Waterloo Catholic District School Board

Agenda

Board of Trustees' Board Meeting

Date: April 29, 2013

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 2013-14 School Year Calendar	Trustees	pp. 1-5	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 Mar 18, 2013	Trustees	pp. 6-11	Approval
3.1.2 Minutes of Special Board meeting of Apr 2, 2013	Trustees	pp. 12-13	Approval
3.1.3 Minutes of Governance Committee meeting of April 8/13	Trustees	pp. 14-15	Receipt
3.1.4 Minutes of Linkages Committee meeting of April 22/13	Trustees	pp. 16-17	Receipt
3.1.5 Minutes of Pastoral Care Team meeting of April 22/13	Trustees	p. 18	Receipt
3.1.6 Minutes of Ends Statement Task Force meeting April 2/13	Trustees	pp. 19-20	Receipt
3.1.7 Staffing Report as of April 24/13	Trustees	--	Approval
3.1.8 Items for Action from In-camera meeting of April 24, 2013	Trustees	--	Approval
4. Delegations/Presentation			
4.1 V.I.P. Awards:			
4.1.1 Justin Wilmot, Canadian Martyrs	Frank Johnson	--	Presentation
4.1.2 Jason Falco, Our Lady of Fatima	Anthony Piscitelli	--	Presentation
4.1.3 Melissa Amaya, Our Lady of Grace	Wendy Price	--	Presentation
4.1.4 Ashley Blue, Sir Edgar Bauer	Peter Reitmeier	--	Presentation
4.1.5 Felix Morgado, St. Francis of Assisi	Greg Reitzel	--	Presentation
4.1.6 Emma Faria, St. Margaret	Joyce Anderson	--	Presentation
4.1.7 Riley Short, St. Peter	Manuel da Silva	--	Presentation
4.2 Accommodation Review – St. Agatha	Cathy Mallick	--	Delegation
4.3 St. Boniface Public Consultation	Lei Ann Wetzel	--	Delegation
4.4 St. Boniface Public Consultation	Ralph Harris	pp. 21-22	Delegation
4.5 Intensive French	Derek Haime	--	Information
5. Ownership Linkage (Communication with the External Environment)			
5.1 OCSTA AGM Resolutions	Trustees	pp. 23-55	Discussion
6. Reports from Board Committees/Task Forces			
6.1 Student Trustee report	Erin Jamieson/ Carlos Valero	--	Information
6.2 Governance Committee Recommendations	Greg Reitzel	pp. 56-57	Approval
6.3 Pastoral Care Team			
6.4 Linkages Committee			
6.5 CPIC			
6.6 Audit Committee			
7. Board Education (at the request of the Board)			
8. Policy Discussion			
9. Assurance of Successful Board Performance			
9.1 Board Policy II 015 Ownership Linkage	Trustees	p. 58	Approval
9.2 Is There a Need to Review This Policy?	Trustees	--	Discussion
10. Assurance of Successful Director of Education Performance			
10.1 Monitoring Reports & Vote on Compliance			
10.1.1			
10.2 Advice from the CEO			
10.2.1 Budget Advisory Committee Update	Shesh Maharaj	pp. 59-68	Information
10.2.2 St. Boniface Maryhill Recommendation	Lindsay Ford	pp. 69-70	Discussion
10.2.3 Accommodation Review Recommendation	Shesh Maharaj, Virina Elgawly	pp. 71-76	Decision

ITEM	Who	Agenda Section	Method & Outcome
11. Potential Agenda Items/Trustee Inquiry Report (CEO)			
11.1 Trustee Inquiry Report from the CEO 11.2 Shared concerns			
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): May 1 7:00 pm SEAC May 2 – 4 OCSTA AGM May 5 – 11 Catholic Education Week May 6 5:00 pm Linkages Committee May 6 7:00 pm Governance Committee May 8 Bishop's Banquet May 14 4:30 pm Staff Recognition Evening May 21 6:00 pm Committee of the Whole – St. Mary's H. School May 27 6:00 pm Board of Trustees Meeting May 29 6:00 pm CPIC May 29 7:00 pm SEAC May 31 9:00 am Board office mass			
12.3 Pending Items: 12.3.1 Mental Health Screening **12.4 Pending Items for OCSTA Consideration**	Committee/Task Force	Due Date	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

Report

Date: 29 April, 2013

To: Board of Trustees

From: Director of Education

Subject: School Year Calendar 2013-2014

Type of Report:

☐ Decision-Making
☒ Monitoring
☐ Incidental Information concerning day-to-day operations

Type of Information:

☒ Information for Board of Trustees Decision-Making
☐ Monitoring Information of Board Policy **XX XXX**
☐ Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)

Ministry of Education Regulation 304

Policy Statement and/or Education Act/other Legislation citation:

Policy 1-001

Background/Comments:

Regulation 304 provides that school boards are required to prepare, adopt and submit to the Minister on or before the first day of May, the school year calendar(s) to be followed by the schools in their jurisdiction for the subsequent school year.

For the School Year Calendar, 2013-2014, there are 195 possible school days between September 1, 2013 and June 30, 2014. School Boards are required to identify a minimum of 194 school days, of which five must be designated as mandatory professional activity days and can allow for one discretionary PA day, for a maximum of six PA days. The remaining school days shall be instructional days. Boards may designate up to ten instructional days as examination days.

In the preparation of the 2013-2014 School Year Calendar, representatives from the following groups were asked to provide input:

- OECTA Local
- Waterloo Catholic Administrators' Association
- Learning Services Department
- Senior Administration

Consultation with representatives from WRDSB also took place in the development of the 2013-2014 school year calendar.

The following charts outline Professional Activity Days and Examination Days.

Elementary P.A. Days 2013-2014

October 4	Designation: ½ Spiritual System Priority/ ½ OECTA Priority Focus: Spiritual Development/OECTA
October 11	Designation: Ministry Mandate Focus:
December 20	Designation: Ministry Mandate Focus:
January 17	Designation: Ministry Priority Focus: Report Card Writing
March 7	Designation: Ministry Mandate Focus:
May 30	Designation: Ministry Priority Focus: Report Card Writing

Elementary Report Card Distribution Dates

Elementary Report Card Distribution Dates Report	*Principal to Request not sooner than:*	*Report Cards sent home:*	
Progress Report	October 21st, 2013	November 4th, 2013	Parent/Student/Teacher conferencing will be on November 7, 2013
Term 1	January 24th, 2014	February 7th, 2014	
Term 2	June 9th, 2014	June 23rd, 2014	

Secondary P.A. Days 2013-2014

October 4	Designation: ½ Spiritual System Priority/ ½ OECTA Priority Focus: Spiritual Development/OECTA
October 11	Designation: Ministry Mandate Focus:
December 20	Designation: Ministry Mandate Focus:
January 17	Designation: System Priority Focus: Curriculum and Instruction
February 3	Designation: OECTA Priority Focus: School Improvement Planning
March 7	Designation: Ministry Mandate Focus:

Secondary School Examination Days

October 17	Student / Parent / Teacher Conference
January 27, 28, 29, 30, 31	Final Evaluations Semester 1
March 20	Student / Parent / Teacher Conference
June 23, 24, 25, 26, 27	Final Evaluations Semester 2

Recommendation:

The Board of Trustees approve the 2013-2014 School Year Calendar.

Prepared/Reviewed By: Larry Clifford
Director of Education

*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
School Year Calendar – 2013-2014
ELEMENTARY SCHOOLS

Legend: B – Board Designated Holiday for Students and Teachers H – Statutory School Holiday P – Professional Activity Day

	Number of Professional Activity Days	Number of Instructional Days	1st Week					2nd Week					3rd Week					4th Week					5th Week				
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September	0	20	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
			H																								
October	2	20		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
							P					P	H														
November	0	21					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
December	1	14	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
																	P	B	B	H	H	B	B	B			
January	1	19			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
					H	B	B										P										
February	0	19	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
													H														
March	1	15	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
							P	B	B	B	B	B															
April	0	20		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
																	H	H									
May	1	20				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
																		H									P
June	0	20	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
																							B				
Total	6	188																									

WATERLOO CATHOLIC DISTRICT SCHOOL BOARD
School Year Calendar – 2013-2014
SECONDARY SCHOOLS

Legend: **B – Board Designated Holiday for Students and Teachers** **H – Statutory School Holiday** **P – Professional Activity Day** **E – Examination Day**

	Number of Professional Activity Days	Number of Instructional Days	1st Week					2nd Week					3rd Week					4th Week					5th Week				
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September	0	20	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
			H																								
October	2	20		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
							P					P	H														
November	0	21					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
December	1	14	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
																	P	B	B	H	H	B	B	B			
January	1	19			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
					H	B	B										P						E	E	E	E	E
February	1	18	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
			P										H														
March	1	15	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
							P	B	B	B	B	B															
April	0	20		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
																	H	H									
May	0	21				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
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June	0	20	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
																		E	E	E	E	E	B				
Total	**6**	**188**																									

Waterloo Catholic District School Board

Minutes

Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, March 18, 2013 at the Waterloo Region Catholic Education Centre.

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

Student Trustees Present:
Erin Jamieson; Carlos Valero

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

Special Resources For The Meeting:
John Bigelow; Jason Connolly; Lindsay Ford

Regrets:
Maria Ivankovic; Fr. Fred Scinto, C.R.

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 6:02 p.m.

1.1 Opening Prayer & Memorials
The opening prayer was led by M. da Silva. Intentions were offered for our new Pope Francis, two centenarians from Cambridge who passed away, a family involved in an accident over the weekend, and families travelling on our highways.

1.2 Approval of Agenda
Item 4.4 Accommodation Review Process is for information; add Items 7.1 OCSTA Regional Meeting Topics and 10.2.5 St. Boniface, Maryhill Update, Item 12.2 April 15th Committee of the Whole will be at Langs on Concession Drive
***2013-63* --** It was *moved* by **M. da Silva** and *seconded* by **J. Anderson:**
THAT the agenda for March 18, 2013 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. Consensus 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 February 25, 2013
***2013-64* --** It was *moved* by **M. da Silva** and *seconded* by **J. Jagiellowicz:**

THAT the Consent Agenda Board of Trustees and the recommendations contained therein be now approved. --- ***Carried by consensus***

4 Delegations

4.1 VIP Awards

4.1.1 P. Reitmeier presented the award to Jasper Podhornik, a student from St. David

4.1.2 J. Anderson presented the award to Laura Aguiar, a student from St. John

4.2 St. Agatha Boundary Change

4.2.1 Cathy Mallick

Cathy Mallick is the Chair of the school council and a mother of four. Communication stated senior administration can change boundaries where no/or few students are affected but she feels all students and the community are affected. She was concerned the decision was made without consultation or the opportunity for parents to discuss how the decision would affect them.

4.2.2 Connie Snofl

Connie Snoft is a parent of two children at St. Agatha and a member of school parent council. She spoke of the benefits to children who attended smaller schools. Before they moved to the area she was aware of the accommodation review and the decision to designate a new development area on Wilmot Line as a part of St. Agatha's boundary. She asked that the recent decision to re-designate this area to St. Nicholas be overturned.

4.2.3 Carl Hauck

Carl Hauck is a parent of two children who requested permission to continue attending St. Agatha when they moved out of boundary. He said every teacher knows all the students by name and they have the opportunity to walk to attend mass at St. Agatha church. He wanted to know why the decision was made without consultation from the families whose children attend St. Agatha.

4.2.4 Rosemary Kittel-McCormick

Rosemary Kittel-McCormick spoke on behalf of her family and the school community. She said there is a strong school/church relation where students have an opportunity to go to church for their religion classes and for Fr. Dan Lobsinger to come to school and teach them about their faith. She wants the community to have a voice in the decision.

4.2.5 Mary Ellen McCormick

Mary Ellen McCormick was a student at St. Agatha for 9 years and spoke about the support she received from teachers, the small class size and visits from the parish priest.

W. Buchholtz thanked the delegations and advised there will be a Special Board of Trustees meeting on Tuesday, April 2nd where trustees will make a decision to either support administrations' decision or ask administration to initiate an accommodation review.

The meeting recessed at 7:08 pm.
The meeting resumed at 7:16 pm.

4.3 Violence and Threat Risk Assessment and Intervention

Cathy McDonald-Reis is one of the school social workers and the Violence and Threat Assessment liaison. Violent risk assessment came to this board early 2000 and it was made a priority in 2010 to assess students when they make a threat to harm or harm other students or facilities. Kevin Cameron, an authority on threat risk assessment, began training our staff in 2008 in Level One. Our core team is now trained in Level Three and will continue the two day training in Level One. A pamphlet called Fair Notice is provided to every family in September telling parents about the process in our schools.

4.4 Accommodation Review Process

Lindsay Ford presented the revised Pupil Accommodation Review Process AP memo incorporating minor changes discussed at the February board meeting. The issue of delegations presenting on the night trustees make a decision was referred to Governance. J. Connolly spoke about conflict of interest and staff delegations. He advised this would be a board decision as there is no legislation governing this type of conflict of interest. Trustees in agreement staff should declare a conflict prior to making a delegation or completing comment sheets. Trustees discussed the process for changing boundaries and agreed to refer to Governance. Trustees will email suggested wording to G. Reitzel, Chair of the Governance committee.

5 Ownership Linkage (Communication with the External Environment)

6 Actions From Board Committees/Task Forces

6.1 Student Trustee Report
Under the Four Pillars:
E. Jamieson and C. Valero have not met with Council of Student presidents.

E. Jamieson reported on the Cambridge schools:
Catholicity: St. Benedict and Monsignor Doyle said prayers for our new pope. St. Benedict has a Lenten collection for Free the Children
Student achievement: St. Benedict and Monsignor Doyle students received their internal reports today
Quality: Monsignor Doyle has a pep rally in the planning stage. Tickets are on sale for the board-wide event April 4th

C. Valero reported on the Kitchener-Waterloo schools:
Catholicity: St. David had a pep rally
Student Achievement: Students attending a T.E.D. conference to share ideas about topics in education and society
Quality: St. Mary's is planning a coffee house next month for charity

6.2 Governance Committee

6.3 Pastoral Care Team

6.4 Linkages Committee

6.5 CPIC

6.6 Audit Committee

6.7 Trustee Budget Quarterly Update
W. Buchholtz advised the quarterly update shows expenses to date for the current budget year.

6.8 2013-14 Trustee Budget Submission
W. Buchholtz presented the proposed trustee budget for 2013-14 for discussion.

***2013-65* --** It was *moved* by **J. Jagiellowicz** and *seconded* by **P. Reitmeier:**
THAT the Board of Trustees adopt the proposed 2013-14 trustee budget. --- ***Carried by consensus***

7 Board Education (at the request of the Board)

7.1 OCSTA Regional Meeting Topics
J. Anderson was asked to collect topics for discussion at the regional meeting at the OCSTA AGM. Trustees to email their topics by the end of the week and J. Anderson will share the suggested topics with all trustees.

8. Policy Discussion

9. Assurance of Successful Board Performance

9.1 Board Policy II 008 Chairperson's Role
W. Buchholtz asked trustees if we are in compliance with this policy.

***2013-66* --** It was *moved* by **J. Anderson** and *seconded* by **J. Jagiellowicz:**
THAT the Board of Trustees reviewed Policy II 008 Chairperson's Role and finds itself in compliance. --- ***Carried by consensus***

9.2 Is There a Need to Review This Policy?
Trustees agreed there is no need to review the policy.

9.3 Board Policy II 013 Cost of Governance
W. Buchholtz asked trustees if we are in compliance regarding this policy.

***2013-67* --** It was *moved* by **A. Piscitelli** and *seconded* by **M. da Silva:**
THAT the Board of Trustees reviewed Policy II 013 Cost of Governance and finds itself in compliance. --- ***Carried by consensus***

9.4 Is There a Need to Review This Policy?
Trustees agreed there is no need to review the policy.

9.5 Board Policy II 014 Trustee Expenses
W. Buchholtz asked trustees if we are in compliance regarding this policy.

***2013-68* --** It was *moved* by **M. da Silva** and *seconded* by **J. Anderson:**
THAT the Board of Trustees reviewed Policy II 014 Trustee Expenses and finds itself in compliance. --- ***Carried by consensus***

9.6 Is There a Need to Review This Policy?
Trustees agreed there is no need to review the policy.

9.7 Board Policy III 005 Monitoring CEO Performance
W. Buchholtz asked trustees if we are in compliance regarding this policy.

***2013-69* --** It was *moved* by **M. da Silva** and *seconded* by **A. Piscitelli:**
THAT the Board of Trustees defer Policy III 005 Monitoring CEO Performance until the end of June 2013. --- ***Carried by consensus.***

9.8 Is There a Need to Review This Policy?
Trustees agreed there is a need to review the policy. Refer to Governance Committee to review that the policy is in line with the way we are to be monitoring it.

***2013-70* --** It was *moved* by **M. da Silva** and *seconded* by **P. Reitmeier:**
THAT the Board of Trustees extend the meeting by 30 minutes. --- ***Carried by consensus***
The meeting was extended at 8:43 pm.

10. Assurance of Successful Director of Education Performance

10.1 Monitoring Reports & Vote on Compliance
10.1.1

10.2 Advice from the CEO
10.2.1 Budget Advisory Committee Update
S. Maharaj advised Budget Advisory Committee was deferred subject to the announcement of the GSNs. The response to the online budget survey was very good. Results will be provided in April.

10.2.2 Use of Reserves
S. Maharaj presented a report requesting permission to use reserves.
***2013-71* --** It was *moved* by **A. Piscitelli** and *seconded* by **J. Anderson:**
THAT the Board of Trustees approves the following use of reserves. --- ***Carried by consensus***

1. That Administration be given permission to use up to $666,005 from the WSIB surplus to service potential WSIB costs.
2. That Administration be given permission to use up to $50,000 from the Committed Sinking Fund surplus to service known Committed Sinking Fund costs.
3. That Administration be given permission to use up to $100,000 from the Committed Capital Project surplus to service known Committed Capital Project costs.
4. That Administration be given permission to use $99,892 from deferred revenues on eligible expenses for Special Education Equipment Amount.
5. That Administration be given permission to use $4,981,728 from deferred revenues on eligible expenses related to Ministry programs/initiatives.
6. That Administration be given permission to use up to $59,133 from deferred revenues on eligible expenses related to Accessibility for Special Ed students.

10.2.3 <u>Capital Plan</u>
L. Ford presented the Capital plan. Objectives are to ensure an efficient and effective use of board resources; to ensure students are accommodated in facilities that are safe, healthy and promote a superior learning environment; achieve equity in school facilities across elementary and secondary over the long term; manage available capital finance resources in a fiscally responsible manner. G. Reitzel left at 8:56 p.m.

She reviewed the enrolment trends at elementary and secondary and the 2012 elementary enrolment vs. capacity. Ministry funding benchmarks are based on 400 pupil school. We are projecting an increase in small schools (less than 300 pupils) in the coming years. Reviewed the schools where capacity is currently or projected to be significantly lower than enrolment and outlined where the enrolment pressures are. E. Jamieson left the meeting at 9:14 pm.

Seven projects were approved by the Ministry of Education for capital funding.

2013-72 **--** It was *moved* by **M. da Silva** and *seconded* by **P. Reitmeier:**
THAT the Board of Trustees extend the meeting by 30 minutes. --- ***Carried by consensus***
The meeting was extended at 9:33 pm.

10.2.4 <u>Renewal Plan</u>
G. Reitzel rejoined meeting at 9:40 p.m. J. Bigelow reviewed the three year capital renewal program.

10.2.5 <u>St. Boniface, Maryhill Update</u>
L. Ford will have an open house and staff presentation beginning at 6:00 p.m. on March 21st at St. Boniface school and April 10th at the Breslau Community Center. There will be an opportunity for questions and answers at each session.

11. Potential Agenda Items

11.1 <u>Trustee Inquiry Report from the CEO</u>

11.2 <u>Shared Concerns</u>

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):
12.2.1 Apr 2 5:00 p.m. Special Board of Trustees
12.2.2 Apr 3 7:00 p.m. SEAC
12.2.3 Apr 15 6:00 p.m. Committee of the Whole, Langs, Concession Drive, Cambridge
12.2.4 Apr 22 5:00 p.m. Linkages Committee
12.2.5 Apr 22 7:00 p.m. Pastoral Care Team
12.2.6 Apr 26 9:00 a.m. Board office mass
12.2.7 Apr 29 6:00 p.m. Board of Trustees Meeting

12.3 Pending Items:
12.3.1 Board Policy IV 003 “Treatment of Students”
12.3.2 Mental Health Screening

12.4 Pending Items for OCSTA Consideration

13. Items for the Next Meeting Agenda

14. Adjournment – Confirm decisions made tonight. Closing Prayer

The Recording Secretary confirmed the meeting decisions.

15. Motion to Adjourn

2013-73 -- It was *moved* by **J. Jagiellowicz** and *seconded* by **M. da Silva:**
THAT the meeting be now adjourned.
The meeting was adjourned by consensus at 10:02 p.m.

Chair of the Board

Secretary

Waterloo Catholic District School Board

Minutes

Special Board of Trustees' Meeting

A special public meeting of the Board of Trustees was held on Tuesday, April 2, 2013 at the Waterloo Region Catholic Education Centre.

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

Student Trustees Present:

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

Special Resources For The Meeting:
Lindsay Ford

Regrets:
Erin Jamieson; Carlos Valero; 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 5:03 p.m.

1.1 Opening Prayer & Memorials
The opening prayer was led by J. Jagiellowicz, Board Pastoral Team. Intentions were offered for Kayla Baker a student at St. Benedict.

1.2 Approval of Agenda
***2013-74* --** It was *moved* by **M. da Silva** and *seconded* by **W. Price:**
THAT the agenda for April 2, 2013 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)

4 Delegations
4.1 St. Agatha Boundary Appeal
Trustees began discussions on whether they would support senior administration's decision to change the boundary of St. Agatha re-designating a parcel of land along Wilmot Line to St. Nicholas or overturn on an appeal. An

exception to Board Policy APF008 states "Where a boundary change is being considered for an area where there are no existing students, the boundary options may be considered by senior administration and a decision reached by them without community consultation".

2013-75 -- It was *moved* by **J. Jagiellowicz** and *seconded* by **A. Piscitelli:**
THAT the Board of Trustees does overturn on appeal, the February 19, 2013 staff decision affecting the boundaries of St. Agatha CES and St. Nicholas CES. The Board of Trustees does instruct staff to come back to the trustees in a month with a recommendation as to which schools will be involved in an Accommodation Review. --- ***No consensus***

In Favour: P. Reitmeier, A. Piscitelli, F. Johnson, J. Jagiellowicz, G. Reitzel
Opposed: W. Buchholtz, M. da Silva, J. Anderson, W. Price
Motion Carried: Vote 5 to 4

5 Ownership Linkage (Communication with the External Environment)

6 Actions From Board Committees/Task Forces

7 Board Education (at the request of the Board)

8. Policy Discussion

9. Assurance of Successful Board Performance

10. Assurance of Successful Director of Education Performance

10.1 Monitoring Reports & Vote on Compliance

10.2 Advice from the CEO

11. Potential Agenda Items

11.1 Trustee Inquiry Report from the CEO

11.2 Shared Concerns

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):

13. Items for the Next Meeting Agenda

14. Adjournment – Confirm decisions made tonight. Closing Prayer

The Recording Secretary confirmed the meeting decisions.

15. Motion to Adjourn

2013-76 -- It was *moved* by **A. Piscitelli** and *seconded* by **J. Jagiellowicz:**
THAT the meeting be now adjourned.
The meeting was adjourned by consensus at 5:44 p.m.

Chair of the Board

Secretary

Waterloo Catholic District School Board

Minutes

Governance Committee Meeting

A meeting of the Governance Committee was held on the 8th day of April, 2013 at 6:00 p.m.

Present:

Committee Members:
Greg Reitzel (Chair), Joyce Anderson, Wayne Buchholtz, *Manuel da Silva
*arrived at 6:13 p.m.

Administrative Officials:
Rick Boisvert, Larry Clifford

Regrets:

Next Meeting: May 6 2013

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1. **Welcome and Opening Prayer:**
   Meeting was called to order by G. Reitzel at 6:00 p.m. Opening prayer was offered by L. Clifford.

2. **Approval of Agenda**
   Motion: J. Anderson
   Seconded: W. Buchholtz

3. **Declared Pecuniary interest**
   NIL

4. **Approval of March 4, 2013 Minutes**
   Motion: W. Buchholtz
   Seconded: J. Anderson
   Revised: Amend Section 5.3 statement to read The Governance Committee advises that the policy statement be ~~was~~ revised to read:

5. **Discussion Items**

5.1 **Update Terms of Reference**
- The Terms of Reference will be adjusted by G. Reitzel and brought to the Board on April 29th.
- Monitoring Board Performance – W. Buchholtz to check electronic file for the May 6th meeting
- Annual Work Plan – consider the possibility of sending some of the work to the committees

5.2 **Article 5 Delegations – Bylaw Consistent with Policy APF008 to Reflect Accommodation Review Process**
- Addition to by-laws Article 5 – Delegations – to be brought to the Board for discussion:
  5.1.15 Delegations for Accommodation Review Committee and Boundary Review Committee will not be accepted on the night of the final decision

5.3 **Board Policy III 005 – Monitoring CEO performance**
- G. Reitzel to recommend to the Board of Trustees to excuse the Board from monitoring CEO performance for the 2012-2013 school year.

5.4 **Boundary Change Process**

Governance Committee to recommend that the boundary change process be debated with the entire Board of Trustees.

6. Adjournment

The meeting was adjourned at 7:55 p.m.

Waterloo Catholic District School Board

Minutes

Linkages Committee Meeting

A meeting of the Linkages Committee meeting was held on the 22nd day of April, 2013 at 5:00 p.m. at the Waterloo Region Catholic Education Centre.

Present:	**Committee Members Present**: Janek Jagiellowicz, Peter Reitmeier (Chair) **Administrative Officials**: John Shewchuk **Other Attendees** Manuel da Silva, Frank Johnson
Regrets:	Carlos Valero, Erin Jamieson, Anthony Piscitelli, Wayne Buchholtz
Next Meeting:	May 6, 2013

1. **Welcome and Opening Prayer:**
   The meeting was called to order by the chair of the committee at 5:22 p.m. The opening prayer was offered by P. Reitmeier. There was no quorum.

2. **Approval of Agenda**
   Motion:
   Seconded:

   No vote due to lack of quorum.

3. **Declared Pecuniary interest**
   NIL

4. **Approval of February 11, 2013 Minutes**
   Motion:
   Seconded:

   No vote due to lack of quorum.

5. **Discussion Items**

5.1 Review and approve final report to School council chairs from 2011-2012 visits.

The chair of the committee opened discussion on the draft report to school councils.

Committee members agreed the report is quite comprehensive and does effectively reflect the feedback from school councils. The report will go forward to the full board after which it will be presented to the Catholic Parent Involvement Committee and the Budget Advisory Committee. The committee recognizes the contributions of parents in providing thoughtful feedback.

5.2 Deanery Meeting - May 2, 2013

The trustees' and board staff's engagement with the Deanery on May 2 replaces the previously suggested "meet and greet" event. This will set the stage for a future "meet and greet" event. A goal is to discern best practices already in place between parishes and schools. Pastors should know that Trustees are always willing to attend parish events as guest speakers. A survey of pastors may be useful to help determine ways in which schools can cooperate more effectively with parishes. The school council report may also eventually be shared with the Deanery via a presentation.

A WCDSB info packet would be very useful for the following audiences:

- New families and registrations
- Marriage Prep (perhaps education of children – Catholic education -- could be a topic for the course)
- Baptisms
- RCIA

Electronic media should also be a high priority communication channel.

5.3 Open Discussion - Next steps? How can we solicit ideas and feedback better from our stakeholders and ratepayers?

Is there a way to document all of the myriad partnerships and relationships between the board and other organizations and between individual staff/trustees and other organizations? How can we concretely document the added value WCDSB schools bring to the community.

Pending items for next meeting:

P. Reitmeier will to follow up with CWL and Knights of Columbus

6. Adjournment

The meeting adjourned at 6:35 pm.

Waterloo Catholic District School Board

Minutes

Pastoral Care Team Committee Meeting

Date: April 22 2013
Start Time: 6:55pm
Location: Catholic Education Centre [CEC]
Next meeting: September 2013

Committee Members:

Manuel da Silva; Janek Jagiellowicz [Chair]; Frank Johnson

Regrets: Erin Jamieson; Carlos Valero

Administrative Officials:

Fr. Fred Scinto, C.R. [Regrets]

Recorder: Janek Jagiellowicz

1. Welcome and opening Prayer:

Janek Jagiellowicz called the meeting to order at 6:55pm. Opening prayer was led by Janek Jagiellowicz.

2. Approval of Agenda:

Motion: Frank Johnson
Seconded: Manuel da Silva
Carried by consensus

3. Declared Pecuniary interest:

None

4. Approval of Minutes - Meeting of Nov 14th, 2012:

Motion: Manuel da Silva
Seconded: Frank Johnson
Carried by consensus

5. Discussion Items:

5.1 Trustee Retreat Recap – It was agreed the retreat was overall, a positive event. It was also agreed that retreats should be a common occurrence for the Board of Trustees. The next retreat/team building event for this Board will be in Oct 2013 when we all get together at the Soup Sisters.

5.2 Ideas for retreats for the 2013/14 school year - Discussion circled around the type of retreats we thought would be best suited for our Board in 2013/14. We agreed social events like helping out at a 1] Nursing Home, 2] Food Bank or Shelter 3] Nutrition for Learning 4] Making a float collectively for a local parade 5] Organizing a dinner or a thank you event for staff 6] An event involving our families or 7] Adopt a family. All of these ideas were discussed but the main theme was to do something socially focused. It was agreed another retreat similar to the one in February was best suited for the new Board of Trustees in late 2014.

5.3 Prayer Themes for 2013/14:1] involve Grade 2 communion students 2] Mount Mary students 3] Knights of Columbus and/or Catholic Women's League members 4] Parish priests 5] Focus on themes like virtue, kindness, caring, etc. The prayer list for 2013/14 will be established in early Sept 2013.

6. Pending Items

None

7. Motion to Adjourn

Meeting was adjourned at 740pm with a closing prayer by Frank Johnson
Motion: Frank Johnson
Seconded: Manuel da Silva

Waterloo Catholic District School Board

Minutes

Ends Statement Task Force Meeting

A meeting of the Ends Statement Task Force was held on the 2nd of April, 2013

Present:

Committee Members:
Wayne Buchholtz, Manuel Da Silva, Joyce Anderson, Frank Johnson

Administrative Officials:
Larry Clifford

Regrets: Wendy Price

Next Meeting: To be determined

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1. Welcome and Opening Prayer:

Meeting was called to order by F. Johnson at 2:30 p.m. with opening prayer.

The agenda was approved and the minutes of March 4th were reviewed and approved.

For the purpose of our discussion as a group, we decided at this point to use the term “goals” and “end’s interchangeably until we have a clearer understanding of their purpose and their role in policy governance.

2. Discussion Items

Discussion began on the ‘gaps’ we could identify in current Ends statement. Listed below are some:

- A focus on student wellbeing
- Accountability measures beyond EQAO
- Direct link to BIPSA
- Link to the community beyond the WCDSB
- Reference to our call as Catholics for social justice

Our Ends/Goals need to be tied to the Strategic Plan of the WCDSB and must help the system, not be an additional layer of complication. How will the staff and parents become aware of them? Will it matter to them? Part of the process to address this will be in consultation with them once the new draft is put together for their input. What will progress look like to them?

This ties to the Director’s performance appraisal but it is the Trustees who are responsible for this at a formal level. Part of this appraisal is tied to the Monitoring Reports and it was suggested that these reports be consolidated under 4 basic areas of interest:

- Student Achievement and Wellbeing Initiatives and Results
- Faith in Action in the WCDSB (including social justice outreach)
- Healthy Learning Communities (links to the WCDSB in the community)
- Adherence to Strategic Plan and BIPSA, Financial and Legal Obligations of the WCDSB

These reports would be quarterly (1 per quarter) and act as the basis for the Director’s Annual Report. Further discussion will be needed on this topic.

The group recognizes that input from the Board of Trustees and Senior Administration is critical at this point and there will be discussion on the Ends/Goals at the Committee of the Whole in April.

Pending Items:

- Creation of agenda for April 15th meeting by Chair and approval by task force team.
- Completion of Gaps, Worries/Values, SWOT process (for April 15th meeting)
- Suggested Wording Changes for a Draft Ends/Goals document

Next Meeting will be determined at April 15th Committee of the Whole

3. Adjournment

The meeting was adjourned at 4:35 p.m.

Ralph Harris
394 St. Charles St. E. R.R. 1
BRESLAU ON NOB 1MO

ADDRESS TO BOARD FOR MONDAY APRIL 29, 2013 MEETING
REGARDING ST. BONIFACE SCHOOL LOCATION / CONSULTATION PROCESS

I would like to reinforce some points with the trustees before they make a decision on location / relocation of St. Boniface School.

Firstly I take issue with three elements of the information in the Board's public presentations. The first two elements are minor but noteworthy; the third is major.

1. <u>RE PROJECTED STUDENT ENROLMENT NUMBERS</u>
Future enrolment numbers presented during the consultation process are conjecture.
Developers in Breslau are facing challenges to continue at projected rates.
The projections do not take into consideration students from Maryhill or north of Maryhill in the catchment area that will opt to leave the system if the school is relocated ; Maryhill is in fact central to the catchment area.

2. <u>RE EXISTING MARYHILL SITE :</u>
Portrayal of the Maryhill site was that it is somewhat undesirable.
Size: 9.7 acres Frontage: 58 metres Parking: 6 spaces(12 required)
Designated drop area none Topography : sloping
How many trustees have visited the site.?
There is adequate area of minimum slope to build behind the existing school and if all or part of the existing building were to be removed to correct the deficiency in parking spaces and drop off area.

3. <u>RE SPECIFICS OF FUNDING APPROVAL FROM THE MINISTRY</u>
The Board's statement that appears on the WCDSB website under information for the St. Boniface School Consultation Process, is as follows :

"The Ministry of Education announced funding for a replacement school for St. Boniface. This funding is specific to Breslau and may not be used to rebuild St. Boniface in Maryhill."

I requested from staff on Tuesday April 23, a copy of the statement on Ministry letterhead that indicates the funding approval is specific to a Breslau location. Staff has been unable to provide me with same, or an explanation.

From that, I take it that the funding is in fact not specific to a Breslau location.

Hence I have issue with the way the information was presented by the board during the consultation process.

Further I am free to assume that funding has been approved to rebuild in Maryhill, contrary to the board's public statements.

AT THIS POINT, I MAY TAKE NO MORE THAN TWO MINUTES TO ADDRESS THE BOARD's REPORT THAT WILL BE PUBLISHED FRIDAY APRIL 26.

GOING FORWARD : Trustees, you have :

- AN OVERWHELMING MAJORITY OF RESPONDENTS IN THE CONSULTATION PROCESS CHOOSING MARYHILL AS THE PREFERRED LOCATION.
- FUNDING THAT IS NOT SPECIFIC TO A BRESLAU LOCATION<<<OR IF INTERPRETED AS SPECIFIC>>>> ABILITY TO REAPPLY FOR A MARYHILL LOCATION WITH A REASONABLE EXPECTATION OF SUCCESS
- A 9.7 ACRE SITE ALREADY OWNED IN MARYHILL EASILY CAPABLE OF ACCOMMODATING A NEW STRUCTURE
- AN EXISTING SITE IN MARYHILL CENTRAL TO THE CATCHMENT AREA
- A FAITH BASED EDUCATION BOARD, WITH A UNIQUE OPPORTUNITY TO RETAIN CLOSE CONNECTION WITH CHURCH ADJACENT

In closing
I urge you consider the foregoing practicalities
and
to respect the opinions of
-The parents of St. Boniface students present and future ,
-The Clergy
-St. Boniface community members
-Separate school board supporters through direction of taxes
-And others

All who have communicated to you through the consultation process valid reasons for choosing / retaining the Maryhill site .

Ralph Harris

Ontario Catholic School Trustees' Association

2013 AGM & CONFERENCE

RESOLUTIONS

Explanation of Committee Recommendations

& Resolution Session Procedures

Resolution sessions will be conducted using **"Robert's Rules of Order"** and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

Explanation of Committee Recommendations

The Conference Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

i. **Approve**
The direction given in the "therefore be it resolved" section of the resolution will be carried out.

ii. **Approve and refer to the ..… committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.

iii. **Receive and refer to the ..... committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee's recommendation, the Board of Directors will determine whether or not the resolution will be implemented.

iv. **Not approve**
No action will be taken.

v. **No recommendation**
The committee is not making any recommendation with respect to the resolution.

vi. **No action required**
The intent of the resolution has been met. No further action will be taken.

Resolution Session Procedures

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak **once** to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson's decision may be challenged by a majority vote of those voting delegates present **at the session** when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

Note Re Quorum: *A quorum for the transaction of business at any general meeting of Members shall consist of not fewer than forty (40) individuals entitled to vote, present in person.*

Grouped Resolutions

a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.

b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.

c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a "group" to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

Resolutions Handled Individually

These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.

A. Resolutions with committee recommendations

1. The chair of the session will announce the resolution number and the name of the sponsoring board:

   - the chair will call for the sponsoring board to move and second **the committee recommendation;**
   - delegates will speak to the committee recommendation;
   - delegates will vote on the committee recommendation.

2. If the sponsoring board does not move the committee recommendation from the floor:

   - the chair will call for the sponsoring board to move their **original resolution**;
   - delegates will speak to the resolution;
   - delegates will vote on the resolution.

3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:

   - the chair will call for the sponsoring board to move their **original resolution**;
   - delegates will speak to the resolution;
   - delegates will vote on the resolution.

2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

C. Amendments from the Floor

Amendments made on the floor relate to the "therefore be it resolved" section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- the chair will **read** the amendment;
- delegates will speak to the amendment;
- delegates will vote on the amendment;
- delegates will vote on the resolution as amended.

If the amendment is defeated:

- delegates will be asked to speak to the original resolution;
- delegates will vote on the original resolution.

D. Resolutions Presented from the Floor

After resolutions presented by the committee have been dealt with, other resolutions may be presented from the floor. The following rules apply:

- 2/3 of the voting delegates present at the session must consent to consider the resolution;
- sufficient copies of the resolution (and background material) must be provided for all those present at the resolution session;
- these resolutions will be handled as outlined above.

The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 18, 2013.**

APPROVE

RESOLUTION # 1

Moved By: David Howard **Renfrew County Catholic District School Board**

Seconded By: Anne Haley

Topic: **Publicly Funded Catholic Education**

Whereas: four publicly funded education systems are currently supported by all major political parties in Ontario; and

Whereas: the publicly funded Catholic system consistently provides high academic standards, a values-based and distinctive educational curriculum and the strong financial stewardship of its collective resources; and

Whereas: education sector economic realities continue to result in increased public pressure to look for multiple efficiencies in boards and to reduce any perceived duplication of services.

Therefore Be It Resolved That:

OCSTA will petition the provincial government to continue to publicly support the Catholic system as an integral partner in the realization of a robust future for the province of Ontario.

Committee Recommendation
Approve.

APPROVE & REFER

RESOLUTIONS # 2-3

Moved By: John Del Grande **Toronto Catholic District School Board**

Seconded By: Maria Rizzo

Topic: **School Board Supervision**

Whereas: the Ministry of Education has granted itself substantially more powers to impose supervision of school boards through Bill 177; and

Whereas: Toronto Catholic District School Board was in supervision from May 2008 to January 2011; and

Whereas: Windsor Essex Catholic District School Board is currently under Ministry supervision; and

Whereas: supervision creates a democratic deficit within the school board district affecting Catholic ratepayers, students and parents; and

Whereas: every decision, program and budget line of a Catholic School Board occurs through a Catholic lens; and

Whereas: Catholic governance rights have historically been and could further be infringed under supervision.

Therefore Be It Resolved That:

OCSTA solicit a legal opinion on the constitutionality of complete Ministry Supervision on Catholic School boards as an infringement of denominational rights in Catholic Education.

Committee Recommendation
Approve and refer to Legislation & Finance Committee

Moved By: Anthony Piscitelli **Waterloo Catholic District School Board**

Seconded By: Manuel da Silva

Topic: **Audit Committee**

Whereas: the Audit Committee's role is to aid the Board of Trustees in decision making; and

Whereas: non-Board members Audit Committee members provide financial expertise and credentials that are not always among the elected Trustees; and

Whereas: Audit Committees should be independent of management and seen to be independent of management; and

Whereas: the Ministry of Education has the power to amend Education Act Regulations.

Therefore Be It Resolved That:

OCSTA petition the Ministry of Education to amend Ontario Regulation 361/10 Audit Committees to provide school boards the option to have three members of the audit committee who are not trustees;

OCSTA petition the Ministry of Education to amend Ontario Regulation 361/10 Audit Committees to increase the number of Trustees on selection committees from one to three;

OCSTA petition the Ministry of Education to amend Ontario Regulation 361/10 Audit Committees to allow non-trustees members of the audit committee to chair the audit committee.

Committee Recommendation
Approve and refer to Legislation & Finance Committee.

RECEIVE & REFER

GROUP 1

RESOLUTIONS # 4-7

Moved By: Garry Tanuan **Toronto Catholic District School Board**

Seconded By: Maria Rizzo

Topic: **Increased Faith Enrichment in Ontario Catholic Schools**

Whereas: "Papal interventions and Roman documents repeatedly emphasize that certain characteristics must be present for a school to be considered **authentically** Catholic. Like the marks of the Church proclaimed in the Creed – one, holy, catholic, and apostolic – so, too, does the Holy See identify the principal features of a school as *Catholic*: a Catholic school should be inspired by a supernatural vision, founded on Christian anthropology, animated by communion and community, imbued with a Catholic worldview throughout its curriculum, and sustained by Gospel witness"; and

Whereas: the specific purpose of a Catholic education is the formation of boys and girls who will be good citizens of this world, loving God and neighbour and enriching society with the leaven of the gospel, and who will also be citizens of the world to come, thus fulfilling their destiny to become saints; and

Whereas: in today's pluralistic world, the Catholic educator must consciously inspire his or her activity with the Christian concept of the person, in communion with the Magisterium of the Church. (Ref.: Vatican's *Lay Catholics in Schools: Witnesses to Faith*); and

Whereas: "The gospel of Jesus Christ and His very person are to inspire and guide the Catholic school in every dimension of its life and activity – its philosophy of education, its curriculum, its community life, its selection of teachers, and even its physical environment. Christ is ***the*** Teacher in Catholic schools. Nevertheless, this conviction, in its very simplicity, can sometimes be overlooked. Catholic schools have the task of being the living and provocative memory of Christ. All too many Catholic schools fall into the trap of a secular academic success culture, putting their Christological focus and its accompanying understanding of the human person in second place. Christ is "fitted in" rather than being the school's vital principle."

"Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others." ***Authentic*** **Catholic educators** recognize Christ and his understanding of the human person as the measure of a school's catholicity. He is "the foundation of the whole educational enterprise in a Catholic school," and the principles of his gospel are its guiding educational norms. - John Paul II wrote in his 1979 Message to the National Catholic Educational Association; and

Whereas: **Sustained by Gospel Witness**. A final indicator of a school's authentic Catholicity is the **vital witness** of its teachers, administrators, and trustees. With them lies the primary responsibility for creating a Christian school climate, as individuals and as a community. Indeed, "it depends chiefly on them whether the Catholic school achieves its purpose." Consequently the Holy See's documents pay a great deal of attention to the vocation of teachers and their participation in the Church's evangelizing mission. Theirs is a supernatural calling and not simply the exercise of a profession. "The nobility of the task to which teachers are called demands that, in imitation of Christ, the only Teacher, they reveal the Christian message not only by word but also by every gesture of their behaviour." More than a master who teaches, a Catholic educator is a person who gives testimony by his or her life. Shortly after his election, Pope Benedict XVI spoke about the kind **of witness required of all teachers of the Faith, including those in Catholic schools:**

"The central figure in the work of educating . . . is specifically the form of ***witness****. . . . The witness never refers to himself but to something, or rather, to Someone greater than he, whom he has encountered and whose dependable goodness he has sampled. Thus, every educator and witness finds an unequalled model in Jesus Christ, the Father's great witness, who said nothing about himself but spoke as the Father had taught him."*

[cf. John 8:28]; and

Whereas: for us Lay Catholics in the school system as Witnesses to the Faith:

24. The Lay Catholic educator is a person who exercises a specific mission within the Church by living, in faith, a secular vocation in the communitarian structure of the school: with the best possible professional qualifications, with an apostolic intention inspired by faith, for the integral formation of the human person, in a communication of culture, in an exercise of that pedagogy which will give emphasis to direct and personal contact with students, giving spiritual inspiration to the educational community of which he or she is a member, as well as to all the different persons related to the educational community. To this lay person, as a member of this community, the family and the Church entrust the school's educational endeavour. Lay teachers must be profoundly convinced that they share in the sanctifying, and therefore educational mission of the Church; they cannot regard themselves as cut off from the ecclesial complex.

65. For the Catholic educator, religious formation does not come to an end with the completion of basic education; it must be a part of and a complement to one's professional formation, and so be proportionate to adult faith, human culture, and the specific lay vocation. This means that religious formation must be oriented toward both personal sanctification and apostolic mission, for these are two inseparable elements in a Christian vocation. "Formation for apostolic mission means a certain human and well-rounded formation, adapted to the natural abilities and circumstances of each person" and requires "in addition to spiritual formation, ... solid doctrinal instruction ... in theology, ethics and philosophy".[48] Nor can we forget, in the case of an educator, adequate formation in the social teachings of the Church, which are "an integral part of the Christian

concept of life",[49] and help to keep intensely alive the kind of social sensitivity that is needed.[50]/

References:
1. THE SACRED CONGREGATION FOR CATHOLIC EDUCATION http://www.vatican.va/roman_curia/congregations/ccatheduc/documents/rc_con_ccatheduc_doc_19821015_lay-catholics_en.html
2. Five Essential Marks of Catholic Schools by ARCHBISHOP J. MICHAEL MILLER, CSB http://www.catholiceducation.org/articles/education/ed0395.htm

Therefore Be It Resolved That:

OCSTA invests more time, effort, and resources to increase the scope and frequency of Catholic Faith enhancement events and retreats for trustees, so all Lay Catholic educators be *better versions of themselves* and be effective Witnesses to the Faith for our students, parents, and the Catholic community.

Committee Recommendation
Receive and refer to Catholic Education Committee.

Moved By: John Del Grande **Toronto Catholic District School Board**

Seconded By: Sal Piccininni

Topic: **OCSTA Communications to School Boards**

Whereas: OCSTA represents Ontario Catholic School Trustees; and

Whereas: all trustees take an oath respecting privacy and confidential information; and

Whereas: all trustees in the province have email addresses; and

Whereas: requests for information from board staff would normally be requested by Ministry of Education or by way of a Board resolution.

Therefore Be It Resolved That:

All communications and requests for information between OCSTA and local boards be directed and facilitated through the Chair of the Board or their trustee designate; and

That all trustees be included in OCSTA communications to ensure timely updates and transparent communications on the activities of OCSTA.

Committee Recommendation
Receive and refer to Communications Committee.

Moved By: Thomas Thomas **Dufferin-Peel Catholic District School Board**

Seconded By: Peter Ferreira

Topic: **Programs and Services for Students with Diverse Learning Needs Including Special Education Needs**

Whereas: the changing framework for Special Education and Support Services is internationally and provincially aligned with the Ministry's mandate to promote success for all students with diverse learning needs including special education needs; and

Whereas: the principles of the draft Ministry resources *Learning for All: K-12,* the aligned Inter-Ministerial Provincial Transition Framework , and commitments to supporting successful transitions for all students are founded on beliefs that all students can succeed and that student achievement, engagement and well being need to be supported in an inclusive learning environment; and

Whereas: Boards continue to be challenged as they design effective system improvement plans when pressures may arise in delivering a Ministry mandated criterion-referenced curriculum with related expected practices while adhering to a universal design for learning approach which honours success for all through personalized instruction; and

Whereas: building capacity through professional learning in support of all diverse learners is critical to student achievement and well being recognizing the need for staff to have adequate time for consolidation and practice of new learning; and

Whereas: a Ministry of Education, Ministry of Child and Youth Services and Ministry of Health initiative has been established to support Children's Mental Health and will need sustainable commitments to keep pace with growth communities and to respond to changing needs and societal demands in equitable and transparent ways.

Therefore Be It Resolved That:

OCSTA petition the Ministry of Education to review on-going commitments and aligned supports for student achievement, engagement and well-being for all diverse learners including learners with special education needs.

OCSTA petition the Ministry of Education to continue to address the changing nature of student needs including needs identified through a variety of student transitions and as evidenced in the need for on-going enhanced prevention/intervention supports for students with mental health challenges.

<u>Committee Recommendation</u>
Receive and refer to Legislation & Finance Committee.

This Resolution was submitted in 2011 & 2012. In 2011 OSCTA wrote a letter to the Minister and received a response. The response was sent to all boards. In 2012 the AGM Decision was "No Action Required" because the resolution had already been dealt with in 2011. The submitting board has indicated that they have submitted the resolution again to reflect the on-going needs regarding Support Services. (See background information attached.)

Ministry of Education

Minister

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Ontario

August 31, 2011

Ms. Nancy Kirby
President
Ontario Catholic School Trustees' Association
PO Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto ON M4R 1K8

Dear ~~Ms. Kirby~~, Nancy

Thank you for your letter about the Ontario Catholic School Trustees' Association Resolution regarding Programs and Services for Students with Diverse Learning Needs. I appreciate the opportunity to respond.

This ministry is committed to supporting student achievement and the well-being of all students, including students with special education needs and diverse learners. As you may know, the ministry is leading the development of the draft resource guide *Learning for All K-12* (L4All) that builds on the guiding principles outlined in *Education for All: The Report of the Expert Panel on Literacy and Numeracy Instruction for Students With Special Education Needs, Kindergarten to Grade 6 (2005)*.

L4All is an integrated framework for assessment and instruction that is designed to share information with educators about research-informed education approaches that have proven to be effective in supporting all students' learning from Kindergarten to Grade 12. One of the key principles behind the guide is personalization, and providing an education that is tailored to the diverse learning needs of a student. The ministry continues to provide boards with funds to support the use of the draft L4All, and to sustain and facilitate knowledge dissemination through professional learning communities.

Further, this ministry continues to work with other ministries to support all students. The Student Support Leadership Initiative (SSLI) is one example of a collaborative initiative between the Ministry of Education, the Ministry of Children and Youth Services, and the Ministry of Health and Long-Term Care. The goals of SSLI are to improve the understanding of each cluster member's services, improve joint decision-making processes, and improve pathways to services and supports for students and their families.

Last year, the SSLI clusters successfully deepened partnerships to include appropriate health sector partners (e.g. hospitals that offer child and youth services, Family Health teams, Community Health Centres, addictions service providers), as well as invited representation from Section 23 programs (education programs in care, treatment, custody and correctional facilities).

On June 22, 2011, our government released *Open Minds, Healthy Minds: Ontario's Comprehensive Mental Health and Addictions Strategy*. It follows the 2011 Budget commitment to invest in a comprehensive Mental Health and Addictions Strategy. *Open Minds, Healthy Minds* takes a long-term view toward a comprehensive approach to transforming the mental health system to a clear mission, a forward-thinking vision and long-term strategies for change.

While educators do not provide direct mental health and addictions services, they are in a unique position to recognize when children and youth may need supports. Educators cannot diagnose children with mental health and addiction needs, but can support students and families through referrals to community service agencies. For children and youth, the first signs that they are struggling with mental health issues may be at school – in the form of changes in behaviour, inability to focus, or a drop in their marks. To help schools and teachers see these first signs and act, Ontario will:

- implement mental health literacy and cross-sector training on early identification and intervention for educators;
- implement programs through schools and community-based agencies to enable early identification and referral for treatment; and
- enhance mental health resources at schools.

While we have come a long way, we recognize that there is more to do to strengthen mental health and addictions supports for all Ontarians. The safety and well-being of the province's children and youth is a priority for this ministry, and we will continue to work hard to enhance mental health services for them.

Thank you again for writing.

Sincerely,

Leona

Leona Dombrowsky
Minister of Education

Moved By: Roy Mantle **London District Catholic School Board**

Seconded By: Mary Wolfs

Topic: **Fee Payments to Ontario Catholic School Trustees' Association (OCSTA) by Member Boards**

Whereas: member boards are facing challenging and changing financial circumstances; and

Whereas: many member boards are being impacted by the effects of declining enrolment; and

Whereas: member boards also pay a Special Levy for the Promotion and Protection of Catholic Education of $0.25 per student.

Therefore Be It Resolved That:

The Ontario Catholic School Trustees' Association review and amend the present formula for payment of annual fees by member boards to more accurately reflect both the financial circumstances of boards and more particularly enrolment decreases of member boards.

Committee Recommendation
Receive and refer to Office Management Committee.

RECEIVE & REFER

GROUP 2
(Re: Representation on OCSTA Board of Directors)

RESOLUTIONS # 8-12

Moved By: Rick Petrella **Brant Haldimand Norfolk Catholic District School Board**

Seconded By: Dennis Blake

Topic: **Representation on the OCSTA Board of Directors**

Whereas: the current management structure of OCSTA permits dual representation from larger Boards and single representation from a geographical collection of smaller boards based on a regional system. This structure can prevent smaller member boards from ever having representation on the OCSTA Board of Directors and, therefore, not having a voice within the organization or access to information in a timely fashion; and

Whereas: the current voting allocation at OCSTA Annual General Meetings and resulting representation on the OCSTA Board of Directors is not reflective of the population that the Trustees represent.

Therefore Be It Resolved That:

a) OCSTA investigates a new method for allocating votes at the Annual General Meetings to ensure equity amongst boards; and

b) OCSTA investigates a new method for determining representation on the Board of Directors whereby consideration is given to the number of representatives on the Board, specifically the opportunity for every member board to have at least one representative on the Board of Directors; and

c) the new format be in effect for the 2014 AGM.

Committee Recommendation
Receive and refer to Legislation & Finance Committee.

Moved By: Mario Pascucci **Dufferin-Peel Catholic District School Board**

Seconded By: Sharon Hobin

Topic: **Investigation of a New Method of Vote Allocation at the Annual General Meeting of the Ontario Catholic School Trustees' Association (OCSTA)**

Whereas: the current management structure for the Ontario Catholic School Trustees' Association (OCSTA) permits representation from each Ontario Catholic school board; and

Whereas: the current voting procedure at the Annual General Meeting permits one vote per trustee; and

Whereas: the current OCSTA vote allocation is not reflective of the population that trustees represent.

Therefore Be It Resolved That:

OCSTA investigate a new method for vote allocation to each Board and/or trustee for implementation at the 2014 Annual General Meeting, which considers representation reflective of population which trustees represent.

Committee Recommendation
Receive and refer to Legislation & Finance Committee.

Moved By: Jo-Ann Davis **Toronto Catholic District School Board**

Seconded By: Maria Rizzo

Topic: **Weighted Voting for the Annual General Meeting of the Ontario Catholic School Trustees' Association (OCSTA).**

Whereas: There are 29 Catholic Boards or Districts in Ontario of varying size, student population and ratepayers. There is a provincial election process that provides representation according to population. It would be beneficial for all members of OCSTA to participate in an open, transparent and representative process when making decisions which have a provincial impact on Catholic education. Models sited are CCSTA and OPSBA.

Whereas: the current management structure for Ontario Catholic School Trustees' Association (OCSTA) permits representation from each Ontario Catholic school board and

Whereas: the current voting procedure at the Annual General Meeting permits one vote per board regardless of size; and

Whereas: the current OCSTA vote allocation is not reflective of the population that trustees represent.

Therefore Be It Resolved That:

OCSTA investigate and develop a new method and policy for vote allocation for voting at Annual General Meetings which considers Trustee representation reflective of Catholic population by Board or District for implementation at the 2014 Annual General Meeting.

Committee Recommendation
Receive and refer to Legislation & Finance Committee.

Moved By: Maria Rizzo **Toronto Catholic District School Board**

Seconded By: Sal Piccininni

Topic: **Representation and Weighted Voting Board of Directors.**

Whereas: A new model for membership on the Board of Directors of OCSTA to allow all Catholic District School Boards to allow a minimum of one full voting member. A sliding scale should be developed and based on the student enrollment of Boards.

Whereas: the current management structure of OCSTA permits dual representation from larger Boards, and single representation from a geographical collection of smaller boards based on a regional system. This structure prohibits some member boards from having equal representation on the Board of Directors and therefore excluding their voice within the organization; and

Whereas: the current OCSTA vote allocation and corresponding representation on the Board of Directors is not reflective of the population that the Trustees represent.

Therefore Be It Resolved That:

OCSTA investigate a new method of vote allocation and individual board representation on the Board of Directors for implementation as soon as possible but no later than the 2014 OCSTA AGM. This new method will consider the number of representatives for each member Board and will allow all member Boards to have individual representation on the Board of Directors as of the AGM of 2014.

Committee Recommendation
Receive and refer to Legislation & Finance Committee.

Moved By: Elizabeth Crowe **York Catholic District School Board**

Seconded By: Carol Cotton

Topic: **OCSTA Representation Model**

Whereas: fair representation at the OCSTA Board table and at the AGM is a fundamental to the democratic process; and

Whereas: membership in OCSTA may become mandatory if the association is given the legislative authority to bargain on behalf of the school Boards, as employers; and

Whereas: the current system of electing Directors, Executive members and passing motions does not allow for every Board to be truly represented, based on student and/or ratepayer distribution, and does not give a fair voice to every Board at the table; and

Whereas: OPSBA has a more equitable model that should be evaluated and considered for adoption in its current form or in a form modified as determined by OCSTA's Board of Directors; and

Whereas: there could be other models that should be investigated for their appropriateness;

Therefore Be It Resolved That:

OCSTA investigate and develop a new, fairer model of representation both for the Board of Directors and for voting at the AGM.

Committee Recommendation
Receive and refer to Legislation & Finance Committee.

TO BE CONSIDERED INDIVIDUALLY

RESOLUTIONS # 13-17

Moved By: Sal Piccininni **Toronto Catholic District School Board**

Seconded By: Angela Kennedy

Topic: **Trustee Benefits**

Whereas: the Province of Ontario solely legislates Trustee compensation; and

Whereas: elected school trustees in Ontario are exempt in legislation from receiving any benefits provided to other levels of elected office; and

Whereas: a need exists within this level of elected body.

Therefore Be It Resolved That:

a. OCSTA lobby the Minister of Education to amend the Education Act to expressly provide that Trustees may purchase at their own expense through their local Boards, hospital, medical, dental, prescription drugs, and other benefits.

b. OCSTA simultaneously secure an independent group benefits plan carrier. These benefits may be purchased by trustees at their own expense.

c. OCSTA explore opportunities for partnerships with other organizations and associations such as Public School Trustees, retired Principals, Teachers etc. by the end of June 2013.

Committee Recommendation

a. Approve and refer to OCSTA Table Officers.
b. No action required.
c. No action required.

A similar resolution was received in 2012. The AGM Decision was to ***Receive & Refer to OCSTA Table Officers****. OCSTA's benefits consultant was contacted to determine options. A survey was sent to all trustees to determine level of interest. Survey results were provided to Buffet Taylor who prepared a report based on our requirements. Based on that report, a memo was sent to all trustees to advise that OCSTA is unable to provide group benefits to trustees (see background information attached).*

Ontario Catholic School
Trustees' Association

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September 19, 2012

TO: All Trustees

FROM: Kevin Kobus, Executive Director

RE: Benefits for Trustees

Based on a resolution passed at the 2004 Annual General Meeting, OCSTA was in a position to make a group insurance plan available to trustees of member school boards, on a voluntary basis. It included life insurance, extended health care and dental coverage. Participants were responsible for their own premiums. That plan was subsequently terminated effective January 1, 2007. The reason given was low and insufficient enrolment even though both the Ontario Public School Boards' Association (OPSBA) and OCSTA were participating.

There have been numerous exchanges with the Ministry in recent years requesting a change to legislation that would permit trustees to participate, at their own expense, in Board plans. Those lobbying efforts have thus far been unsuccessful.

A resolution was received at the 2012 OCSTA Annual General Meeting as follows:

That OCSTA lobby the Minister of Education to amend the Education Act to expressly provide that Trustees may purchase at their own expense through their local Boards, hospital, medical, dental, prescription drugs, and other benefits; and
That OCSTA simultaneously look into researching options for an independent group benefits plan carrier. These provider benefits may be purchased by trustees at their own expense.

As a result of the 2012 resolution, we have been working with Buffet, Taylor Employee Benefits Consulting to determine the feasibility of securing a carrier to provide benefits to trustees, with participation on a voluntary basis, and with the cost being borne by the participants. We have been informed that the current industry standard for required participation is 75%.

In order to determine feasibility, please respond no later than Wednesday, September 26th to the two survey questions through the link below.

http://www.surveymonkey.com/s/KYY52HF

Ontario Catholic School Trustees' Association

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October 15, 2012

TO: All CDSB Trustees
CC: Directors of Education, Board Secretaries (for information)

FROM: Kevin Kobus, Executive Director

RE: **Resolution #17-12 - Trustee Benefits**

Resolution #17-12 requested that OCSTA look into researching options for an independent group benefits plan carrier to provide medical/dental benefits for trustees. A survey was conducted by OCSTA to determine the level of interest. The survey was sent to 237 trustees and there were 114 responses. 49 trustees indicated an interest in participating in a benefit plan.

The survey results were shared with our benefits account manager at Buffet Taylor Employee Benefits Consulting. The information we have received from Buffet Taylor is printed below.

> A carrier's minimum requirements are based on the "eligible" lives under the group, the eligible number in this case being 237 and the minimum industry standard for participation is 75%. The 49 responses indicating an interest in participating equate to 20.7% of the eligible number which is well below the industry standard for minimum participation.
>
> Given that less than half of those eligible responded to the survey, there is a good chance that many individuals already have coverage elsewhere and do not require additional coverage, especially if it would incur an additional cost to them.
>
> As the directive was specific to a completely voluntary program it is unlikely that a quote could be obtained from any carrier. The voluntary nature of the program would cause rates to be increased and if the rates were so high that no one wanted to purchase it, the minimum participation requirements would not be met. The parameters of the program are too broad and will not be a good risk for a carrier to pick up if it goes out to market.
>
> It is suggested that the Ontario Catholic School Trustees' Association provide its members with access to the Sun Life individual health/dental plan. This is completely voluntary and is 100% paid by the member. Below is the link to the site. The rates are set across the carrier's entire block of business, so there is greater stability in the rates (there has been little change of rates on these plans over the past 3 years). This approach may prove to be a more cost effective option for those interested in obtaining coverage. Anyone applying will need to supply medical evidence.
>
> http://www.sunlife.ca/Plan/Health/Health+insurance+summary?vgnLocale=en_CA

Based on the information received from Buffet Taylor, OCSTA is unable to offer group benefits to its trustee members.
If you have any questions, please contact Margaret Binns (mbinns@ocsta.on.ca or 416-932-9460 ext. 228).

Moved By: Catherine MacDonald **Simcoe Muskoka Catholic District School Board**

Seconded By: Trustee Connie Positano

Topic: **Home, School and Church**

Whereas: Catholic schools are an integral part of the Church's mission to evangelize youth; and

Whereas: the Ontario Catholic School Trustee's Association pamphlet "Becoming a Catholic School Trustee" states our call to service and stewardship in Christ, but gives no reference to the working relationship between schools and parishes; and

Whereas: the home and school are engaged to build a connection and report to each other with some consistency and outlined guidelines; and

Whereas: engagement between parishes and schools is variable and could be developed and strengthened; and

Whereas: sacramental preparation in our schools varies according to the guidelines of the diocese; and

Whereas: our Catholic identity is being challenged; and

Whereas: as Catholic Trustees, we must speak with clarity and confidence about our system's long standing tradition of supporting, serving and affirming the dignity and diversity of all our students in our schools.

Therefore Be It Resolved That:

The Ontario Catholic School Trustees' Association create forums for discussion and dialogue with the clergy on ways for schools and parishes to form stronger working relationships.

Committee Recommendation
Not approve - this is a local matter.

A similar resolution was submitted in 2012 – AGM Decision was ***Not Approve – Local Matter not Provincial***
An OCSTA staff committee, with the title Pontifex Committee, chaired by the OCSTA Director of Catholic Education, and comprised of two current Pastors, and two representatives from the Ontario Catholic Principals Council, have been discussing the nature of the relationships between Pastors and Principals with a view to publishing a list of working best practices.
The committee prepared a White Paper on the topic which it shared with all the partners that make up the ICE table and with the executive of the Catholic Student Trustees. Responses were received from all of the partners.
The Pontifex committee is very aware that what is involved is a relationship between two people with differing roles and differing personalities, and that one size will not fit all. The relationship is of critical importance for the school and the parish, and the current project has the support of the Bishops of Ontario and our Catholic Directors of Education.
It is the intention of the committee to have a document ready for the 2013-2014 school year.

Moved By: John Del Grande **Toronto Catholic District School Board**

Seconded By: Angela Kennedy

Topic: **OCSTA Declarations & Positions of Substance**

Whereas: local district school board trustees are democratically elected and charged with the protection of Catholic Education; and

Whereas: OCSTA is made up of member boards and exists to serve member boards at the provincial level; and

Whereas: some OCSTA Directors are directly appointed by boards while others are elected to represent regions; and

Whereas: OCSTA Directors representing school boards may only speak to established policies/positions. Directors must solicit direction from their Board of Trustees on matters where there are no established Board policies or positions; and

Whereas: OCSTA must ensure it properly represents the positions and opinions of local boards; and

Whereas: OCSTA may have made representations historically that were not reflective of a local board's position.

Therefore Be It Resolved That:

OCSTA prior to making any new public statement, policy or position of significance on behalf of its members must ensure it has consensus of its member boards shown by way of a local Board vote.

Committee Recommendation
Not approve.

Moved By: John Del Grande **Toronto Catholic District School Board**

Seconded By: Sal Piccininni

Topic: **OCSTA AGM**

Whereas: OCSTA represents Ontario Catholic School Trustees; and

Whereas: OCSTA AGM includes pertinent business of the corporation, resolution sessions and voting for Director positions; and

Whereas: CODE represents Council of Directors of Education; and

Whereas: trustees are not present at CODE AGMs; and

Whereas: Directors of Education are educational partners of Catholic trustees.

Therefore Be It Resolved That:

OCSTA AGM business sessions, specifically Resolutions sessions, be restricted to Ontario Catholic School Trustees to ensure open communications and discussions by Catholic School Trustees.

Committee Recommendation
Not approve.

Moved By: John Del Grande **Toronto Catholic District School Board**

Seconded By: Nancy Crawford

Topic: **Compensation Structure**

Whereas: the Province of Ontario provides sunshine laws requiring public sector salary disclosure; and

Whereas: publicly traded companies require annual executive compensation disclosure; and

Whereas: most members of OCSTA executive staff are and have been former supervisory officers of various school boards; and

Whereas: OCSTA is fully funded through member school boards with financial support provided through grants from public tax dollars.

Therefore Be It Resolved That:

In the spirit of open and transparent governance, OCSTA provide annually following the AGM to its trustee members the ranges of compensation provided to all contract and staff employed at OCSTA.

Committee Recommendation
No action required.

A similar resolution was submitted in 2011 & 2012. In 2011 the AGM Decision was, ***"Not Approve"****. In 2012 the resolution was considered by the OCSTA Board of Directors. A motion regarding the distribution of staff compensation was approved at Sep. 2012 Board Meeting and a memo was sent to boards. To date, 3 boards have requested the information (see background information attached).*

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Ontario Catholic School Trustees' Association

September 21, 2012

TO: Chairpersons & Directors of Education

FROM: Kevin Kobus, Executive Director

RE: **Disclosure of Compensation Levels for OCSTA Staff & Outside Contractors**

The following resolution was considered at our 2012 Annual General Meeting:

That: In the spirit of open and transparent governance, OCSTA provide annually to its trustee members the ranges of compensation provided to all contract and staff employed at OCSTA.

The resolution was received and referred to the Office Management Committee. It was discussed at the May 23 and August 29 meetings of the committee. The outcome was a recommendation to the OCSTA Board of Directors which met on September 14.

The motion approved by the Board of Directors on September 14 is provided below.

Whereas: disclosure of the document will be made on a confidential basis to a school board following a request by a Board of Trustees; and

Whereas: the onus is on the school board to maintain the confidentiality of the information disclosed to them regarding the OCSTA salary grid for employees or rates for consultants; and

Whereas: the disclosure is made to the school board on a confidential basis and requires the school board pursuant to section 10 of the Municipal Freedom of Information Act, R.S.O. 1990, c. M.56, to protect the confidentiality of the information.

Therefore be it resolved that:

OCSTA Directors authorize the disclosure of the OCSTA Salary Progression chart and per diem rate for Outside Contractors on a strictly confidential basis at the request of the Board of Trustees of any school board represented by OCSTA.

I:\usr\kevin\boards\disclosure of compensation levels.docx

WATERLOO CATHOLIC DISTRICT SCHOOL BOARD

GOVERNANCE COMMITTEE RECOMMENDATIONS

The following changes/additions were recommended by the Governance Committee to the Board of Trustees for approval:

1. **Board Policy II 002 Governing Style:**
   Section 5e: Board members found to be in violation ~~of the code of conduct by the Board of Trustees~~ **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)~~ **218.3** of the Education Act.

2. **Board Policy II 005 Consultation:**
   Section 1b: The Board of Trustees values a culture that holds consultation at its core. Consultation occurs to gain different perspectives. We believe that meaningful consultation is planned, purposeful, and equitable and that it contributes to enhanced decision making. Consultation occurs because the views and experiences of our owners, ~~and~~ stakeholders **and other partners in Catholic education** are valued and informs the work of the board.

3. **By-laws Article 5 Delegations:**
   Addition of 5.1.15:
   5.1.15 Delegations for Accommodation Review Committee and Boundary Review Committee will not be accepted on the night of the final decision

4. **Board Policy III 005 Monitoring CEO performance:**
   Board of Trustees to excuse the Board from monitoring CEO performance for the 2012-2013 school year.

5. **Boundary Change Process**
   That the boundary change process be debated with the entire Board of Trustees.

Waterloo Catholic District School Board
Board Committee Terms of Reference
Governance Committee
2012 – 2013

1. Description:
Established to assist the Board in governing effectively,

2. Action Item Outcome(s):
2.1 Review Board by-laws bi-annually for currency and applicability
2.2 Work assigned by the board***.***
2.3 Monitor Board performance – lead trustees in process of evaluating Board performance.
2.4 Develop and implement a program for trustee learning on topic(s) as requested by the board.
2.4.1 Arrange Professional development for trustees relative to governance

3. Consultation Requirement(s):
3.1 Incorporate best practices from other boards where ever possible
3.2 Staff, outside expertise

4. Budget Implications: All recommendations from the committee will include budget implications.

5. Completion Dates: standing committee – ongoing
5.1 Reporting Date(s): June of each year

Comments:
Possibly include more specific annual work plan as an appendix to terms of reference.
Work plan could be developed in conjunction with the board and approved by the board.

Number: II 015
Subject: Ownership Linkage

Approval Date: November 29, 2010
Effective Date: November 29, 2010
Revised:

Policy Statement:

It is the job of the Board of Trustees of the Waterloo Catholic District School Board to be the link between the organization and the Catholic ratepayers of Waterloo Region. As such, the Board of Trustees will ensure that opportunities exist for communication with the ratepayers for the purposes of determining community values and vision for the school system, demonstrating accountability for what has been achieved, and to build on-going support for Catholic education.

Such opportunities will include, but not be limited to:

1. **An Annual Report Card**: to be prepared and distributed to the Catholic ratepayers annually in January. The annual report card will reflect legislative requirements and demonstrate the progress being made in achieving Board Ends and plans for future work.

2. **Conversation with Committees**: at a minimum of once per year, the Chairs' of the SEAC, PIC, and Audit committees will be invited to a conversation on the work of the committees and how it relates to the work of the Board.

3. **Opportunities for Engagement**: items of deliberation and policy development before the Board of Trustees will include a process for survey/input from the ownership to determine owner values on the issue.

Waterloo Catholic District School Board

Memorandum

TO:

FROM: Shesh Maharaj, Superintendent of Corporate Services

DATE: March 29, 2013

SUBJECT: 2013-2014 Grants for Student Needs Announcement Summary (B5, B6 and EL1 Memos)

The Ministry of Education held the annual Grants for Student Needs (GSN) announcements on Wednesday March 27, 2013. Summarized below are the contents of the announcement and the related memos circulated by the Ministry.

General:

- Total GSN funding for all boards is $21 billion, which is similar to 2012-2013
- The Government remains committed to balancing the budget by 2017-2018
- Per-pupil funding = $11,207 vs $11,187 for 2012-2013 ($20 decrease)
- Ministry will be looking to boards for ideas on how to ensure accountability for the use of some targeted special purpose grants within the GSN
    - This means there will likely be additional reporting requirements in the near future for grants such as Learning Opportunities, Aboriginal, Program Enhancement etc.
    - The Board currently has flexibility over the use of these funds, which may change in the future given this initiative
- Announcement reflects savings anticipated for previous initiatives such as the changes in the labour framework and the 34-credit thresholds

2012-2013 in-year enhancements:

The Ministry has acknowledged specific pressures to boards due to the labour framework agreements and will therefore provide the Boards with the following in-year adjustments:

- Retirement gratuity wind-up payments for employees who do not meet the 10 year retirement gratuity threshold

- Adjustment to reflect the change of the retirement gratuity payout from 15 years to 10 years
- Funding for the 2 transitional days that can be used to top up salary from 90% to 100%

2013-2014 GSN changes

Labour Framework Changes:

- Benchmarks will be reduced for teacher, principal and vice-principal salary benchmarks by 1.5% to reflect the 3 unpaid PA days.
- Benchmarks will **not** be reduced for other staff that bargain collectively (CUPE, PASS, CAW) for the unpaid day; boards are able to keep these savings.
- Benefit benchmarks will be reduced to reflect the 12 year phase out of retirement gratuities.
- Qualification and Experience Allocation (QECO) will continue to reflect grid movements on the 97th day; this is the same as 2012-2013
- Benchmarks will be increased to support the change from 10 sick days to 11 days (Ministry has provided in-year funding to address 2012-2013 change)

34-credit threshold:

- Students enrolled over the 34-credit threshold that do not qualify for an exemption (IEP, ESL etc) will be funded at the Con Ed rate

Full Day Kindergarten (FDK):

- Anticipated overall program province wide is 184,000 students and $962.6M
- Will continue to be funded 50% through GSN and 50% through EPO
- Per-pupil funding will remain increase slightly ($2)
- Board anticipates 2,158 students and $11.5M in funding

Keeping up with Costs:

The Ministry will provide additional funding for the following to allow boards to manage increasing operating costs:

- Funding for student transportation will be increased by 2% ($128K for our board)
- Funding for OMERS contributions will be increased by 1% ($30K for our board)
- Funding for utilities will be increased by 7.9%
- Funding for non-staff school operations will be increased by 2%

Capital Funding:

- Ministry will continue to fund School Condition Improvement for renewal needs and temporary accommodation for portable moves, leases etc. No increase/decrease to funding.
- Full Day Kindergarten (FDK) first time equipping and minor renovations will be funded on actual kindergarten enrolment as opposed to enrolment target as in past years in preparation for the 5th and final year of implementation (2014-2015)

Funding in addition to GSNs (Extra Programming Other (EPOs)):

- EPO announcement reflected $1.137M for the Board to receive. These are all existing EPOs that the Board receives; does not appear to contain any new initiatives
- Further funds will be received throughout the year as the Ministry determines new initiatives and priorities.

Other:

- The Ministry indicated that at this point they would defer the pursuit of board amalgamations

March 2013

Projected School Board Funding for the 2013-14 School Year

(49) Waterloo Catholic DSB

Grants for Operating and Other Purposes [1]	2002-03 Actuals	2003-04 Actuals	2004-05 Actuals	2005-06 Actuals	2006-07 Actuals	2007-08 Actuals	2008-09 Actuals	2009-10 Actuals	2010-11 Actuals	2011-12 Actuals	2012-13 Revised Estimates	2013-14 Projections
1. Pupil Foundation Grant	90,353,706	92,293,216	96,513,365	101,211,288	95,513,505	100,159,675	103,407,332	104,810,915	106,730,781	107,043,184	105,310,378	102,572,016
2. School Foundation Grant					12,169,580	13,195,033	13,810,848	14,233,536	14,278,383	14,536,465	14,370,875	14,197,943
3. Special Education Grant	19,043,607	20,669,656	21,057,532	21,836,279	22,216,885	23,034,345	23,846,986	24,352,254	25,149,289	26,683,589	26,258,674	26,022,747
4. Language Grant	3,136,269	3,202,943	3,700,316	3,775,349	3,719,168	3,744,886	3,981,000	4,045,413	3,953,942	3,796,983	3,649,572	3,560,408
5. First Nations, Métis, and Inuit Education Supplement						44,483	78,256	79,253	184,170	261,991	263,361	449,446
6. Geographic Circumstances Grant	95,572	113,250	290,067	361,569	-	-	-	-	-	-	-	-
7. Learning Opportunities Grant	2,868,790	3,634,943	3,939,721	3,979,092	2,608,091	2,677,835	2,776,666	2,751,201	3,820,025	3,328,658	3,306,945	2,924,592
8. Safe Schools Supplement							341,025	345,265	346,707	350,847	345,826	342,246
9. Program Enhancement Grant						390,000	501,800	501,800	482,500	482,500		
10. Continuing Education and Other Programs Grant	1,793,469	1,969,284	2,192,357	2,732,013	2,822,931	3,029,608	4,277,116	4,452,797	3,847,502	4,157,211	4,076,831	4,000,141
11. Cost Adjustment and Teacher Qualifications and Experience Grant	6,357,660	6,485,160	7,103,613	6,421,054	8,103,551	9,575,004	11,702,244	13,884,680	16,875,056	18,147,266	18,478,319	19,147,831
12. Student Transportation Grant	5,651,919	5,818,555	5,935,283	6,188,084	6,258,470	6,378,841	6,635,207	6,564,828	6,524,108	6,436,746	6,397,337	6,369,154
13. Declining Enrolment Adjustment	199,554	389,283	194,642	194,642	-	16,909	781,122	1,114,223	1,356,464	2,065,456	1,772,457	1,055,592
14. School Board Administration and Governance Grant	5,106,274	5,177,710	5,380,970	5,468,797	5,547,532	5,614,416	5,937,305	5,997,902	5,926,389	5,875,927	5,734,557	5,684,059
15. School Operations Allocation	14,993,833	15,211,623	16,496,580	17,328,691	17,742,919	18,405,686	19,007,593	19,566,916	19,454,999	19,500,507	19,069,543	19,225,819
16. School Renewal Allocation (excluding GPL)	2,657,920	2,933,517	3,212,687	2,970,737	2,972,767	2,980,400	2,370,476	2,933,781	2,856,906	2,781,259	2,973,079	2,956,965
17. Interest Expense	6,087,445	6,973,106	6,906,094	6,737,089	6,796,947	6,571,146	6,334,832	6,786,810	6,579,912	6,159,509	5,828,035	5,814,003
18. Non-Permanently Financed Capital Debt	102,176	557,135	397,975	397,975	397,975	397,975	397,975	397,975	397,975	397,975	397,975	397,975
19. OMERS [2]	(860,949)	(261,731)							224,198			
TOTAL FUNDING EXCLUDING CAPITAL PROGRAMS BELOW	**$ 157,587,245**	**$ 165,167,650**	**$ 173,321,202**	**$ 179,602,658**	**$ 186,870,321**	**$ 196,216,242**	**$ 206,187,783**	**$ 212,819,549**	**$ 218,989,306**	**$ 222,006,073**	**$ 218,233,764**	**$ 214,720,936** [3]

Average Utilization of School Facilities, 2012-13

	Elementary	Secondary
Number of School Facilities	45	5
Enrolment	13,431	6,578
Capacity	14,959	6,312
Average Utilization	89.8%	104.2%

Enrolment (Average Daily Enrolment of Pupils of the Board)

	2002-03 Actuals	2003-04 Actuals	2004-05 Actuals	2005-06 Actuals	2006-07 Actuals	2007-08 Actuals	2008-09 Actuals	2009-10 Actuals	2010-11 Actuals	2011-12 Actuals	2012-13 Revised Estimates	2013-14 Projections
Elementary	15,843	15,781	15,674	15,247	14,934	14,649	14,330	14,087	13,904	13,620	13,431	13,273
Secondary	6,706	6,619	6,997	7,248	7,460	7,582	7,485	7,362	7,166	6,808	6,578	6,506
Total	**22,549**	**22,400**	**22,671**	**22,495**	**22,394**	**22,230**	**21,814**	**21,449**	**21,070**	**20,428**	**20,009**	**19,779**

CAPITAL PROGRAMS	EXPENDITURES FROM 2002-03 TO 2012-13 2002-03 Actuals	2003-04 Actuals	2004-05 Actuals	2005-06 Actuals	2006-07 Actuals	2007-08 Actuals	2008-09 Actuals	2009-10 Actuals	2010-11 Actuals	2011-12 Actuals	2012-13 Revised Estimates	Projected Remaining as of Aug. 31, 2013
New Pupil Places and Other Capital Programs [4]	13,126,433	7,756,512	10,908,452	12,725,811	184,860	13,094	2,248,801	9,055,633	5,949,104	2,672,195	-	-
Full-Day Kindergarten								35,258	263,601	3,587,667	5,465,116	3,467,524
Good Places to Learn Renewal (GPL)			834,079	4,642,798	1,678,270	1,871,880	1,624,739	-	1,446,070	1,388,820	-	45,947
New Capital Funding [5]										1,519,193	11,063,701	23,471,489
Total	**13,126,433**	**7,756,512**	**11,742,531**	**17,368,609**	**1,863,130**	**1,884,974**	**3,873,540**	**9,090,891**	**7,658,775**	**9,167,875**	**16,528,817**	

Notes: *Totals may not add due to rounding. The figures above do not include the full impact of Full-Day Kindergarten funding as well as one-time funding in 2012-13 to address specific liabilities created by the 2012-14 Labour Framework.*

1 Funding through these allocations from 2002-03 to 2005-06 is not always comparable to the succeeding years because of grant realignments and the introduction, elimination and consolidation of various grants.

2 OMERS (Ontario Municipal Employees Retirement System) reflects a funding recovery in 2002-03 and 2003-04 due to a pension contribution holiday. It also reflects a retroactive payment in 2010-11 to support a contribution increase effective January 2011. In subsequent years, funding for the contribution rate increase is being flowed to school boards through increases to benefits-related benchmarks.

3 The data does not fully reflect the impact of the 34 Credit Threshold, since enrolment impact of this initiative is not yet available from boards.

4 Other Capital Programs include: Primary Class Size, Prohibitive to Repair, Growth Schools, French-Language Capital Transitional Adjustment, Capital Priorities, Green Schools Pilot Initiative and 2010-11 Temporary Accommodation.

5 New Capital Funding includes: Capital Priorities Grant funding, Land Funding to Support Capital Priorities, the School Condition Improvement Allocation, Temporary Accommodation allocations (starting in 2011-12), and the Retrofitting of School Space for Child care.

2013/14 ELEMENTARY ENROLMENT PROJECTIONS

Type of Projection	Total	vs. OCT3112	Comments	
3 Year Highest Growth from Early March	14721	-56	Uses 3 highest growth rates in past 5 year between early March and October	
5 Year Linear Trend	14708	-69		
3 Year Average with Manual Changes	14703	-74	3 year average adjusted for known changes	
5 Year Average Growth from Early March	14682	-95		
3 Year Lowest Growth from Early March	14664	-113	Uses 3 lowest growth rates in past 5 years between early March and October	
Planning Projection - Incl. Retention and Residential Growth	14621	-156		
3 Year Average OCT31 Reduction	14546	-231	Uses enrolment decline rate over last 3 years using October 31 count date.	May be low based on March 28 registrations
5 Year Average OCT31 Reduction	14517	-260	Uses enrolment decline rate over last 5 years using October 31 count date.	May be low based on March 28 registrations
March 6, 2013 Principal	14465			
March 28, 2013 Principal	14511			
October 31, 2012 Actual	14777			

2013/14 ELEMENTARY ENROLMENT PROJECTIONS - VALIDITY

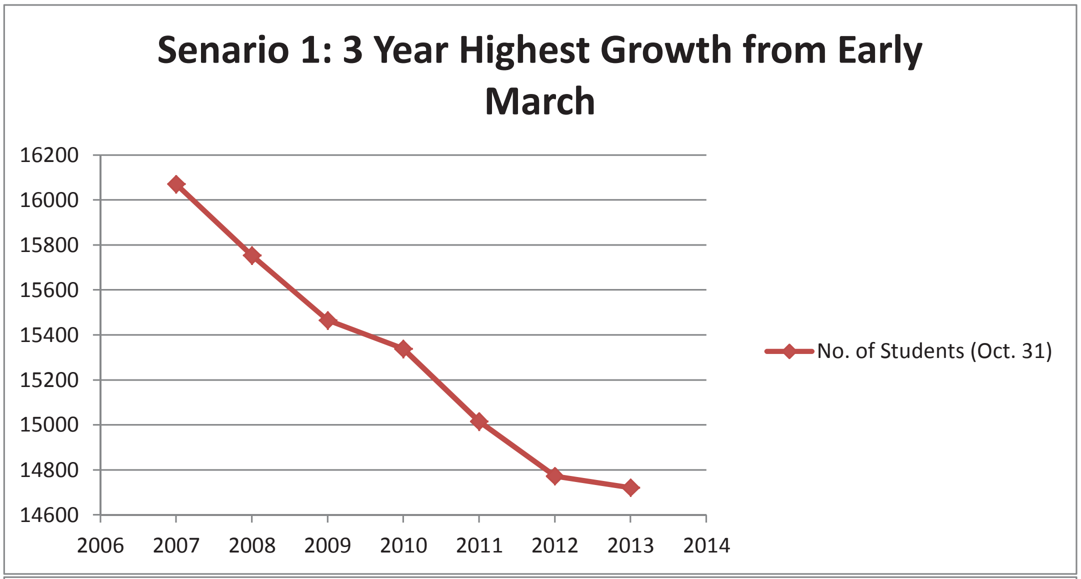
Type of Projection	2012 EARLY MARCH	2012 PROJECTED	2012 RESULT	DIFFERENCE	
3 Year Highest Growth from Early March	**14546**	**14803**	**14773**	**30**	
5 Year Linear Trend	**14546**	**14795**	**14773**	**22**	
3 Year Average with Manual Changes	**14546**	**14814**	**14773**	**41**	**USED IN BUDGET
5 Year Average Growth from Early March	**14546**	**14775**	**14773**	**2**	
3 Year Lowest Growth from Early March	**14546**	**14747**	**14773**	**-26**	
Planning Projection - Incl. Retention and Residential Growth	**14546**	**14702**	**14773**	**-71**	
3 Year Average OCT31 Reduction	**14546**	**14781**	**14773**	**8**	
5 Year Average OCT31 Reduction	**14546**	**14775**	**14773**	**2**	

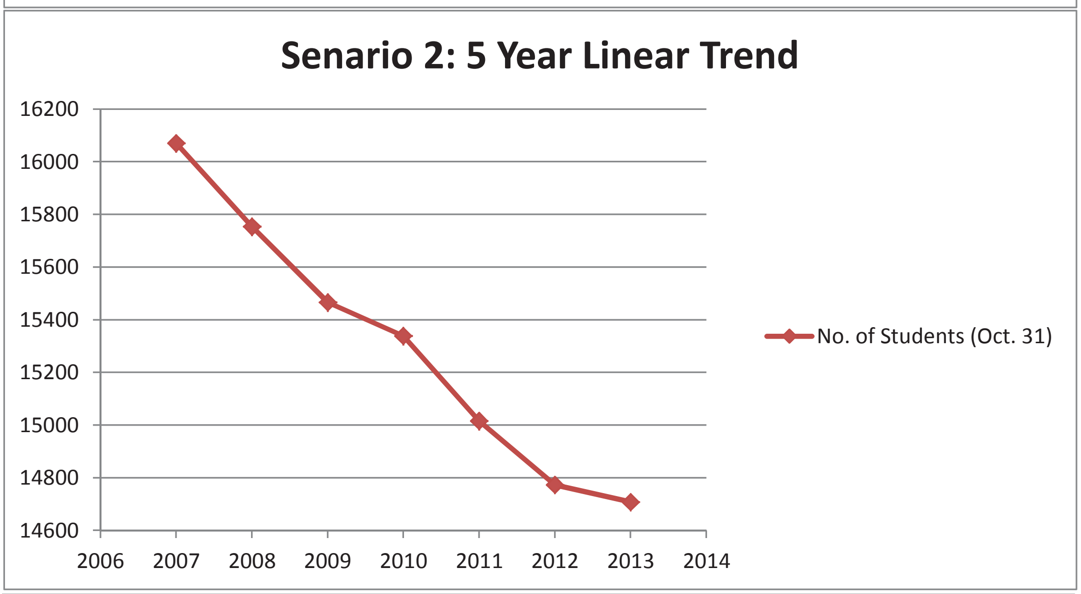
	No. of Students Early March	No. of Students (Oct. 31)	Number Increase	Percent Increase
2007	15766	16071	305	101.93%
2008	15559	15754	195	101.25%
2009	15226	15466	240	101.58%
2010	15069	15339	270	101.79%
2011	14821	15016	195	101.32%
2012	14546	14773	227	101.56%

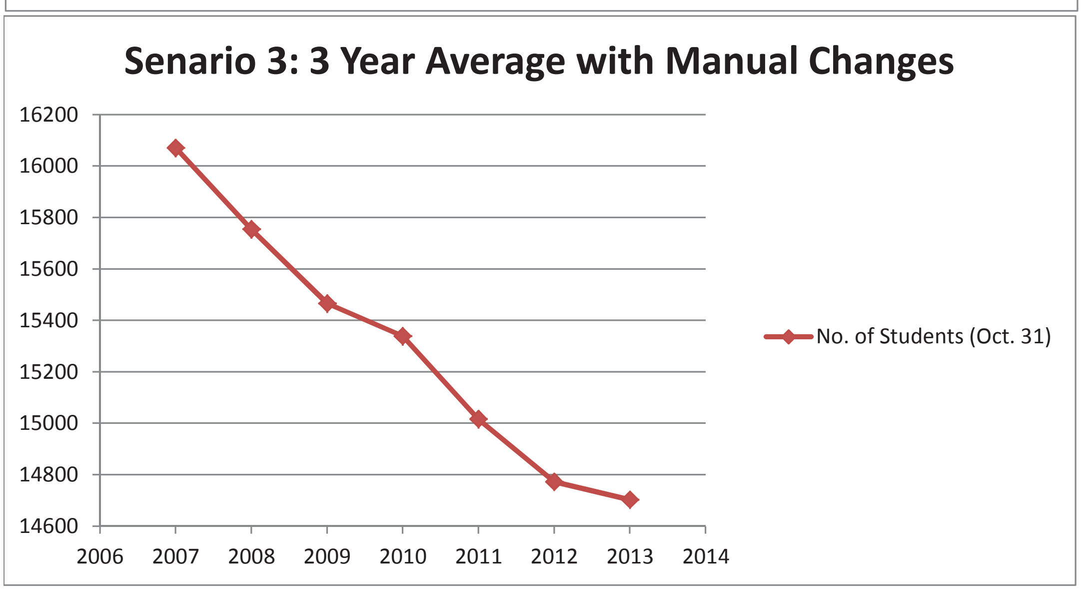
2013/14 ELEMENTARY ENROLMENT PROJECTIONS - VALIDITY

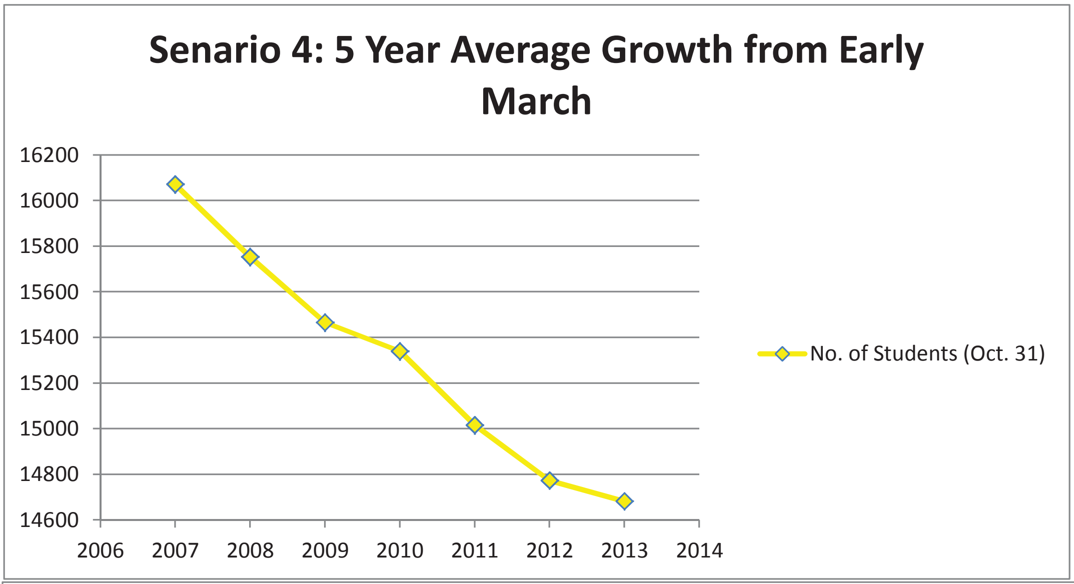
Type of Projection	2011 EARLY MARCH	2011 PROJECTED	2011 RESULT	DIFFERENCE	
3 Year Highest Growth from Early March	**14821**	**15083**	**15016**	**67**	
5 Year Linear Trend	**14821**	**15036**	**15016**	**20**	
3 Year Average with Manual Changes	**14821**	**N/A**	**15016**	**0**	**NOT PREPARED
5 Year Average Growth from Early March	**14821**	**15054**	**15016**	**38**	
3 Year Lowest Growth from Early March	**14821**	**15025**	**15016**	**9**	
Planning Projection - Incl. Retention and Residential Growth	**14821**	**15221**	**15016**	**205**	**USED IN BUDGET
3 Year Average OCT31 Reduction	**14821**	**15104**	**15016**	**88**	
5 Year Average OCT31 Reduction	**14821**	**15095**	**15016**	**79**	

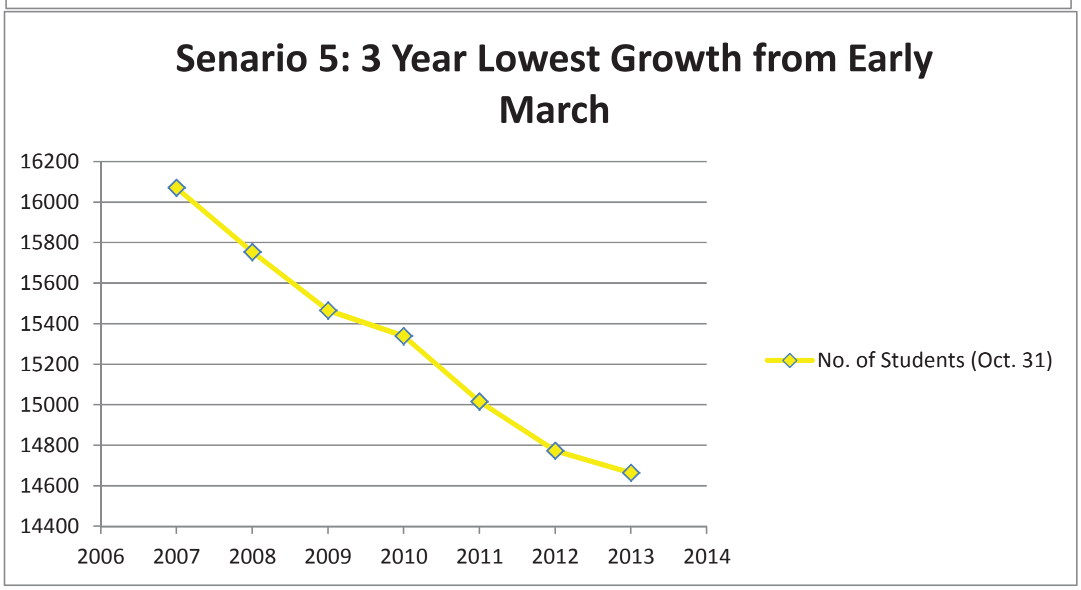
	No. of Students Early March	No. of Students (Oct. 31)	Number Increase	Percent Increase
2006	16110	16320	210	101.30%
2007	15766	16071	305	101.93%
2008	15559	15754	195	101.25%
2009	15226	15466	240	101.58%
2010	15069	15339	270	101.79%
2011	14821	15016	195	101.32%

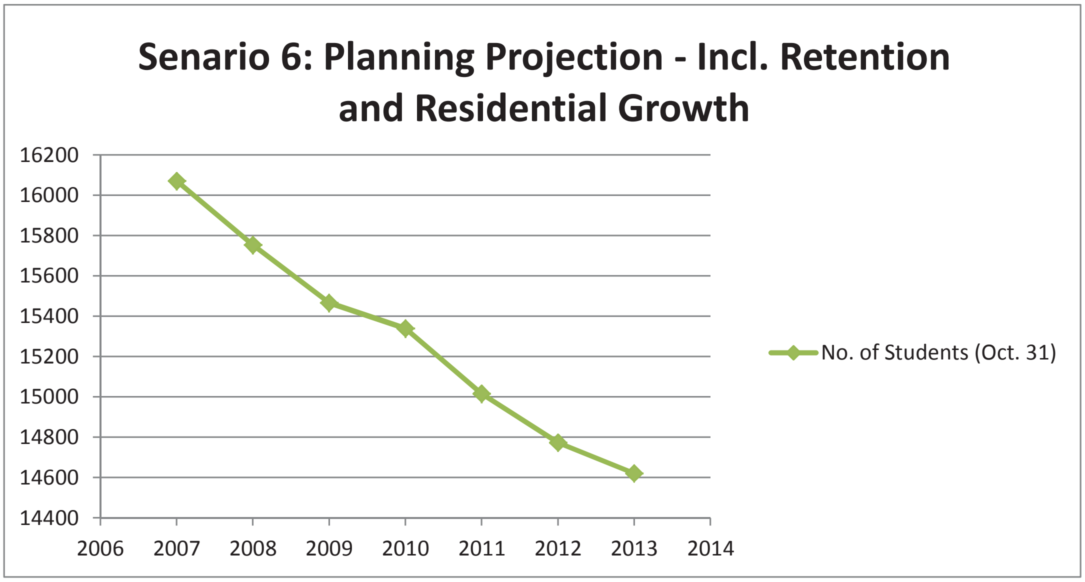

Senario 1: 3 Year Highest Growth from Early March
16200
16000
15800
15600
15400
15200
15000
14800
14600
2006
2007
2008
2009
2010
2011
2012
2013
2014
No. of Students (Oct. 31)

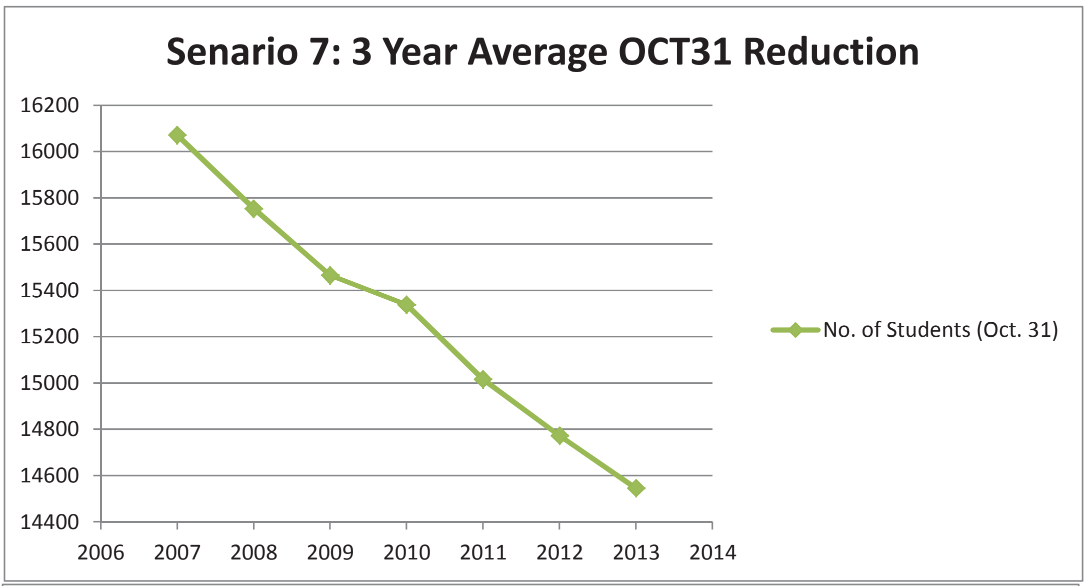

Senario 2: 5 Year Linear Trend
16200
16000
15800
15600
15400
15200
15000
14800
14600
2006
2007
2008
2009
2010
2011
2012
2013
2014
No. of Students (Oct. 31)

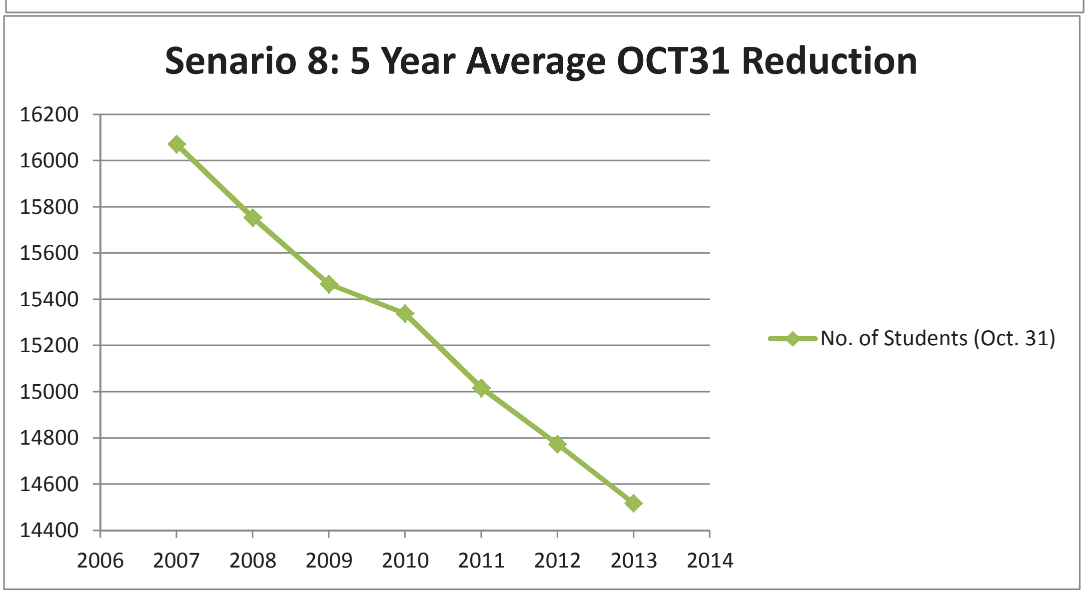

Senario 3: 3 Year Average with Manual Changes
16200
16000
15800
15600
15400
15200
15000
14800
14600
2006
2007
2008
2009
2010
2011
2012
2013
2014
No. of Students (Oct. 31)


Senario 4: 5 Year Average Growth from Early March
16200
16000
15800
15600
15400
15200
15000
14800
14600
2006
2007
2008
2009
2010
2011
2012
2013
2014
No. of Students (Oct. 31)


Senario 5: 3 Year Lowest Growth from Early March
16200
16000
15800
15600
15400
15200
15000
14800
14600
14400
2006
2007
2008
2009
2010
2011
2012
2013
2014
No. of Students (Oct. 31)


Senario 6: Planning Projection - Incl. Retention and Residential Growth
16200
16000
15800
15600
15400
15200
15000
14800
14600
14400
2006
2007
2008
2009
2010
2011
2012
2013
2014
No. of Students (Oct. 31)


Senario 7: 3 Year Average OCT31 Reduction
16200
16000
15800
15600
15400
15200
15000
14800
14600
14400
2006
2007
2008
2009
2010
2011
2012
2013
2014
No. of Students (Oct. 31)


Senario 8: 5 Year Average OCT31 Reduction
16200
16000
15800
15600
15400
15200
15000
14800
14600
14400
2006
2007
2008
2009
2010
2011
2012
2013
2014
No. of Students (Oct. 31)

Waterloo Catholic
District School Board

REPORT

Date: April 29, 2013

To: Board of Trustees

From: Director of Education

Subject: St. Boniface relocation - Recommendations

Type of Report:

☒ Decision-Making
☐ Monitoring
☐ Incidental Information

Type of Information:

☒ Information for Decision Making
☐ Monitoring Information
☐ Information Only

Origin:

Capital Plan 2013

Policy Statement:

APF008: Pupil Accommodation Review Process – *"The Ministry of Education Pupil Accommodation Review Guidelines (Appendix A) outline specific circumstances where there is no requirement to undertake a boundary or school closure review. In the circumstances below, the Board will consult with local school communities about the proposed accommodation options for students in advance of any decision by the Board.*

- *Where a replacement school is to be rebuilt by the board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the board's existing policies;"*

Background/Comments:

In January 2013, the Ministry of Education announced funding for the replacement of St. Boniface school. Following that announcement, board staff initiated a public consultation process to develop a strategy to best serve the St. Boniface school community over the long-term. Specifically, the consultation process examined whether St. Boniface should remain in Maryhill (Option 1) or relocate to Breslau (Option 2).

Two public consultation sessions have been completed.

Date	Location	Number of Attendees	Number of Comment Sheets
March 20, 2013	St. Boniface school	97	45
April 10, 2013	Breslau Community Centre	54	32

The majority of the public comments received were from residents of Maryhill both with children enrolled at the school and without. The comments placed significant value on the existing school-church relationship and feared that the relocation of the school would sever this relationship.

The public comments in favor of relocating to Breslau expressed that there are many Catholic families living in Breslau but attending the public school due to location, significant residential growth is planned for Breslau, and locating the school where the majority of students live would be desirable.

Details of the process, the options, and public comments can be found in the "St. Boniface Catholic Elementary School Public Consultation Process Final Report" (attached).

Preferred Option:

- Staff is recommending that St. Boniface Catholic Elementary School be relocated to Breslau.
- There is significant residential growth planned for Breslau and very limited/no growth planned within the remainder of the school boundary.
- WCDSB attracts 12.2% of the total 377 students living in Breslau. Compared to 62.7% of the total 67 students living in Maryhill. Despite the differences in yields, there are currently more Catholic students living in Breslau (46) compared to Maryhill (42).
- Building a school in Breslau would increase the opportunity to attract a greater number of students, which would increase enrolment.

Funding

- The Board received funding approval from the Ministry of Education of $5,295,177 to build a 250 pupil place school. The business case was based on the relocation of St. Boniface to Breslau.
- The Board does not currently own land in the Breslau area or have a site identified. Staff is working with the Township of Woolwich and developers to identify a school site. The timing of the land may depend on a number of factors including the Regional Official Plan appeal, the Breslau Secondary Plan, the ability of developers to proceed with development, and discussion with land owners regarding site purchase.
- The land is 32% EDC eligible (based on a 4 acre school site). The remainder of the land will need to be funded through the Proceeds of Disposition reserve. There is an opportunity to apply to the Ministry for the remainder of the land acquisition costs. However, there is no official process for this and no indication as to whether this strategy would be successful.

Recommendation:

That the Board pursues the purchase of a school site in the Breslau area recognizing that the purchase of the land will be subject to Board and Ministry approval.

That the Board proceed with the construction of a new 250 pupil place elementary school in Breslau.

That upon completion of the new school in Breslau, all of the St. Boniface students be relocated to the new building and vacate the existing building in Maryhill.

That the principal assigned to the school develop a transition plan to facilitate the transition of students to their new school.

Prepared/Reviewed By: Larry Clifford
Director of Education

Shesh Maharaj
Chief Financial Officer

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

REPORT

Date: April 29, 2013

To: Board of Trustees

From: Director of Education

Subject: Rural West/Waterloo Accommodation Review – Initiation Report

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

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

Origin:

WCDSB Capital Plan, January 2013

Board Meeting – April 2, 2013 – Direction from the Board of Trustees*: "THAT the Board of Trustees does overturn on appeal, the February 19, 2013 staff decision affecting the boundaries of St. Agatha CES and St. Nicholas CES. The Board of Trustees does instruct staff to come back to the trustees in a month with a recommendation as to which schools will be involved in an Accommodation Review."*

Policy Statement:

Executive Limitation IV 008, "Financial Conditions and Activities" ... "the CEO shall not:

9. Acquire, encumber or dispose of real property

Executive Limitation IV 010, "Facilities/Accommodations" … "the CEO shall not:

1. "Allow material changes to facilities, boundary changes, or the closure of existing facilities to occur without established procedures."
2. "Fail to present to the board an annual report on current enrolment status, future demographic trends and a list of potential schools being considered for boundary changes or closure".

Background/Comments:

- On April 2, 2013, the Board of Trustees directed staff to bring a recommendation forward regarding which schools should be included in an accommodation review involving St. Agatha.

<u>Determination of the Schools Involved</u>

- Under the Ministry Guidelines, it is possible to review one school. Therefore, receiving schools do not have to be included as part of the ARC. Historically, WCDSB has both included receiving schools in the ARC process and has examined options involving schools outside of the immediate scope of the ARC as potential receiving schools. (E.g. the previous "West Waterloo" ARC included St. Agatha, Holy Rosary and St. Nicholas but options also involved Holy Family, St. Clement, Sir Edgar Bauer and Our Lady of Lourdes).
- When selecting schools to be involved in an accommodation review it is important to consider the purpose/goals of that review and the possible accommodation scenarios that could arise. By considering these factors, a determination can be made regarding which schools will likely be impacted and the potential magnitude of that impact. From there, a decision can be made regarding the schools that should be included within an ARC.
- Another consideration when selecting schools is the size of the ARC and the ability to focus on the task. For example, if the ARC is too large then meetings may become unproductive. If the ARC attempts to address too

many issues then the conversation may become unfocused. Parents may become frustrated since they are volunteering a significant amount of time to help the Board in their decision making.

Purpose of the Rural West/Waterloo Review

- An accommodation review was identified in the Board's 2013 Capital Plan to address surplus capacity, small schools and facility condition.
- Specifically, the future of St. Agatha will be the primary focus of this accommodation review.
    - 2012-13 enrolment is 101 students
    - Capacity is 170 pupil places (78 pupil places of permanent construction and 92 in a port-a-pak attached to the school).
    - The school site is approximately 2 acres. The Board leases additional land for playground. This lease will expire in 2019.
    - St. Agatha's 5 year renewal costs are approximately $2,170,210, which has resulted in a Facility Condition Index (FCI) of 105%.This means that the cost to repair St. Agatha is greater than the cost to replace the building.
- The goals of the Rural West-Waterloo Accommodation Review have been identified as follows:
    - Develop an accommodation strategy that best serves the Catholic community over the long term.
    - Determine long-term enrolment boundaries to balance enrolment with capacity.
    - Examine the long-term sustainability of the schools in the Rural West/Waterloo area with particular focus on the impact of small schools.
    - Address site size and facility condition issues at St. Agatha.
    - Maximize the number of students able to walk to school.

Schools Involved

- Staff is recommending that the following schools be included as part of this accommodation review process: St. Agatha, Holy Family, St. Clement, Holy Rosary, and St. Nicholas.
- These schools have been chosen based on their geographical proximity to St. Agatha and therefore their potential to receive students in the event of any boundary changes/school closure determined through this review.
- The only school that would be considered for closure through this review is St. Agatha.

Terms of Reference

- A draft Terms of Reference for the Rural West/Waterloo Accommodation Review Committee (ARC) is attached to this report.
- The Terms of Reference would be approved by the ARC at their first meeting.

Recommendation:

THAT the Board of Trustees Authorizes Board administration to initiate the Rural West/Waterloo Accommodation Review following Part B: Closure Review Process of the board's Pupil Accommodation Review Process policy (APF008).

Prepared/Reviewed By: Larry Clifford
Director of Education

Shesh Maharaj
Chief Financial Officer

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."

TERMS OF REFERENCE
Rural West/Waterloo Accommodation Review Committee

1.0 Mandate

The Board of Trustees has asked an Accommodation Review Committee (ARC) to conduct a school closure review on the west side of the Region of Waterloo that involves the following schools: St. Clement, St. Agatha, Holy Family, St. Nicholas, and Holy Rosary. The ARC, as an advisory committee to the Board of Trustees, will analyze School Information Profiles and other relevant data, develop alternative accommodation scenarios and make recommendations to the Director of Education that meet the educational and operational objectives of the Waterloo Catholic District School Board.

2.0 Reference Criteria

The reference criteria include educational and accommodation criteria for examining schools under review and accommodation options. The reference criteria define the parameters of the ARC discussion and will be used by that ARC to fulfill its mandate. The reference criteria include, but are not limited to, the following.

2.1 Board Parameters

- All elementary schools are JK-8.
- All secondary schools are Grade 9-12.
- Facilities should not limit students from fully experiencing the curriculum.
- Facilities should have a relationship with the community.
- Physical accessibility in new and existing facilities should be maximized.
- All capital projects (i.e. new schools, additions) require Ministry and Board approval.

2.2 Board-wide Accommodation Review Goals

- Provide the highest quality learning environment possible.
    - Consider program environments and how they support student achievement.
- Ensure an efficient use of system resources by balancing enrolment and facilities.
    - Maximize the use of Board owned facilities over the long term.
    - Minimize the use of non-permanent accommodation (portables) as a long-term strategy while recognizing that it may be a good short-term solution.
- Provide a long-term (5 years +) accommodation solution.
- Create boundaries that maximize the number of students that can walk to school.
    - Consider the Board's existing transportation policy and how it may be impacted by or limit accommodation scenarios.
- Consider the impact on parish boundaries.
- Provide logical attendance boundaries.
    - Follow logical divides such as major roads, physical barriers, etc.
    - Recognize existing neighbourhoods wherever possible.
- Reduce operating costs (e.g. maintenance, operations, transportation, etc.)
- Develop accommodation options with consideration for Ministry of Education capital funding formulas and the Board's long term capital plan.

2.3 Review Goals

- Develop an accommodation strategy that best serves the Catholic community over the long term.
- Determine long-term enrolment boundaries to balance enrolment with capacity.
- Examine the long-term sustainability of the schools in the Rural West area with particular focus on the impact of small schools.
- Address site size and facility condition issues at St. Agatha.
- Maximize the number of students able to walk to school.

2.4 Rural West Parameters

- The following schools will not be considered for closure: St. Nicholas, Holy Rosary, Holy Family and St. Clement.

3.0 Roles and Responsibilities

An ARC has been appointed by the Board, in accordance with Board policy, to carry out the accommodation review process. ARC members can expect approximately 8-10 ARC meetings over a 7 month period. A minimum of 4 public consultation sessions will also be held. Throughout the process the committee will be assisted by various board staff members in the collection, presentation and evaluation of data, organizing both committee and public consultation sessions, generating options and preparing reports. The outline below illustrates the relative division of responsibilities between the committee and staff.

ARC meetings are open to the public. Members of the public will not be allowed to actively participate in these meetings but are invited to listen and observe. The ARC must allow the opportunity for delegations at a minimum of three meetings.

	ROLE OF THE ARC	ROLE OF BOARD STAFF
Agendas & Minutes	• Approve minutes of each ARC meeting. • Ensure the accuracy of meeting minutes.	• Prepare meeting agendas. • Record minutes. • Post minutes on the Board website.
Materials, Support and Analysis	• Review information prepared by staff. • Request additional information as necessary.	• Prepare a timeline outlining tasks, milestones and deadlines according to APF008. • Organize school tours for the ARC. • Prepare, distribute and present information to the ARC and public. • Attend meetings as a resource to the ARC. • Provide any additional pertinent information requested by the ARC.

School Information Profile (SIP)	• Review and discuss the School Information Profiles. • Consult with the public regarding the SIP. • Request changes to the SIP as necessary.	• Prepare a School Information Profile for each school in the review.
Alternative Accommodation Scenarios/Options	• Develop accommodation options consistent with the Reference Criteria. • Analyze and evaluate accommodation options. • Consider the needs of all students at all of the schools objectively and fairly. • If the recommended accommodation option is contingent upon funding, the ARC must develop an alternative should funding not be available. • If the ARC cannot reach consensus, a second option should be developed, if possible.	• Prepare accommodation options. • Prepare data to support the evaluation of options. • Advise the ARC on legislative requirements, Board policy, budget implications, and availability of funding.
Community Consultation	• Hold a minimum of four public consultation sessions. • Ensure that all relevant information is made available to the public. • Consider public comments when making decisions and recommendations • Report on how public input influenced the recommendations.	• Prepare presentation materials for public consultation sessions. • Advertise meetings in accordance with Board policy. • Post all relevant information on the Board's website. • Ensure that the ARC and Board of Trustees receive all written public comments. • Summarize public comments. • Track all communications. • Provide updates to the Board of Trustees. • Respond to public inquiries regarding the review.
Recommendations & Final Report	• Develop a preferred option. • Develop implementation recommendations. • Prepare and submit a Final	• Prepare the Final Report on behalf of the ARC. • Post the Final Report on the Board's website.

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<td>Report outlining the process the ARC followed, the preferred option, and implementation recommendations.
Ensure that the report accurately reflects the process and discussions of the committee.</td>
<td>Present the Final Report and recommendations to the Board of Trustees.</td>
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<td>Meeting Conduct</td>
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The chair shall guide the meeting according to the agenda.
ARC members are expected to treat each other and board staff with respect.
The goal is to work toward consensus on key issues. Where this is not possible a vote will be held. Only voting members of the ARC will be allowed to vote. The vote will be successful only if the majority (50% + 1) of ARC members present at time of the vote are in favour.
ARC members must attend 80% of the ARC meetings and public meetings to be eligible to vote.
ARC members are expected to attend every ARC meeting where feasible. At least one parent representative from each school should be in attendance at every meeting.
If a parent is unable to attend an ARC meeting, <u>no</u> substitute parent reps will be allowed to attend in their place.
If one of the parents from a school does not attend 80% of the ARC meetings then the other parent from the same school who has attended 80% of the ARC meetings will be allowed two votes.
ARC members are expected to attend public consultation sessions.
The role of the ARC terminates once the Final Report and recommendations have been submitted to the Director of Education.
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