Waterloo Catholic District School Board

Agenda

Board of Trustees' Board Meeting

Date: **Sep 24th, 2012**

Time: 6:00 p.m. *
** Committee of the Whole In Camera, if necessary, will precede or follow the Board Meeting, as appropriate.*

Location: Board Room, Catholic Education Centre, 35 Weber Street, Kitchener

Attendees:

Board of Trustees:
Joyce Anderson, Wayne Buchholtz, Manuel da Silva, Janek Jagiellowicz, Frank Johnson, Anthony Piscitelli, Wendy Price, Peter Reitmeier, Greg Reitzel.

Student Representatives:
Erin Jamieson, Carlos Valero

Senior Administration:
Larry Clifford, Rick Boisvert, Gerry Clifford, Derek Haime, David DeSantis, Maria Ivankovic, Shesh Maharaj,

Special Resource:
Fr. Fred Scinto, CR; John Shewchuk

Recording Secretary:
Barb Pilsner

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	**Board Chair**		
1.1 Opening Prayer & Memorials	Board Pastoral Team		
1.2 Approval of Agenda	Board of Trustees		Approval
1.3 Declaration of Pecuniary Interest 1.3.1 From the current meeting 1.3.1 From a previous public or in-camera meeting	Individual Trustees		
2. Consent Agenda: Director of Education (eg: day –to –day operational matters from the Ministry of Education that the Board is required to do)			
2.1 Special Education Plan 2012	Rick Boisvert	teamsite	Approval

ITEM	Who	Agenda Section	Method & Outcome
3. Consent Agenda: Board (Minutes of meetings, staff report)			
3.1 Approval of Minutes of Regular and Special Meetings 3.1.1 Minutes of Board meeting of Sept 10, 2012 3.1.2 Items for Action from In-camera meeting of Sept 17, 2012 3.1.3 Interim Financial Report - #3 of 3	 Trustees Trustees Trustees	 pp.1-3 -- pp. 4-8	 Approval Approval Received
4. Delegations/Presentation			
4.1			
5. Ownership Linkage (Communication with the External Environment)			
5.1			
6. Reports from Board Committees/Task Forces			
6.1 Student Trustee report	Erin Jamieson/ Carlos Valero	--	Information
6.2 Trustee Budget Update: Quarterly Update	Manuel da Silva	pp. 9-11	Information
6.3 Governance Committee			
6.4 Pastoral Care Team			
6.5 Linkages Task Force – standing committee	Trustees	--	Decision
6.5 CPIC			
6.6 Audit Committee			
6.7 2012-13 Committee Assignments	Manuel da Silva	p.12	Information
7. Board Education (at the request of the Board)			
7.1 Draft Board Calendar for 2012-13	Manuel da Silva/ Larry Clifford	pp. 13-17	Discussion
7.2 Board Focus for 2012-13	Trustees		Discussion
8. Policy Discussion			
8.1 2012-13 Policy Assignments	Manuel da Silva	p. 18	Discussion
8.2 2012-13 By-law Assignments	Manuel da Silva	p. 19	Discussion
9. Assurance of Successful Board Performance			
9.1 Board Policy II 002 Governing Style	Trustees	pp. 20-21	Approval
9.2 Is There a Need to Review This Policy?	Trustees	--	Discussion
9.3. Board Policy III 006 CEO Compensation and Benefits	Trustees	p. 22	Approval
9.4 Is There a Need to Review This Policy?	Trustees	--	Discussion
9.5 Trustee Telephone Log	Trustees	--	Discussion
10. Assurance of Successful Director of Education Performance			
10.1 Monitoring Reports & Vote on Compliance			
10.1.1 Board Policy IV 007, Financial Planning & Budgeting	M. da Silva		Discussion
10.2 Advice from the CEO 10.2.1 Southeast Galt Accommodation Review Update	 Lindsay Ford	 pp. 23-24	 Information
11. Potential Agenda Items/Trustee Inquiry Report (CEO)			
11.1 Trustee Inquiry Report from the CEO – Active Transportation Charter	Rick Boisvert	pp.25-26	Information
11.2 Shared concerns			
12. Announcements			

ITEM	Who	Agenda Section	Method & Outcome
12.1 The following reports are posted on the Board web page: www.wcdsb.ca a)Minutes of SEAC Meetings b) Minutes of Parent Involvement Committee Meetings			
12.2 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated): Sept 28 Spiritual Development Day Oct 16 OCSTA Fall Regional Meeting Oct 22 6:00 pm. Committee of the Whole Oct 29 6:00 pm Board of Trustees			
12.3 Pending Items: 12.3.1 Msgr. Gleason – surplus to our needs 12.3.2 Definition of Equity – Guiding Principles (AP) 12.3.3 Use of reserves 12.3.4 Board Policy IV 003 "Treatment of Students" 12.3.6 Bill 177 **12.4 Pending Items for OCSTA Consideration** Audit Committee – three external members	Committee/Task Force Board Board Board Board C. of Whole Board C of W	Due Date Fall 2012 April 23/12 Sept 24/12 Feb 21/12 During 11/12	Action Taken
13. Items for the Next Meeting Agenda	Trustees		
14. Adjournment **Confirm decisions made tonight** **Closing Prayer**	Director of Education		
15. Motion to Adjourn	Board of Trustees	Motion	Approval

CLOSING PRAYER

O Risen Lord, you have entrusted us with the responsibility to help form a new generation of disciples and apostles through the gift of our Catholic schools.

As disciples of Christ, may we educate and nurture hope in all learners to realize their full potential to transform God's world.

May our Catholic schools truly be at the heart of the community, fostering success for each by providing a place for all.

May we and all whom we lead be discerning believers formed in the Catholic faith community; effective communicators; reflective and creative thinkers; self-directed, responsible, life-long learners; collaborative contributors; caring family members; and responsible citizens.

Grant us the wisdom of your Spirit so that we might always be faithful to our responsibilities.
We make this prayer through Christ our Lord.

Amen

Rev. Charlie Fedy, CR and the Board of Trustees, 2010

Waterloo Catholic District School Board

Minutes

Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, September 10, 2012 at the Waterloo Region Catholic Education Centre.

Trustees Present:
Joyce Anderson; Wayne Buchholtz; Manuel da Silva (Chair); Janek Jagiellowicz; Frank Johnson; Anthony Piscitelli; Wendy Price; Peter Reitmeier; Greg Reitzel

Student Trustees Present:
Erin Jamieson, Carlos Valero

Administrative Officials Present:
Larry Clifford; Rick Boisvert; Gerry Clifford; David DeSantis; Derek Haime; Maria Ivankovic; Shesh Maharaj

Special Resources For The Meeting:

Regrets:
Fr. Fred Scinto, C.R.; John Shewchuk

Recorder:
Barb Pilsner, Executive Administrative Assistant

NOTE ON VOTING: Under Board by-law 5.7 all Board decisions made by consensus are deemed the equivalent of a unanimous vote. A consensus decision is therefore deemed to be a vote of 9-0. Under Board by-law 5.11 every Trustee "shall vote on all questions on which the Trustee is entitled to vote" and abstentions are not permitted.

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1. *Call to Order:*

The Chair of the Board called the meeting to order at 6:16 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by M. da Silva, Board Pastoral Team. Intentions were offered for: National Suicide Prevention day – keep all those who have suffered in the past to get the support they need; Fr. Eugene Pietrasik, pastor of Sacred Heart who passed away; for all students for a great year; for the family of Syd Gerhardt who passed away; for the families of those who have drown over the summer .

1.2 Approval of Agenda

Remove Items 10.2.4 and 10.2.5; add Item 10.2.4 Parent Reaching Out Grants; remove Item 10.2.2 to in-camera meeting; add 12.2. Upcoming Meetings - update; remove Item 12.3.3

***2012-129* --** It was *moved* by **W. Buchholtz** and *seconded* by **J. Jagiellowicz:**

THAT the agenda for September 10, 2012 as amended be now approved. --- ***Carried by consensus.***

1.3 Declaration of Pecuniary Interest

1.3.1 From the current meeting – NIL
1.3.2 From a previous public or in-camera meeting – NIL

2. Consent Agenda: Director of Education (e.g. day-to-day operational matters from the Ministry of Education that the board is required to do)

3. Consent Agenda: Board of Trustees (Minutes of meetings)

3.1 Approval of Minutes of Regular and Special Meetings

3.1.1 Minutes of Board meeting of June 25, 2012

3.1.2 Minutes of Special Board meeting of August 20, 2012 – revised as P. Reitmeier was present
3.1.3 Items for Action from previous In-camera meeting of August 20, 2012
3.1.4 Items for Action from previous in-camera meeting of September 10, 2012
3.1.5 Staff Report of September 5, 2012
3.1.6 SEAC Membership September 2012

***2012-130* --** It was *moved* by **P. Reitmeier** and *seconded* by **J. Anderson:**
THAT the Consent Agenda Board of Trustees and the recommendations contained therein be now approved. ---
Carried by consensus

4 Delegations

4.1

5 Ownership Linkage (Communication with the External Environment

5.1

6 Actions From Board Committees/Task Forces

6.1 Student Trustee Report

6.2 Governance Committee meeting of

6.3 Pastoral Care Team meeting of

6.4 CPIC

6.5 Audit Committee meeting of

7 Board Education (at the request of the Board)

7.1 Graduation Messages

M. da Silva advised trustees have not had discussion on the message they will bring to secondary graduations. Bishop Crosby prepared notes referencing the Year of the Faith which M. da Silva will send to trustees and John Shewchuk asking for his assistance to prepare the message.

8. Policy Discussion

8.1 Policy & By-law Assignment

M. da Silva will send trustees an updated list of which policies they will be assigned. Trustees discussed having articles of the by-laws also assigned. Trustees agreed and M. da Silva will assign and send to trustees.

9. Assurance of Successful Board Performance

9.1

10. Assurance of Successful Director of Education Performance

10.1 Monitoring Reports & Vote on Compliance

10.2 Advice from the CEO

10.2.1 Catholic Education Week Kit for First Week of School

L. Clifford advised administrators received a kit with prayers and liturgy planning for elementary and secondary for the first week of school. The theme for 2013 Catholic Education Week is *Catholic Education: Growing Together in Faith.*

10.2.2 Easements at Resurrection, Canadian Martyrs and St. Teresa (E) – moved to in-camera

10.2.3 2012 International Plowing Match

L. Clifford visited the site for the 2012 International Plowing Match, Sept 18 – 22, in Ayr where 17,000 students are expected to visit

10.2.4 Secondary School Updates from Student Trustees – deferred to Sept 17/12

10.2.5 V.I.P. Awards – Elementary Student – deferred to Sept 17/12

10.2.4 Parent Reaching Out Grants
D. Haime provided a report on the PRO grants. Catholic School Councils and Catholic Parent Involvement Committee encouraged schools to apply. All twenty schools who applied were successful.

11. Potential Agenda Items

11.1

12. Announcements

12.1 The following reports are posted on the Board web page: www.wcdsb.ca
a) Minutes of SEAC Meetings
b) Minutes of Parent Involvement Committee Meetings

12.2 Upcoming Meetings/Events (all scheduled for the Catholic education Centre unless otherwise indicated):
L. Clifford highlighted two upcoming events:
Diocesan Mass on Sept 20th at the Church of Our Lady Immaculate, Guelph.
Faith Meets Pedagogy is Oct 25th – a wonderful gathering of Catholic Boards with resources for teachers and presentations to assist teachers with classrooms.

12.3 Pending Items:
12.3.1 Msgr. Gleason – surplus to our needs
12.3.2 Definition of Equity – Guiding Principles (AP)
12.3.3 Use of reserves
12.3.4 Board Policy IV 003 "Treatment of Students"
12.3.5 Trustee Telephone Log
12.3.6 Bill 177

12.4 Pending Items for OCSTA Consideration
12.4.1 Audit Committee – third external member

13. Items for the Next Meeting Agenda

- M. da Silva to add 12.3.5 Trustee Telephone log from pending items to Sept 24th agenda.
- Committee of the Whole discussion on where to hold meetings for this year. L. Clifford to send principals an invitation to host meetings. A schedule will be send to trustees
- Updated calendar for Sept 24th agenda
- Discussion on the work of the Board of Trustee for the upcoming year for on Sept 24th agenda

14. Adjournment – Confirm decisions made tonight. Closing Prayer

The Recording Secretary confirmed the meeting decisions.

15. Motion to Adjourn

2012-131-- It was *moved* by **W. Price** and *seconded* by **G. Reitzel:**
THAT the meeting be now adjourned.
The meeting was adjourned by consensus at 6:58 p.m.

Chair of the Board

Secretary

Waterloo Catholic District School Board

REPORT

Date: July 10, 2012

To: Board of Trustees

From: Director of Education

Subject: Interim Financial Report - #3 of 3

Type of Report:
- ☐ Decision-Making
- ☒ Monitoring
- ☐ Incidental Information

Type of Information:
- ☐ Information for Decision Making
- ☒ Monitoring Information
- ☐ Information Only

Origin:

Interim financial reports are presented to the Board to assist Trustees in their monitoring of the financial well being of the school board. These reports are presented to the Board three times per school year – in January, March and June.

Policy Statement:

With respect to the actual, ongoing financial condition of the organization, the CEO shall not cause or allow the development of fiscal jeopardy or a significant deviation of actual expenditures from board priorities established in the approved budget.

Background/Comments:

Attached to this report are the following:

1. Dashboard Report
2. Expenditure Summary
3. Revenue Summary

Each of these reports contains data up to and including May 31, 2012. Notes, where appropriate are included to provide the reader with additional information.

Our enrolment numbers since the last quarterly report have dropped by 27 (7 elementary, 20 secondary). We have adjusted our revenue forecast based on this reduction.

The revenue loss has been offset by increased revenues from DCC made available as a result of adjustments recommended by the Ministry, and further, increases in revenues provided by the Ministry for temporary accommodation (portables).

Watch areas:

1. Utilities: currently $400,000 over budget, but plan to offset within other areas of Facility Services.

2. Supply costs: costs have increased since budget announcement that sick banks will be taken away. A full reconciliation of these costs will be available at the end of July.

Overall risk assessment related to financial well-being for the 2011/2012 school year: **HIGH**

Since the last quarterly report issued in the spring of 2012, there have been no significant deviations from the board priorities set in June 2011 with the exception of items outlined in previous reports.

Recommendation:

That the Board of Trustees receive this monitoring report as information on the financial well being of the board as at May 31, 2012.

Prepared/Reviewed By: Rick Boisvert
Acting Director of Education

Shesh Maharaj
Superintendent of Corporate Services and Treasurer

Laura Isaac
Senior Manager of Financial Services

*Bylaw 5.2 "where the Board of Trustees receives from the Director of Education a monitoring report that flows from a responsibility delegated to the Director under Board Policy – *except where approval is required by the Board of Trustees on a matter delegated by policy to the Board* - the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the Director, subject in all instances to what otherwise actually occurred."

Summary of Financial Results

($Thousands)	Budget	Forecast	In-Year Change $	In-Year Change %
Revenue				
Provincial Grants (GSN)	224,820	219,977	(4,843)	-2.2%
Non-GSN Grants	5,286	7,253	1,967	37.2%
Non-Grant Revenue	5,559	6,792	1,234	22.2%
Amortization of DCC	9,993	10,018	24	0.2%
Total Revenue	245,658	244,040	(1,618)	-0.7%
Expenses				
Classroom	167,633	168,129	496	0.3%
Other Operating	60,116	59,429	(687)	-1.1%
Capital	7,557	6,495	(1,062)	-14.1%
Amortization	10,352	10,782	429	4.1%
Total Expenses	245,658	244,835	(823)	-0.3%
Balance before Accum Surplus	-	(795)	(795)	-
Accumulated surplus use	-	795	795	-
Surplus/(Deficit) - end of year	**-**	**(0)**	**0**	-

Note: GSN - Grants for Student Needs
Note: DCC - Deferred Capital Contribution

Changes in Revenue

GSN: decrease in enrolment & QECO grant
Non-GSN: increase due to new EPOs announced
Non-Grant: increase due to additional VISA students, bank interest, unsupported DCC revenues & miscellaneous revenues

Changes in Expenses

Other operating: decrease due to enrolment decline in Con Ed, removal of Assistant SOs & vacant SO position
Capital: decrease due to deferral of projects to be debentured

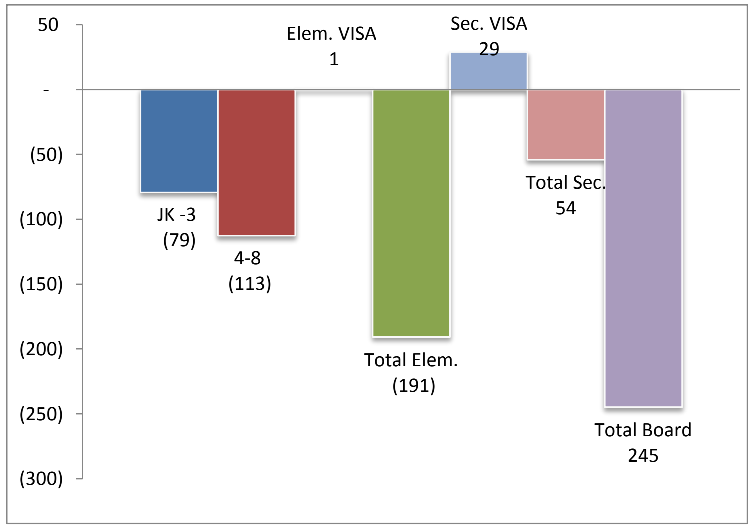
Summary of Enrolment

ADE	Budget	Forecast	In-Year Change #	In-Year Change %
Elementary				
JK -3	5,894	5,814	(79)	*-1.3%*
4-8	7,918	7,806	(113)	*-1.4%*
VISA Students	5	6	1	*20.0%*
Total Elementary	**13,817**	**13,626**	**(191)**	***-1.4%***
Secondary <21				
Pupils of the Board	6,891	6,808	(83)	*-1.2%*
VISA Students	70	99	29	*41.4%*
Total Secondary	**6,961**	**6,907**	**(54)**	***-0.8%***
Total	**20,778**	**20,533**	**(245)**	***-1.2%***

Note: ADE is comprised of actual enrolment reported at October 31, 2011 and actual enrolment for March 31, 2012

Note: VISA students pay tuition & their enrolment does not affect our GSN's

Changes in Enrolment: Budget vs. Forecast



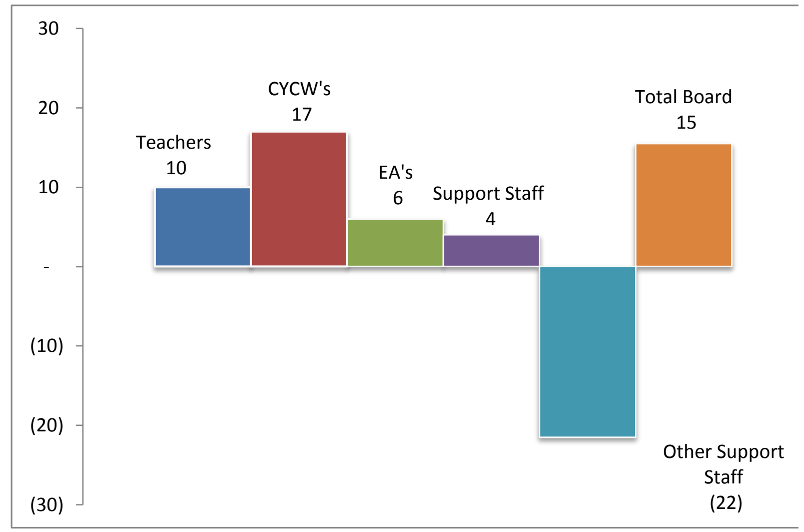
Highlights of Changes in Enrolment:

Elementary: There are 626 Early Learning students which are not included in the above totals as they are funded outside of the GSN.
VISA Students: Secondary increase due to enhanced marketing and the addition of Columbian students not initially projected.

Summary of Staffing

FTE	Budget	Forecast	In-Year Change #	In-Year Change %
Classroom				
Teachers	1,300	1,310	10	*0.8%*
Child & Youth Care Workers	37	54	17	*45.9%*
Educational Assistants	290	296	6	*2.1%*
Support Staff	28	32	4	14.3%
Total Classroom	**1,655**	**1,692**	**37**	**2.2%**
Other Support Staff				
School Administation	167	166	(1)	*-0.3%*
Board Administration	67	64	(3)	*-4.5%*
Facility Services	215	201	(14)	*-6.5%*
Consultants	19	19	-	*0.0%*
Paraprofessionals	86	86	-	*0.0%*
Library & Guidance	65	61	(4)	*-6.2%*
Total Other Support Staff	619	597	(22)	-3.5%
Total Staffing	**2,274**	**2,289**	**15**	**0.7%**

Changes in Staffing: Budget vs. Forecast



Highlights of Changes in Staffing:

Classroom Teachers: Increase over Q2 due to 1 grant based teacher hired

Classroom Support Staff: Educational Assistants & Youth Care Workers added
Other Support Staff: Reduction due to revised custodial staffing formula

Waterloo Catholic District School Board
2011-2012 Third Quarter Interim Financial Report
For the Period Ended May 31, 2012
($ thousands)

	Budget Assessment						
	2011-2012						
			Change				
	Budget	Forecast	$ Increase (Decrease)	% Increase (Decrease)	Material Variance Note	Q2 Forecast	Diff.
OPERATING							
Classroom Instruction							
Teachers	127,104	125,872	(1,232)	(1.0%)		126,214	(342)
Supply Teachers	3,626	3,826	200	5.5%		3,680	146
Educational Assistants	14,616	14,734	118	0.8%		14,680	54
Classroom Computers	1,909	1,834	(75)	(3.9%)		1,790	44
Textbooks and Supplies	5,559	5,566	7	0.1%		5,403	163
Professionals and Paraprofessionals	8,171	9,659	1,488	18.2%		9,637	22
Library and Guidance	4,720	4,486	(234)	(4.9%)		4,529	(42)
Staff Development	1,464	1,687	223	15.2%		1,630	57
Department Heads	464	465	0	0.0%		464	0
Total Classroom	**167,633**	**168,129**	**496**	**0.3%**		**168,027**	**102**
Non-Classroom							
Principal and Vice-Principals	8,996	9,100	104	1.2%		9,091	9
School Office	5,870	5,662	(208)	(3.5%)		5,644	18
Co-ordinators and Consultants	2,392	2,482	89	3.7%		2,392	90
Continuing Education	9,772	9,544	(228)	(2.3%)		9,469	75
Total Non-Classroom	**27,031**	**26,788**	**(243)**	**(0.9%)**		**26,595**	**193**
Administration							
Trustees	159	148	(11)	(7.2%)		159	(11)
Director/Supervisory Officers	1,612	1,195	(416)	(25.8%)		1,204	(8)
Board Administration	5,239	5,259	20	0.4%		5,058	201
Total Administration	**7,010**	**6,602**	**(407)**	**(5.8%)**		**6,421**	**181**
Transportation	**5,940**	**5,579**	**(361)**	**(6.1%)**		**5,663**	**(84)**
School Operations and Maintenance	**20,135**	**20,460**	**325**	**1.6%**		**20,307**	**153**
TOTAL OPERATING	**227,749**	**227,558**	**(191)**	**(0.1%)**		**227,014**	**544**
Debt	**7,557**	**6,495**	**(1,062)**	**(14.1%)**		**6,495**	**0**
Amortization	**10,352**	**10,782**	**429**	**4.1%**		**10,889**	**(107)**
TOTAL EXPENSES	**245,658**	**244,835**	**239**	**0.1%**		**244,397**	**438**

Waterloo Catholic District School Board
2011-2012 Third Quarter Interim Financial Report
For the Period Ended May 31, 2012
($ thousands)

	Budget Assessment				
	2011-2012				Actual
			Change		
	Budget	Forecast	$ Increase (Decrease)	% Increase (Decrease)	Material Variance Note
Grant Revenues					
Pupil Foundation	108,471	107,005	(1,466)	(1.4%)	
School Foundation	14,637	14,548	(89)	(0.6%)	
Special Education	27,012	26,668	(344)	(1.3%)	
French as a Second Language	2,448	2,372	(76)	(3.1%)	
English as a Second Language	1,451	1,424	(28)	(1.9%)	
Learning Opportunities	3,310	3,317	6	0.2%	
Adult Education, Continuing Education	4,146	3,973	(173)	(4.2%)	
Teacher Q&E	19,851	18,196	(1,656)	(8.3%)	
Transportation	6,339	6,291	(48)	(0.8%)	
Admin and Governance	5,830	5,775	(54)	(0.9%)	
School Operations	19,452	19,179	(273)	(1.4%)	
Program Enhancement	483	483	0	0.0%	
First Nation, Metis and Inuit	216	240	23	10.7%	
Safe Schools Supplement	356	352	(4)	(1.1%)	
Temporary Accomodation	455	710	255	56.0%	
Community Use of Schools Grant	286	286	0	0.0%	
New Teacher Induction program	114	133	19	16.8%	
Declining Enrolment	1,505	2,146	640	42.5%	
Regular Operating On-going Grants	**216,363**	**213,096**	**(3,267)**	**(1.5%)**	a.
Grants for Capital Purposes					
Facilities Renewal	700	324	(376)	(53.7%)	
Debt Funding for Capital	7,757	6,557	(1,200)	(15.5%)	
Amortization of DCC	9,993	10,018	24	0.2%	
Total Capital Grants	**18,451**	**16,899**	**(1,552)**	**(8.4%)**	
Other Non-GSN Grants					
Continuing Education	1,911	2,063	152	8.0%	
Early Learning	2,511	3,075	564	22.5%	
Other	865	2,115	1,250	144.6%	b.
Total Non-GSN Grants	**5,286**	**7,253**	**1,967**	**0.7%**	
Non-Grant Revenue					
Continuing Education	2,711	2,868	157	5.8%	
Rentals	732	719	(13)	(1.8%)	
Interest	40	270	230	575.0%	
Tuition Fees	1,295	1,395	101	7.8%	
Other	780	1,539	759	97.2%	
Total Non-Grant Revenue	**5,559**	**6,792**	**1,234**	**22.2%**	
Total Revenue and Grants	**245,658**	**244,040**	**(1,618)**	**(0.7%)**	

Explanations of Material Grant Variances (over $2 million)

a. Decrease due to enrolmnent decline and QECO reduction due to experienced teacher retirements
b. Increase due to announcement of additional EPOs since estimates

Notes:

1. Budget is the 2011-2012 Estimates Budget as approved by the Board of Trustees in June 2011
2. Forecast is Actual results to February forecasted to the end of the year for known changes
3. Variances will be explained when there is a difference of +/- $2,000,000; materiality as defined by CEO

Date	Professional Development 3170 31 6 600 001	Other Travel Expenses (non mileage) 3520 31 6 600 001	Catering 3510 31 6 600 001	Mileage within Region 3630 31 6 600 001	Mileage outside Region 3631 31 6 600 001	Phone 4050 31 6 600 001	Office 4100 31 6 600 001	Legal Fees 6520 31 6 600 001	Other Contracts 6540 31 6 600 001	Board Membership 7010 31 6 600 001	Trustee Awards 7040 31 6 600 001	Miscellaneous 7250 31 6 600 001
	(9,000.00)	(20,000.00)	(700.00)	(10,000.00)	(3,000.00)	(50.00)	(250.00)	(7,500.00)	(5,000.00)	(73,860.00)	(500.00)	(2,000.00)
9/8/2011				22.37								
9/27/2011	858.14											
9/27/2011										73,859.00		
9/28/2011	1,175.00											
10/6/2011	(125.00)			149.72								
10/12/2011			107.27									
10/12/2011											299.33	
10/12/2011											97.05	
10/16/2011									2574.46			
10/18/2011	(125.00)			239.62	423.93							
10/20/2011				137.10			41.43					
10/25/2011							75.00					
10/25/2011							65.00					
10/25/2011			134.22									
10/27/2011				198.54								
10/31/2011	791.06											
10/31/2011		430.29										
10/31/2011	113.01											
10/31/2011		52.40										
10/31/2011		37.83										
10/31/2011		391.61										
10/31/2011		345.30										
10/31/2011		13.90										
11/1/2011									1,915.50			
11/8/2011	919.44											
11/8/2011												60.00
11/10/2011				290.88	192.29							
11/10/2011				225.39			21.44					
11/10/2011				71.61								
11/10/2011				102.52								
11/17/2011	298.34											
11/21/2011	35.75											
11/23/2011				196.82								
11/23/2011		157.95		73.23								
11/28/2011												20.43
11/28/2011											102.16	
11/30/2011		37.33										
11/30/2011		16.34										
11/30/2011		180.73										
11/30/2011	135.62											
12/5/2011												140.00
12/6/2011	2370.11											
12/6/2011				359.24	80.56		84.64					
12/7/2011				176.97								
12/7/2011				238.91								
12/14/2011				324.74	66.18							
12/14/2011	148.76			140.36								
12/14/2011				251.42								
12/14/2011				128.46								

Date	Professional Development 3170 31 6 600 001	Other Travel Expenses (non mileage) 3520 31 6 600 001	Catering 3510 31 6 600 001	Mileage within Region 3630 31 6 600 001	Mileage outside Region 3631 31 6 600 001	Phone 4050 31 6 600 001	Office 4100 31 6 600 001	Legal Fees 6520 31 6 600 001	Other Contracts 6540 31 6 600 001	Board Membership 7010 31 6 600 001	Trustee Awards 7040 31 6 600 001	Miscellaneous 7250 31 6 600 001
12/14/20112					(142.32)							
12/16/2011								408.64				
12/20/2011			250.00									
12/20/2011									612.96			
12/21/2011				82.90								
12/23/2011		148.77										
12/31/2011				(94.00)								
1/11/2012				140.98								
1/12/2012				132.72			58.2					
1/18/2012	163.46											
1/19/2012								1532.40				
1/19/2012									5108.00			
1/23/2012				182.98								
2/2/2012		290.76		81.01	61.48		17.48					
2/2/2012		84.99		163.44	72.69							
2/7/2012		137.92		41.58	18.08							
2/3/2012		(20.00)										
2/3/2012		(142.00)										
2/3/2012		(142.00)										
2/3/2012		(117.51)										
2/8/2012		148.76			65.10							
2/15/2012				94.83								
2/15/2012								2329.96				
2/16/2012				236.13	86.80							
2/27/2012		159.61		48.10	72.34		39.75					
2/27/2012				85.63								
2/29/2012		148.77										
2/29/2012		32.10										
2/29/2012		23.51										
2/29/2012		142.00										
3/1/2012				203.60	389.47							
3/1/2012				41.95								
3/5/2012									245.18			
3/6/2012		148.77		201.42	77.76							
3/7/2012	4436.81											
3/27/2012				108.67								
3/27/2012			52.11									
3/30/2012	97.38											
4/3/2012				133.80								
4/3/2012			62.44									
4/4/2012				28.93								
4/4/2012				65.09								
4/5/2012				243.01								
4/10/2012	80.00											
4/10/2012									5108.00			
4/12/2012	158.35											
4/30/2012	56.95											
5/1/2012	40.00											
5/3/2012	(100.00)			173.58	250.24							
5/9/2012				242.29								
5/9/2012	(175.15)	426.02		240.42	318.24							
5/9/2012	175.15											
5/9/2012		284.01		222.94	275.56							
5/10/2012		468.00		125.85	269.42							
5/10/2012		326.01		228.69	120.64							
5/10/2012								4699.36				
5/14/2012				265.52								
5/15/2012	1130.00											
5/15/2012				269.77								

Trustees Budget Spreadsheet 2011-12

Date	Professional Development 3170 31 6 600 001	Other Travel Expenses (non mileage) 3520 31 6 600 001	Catering 3510 31 6 600 001	Mileage within Region 3630 31 6 600 001	Mileage outside Region 3631 31 6 600 001	Phone 4050 31 6 600 001	Office 4100 31 6 600 001	Legal Fees 6520 31 6 600 001	Other Contracts 6540 31 6 600 001	Board Membership 7010 31 6 600 001	Trustee Awards 7040 31 6 600 001	Miscellaneous 7250 31 6 600 001
5/31/2012	542.45											
5/31/2012	90.41											
5/31/2012		183.88										
5/31/2012		183.88										
5/31/2012		309.32										
5/31/2012		309.32		107.05	256.75							
5/31/2012				159.48								
5/31/2012				251.34								
5/31/2012			85.72									
6/4/2012				336.68	82.45							
6/20/2012				471.65								
6/21/2012		324.84	22.41	184.79	21.70							
6/21/2012	(73.45)											
6/27/2012				(60.00)								
7/5/2012				81.00								
7/5/2012				80.64	77.40		134.29					
7/5/2012				123.86			38.80					
7/5/2012				68.17								
7/5/2012		10.49		347.89	123.86							
7/7/2012												444.00
7/11/2012												222.00
7/26/2012		324.84										
7/30/2012								2656.16				
8/15/2012	25.00											
8/15/2012								4801.52				
8/22/2012				430.12			90.32					
8/22/2012				41.95								
8/31/2012				507.37	39.05							
8/31/2012		142.01		434.67	257.12							
8/31/2012				490.19								
8/31/2012								408.64				
8/31/2012								3269.12				
8/31/2012				209.02								
8/31/2012				52.80								
												25.00
				91.20								
	(298.90)											
	3,943.69	(13,999.25)	14.17	1,729.60	556.79	(50.00)	416.35	12,605.80	10,564.10	(1.00)	(1.46)	(1,088.57)

Waterloo Catholic District School Board
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The following is an overview for the next twelve months to assist trustees becoming aware of activities about the system.

Date	Time	Board Meeting Activity	Other Activities
Aug 27			Board Golf Tournament
Sep 4	6 p.m.	Regular Board Meeting	
Sep 17	6 p.m.	Committee of the Whole	
Sep 20	6:30 p.m.	Eucharistic Celebration (dinner at 4:30 pm.)	Annual Diocesan Mass in celebration of Catholic education. Church of Our Lady Immaculate - Guelph
Sep 24	6 p.m.	Regular Board Meeting • Board Policy II Governing Style • Board Policy III CEO Compensation and Benefits	
Sept 25	6 p.m.	Southeast Galt ARC meeting, St. Vincent de Paul	
Sept 26	6 p.m.	CPIC (Catholic Parent Involvement Committee)	
Sep 28			Site-based System Faith Day • Keynote Mary Frances DiNisco (Board office)
Oct 3	7 p.m.	SEAC	
Oct 4	7 p.m.		Graduations: St. David, St. Mary, Monsignor Doyle
Oct 9	6 p.m.	Audit Committee	
Oct 9	7 p.m.		Graduation: Resurrection
Oct 15	6 p.m.	Committee of the Whole	
Oct 16	9:30 am – 3 pm	OCSTA Regional Workshop, London	
Oct 16	7 p.m.	Southeast Galt ARC meeting, Holy Spirit	
Oct 22	6 p.m.	Pastoral	
Oct 26	9:00 a.m.		Board Office Mass
Oct 26	7 p.m.		St. Benedict CSS Graduation St. Louis K – PSW Graduation, St. Mary's Church

Waterloo Catholic District School Board

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Date	Time	Board Meeting Activity	Other Activities
Oct 29	6 p.m.	Regular Board Meeting • Board Policy II Board Job Description • Board Policy IV 009 Asset Protection	
Oct 31	6 p.m.	• CPIC (Catholic Parent Involvement Committee)	
Nov 5	6 p.m. 5 p.m. 6:30 p.m.	Linkages Governance Audit	
Nov 6	7 p.m.	Southeast Galt ARC, St. Anne C	
Nov 7	7 p.m.	SEAC	
Nov 12	6 p.m.	Special Board Meeting re Financials	
Nov 13	7 p.m.		St. Louis Graduation, St. Mary's Church
Nov 14	5 p.m.	Pastoral Care Team	
Nov 15	7 p.m.		St. Louis Graduation, Cambridge City Hall
Nov 19	6 p.m.	Committee of the Whole	
Nov 23	9 a.m.		Board Office Mass
Nov 26	6 p.m.	Regular Board Meeting • Board Policy II 004 Advocacy and Advertising • Board Policy IV 006 Employee Compensation • Board Policy IV 008 Financial Condition and Activities • Quarterly Financial Update	
Nov 28	6 p.m.	CPIC	
Nov 30	6 p.m.		Christmas Social, Galt Golf Club
Dec 3	7 p.m.	Annual Meeting to elect the Chair and Vice Chair of the Board	Eucharistic Celebration – Father Fred Scinto, CR
Dec 5	7 p.m.	SEAC	
Dec 10	6 p.m.	Special Board Meeting re: approval of Revised Estimates	
Dec 11	6 p.m.	Governance	
Dec 17	6 p.m.	Regular Board Meeting • CEO Annual Report (Edn Act) • Board Policy I 001 Ends - Broad Policy Provision	

Waterloo Catholic District School Board

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Date	Time	Board Meeting Activity	Other Activities
		• Board Policy II 002 Consultation • Board Policy IV 008, "Financial Condition" Revised Estimates	
Dec 21	9:30 a.m.		Board Office Mass/Christmas Luncheon
Dec 22-Jan 6			**Christmas Break**
Jan 7	5 p.m. 6 p.m.	Pastoral Care Team Audit Committee	
Jan 9	7 p.m.	SEAC	
Jan 14	6 p.m.	Governance Committee	
Jan 18/19			OCSTA PD Seminar, Toronto
Jan 21	6 p.m.	Committee of the Whole	
Jan 18	6 p.m.	CPIC	
Jan 25	9 a.m.		Board Office Mass
Jan 28	6 p.m.	Regular Board Meeting • Board Policy II 006 Celebration of Excellence • Board Policy III 002 Unity of Control • Board Policy IV 005 Hiring/Promotions • Board Policy IV 010 Facilities/Accommodations • Board Policy I 001 Ends – Provisions 1 a, 1 b.	
Jan 30	6 p.m.	CPIC	
Feb 6	7 p.m.	SEAC	
Feb 11	5 p.m.	Pastoral Care Team	
Feb 19	6 p.m.	Committee of the Whole	
Feb 22	9 a.m.		Board Office Mass
Feb 25	6 p.m.	Regular Board Meeting • Board Policy II 007 Board Members' Code of Conduct • Board Policy III 003 Accountability of the CEO • Board Policy III 004 • Board Policy IV 002 Treatment of the Public • Board Policy IV 003 Treatment of Students	

Waterloo Catholic District School Board

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Date	Time	Board Meeting Activity	Other Activities
Mar 4	6 p.m.	Governance Committee	
Mar 6	7 p.m.	SEAC	
Mar 11-15			**March Break**
Mar 18	6 p.m.	Committee of the Whole	
Mar 22	9 a.m.		Board Office Mass
Mar 25	6 p.m.	Regular Board Meeting • Board Policy II 008 Chairperson's Role • Board Policy II 013 Cost of Governance • Board Policy II 014 Trustee Expenses • Board Policy III 005 Monitoring CEO Performance • Board Policy IV 008 Quarterly Report • Board Policy IV 012 Communication and Support to the Board	
Mar 27	6 p.m.	CPIC	
Apr 3	7 p.m.	SEAC	
Apr 8	6 p.m.	Audit Committee	
Apr 15	5 p.m.	Pastoral Care Team	
Apr 22	6 p.m.	Committee of the Whole	
Apr 29 - 1			**Good Friday, Easter Sunday/Monday**
Apr 29	6 p.m.	Regular Board Meeting • Board Policy II 015 Ownership Linkage • Board Policy IV 011 Emergency CEO Replacement	
May 1	7 p.m.	SEAC	
May 2 - 4			**OCSTA AGM, Toronto**
May 5-11			**Catholic Education Week**
May 6	6 p.m.	Governance Committee	
May 8			**Bishop's Banquet**
May 13	5 p.m.	Pastoral Care Team	
May 14	4:30 p.m.	Staff Recognition Evening	
May 21	6 p.m.	Committee of the Whole	

Waterloo Catholic District School Board

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Date	Time	Board Meeting Activity	Other Activities
May 27	6 p.m.	Regular Board Meeting • Board Policy II 011 Student Representation on the Board • Board Policy II 012 Student Trustee Role Description • Board Policy III 001 Global Governance-Management Connection • Board Policy IV 001 General Executive Limitation • Board Policy IV 004 Treatment of Staff	
May 29	6 p.m. 7 p.m.	CPIC SEAC (draft budget)	
May 31	9 a.m.		Board Office Mass
June 3	6 p.m.	Special Board Meeting – 2012-13 School Year Budget	
June 6	7 p.m.	SEAC	
June 6-8			**CCSTA AGM, Winnipeg**
June 17	6 p.m.	Committee of the Whole •	
June 20	6 p.m.	Audit Committee	
June 21	9 a.m.		Board Office Mass – Dutton Drive
June 24	6 p.m.	Regular Board Meeting • Board Policy II 001 General Governance Commitment • Board Policy II 009 Board Committee Principles • Board Policy II 010 Board Committee Structure • Board Policy IV 007 Financial Planning/Budgeting • Board Policy IV 008 Quarterly Report.	

Committee	Needs	Joyce	Wayne	Manuel	Frank	Janek	Anthony	Wendy	Peter	Greg	Carlos	Erin
Governance	Chair/Vice + 2											
Audit	3 trustees											
Budget Advisory	2 trustees											
Linkages	3 trustees + 2 Students											
Director Performance	Chair/Vice + 2											
Awards	Vice Chair											
Pastoral Care	3 trustees + 2 Students											
SEAC	2 trustees + 1 alt								**Alt.**			
SALEP	2 trustees + 1 alt				**ALT**				**Alt**			
Suspension/Expulsion	3 trustees + 2 alt				**ALT**			**Alt**				
Parent Involvement	2 trustees + 1 alt						**Alt**	**Alt**				
Huron Natural Park	1 trustee											
SE Cambridge ARC	2 trustees											
FACE	Chair											
Student Trustee Mentor			Carlos						Erin			
# of assignments (minus alt)		4	4	4	4	4	3	4	4	4	2	2
	NOTE for SALEP		Joyce for Waterloo SALEP				Frank alternative					
			Frank for Kitchener SALEP				Wayne alternative					
			Wendy for Cambridge SALEP				Peter alternative					

BOARD OF TRUSTEE – POLICY ASSIGNMENTS – 2012-2013

Policy #	Policy Name	Trustee
I 001	Ends	All
II 001	Global Governance Commitment	All
II 002	Governing Style	Wayne Buchholtz
II 003	Board Job Description	Joyce Anderson
II 004	Advocacy and Advertising	Manuel da Silva
II 005	Consultation	Peter Reitmeier
II 006	Celebration and Excellence	Frank Johnson
II 007	Board Members' Code of Conduct	Greg Reitzel
II 008	Role of the Chair	Joyce Anderson
II 009	Board Committee Principles	Peter Reitmeier
II 010	Board Committee Structure	Peter Reitmeier
II 011	Student Representation on the Board	Greg Reitzel
II 012	Student Trustee Job Description	Joyce Anderson
II 013	Cost of Governance	Anthony Piscitelli
II 014	Trustee Expenses	All
II 015	Ownership Linkage	Chair
III 001	Global Governance-Management Connection	Chair
III 002	Unity of Control	Chair
III 003	Accountability of the CEO	Anthony Piscitelli
III 004	Delegation to the CEO	Janek Jagiellowicz
III 005	Monitoring CEO Performance	Wayne Buchholtz
IV 001	General Executive Limitation	All
IV 002	Treatment of the Public	Janek Jagiellowicz
IV 003	Treatment of Student	Erin Jamieson, Carlos Valero
IV 004	Treatment of Staff	Wendy Price
IV 005	Hiring and Promotions	Wendy Price
IV 006	Employee Compensation	Janek Jagiellowicz
IV 007	Financial Planning Budgeting	Greg Reitzel
IV 008	Financial Conditions and Activities	Wayne Buchholtz
IV 009	Asset Protection	Frank Johnson
IV 010	Facilities Accommodations	Frank Johnson
IV 011	Emergency CEO Succession	Anthony Piscitelli
IV 012	Communication & Support to the Board	Manuel da Silva
IV 013	Leadership	Wendy Price

Board of Trustee – By-Law Assignments – 2012-2013

Article #	Article Name	Trustee
1	Interpretation	All
2	Inaugural Meeting Of The Board	Manuel da Silva
3	Meetings	Wayne Buchholtz
4	Board Meeting Process	Joyce Anderson
5	Delegations	Janek Jagiellowicz
6	Committees	Janek Jagiellowicz
7	Officers	Frank Johnson
8	Trustee Vacancy	Anthony Piscitelli
9	Execution Of Documents	Wendy Price
10	Development Of and Changes to Board Policy	Peter Reitmeier
11	Amendments to By-Laws	Greg Reitzel

Number: II 002

Subject: Governing Style

Approval Date: May 26, 2008

Effective Date: May 26, 2008

Revised: May 25, 2009

Policy Statement:

The board will govern with an emphasis on a) outward vision rather than an internal preoccupation, b) encouragement of diversity of viewpoints from within the system and the community, c) strategic leadership more than administrative detail, d) clear distinction of board and chief executive roles, e) collective rather than individual decisions, f) future rather than past or present, and g) proactivity rather than reactivity.

On any issue, the Board must ensure that all divergent views are considered in making decisions, yet must resolve into a single organizational position.

More specifically, the Board will:

1. Operate with a clearly stated governance model that demonstrates its legal and moral obligation to represent the interests of the Catholic ratepayers of Waterloo Region and details the responsibilities that fulfill this obligation.
2. Allow no officer, individual or committee of the board to hinder or be an excuse for not fulfilling this commitment.
3. Direct, control and inspire the organization with thoughtful establishment of the broadest organizational policies reflecting the Board's values.
4. Cultivate a sense of group responsibility. The board will be responsible for excellence in governing. The board will be an initiator of policy and the board will use the expertise of individual members to enhance the knowledge and ability the board as a body, rather than to substitute their individual judgments for the board's values.
    a. In accordance with this discipline, the board will only allow itself to address a topic after it has answered these questions:
        i. What is the nature of the issue?
        ii. What is the value that drives the concern?
        iii. Is this a shared issue?
        iv. Whose issue is this? Is it the board's or is it the CEO's?
        v. Has the board dealt with this subject in policy? If so, what has been said? Does the board wish to change what it has already said?
        vi. If the matter is several levels below board level, what is the broadest way to address the issue so that it is still under existing board policy? Is that policy sufficient to deal with the concern?
    b. It is out of order for board members to talk about content until these questions of appropriateness are settled.
5. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuance of governance capability.
    a. Concerns with any board member performance will be brought to the attention of the chair of the board in writing

   b. The chair of the board will attempt to facilitate resolution. Failing that, the issue will be brought to a caucus meeting of the board of trustees.
   c. The board of trustees will determine if the member's performance has jeopardized governing with excellence or is in violation of policy.
   d. Trustees lodging or named in the complaint on a member's performance shall not participate in the decision-making process outlined above.
   e. Board members found to be in violation of policy by the Board of Trustees may be subject to a motion of censure at a regular meeting of the Board and/or a withholding of the trustee honorarium under section 191.21(5) of the Education Act.
6. Ensure that continual board development will include orientation of new members in the board's governance process and on-going discussion of process improvement
7. Monitor and discuss the board's process and performance within a scheduled review process.

Waterloo Catholic District School Board

BOARD POLICY

Number: III 006
Subject: CEO Compensation & Benefits

Approval Date: April 28, 2008
Effective Date: April 28, 2008
Revised:

Policy Statement:

The Board shall negotiate a contract with the CEO that will stipulate compensation and benefits based on fair market value for services within the context of fiscal responsibility to the organization.

The Board will review benefits and adjustments to the range annually in April. In the event of a multi-year agreement, in April of the year the contract ends.

Waterloo Catholic District School Board

REPORT

Date: September 24, 2012

To: Board of Trustees

From: Director of Education

Subject: **Southeast Galt School Closure Review – Process Update #2**

Type of Report:
☐ Decision-Making
☐ Monitoring
☐ Incidental Information

Type of Information:
☐ Information for Decision Making
☐ Monitoring Information
☒ Information Only

Origin:

WCDSB Capital Plan January 2008
Board report: Southeast Galt School Closure Review – Process Update #1, April 30, 2012

Policy Statement:

Executive Limitation IV 010 “Facilities/Accommodation” … the CEO shall not:

1. Allow material changes to facilities, boundary changes, or the closure of existing facilities to occur without established procedures …

APF008 “Pupil Accommodation Review Process”

Background/Comments:

Public Consultation Sessions

- Further to the public consultation outlined in the previous process update report, the third public consultation session was held on June 12, 2012 at St. Anne to present revised options.
- 20 people attended this public consultation session, not including ARC members or Trustees. The breakdown in attendance was: Holy Spirit – 9, St. Ambrose – 4, St. Anne – 1, St. Francis – 3, St. Vincent de Paul – 3.
- Over the course of the entire review, a total of 24 comment sheets and 16 email comments have been submitted.
- Public comments are available on the Board’s website and will be appended to the final report of the ARC.

Revised Boundary and School Closure Options

- The ARC presented five revised options at the June 12, 2012 public consultation session. These options consisted of the following scenarios:
    - No Closure: boundary changes only (Option 1B)
    - One Closure:
        - Close St. Anne, build a new school (Option 3)
        - Close St. Ambrose, build a new school (Option 4)
    - Two Closures: close St. Francis and St. Ambrose, build a new school (Option 8A)
    - Three Closures: close St. Ambrose, St. Anne and St. Francis, build a new school, purchase and renovate Lincoln Avenue Public School (Option 8C)

- The ARC is currently in the process of developing the preferred option. The preferred option will be a revised version of Options 8A and 8C.

Cost Estimates

- Cost estimates for capital construction, renewal, annual operating costs, and transportation for each option were presented at the public consultation session held June 12th.
- Cost estimates are rough estimates and not based on detailed design. Estimates are to be used for comparison purposes only.
- These estimates do not take into account the potential revenue generated through the disposition of property or the cost to purchase Lincoln Avenue P.S. (in Option 8C). Land values are difficult to estimate because they are constantly changing and depend on many factors.
- The Ministry of Education has hired consultants to inspect all schools in Ontario to determine renewal needs. As a result, the renewal estimates for the five schools in this review may be revised.

Timing/Phasing

- The timing of implementation will depend on the option that is selected as the preferred option.
- Boundary changes could be implemented as early as September 2013. However, this may be delayed to allow additions to be built prior to implementing boundary changes and to allow students, parents and schools extra transition time. It is likely that the earliest implementation date will be September 2014. We have no funding for the additions – these would be subject to Ministry approval.
- Any option involving the construction of a new school could be fully implemented as early as September 2017. The timing of the opening of the new school will depend on Ministry funding, the ability to coordinate with partners on the joint venture project (the extent of this partnership has not yet been determined), studies related to the development of the land in the southeast Galt community, municipal approvals of the new residential subdivision and the construction of new housing.
- It is likely that the preferred option will be implemented in several phases over several years. The timing will be affected by Ministry funding and the coordination of additions/renovations.
- The ARC will be making recommendations regarding staging and timing once a preferred option is selected. Draft recommendations will be presented at the fourth public consultation session scheduled for October.

Recommendation:

THAT the Board of Trustees receive the Southeast Galt School Closure Review – Process Update #2 report for information.

Prepared/Reviewed By: Larry Clifford
Director of Education

Shesh Maharaj
Superintendent of Corporate Services

Lindsay Ford
Manager of Planning, Admissions and Enrolment

*Bylaw 5.2 “where the Board of Trustees receives from the Director of Education a monitoring report that flows from a responsibility delegated to the Director under Board Policy – *except where approval is required by the Board of Trustees on a matter delegated by policy to the Board* - the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the Director, subject in all instances to what otherwise actually occurred.”

Waterloo Catholic District School Board

Memorandum

TO: Board of Trustees

CC:

FROM: R. Boisvert, Associate Director of Education

DATE: September 24, 2012

SUBJECT: Trustee Inquiry Report June 2012 to September 2012

Date	Trustee	Nature of Inquiry	Resolution
June 28/12	A. Piscitelli	Active Transportation Charter 2011	• August 2011 - Pamphlet was sent to all administrators by Roger introducing the Charter and encouraging Active Transportation programs. A website was also established at this time. http://ecozone.wcdsb.ca/asrts/Active-Routes-to-School.html • February 2012 - Presentation to principals was given by John Klein (Principal of St. Matthew) and Kathy Doherty-Masters about the Active & Safe Routes to School ties to curriculum and EcoSchools and the success of active transportation programs implemented at St. Matthew. • June 2012 - Pamphlet was sent to elementary administrators by Kathy Doherty-Masters. Hard copies will be sent in August/September. • We have not yet begun reviewing AP memos and policies. However, we have begun incorporating active transportation principles into some of our practices, specifically around school site design. You will see evidence of this in our Guelph Avenue school site design. • The Regional Active & Safe Routes to School committee has met 9 times throughout this past school year. This committee has been developing a strategy to implement Active & Safe Routes to School programs.. This is a work in progress and will involve a partnership with both school boards and the local and regional municipalities. You can look forward to seeing more information about this over the next school year. • St. Matthew and Pope John Paul II are the two schools actively engaging parents, students and staff

			in school travel planning and incorporating active transportation principles into their school life. St. Matthew is adding students to their parent/teacher Active & Safe Routes committee this year. They held a cycle training & bike tune-up day last year and are going to do it again this year. They have a map of their boundary and parents/students can add a dot to the map indicating where they live. This was done during the last school year and again at open houses and over the first few days of schools. They've found that it really sparks discussion between parents about transportation choices. St. Matthew is receiving a provincial award from the Heart and Stroke foundation for their work (not sure what the reward is!). • Pope John Paul is using the Foundation for a Healthy School framework to chart out active transportation programs that can address the various components in that framework such as physical activity, mental health, bullying prevention, personal safety/injury prevention, etc. This presents active transportation programs as a method of achieving other goals rather than "one more thing to do". Our goal is to raise the priority of Active Transportation within the Board. The approval of the Charter was a fantastic start and we are continuing at a slow and steady pace towards this goal.