Waterloo Catholic District School Board

Agenda

Governance Committee Meeting

Date: April 11, 2017

Time: **5:00 p.m.**

Location: Board Room, Catholic Education Centre

Next Meeting: May 1, 2017

Attendees:	**Committee Members**: Joyce Anderson, Bill Conway, Wendy Price (Chair), Greg Reitzel **Administrative Officials**: Loretta Notten

1. Welcome and Opening Prayer

2. Approval of Agenda

3. Declared Pecuniary Interest

4. Approval of the Revised Minutes of February 28, 2017

5. Discussion Items
   - 5.1 2016-17 Governance Terms of Reference
   - 5.2 Board Policy I 001Ends - add statement monitoring of the Ends through the MYSP"
   - 5.3 Policy IV 010 Facilities/Accommodation

6. Pending Items
   - Addition of a Director's Report and Chair's Report to the agenda
   - "Reasonable interpretation" should be agreed to when the policy is established
   - Consider a Succession Planning Policy

7. Recommendations to the Board

8. Adjournment

Waterloo Catholic District School Board

Minutes

Governance Committee Meeting

A meeting of the Governance Committee was held on the 28th of February, 2017 at 5:30 p.m.

Present:

Committee Members:
Joyce Anderson, Bill Conway, Wendy Price (Chair), Greg Reitzel

Administrative Officials:

Loretta Notten

Additional Attendees:

Jeanne Gravelle, Manuel da Silva

Regrets:

Next Meeting: April 11, 2017

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1. **Welcome and Opening Prayer:** W. Price

2. **Approval of Agenda**
Motion: J. Anderson
Seconded: B. Conway

3. **Declared Pecuniary interest**
Nil

4. **Approval of January 23, 2017 Minutes**
Motion: G. Reitzel
Seconded: B. Conway

5. **Discussion Items**
5.1 Policy III 005 Appendix A – Monitoring Report Timeline
    - Discussion on where the process of CEO performance should be captured in the policy.
    - Governance is considering recommending that the process should be outlined in Trustee Orientation.
    - Governance Committee should take a role in guiding the Board in doing the evaluation.
    - Update Terms of Reference for Governance Committee – initiate performance review of the CEO.
    - Suggested having an additional statement that allows for more comprehensive review (e.g., through a 360 review) for performance appraisal in selected years.
    - In policy statement – take out “solely” and replace with “primarily”
    - Add the following as point #5 - *Performance Appraisal Review will take place annually between the Board of Trustees and the CEO, using a mutually agreed upon process.*
    - When monitoring Section IV reports board will pass motion as to whether partially or fully compliant. See appendix A for revised dates, process to Section IV Executive Limitations. Include motions in March 27th agenda to approve the previously received Leadership and CEO Replacement reports.
    - Reviewed dates and process for Exec Limitations Monitoring Reports (see appendix)

6. **Pending Items**
    - Board Policy I 001Ends - add statement " monitoring of the Ends through the MYSP"
    - Policy IV 010 Facilities/Accommodation
    - Addition of a Director's Report and Chair’s Report to the agenda

- "Reasonable interpretation" should be agreed to when the policy is established
- Consider a Succession Planning Policy

7. Governance Committee Recommendations:
The Governance Committee makes the following recommendations to the Board:

That the Governance Committee bring revisions to Policy III 005 and the revised Schedule of Monitoring Reports to March Board for approval.

Motion: B. Conway
Seconded: G. Reitzel

8. Adjournment
Motion: G. Reitzel
Seconded: B. Conway
That the meeting be adjourned.
The meeting was adjourned at **6:33** p.m.

Waterloo Catholic District School Board

Board Committee Terms of Reference
Governance Committee
2016-2017

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

2. Action Item Outcome(s):
- 2.1 Develop and implement a program for trustee learning on topic(s) as requested by the board.
- 2.2 Review Board by-laws bi-annually for currency and applicability
- 2.3 Conduct work assigned by the board.
- 2.4 Arrange for professional development for trustees relative to governance
- 2.5 Monitor Board performance – Governance Committee leads trustees in process of evaluating Board performance.
- 2.6 Initiate Director Performance Appraisal Review

3. Consultation Requirement(s):
- 3.1 Incorporate best practices from other boards where ever possible
- 3.2 Consult OCSTA 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*

Number: I 001
Subject: Ends

Approval Date: September 2, 2008
Effective Date: September 2, 2008
Revised: May 31, 2010; November 29, 2010; January 27, 2014, February 23, 2015

Policy Statement:

In a policy governance model, “ends statements” act as guiding principles that will lead us to our preferred future as a system. On behalf of the Catholic ratepayers of Waterloo Region and, in part under its duties as a Board under Section 169.1 of the Education Act and Regulations, as well as at a justifiable use of government and community resources, the WCDSB will create, implement and monitor a multi-year strategic plan that ensures – via the Director of Education – the Board acts responsibly to ensure learners achieve their fullest potential in learning communities that are a living experience of Catholic faith.

Heart of the Community:
Our schools are heart of the community:

I. When faith practice is integrated into the daily lives of our students as members of their school community,
II. When they have the knowledge of the history, and regular experiences with, the values, doctrines and social justice imperatives of the Catholic faith,
III. When they are contributors to society, dedicated to the common good and,
IV. When all are included, welcomed, cared for, respected, and treated with dignity in invitational learning environments that help every student fully utilize their unique gifts while meeting their individual spiritual, physical, learning and/or emotional needs.

Success for Each:
We create the conditions for success for our students by knowing our students, knowing our staff and doing what matters.
Our students achieve academic success:

I. When given the necessary supports to work to their highest level of ability,
II. When they have the knowledge, skills and confidence to pursue their desired career and life paths and,
III. When they are prepared for the challenges and opportunities of an ever-changing world that demands a diverse skill set as well as a broad social conscience aligned with our Catholic values and,
IV. When they meet the Ontario Catholic Schools Graduate Expectations.

We Create **A Place for All:**
When our schools, system departments, processes and policies reflect our belief that students deserve the best programs, delivered by well-prepared staff who are supported in their professional learning. Our schools will be supported in this by a strategic plan that includes processes whereby:

I. WCDSB school and system initiatives are monitored through ongoing internal and external assessment measures to ensure students are learning at their highest possible level of achievement through programming that meets their individual learning needs, spiritual needs and learning styles and

II. When all WCDSB departments are held to the highest standards through periodic external reviews to ensure the Board meets its financial and legal obligations to its employees, the Ministry of Education and its ratepayers.

Number: IV 010
Subject: Facilities/Accommodations

Approval Date: September 2, 2008
Effective Date: September 2, 2008
Revised: October 26, 2009; October 26, 2010; April 26, 2011; October 24, 2011; January 30, 2012; June 10, 2013, October 26, 2015; December 12, 2016

Policy Statement:

The CEO shall not permit the establishment of facilities that lack physical signs of our Catholic faith and allowance for sacred space; limit students from fully experiencing the curriculum and do not have relationship with the community.

Accordingly, without limiting the scope of the foregoing, the CEO shall not:

1. Allow material changes to facilities, boundary changes, or the closure of existing facilities to occur without established procedures that includes the board appointing two trustees as a non-voting members of the Accommodation Review Committees.

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.

3. Initiate or enter into projects that involve material changes to facilities without exploring available financing options and public sector partnerships.

4. Engage in facility partnerships without board approval.

5. Fail to address the impact of facilities on the environmental footprint.

6. Fail to conduct accommodation reviews process (i.e. boundary reviews and school closures) that is not in compliance with current Ministry of Education guidelines and directives.