
For the year ended June 30, 2024

1. **Basis of accounting**

The accompanying compiled financial information has been prepared on the historical cost basis, reflecting cash transactions with the addition of:

- ◆ Membership revenue recorded based on the period of membership
- ◆ Accreditation and webinar revenue recorded when received or receivable
- ◆ Accounts payable and accrued liabilities

COMMITTEES

Communications Committee

Members: Paola Ostinelli and Charlotte Serpa (co-chairs), Nicole Murray, Sheva Leon, Shelly Currie.

Mandate: The Communications Committee supports the internal and external communications priorities of CYCEAB, including web-based communications and public relations.

The Communications Committee is a small group with representation from the Central and Eastern regions. We are always looking for others to join our group. This year we welcomed Sheva Leon and Shelly Currie to the committee!

For the 2023-2024 year, we continued to increase our social media presence. Our Facebook and Instagram accounts are active, and we are always looking for content. We also are back on X, formerly Twitter! We would love to continue to highlight CYC student success stories, innovative assignments and projects, and other accomplishments of our membership.

We have published spring/summer, fall, and winter newsletters this year highlighting student content and relevant books and resources relevant to CYC education as well as celebrating board members and student achievements. Newsletter editions have been sent out to the membership, shared on social media, and posted on our updated website. If you did not receive an email containing the newsletters, please email admin@cycaccreditation.ca and request addition to the mailing list.

The Communications Committee worked with the Operations Manager and Senior Governance Officer to make some updates to the website and provide photos from the photo contest for use in accreditation and promotional resources. This year we will run another photo contest to increase our library of photos that depict accurate images of CYC students and classrooms across the country. The Communications Committee also worked with the Secretary of the Board of Directors to update the master contact list and increase our reach to accredited programs and faculty.

We will continue to look for opportunities to highlight and share the work of CYCEAB and its members throughout the coming year.

Education Committee

Members: Charlotte Serpa (chair), Michelle Briegel, Deb Getz, Sheva Leon, Mark Littlefield, Heather Modlin, Diane Parris, Heather Snell, Wolfgang Vachon, Mary Ventrella

Mandate: The Education Committee works collaboratively with the National CYC Conference Organizing Committee to facilitate the pre-conference Education Day and develops ongoing professional development opportunities through feedback collected from CYCEAB membership and Education Day participants. This committee serves as a liaison for feedback relating to professional development opportunities from all of those involved in CYC education be they post-secondary educators, students, young people, agency partners, or CYC practitioners, to ensure a vibrant and dynamic educational accreditation process.

The Education Committee is also available to provide insight and feedback to the CYCEAB regarding themes and trends in CYC education to ensure the accreditation process is current and aligned with quality enhancement needs of the membership and accredited programs.

This year the Education Committee welcomed new members, and we are all very excited to continue to build community and provide networking, learning, and professional development virtual events throughout the year. The Education Committee will plan and facilitate events that connect us in between Education Days and conferences and hopes to provide inclusive accessible activities that reach CYC practitioners, students, and academics who are interested in CYC post-secondary training and education.

The Education Committee, in collaboration with the National CYC Conference Organizing Committee, facilitated the most recent Education Day which was held in Winnipeg in June 2024. During this Education Day, facilitated by Wolfgang Vachon and Deb Getz, we explored uses of AI and how it may impact CYC post-secondary education as well as CYC practice. We also participated and engaged in some hands-on fun activities with Rebecca Stiller and Graham McPheat as we explored the concept of relational teaching as a powerful approach to fostering inclusive learning environments for all students, with a specific focus on the diverse cultural experiences that students bring to the classroom.

We also learned from Jaspreet Bal about the unique challenges and strengths that international students bring to CYC classrooms. She asked us to consider the following:

- What does equitable, respectful, and quality education look like?
- What is the larger context of neo-colonization and capitalism?
- Where does education, and more importantly, where do children, youth and families, fall into all of this?
- How can we move forward in a strengths-based way?

Stay tuned for posts in our newsletter and social media for upcoming opportunities.

Finance Committee

Members: Monica Pauls (Treasurer and chair), Suong Polley, Travis Sampson, Dianne Marcellus-Kerr

Mandate: The Finance Committee assists the CYCEAB Board of Directors in fulfilling its governance responsibilities with respect to the overall financial planning and sustainability of CYCEAB. Its role is primarily to provide financial oversight for the organization.

The committee has a formalized structure including an action plan with priorities and goals which are approved by the Board of Directors. The committee and Board of Directors continue to focus on the challenge of organizational sustainability, which we understand is common for many small not-for-profit organizations. We are hopeful that our 2025 strategic plan will help us with our continued efforts to manage cash flow and focus on the essential costs of accreditation and CYCEAB. The committee continues to provide quarterly financial statements and an annual budget forecast to the Board of Directors.

Management worked with Avail CPA to complete the compilation engagement for the year ending June 30, 2024, and the report and financial statements are included in this Annual Report. Net assets at the end of the year totaled \$5713, an improvement over last year's total of \$4248. Revenue increased substantially due to three accreditation applications received in the fall of 2023.

Nominating Committee

Members: Rebecca Stiller, Charlotte Serpa, Dianne Marcellus-Kerr, Wendy Weninger

Mandate: The Nominating Committee acts as an advisor to the CYCEAB Board of Directors on board succession planning and manages nominations for board positions from start to finish. The committee is responsible for identifying and recommending candidates for election, based on the required board-approved competencies.

Board recruitment efforts to fill the annual three vacancies (one in each region as defined by the bylaws) have been ongoing through general and targeted email, social media, and CYCEAB newsletters, as well as through networking and speaking engagements at meetings and conferences. Efforts to generate interest for open executive positions including President and Treasurer were also made.

Three board applicants (one for each region) were elected at the January 2024 AGM and subsequently Rebecca Stiller was elected by the board for the position of Vice President. Committee appointments were also made. The expectation is that directors either chair or volunteer as a member of a CYCEAB committee.

Members at the January 2024 AGM were asked for their feedback on a draft nominations and elections process. Members indicated that the new process seemed sensible and more transparent and that there were added checks and balances that improved the process. In the spring, the Nominating Committee presented further revisions that the board approved, and which included an annual application deadline of September 1 and the board presenting the final nominating report to CYCEAB members.

Also at the January 2024 AGM, voting results from most participants on how to conduct elections for uncontested candidates indicated preference of an election by acclamation. Based on this feedback, elections of new directors will be made by confidential ballot or acclamation.

Five applications for board positions have been received for three vacancies for this coming year. Rebecca and Charlotte have been busy interviewing and completing reference checks and their recommendation to the Board of Directors to qualify all five applicants was accepted. Elections will be held at the November 2024 AGM. Following the AGM, the board will elect the officers for the coming year.

Policies and Procedures Committee

Members: Rebecca Stiller (chair), Gillian Claybourne, Joanne Fraser, Fernando Nunes, Jillian Thompson, Wendy Weninger, Dianne Marcellus-Kerr

Mandate: The Policies and Procedures Committee creates and updates policies and procedures, for approval by the Board of Directors, to facilitate CYCEAB operations in accordance with CYCEAB bylaws.

The committee revised the new policy template, and they worked on formalizing a work plan to transition policy and procedure to the new template which moves away from the current manual style.

The intent of the new format is to improve accessibility. The upcoming new policy and procedure section of the CYCEAB website will reflect policy categories with individual policies under each category. Each policy will be numbered and will include the following information:

- Effective date and date of approval by the Board of Directors
- Person(s) responsible
- Scheduled review date

New policy development this past year included policy on service feedback and complaints resolution as well as policy relating to an event where an individual engaged in the work of CYCEAB ceases to be a part of the organization and the process that the organization will follow. Another policy is nearing completion which provides a framework to recruit, select, and retain qualified reviewers, and it outlines the board's expectations of reviewers for their assignment to specific accreditation applicant programs.

The committee continues to assess potential policy gaps and will continue this assessment as they work through transferring current policy to the new format. Priorities will be placed on which policies to develop or revise first.

Practicum Committee

Members: Shelly Currie, Jenny McGrath, Carys Cragg (on leave), Christine Pope, Chelan McCallion, Ken Brill, Sean Flaherty, Rachelle Coleman, Shemine Gulamhusein, Jaclyn Wickens

Mandate: The Practicum Committee promotes and supports CYC field work as a core component of CYC education. This committee is dedicated to ongoing review of CYC practicum design and delivery to continually promote the development of CYC excellence.

The practicum committee has been meeting monthly, driven by a shared passion for the critical role practicum plays in post-secondary learning and subsequently our field.

Our focus has been on reviewing, revising, and condensing the practicum requirements for the self-study guide when it comes to practicum to ensure currency, relevance, and representation.

Additionally, we are working toward contributing to the literature with the lens of practicum to strengthen its academic foundation. Collaboration with other committees has been another key goal, as we work together to provide valuable resources, webinars, and guidance to support our members in effectively navigating and enhancing practicum experiences. This collective effort aims to ensure the highest standards and impact in practicum learning.

Following an invigorating conversation at the 2022 CYC conference, the practicum committee began work on renewing the language associated with practicum and practicum pedagogy. The intention is to unpack the language used in the CYCEAB's current self-study guide, alongside emerging literature in the field. Doing so, we intend to provide further clarity on what constitutes effective practical learning environments and how to best support early career practitioners.

Additionally, the practicum committee remains committed to maintaining the Child and Youth Care practicum resource page for educators, supervisors, students, and other people intersecting with CYC practicum. As a committee, we hope to collectively publish on practicum pedagogy and continue to bring light to the critical nature of centering practicum.

Standards Development and Implementation Committee

Members: Wendy Weninger (Chair), Kelly Cassano, Theresa Fraser, Charlene Robert, Heather Sago, Charlotte Serpa

Mandate: The Standards Development and Implementation Committee provides direction to the CYCEAB Board of Directors on the accreditation requirements for post-secondary Child and Youth Care (CYC) programs.

The Standards Development and Implementation Committee, in a joint initiative with the Board of Directors for ongoing quality enhancement, hosted three focus group sessions in early 2024 to gather feedback from accredited programs regarding data gathering methods and overall accreditation process feedback. While not impacting CYCEAB policies, the Standards Development and Implementation Committee (SD&I) recommended processes based on the feedback received, such as the following, which have been implemented moving forward:

- Formal discussion of the data gathering options with programs at the time of their initial interest in applying for accreditation.
- Providing programs who are committed to applying for accreditation with earlier access so they have more time to review the various surveys before a typical fall distribution.
- Supporting programs as they proactively implement strategies to secure current contact lists for alumni and practicum sites/employers, determine program data gathering timelines to facilitate the best response rates, and determine the best people to gather feedback from.
- Encouraging programs, when possible, to work with their institutional research departments on data analysis and application to self-study questions.

The feedback also provided information for future tasks the committee will be attending to such as:

- Drafting parameters for programs using focus groups for data gathering (e.g. facilitator requirements, topics for discussion, report writing, etc.).
- Identifying target response rate ranges for data gathering methods.
- Gathering information from programs at application time regarding elements that ensure the assignment of reviewers who will meet the programs' intricate elements.
- Reviewing CYCEAB surveys to align with the components of the self-study document.

SD&I and the board provided feedback for the updating of the Self-Study Guide, and the Accreditation Coordinator worked with the Operations Manager and Senior Governance Officer to design, revise, and publish the guide to the CYCEAB website by August 15. Accreditation documents can be found at:

[ACCREDITATION | Child and Youth Care Educational Accreditation Board of Canada](#)

ROLE OF THE PAST PRESIDENT

In 2024, the Board of Directors discussed formalizing a role for past presidents and has now approved a position description. The Past President serves in this position as a right of office for one year or until the existing president takes on the past president role, whichever comes first.

We are thrilled that Charlotte Serpa, who is currently serving as a director-at-large and whose board terms ends with the elections at the November 2024 AGM, will continue formally serving CYCEAB as Past President. There are three main components to Charlotte's new role:

- Serve as an ambassador of the Child and Youth Care Educational Accreditation Board of Canada and ensure continuity during governance transitions and organizational change while providing historical context for issues.
- Support the President as a trusted advisor and continue to advocate for the profession and for the organization wherever and whenever possible, and as requested by the Board of Directors.
- Engage, on behalf of the board and organization, in discussions and presentations during board meetings and other meetings and conferences as requested by the Board of Directors, although the Past President does not have voting privileges.

Under the direction of the President, the Past President reports to the Board of Directors and their responsibilities include the following:

- Keeps the President and board members apprised of important issues.
- Attends all board meetings during their term and actively engages in discussions and presentations, while acting in an advisory capacity to the board.
- Acts as an advisor to the Executive Committee as required.
- Serves as a member on committees, as appointed by the board, during and after their terms ends as Past President.
- As a member of the Nominating Committee during their term, assists with an equitable nomination process for new directors, ensuring the needs of the board and members are met to the best of ability.
- Recruits potential committee members.
- Assists in the review and development of governance policies as needed.
- Assists in the review and revision of bylaws.
- Supports the President in their position through mentoring, coaching, advising and analysis of board development and procedures.
- Continues to advocate for the profession and for the association wherever and whenever possible, and as requested by the board.

CYCEAB EDUCATION DAY JUNE 4, 2024

A pre-conference day at the National CYC Conference

Winnipeg, Manitoba



.....

FROM ALL OF US HERE AT CYCEAB

A big thank you to our members, reviewers, Recommendation Panel members, and the many volunteer committee members who contribute to the success of CYCEAB and the work of post-secondary Child and Youth Care accreditation.